

# Validation Requirements for Planning applications and other applications

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## Part 1; Application forms, fees, and plans/drawings

Requirement	When required	More information	Policy/Law Driver
Application Form	All applications	<p>P1 for new dwellings, commercial development and changes of use</p> <p>P2 for house extensions and other work in the curtilage of or directly related to an existing dwelling/s</p> <p>P3 for applications for display of an advertisement</p> <p>P4 for moveable structures</p> <p>P5 for complaints about a high hedge [<i>see guidance below on page 22 specifically for complaints about high hedges</i>]</p> <p>P6 for works to trees protected by a Tree Preservation Order [<i>see guidance below on page 22 specifically for works to trees</i>]</p>	Planning and Building (Jersey) Law 2002
Planning Application Fee	All applications unless exemptions apply	<p>You can calculate the fee here: <a href="#">Fee calculator - Planning Portal (gov.je)</a></p> <p>When we have checked that all relevant information as set out in this statement of requirements has been submitted, you will be advised of the confirmed application fee.</p>	Planning and Building (Jersey) Law 2002
Location Plan	All applications	<p>A plan which identifies the land to which the application relates. The plan must:</p> <ul style="list-style-type: none"> <li>• Be based on an up-to-date map;</li> <li>• Be drawn to an identified standard metric scale (1:1250 or 1:2500);</li> <li>• Show the direction of north;</li> <li>• Identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the site is clear;</li> <li>• The application site must be edged with a red line and must include all land necessary to carry out the proposed development i.e. land required for access to the site from a public highway, car parking;</li> <li>• Identify any other land owned by the applicant, close to or adjoining the application site, by drawing a blue line around that land.</li> </ul> <p>Do not include the disclaimer 'do not scale' on plans or the name of the applicant</p>	Planning and Building (Jersey) Law 2002

Requirement	When required	More information	Policy/Law Driver
Site/Block Plan	All applications	<p>The plan must:</p> <ul style="list-style-type: none"> <li>• Be drawn to an identified standard metric scale (1:500 or 1:200);</li> <li>• Show the direction of north;</li> <li>• Show the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to boundaries;</li> </ul> <p>Do not include the disclaimer 'do not scale' on plans or the name of the applicant.</p>	Planning and Building (Jersey) Law 2002
Elevations – existing and proposed	All applications as necessary to describe the development and for proposals which would involve building operations or result in a change to the appearance of a building	<p>All plans must be drawn to a scale of 1:50 or 1:100.</p> <p>Plans must be proportionate to the nature and size of the proposal. They must clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished and the relationship to neighbouring buildings.</p> <p>For <b>advertisement applications</b>, full details of the height, width and depth of each sign, and the design of the sign must be supplied including lettering, patterns and/or logos, including RAL defined colour scheme. The plans must include details of internal and/or external illumination, including the strength of that illumination, measured in cd<sup>2</sup>. The scale of such drawings will depend on the size of the sign, but typically will be 1:20 or 1:50.</p> <p>Do not include the disclaimer 'do not scale' on plans or the name of the applicant.</p>	Planning and Building (Jersey) Law 2002

Requirement	When required	More information	Policy/Law Driver
Floor plans – existing and proposed	All applications as necessary to describe the development and for change of use applications <i>Not required for advertisement applications</i>	<p>All plans must be drawn to a scale of 1:50 or 1:100.</p> <p>Plans must be proportionate to the nature and size of the proposal. They must clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished and the relationship to neighbouring buildings.</p> <p>For development comprising the erection of or creation of new residential dwellings, this must include annotations of GIA floor area for each new dwelling, the floor area of each bedroom, kitchen, living room and dining room or other rooms, internal and external storage, and private and communal amenity areas (sq m).</p> <p>Do not include the disclaimer ‘do not scale’ on plans or the name of the applicant.</p>	Planning and Building (Jersey) Law 2002
Landscape Plan	All for 5 or more dwellings or more than 200 sq m of floor area (gross i.e. without subtraction of any existing units or floor area) and for proposals which would involve a change of appearance to the landscape	<p>The plan must:</p> <ul style="list-style-type: none"> <li>• Be drawn to an identified standard metric scale (1:100, 1:200 or 1:500);</li> <li>• Show the proposed development in relation to the site boundaries;</li> <li>• Clearly annotate proposed boundary treatments including existing landscape features (walls, fences, hedges, trees etc) that are to be retained, serviced or removed;</li> <li>• New hard and soft landscaping proposals to be clearly drawn and annotated to describe material finishes and planting character. Existing landscape features and finishes (planting, paving, walls etc) that are to be retained should be clearly shown with any features for removal outlined with a red dashed line and labelled accordingly;</li> </ul> <p>Existing and proposed topographical levels to be provided such that manipulated landforms and/or the finished level of paving, walls or other key features in the landscape can be understood; Do not include the disclaimer ‘do not scale’ on plans or the name of the applicant.</p>	BIP Policies SP3, GD6 and NE3

Requirement	When required	More information	Policy/Law Driver
Site Sections- Existing and Proposed	All applications as necessary to describe the development <i>Not required for advertisement applications</i>	All plans must be drawn to a scale of 1:50 or 1:100.  Plans must be proportionate to the nature and size of the proposal. They must clearly show the proposed works in relation to what is already there, highlighting land levels and gradients and any structures to be demolished. Do not include the disclaimer 'do not scale' on plans or the name of the applicant.	Planning and Building (Jersey) Law 2002
Roof Plan – Existing and Proposed	All applications as necessary to describe the development and all applications which propose alterations to the roof of a building <i>Not required for advertisement applications</i>	All plans must be drawn to a scale of 1:50 or 1:100.  Plans must be proportionate to the nature and size of the proposal. They must clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished PTO Do not include the disclaimer 'do not scale' on plans or the name of the applicant	Planning and Building (Jersey) Law 2002
Vehicle Access plans	All applications where alterations/changes are proposed to a vehicular access or where a new access is proposed. <i>Not required for advertisement applications</i>	A plan clearly showing the proposed access arrangements including gradients, access width and sight lines. Do not include the disclaimer 'do not scale' on plans or the name of the applicant.	Planning and Building (Jersey) Law 2002
Drawing details	All applications	All plans must have a linear scale bar. All plans must have a unique drawing number and indicate the page size. Do not include the disclaimer 'do not scale' on plans or the name of the applicant.	Planning and Building (Jersey) Law 2002

Requirement	When required	More information	Policy/Law Driver
Plans List	All applications	<p>Every application must be accompanied by a separate list of all plans, including drawing numbers with revisions, and a list of supporting documents.</p> <p>When any amended plans/documents are submitted, an updated list, including revision numbers and superseded plans shall also be submitted with those amended plans/documents.</p>	Planning and Building (Jersey) Law 2002
3D Model	Major applications of 2 or more dwellings or 2 or more buildings, or more than 200sqm floor space (gross)	Please see guidance here: <a href="http://gov.je">3D models for planning applications (gov.je)</a>	Planning and Building (Jersey) Law 2002

## Part 2 Supporting Statements/Information

Note: for smaller scale proposals (see thresholds below), some information indicated below may be included in one all-encompassing Planning Statement; however, the list of contents of such a statement must be clear on the front cover.


Requirement	When required?	More information	Policy/Law Driver
Planning Statement	All Major Applications	<p>A Planning Statement must explain the principles of and justification for the proposed development. The type and amount of detail required will vary according to the particular circumstances of each application.</p> <p>You must submit information explaining how the proposed development accords with policies in the Bridging Island Plan 2022 and relevant Supplementary Planning Documents.</p> <p>For development comprising the erection of or creation of new residential dwellings, this must include written details of GIA floor areas for each new dwelling, including internal and external storage, and private and communal amenity areas (sq m). See also Part 1 above - Plans required.</p>	Planning and Building (Jersey) Law 2002
Planning Obligation Agreement	<p>When any off-site work etc is required, or according to policy requirements.</p> <p><i>Offsite: non-blue line or red line land</i></p>	Heads of terms to be supplied as part of the Planning Statement	BIP Policy GD3
Affordable housing statement	All applications where affordable housing is proposed and/or meets the criteria for the provision of affordable housing specified in policy H5	<p>A statement specifying the details of both the affordable housing and any market housing e.g. the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units, plans showing the location/distribution of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units.</p> <p>If different levels or types of affordability or tenure are proposed for different units, this must be clearly and fully explained.</p>	BIP Policy H6 Affordable Housing Supplementary Planning Document

Requirement	When required?	More information	Policy/Law Driver
Agricultural Land Statement	All applications for proposals for the development of agricultural land and buildings to any uses other than agriculture	<p>To include information setting out details about the quality of the land and the impact of its development upon the viability of any specific agricultural holdings and the industry generally, having regard to the use of land in question and any adjacent agricultural land.</p> <p>In the case of <b>farm diversification</b> or the development of a rural enterprise, there will also be a requirement to provide a <b>business plan</b> which justifies the location of the development and information as to how the proposed development will help contribute to and sustain the rural economy in the short- and long-term.</p>	BIP Policy ERE1 and ERE3
Air Quality Assessment	10 or more dwellings or 400sqm+ non-residential gross internal floorspace) (gross i.e. without subtraction of any existing units or floor area).	<p>The approach used in producing air quality assessments must be robust and appropriate to the nature of the proposed scheme, the scale of the likely impacts, and what is known about air quality in the area.</p> <p>They must look to demonstrate the likely changes in air quality or exposure to air pollutants as a consequence of the proposed development. Where an assessment is required, it must be undertaken by an independent and appropriately qualified air quality consultant and developed with regard to the <u>Jersey Air Quality Strategy</u> which provides a framework for ensuring that a high standard of air quality is maintained in Jersey.</p>	BIP Policy ME3
Biodiversity Net Gain	All Government sponsored development schemes (incl Public Bodies) to explore how Biodiversity Net Gain (BNG) can be delivered.	A BNG report will be needed for all Government sponsored schemes to allow compliance with Policy NE1 and develop an evidence base in accordance with the Minister for the Environment's objectives	Biodiversity Net Gain



Requirement	When required?	More information	Policy/Law Driver
Community Participation Statement	10 or more dwellings or 400sqm floorspace and over (gross i.e. without subtraction of any existing units or floor area).	<p>The statement must provide evidence of:</p> <ul style="list-style-type: none"> <li>• the consultation that was undertaken, including who was consulted, on what, when and how the consultation was carried out; and</li> <li>• how any feedback received from the consultation was taken into account in the formulation of proposals.</li> </ul>	BIP Policy GD2
Construction and Demolition Management Plan	Five homes or 200m <sup>2</sup> gross additional floorspace, or more (gross i.e. without subtraction of any existing units or floor area).	<ul style="list-style-type: none"> <li>• Details must be included of how on-site impacts will be managed during the demolition/construction phase (particularly on homes, other sensitive uses and biodiversity), including traffic management, dust, noise, vibration and stability.</li> <li>• Must include: -</li> <li>• a plan (to scale) identifying the site access points and where safe and legal loading can take place - details of how deliveries could be managed to reduce the number of vehicle movements and use more sustainable modes, where possible</li> <li>• Sites located in town centres or in close proximity to bus stops are more likely to be considered as have a significant impact on traffic congestion or pedestrian safety and are likely to need a Construction and Demolition Method Statement (or Construction and Environmental Management Plan).</li> <li>• Dependent on the scale of the development or particular sensitivities of the site, the following information may be needed in order for an application to be determined: <ul style="list-style-type: none"> <li>• timing and schedule of works -</li> <li>• hours of working -</li> <li>• sediment control measures -</li> <li>• pollution control measures parking areas for the vehicles of site operatives and visitors -</li> <li>• areas of loading and unloading of plant and materials -</li> <li>• areas for storage of plant and materials -</li> <li>• details of the erection and maintenance of security hoarding -</li> <li>• provision of wheel washing facilities -</li> <li>• measures to control the emission of dust and dirt during construction or demolition</li> </ul> </li> <li>• a scheme for recycling or disposal of waste resulting from construction and demolition works -</li> </ul>	BIP Policy GD1

Requirement	When required?	More information	Policy/Law Driver
Construction and Demolition Management Plan (continued)	Five homes or 200m <sup>2</sup> gross additional floorspace, or more (gross i.e. without subtraction of any existing units or floor area).	<ul style="list-style-type: none"> <li>• details of access and haul routes for construction vehicles, delivery vehicles or waste disposal vehicles .</li> <li>• chemicals and hazardous substances (use and storage) .</li> <li>• management and control of invasive species .</li> <li>• waste management .</li> <li>• oil use, storage and refueling of plant and equipment .</li> <li>• accurate plans, photographs and scale maps .</li> <li>• where development is likely to cause dust, noise and vibration (for example piling, rock breaking or extensive earthworks). The activities must follow best practice as defined in S.72 of the Control of Pollution Act 1974. Further guidance may be found within BS5288 Code of Practice for Noise and Vibration Control on construction and open sites.</li> </ul> <p>The details needed will vary from scheme to scheme and from site to site. A scheme in a residential area may need to consider measures to prevent disturbance from noise, dust and vehicles.</p> <p>A scheme near to a watercourse would need to consider potential sources of pollution and mitigation measures which may need to be put in place. It is a good idea to speak to relevant consultees within Government of Jersey as soon as possible to make sure the proposed development or demolition can be carried out with their approval. Take their advice and incorporate it into the method statement.</p>	BIP Policy GD1
Demolition Statement	Demolition of a building or part of a building. (NB: of any size, but does not include moveable structures, or timber garden sheds).	<p>Applications for the demolition and replacement of buildings, or part of a building, must be accompanied by sufficient information which demonstrates that the likely environmental or sustainability, aesthetic or practical benefits of the proposed development outweigh the retention of the existing building. This may include a Structural Condition Report, see also below. Applicant's are also</p> <p>The Structural Condition Report must be prepared by a professionally qualified person (RICS) and, where appropriate include below ground and fabric invasive investigation.</p>	BIP Policy GD5

Requirement	When required?	More information	Policy/Law Driver
Ecological Appraisals	<p>All applications affecting:</p> <ul style="list-style-type: none"> <li>• a designated ecology site or known habitat;</li> <li>• removal of hedgerows;</li> <li>• pruning or removal of trees;</li> <li>• works to a roof of a building;</li> <li>• demolition of a building (includes house extensions).</li> </ul> <p>Applicants are reminded that a grant of planning permission does not remove the legal requirement to comply with the <b>Wildlife (Jersey) Law (2021)</b></p>	<p><b>What information you need to provide</b></p> <p>The information you provide with your application must allow for an informed decision to be made about the potential impact of your proposal on wildlife and their habitats.</p> <p>This will depend on the nature and the scale of your proposal and the extent of impact that may be caused. A qualified ecologist can assist you by confirming the detail needed, and by preparing a report for submission with your application.</p> <p>For advice on finding an ecologist see the attached PDF below:   <a href="#">A Householders Guide to Engaging an Ecologist</a></p> <p>The 2 types of wildlife reports that are advised to use for submission alongside your planning application are the:</p> <ul style="list-style-type: none"> <li>• Preliminary Ecological Appraisal (PEA) report</li> <li>• Ecological Impact Assessment (EclA) report</li> </ul> <p>The most suitable report will depend on the extent of any biodiversity impacts arising from your proposal.</p> <p><b>Preliminary Ecological Appraisal (PEA) report</b></p> <p>A Preliminary Ecological Appraisal (PEA) is an initial scoping assessment to identify ecological features ecological value on and around the development site. This assessment provides an early understanding of any likely biodiversity impacts and how these may be avoided or reduced.</p> <p>A PEA carried out according to good practice will include:</p> <ul style="list-style-type: none"> <li>• a search of local wildlife records for the site and its surroundings from the <a href="#">Jersey Biodiversity Centre</a></li> <li>• a walkover of the site to classify and map habitat types present</li> <li>• an inspection for evidence or signs protected species</li> </ul> <p>A PEA can be undertaken at any time of the year but is best carried out between March and September.</p>	BIP Policy NE1

Requirement	When required?	More information	Policy/Law Driver
Ecological Appraisals (continued)		<p>In some cases, the submission of a PEA report with your application will be sufficient. For example, if the assessment has identified minor impacts, these may be avoided by precautionary working methods during construction.</p> <p>The PEA must also include measures to increase the biodiversity value of the site on completion of the development.</p> <p>In the case of the initial scoping assessment not providing enough evidence, further ecological surveys may be recommended. It's vital that you seek advice from a professional ecologist as early as possible, because the best time to survey different species may depend on the season.</p> <p>More information can be found using the <a href="#">Guidelines for Preliminary Ecological Appraisal</a>.</p>	
Ecological Impact Assessment (EclA) report	All Applications, depending on site circumstances, and see above	<p>An Ecological Impact Assessment will be needed if there are likely biodiversity impacts that cannot be avoided through precautionary methods.</p> <p>The EclA must include:</p> <ul style="list-style-type: none"> <li>• completion of any required ecological surveys</li> <li>• an impact assessment based on the findings of the surveys</li> <li>• detailed measures needed in order avoid, reduce or compensate for identified impacts</li> <li>• proposals to increase the biodiversity value on completion of the development</li> </ul> <p>More information can be found using the <a href="#">Guidelines for Ecological Impact Assessment</a>.</p>	BIP Policy NE1
Drainage Statement, including Sustainable Drainage System	All major development, <i>except</i> change of use of existing buildings (without extension)	<p><b>Surface Water:</b> Development that will lead to a change in surface water flow, by virtue of new or extended buildings or landscaping, will only be supported where it incorporates sustainable drainage systems (SuDS) into the overall design which includes:</p> <ol style="list-style-type: none"> <li>1. the reduction and management of surface water run-off as near to the source as possible;</li> <li>2. the use of minimal areas of impermeable surfaces;</li> </ol>	BIP Policies NE2, WER6 and WER7

Requirement	When required?	More information	Policy/Law Driver
Drainage Statement, including Sustainable Drainage System (continued)		<p>3. surface water run-off being discharged as high up the hierarchy of drainage options as practicable; and</p> <p>4. discharge rates being limited to pre-existing natural rates of run-off so as to avoid causing or exacerbating flooding, either locally or remotely, except where, in appropriate circumstances, flood risks are high and there may be a requirement to reduce the pre-existing discharge of run-off.</p> <p><b>Foul Sewerage</b> Development proposals must be accompanied by sufficient information regarding the means of sewage disposal to allow a proper assessment of the proposals. Where this information is not adequately provided, the development will not be supported.</p>	
Environmental Impact Assessment/Statement	All relevant development	<p>The types of development and thresholds for this are set out in the Planning and Building (Environmental Impact) (Jersey) Order 2006 <a href="http://jerseylaw.je">Planning and Building (Environmental Impact) (Jersey) Order 2006 (jerseylaw.je)</a> .</p> <p>If your development is in a category that requires an EIS, then you can submit a <b>Screening Request</b> to establish if an EIA is required. If an EIA is required you must contact the Planning Applications Manager to arrange a pre-application meeting. This meeting will provide the opportunity to start a dialogue regarding the <b>scope of the EIA</b> and the information needed to accompany your planning application.</p>	Section 13 Planning and Building (Jersey) Law 2002
Flood Risk Assessment	All development proposals at <b>low, medium or high risk</b> of flooding will require a flood risk assessment (FRA).	Where a development site is identified as being at risk of flooding, even if it is only a low risk, it is necessary for the development proposal to acknowledge this risk and identify suitable mitigation so the impacts of flooding can be managed, enabling the development and its occupants to be more resilient to future flooding and climate change. A flood risk assessment (FRA) must be prepared for any development within identified flood risk areas in order to assess the level of risk, potential mitigation measures, and to ensure its acceptability. The level of detail required within the FRA must be proportionate to the level of risk and vulnerability category of the proposed development, taken in the context of the scale of the proposal Jersey Strategic Flood Risk	BIP Policy WER2

Requirement	When required?	More information	Policy/Law Driver
Flood Risk Assessment (continued)		Assessment (2021) Appendix D provides further guidance about the details required for a flood risk assessment, here: <a href="#">Jersey Strategic Flood Risk Assessment (gov.ie)</a>	
Green infrastructure and networks statement	All development	Where development would have an adverse impact on existing green infrastructure assets, a statement and/or plans must be submitted to demonstrate that the benefit will outweigh the harm and provide details of how the features will be protected as far as practicable, and that measures are in place to minimise and/or mitigate their loss on-site, or will be otherwise compensated for.	BIP Policy NE2
Heritage Impact Statement	All development affecting a listed building or place, or its setting	<p>Heritage Statements are a 2-stage document:</p> <ul style="list-style-type: none"> <li>• an analysis and assessment of the special interest and significance of the historic asset in question, including any contribution made by their setting; and;</li> <li>• an assessment of the potential impact of the proposals on the special interest, significance and qualities identified. Proposals must be designed to avoid any harmful impacts.</li> </ul> <p>The level of detail must be proportionate to the assets' importance and be sufficient to understand the potential impact of the proposal on their significance.</p> <p>Information must be provided about:</p> <ul style="list-style-type: none"> <li>• The significance of the architectural and historical interest and character of the building or structure;</li> <li>• The principals of and justification for the proposed works; and</li> <li>• The impact of the proposal on the special interest of the listed building or structure, its setting and the setting of adjacent listed buildings.</li> </ul> <p>The information must explain:</p> <ul style="list-style-type: none"> <li>• The sources that you have considered;</li> <li>• The expertise that you have consulted; and</li> <li>• The steps that have been taken to avoid or minimise any adverse impacts on the significance of the building.</li> </ul>	BIP Policies HE1 and HE2

<b>Requirement</b>	<b>When required?</b>	<b>More information</b>	<b>Policy/Law Driver</b>
Heritage: Archaeological desk-based assessment/field evaluations	All development affecting a known archaeology area	A desk-based assessment must identify the likely character, extent, quality and worth of the known or potential archaeological resource in a local, regional, national or international context as appropriate. A field evaluation of the site may also be necessary. Further advice may be obtained from the Historic Environment Team.	BIP Policy HE5
Land Contamination Assessment	Where operational development or a change of use is proposed on land which is identified as contaminated land, where there is potential for contamination to exist or where a sensitive end use is proposed such as housing or education	<p>A risk assessment which identifies the findings of a site investigation and the risks associated with development of the site.</p> <p>A land contamination assessment which demonstrates that unacceptable risks from contamination and land instability will be appropriately addressed through remediation.</p> <p>For further advice please contact the Environmental Health Team.</p>	BIP Policy GD1
Landscape and Visual Impact Assessment/ Landscape Sensitivity and Capacity Assessment	Applications Or, where there is a potential adverse impact on the character and distinctive features of the Island's landscape from the proposed development.	<p>The Landscape Design Guidance (Part 5 of the Jersey Integrated Landscape and Seascape Character Assessment) provides a methodology for understanding the implications of a proposal on views and visibility.</p> <p>For further advice please contact the Planning Department's Landscape Officer.</p>	BIP Policy GD9, NE3
Marketing Statement	Proposals for a change of use away from light industrial uses within protected industrial sites; and at other existing light industrial sites.	<p>To include supporting evidence to demonstrate that there is no longer a reasonable prospect of the site's continued use for light industrial purposes before it will be considered for other uses.</p> <p>Differing evidence requirements will need to be met depending upon the size, nature and location of the site or property. This includes evidence to demonstrate that the light industrial accommodation has been effectively marketed for a reasonable period of time (appropriate to the market for the use of the building) and at a value which is comparable to the local market.</p>	BIP Policy EI1

Requirement	When required?	More information	Policy/Law Driver
Marketing Statement (continued)		<p>It must also be demonstrated that the continuous use of the site is no longer viable, taking into account the site's existing and potential long-term market demand for light industrial use; or that local demand for this type of light industrial space can continue to be appropriately and locally met elsewhere even with the loss of the floorspace.</p> <p>Any application must include details of valuations undertaken prior to placing the site on the market and a statement detailing why the site has not been taken up.</p> <p>A significant and overriding justification would need to be provided to support any change of use away from light industrial use on protected industrial sites or where light industrial accommodation serves the strategic operations of the island's port and airport.</p>	
Noise impact assessment	All development involving the installation of externally mounted plant and machinery that would be located within 50m of the external walls of residential dwelling/flat etc	A professional noise assessment that demonstrates the impact of the development on the amenity of existing residential properties or in the case of proposed new residential development demonstrates the likely impact on the amenity of the occupiers of the proposed dwellings including mitigations proposals.	BIP Policy GD1
Public Art Statement	Five or more homes or non-residential development of 200sqm gross internal floorspace and over. (gross i.e. without subtraction of any existing units or floor area).	The statement must set out the details of the proposal and how it is appropriate to the setting and scale of the surrounding area, enhancing the quality of place and contributing to local distinctiveness and cultural identity.	BIP Policy GD10
Redundancy Statement for Glasshouses	Redevelopment of redundant and derelict glasshouses for non-agricultural uses	ERE6 includes: The redevelopment of redundant and derelict glasshouses for non-agricultural uses will not be supported. When glasshouses are redundant to the horticultural industry or are derelict, they must be removed, and the land restored to agricultural use.	BIP Policy ERE6



Requirement	When required?	More information	Policy/Law Driver
Redundancy Statement for Glasshouses (continued)		<p>In only the most exceptional circumstances, the development of derelict glasshouse sites may be considered for other uses, provided that the amount of development is the minimum required to deliver an overall improvement to the landscape character of the countryside through the removal of glasshouses and supporting infrastructure; and the restoration of agricultural land, or an appropriate environmentally-beneficial use.</p> <p>Any such proposals must be accompanied by <b>adequate information</b> which demonstrates the redundancy of the glasshouse to the holding and the industry; and details which support and justify the extent of development sought relative to the costs of the removal of the glasshouses.</p>	
Retail Impact Statement	<ol style="list-style-type: none"> <li>1. New retail of 200 sqm or more floorspace (GIA) <b>outside</b> of the BIP defined St Helier <i>Town Centre</i> i.e. not just the Core Retail area.</li> <li>2. Proposals for change of use <b>away from</b> retail within the St Helier town centre and the defined centre at Les Quennevais</li> <li>3. New retail of 100-200 sqm GIA in the built-up area, but outside St Helier town centre or the defined centre at Les Quennevais.</li> </ol>	<p>Applications for such development must include proportionate evidence of retail impact.</p> <p>This might include (but is not limited to):</p> <ul style="list-style-type: none"> <li>• that there is an overall quantitative and qualitative requirement for additional retail in the island; and</li> <li>• that provision will not have a unacceptable negative impact on the vitality and viability of existing retail provision in the island including retail provision within the St Helier core retail area; St Helier town centre or the defined centre at Les Quennevais; and other local centres (which might be impacted by change in footfall patterns and market share).</li> </ul> <p>Proposals for a change of use away from large-scale retailing will need to demonstrate that there is no market demand for the continued use of the premises for retail use (on terms that reflect the lawful use and condition of the premises) for a period of time appropriate to the market for the use of the building; and demonstrate that it does not have an unacceptable impact on the overall provision of retail in the locality and the island, including whether need can be met even with the loss of retail floorspace. There will also be a need to demonstrate that the proposed use does not significantly harm the mix of retail unit sizes and types that are required to attract and cater for a range of retail businesses in the island.</p>	BIP Policy ER1 and 2

Requirement	When required?	More information	Policy/Law Driver
Retail Impact Statement (continued)	<p>4. Change of use <b>away from</b> retail which would lead to the loss of essential local shops, such as general convenience stores.</p> <p>(Floor areas are gross i.e. without subtraction of any existing units or floor area).</p>		
Structural and Building Condition Survey	<p>Proposals to convert or re-use <b>traditional farm buildings</b> for non-employment use, such as the provision of residential accommodation.</p> <p>See also Demolition Statement above.</p>	<p>In all cases, conversion will only be supported where the building is of a sound and substantial construction and is capable of conversion without extensive alteration, extension or re-building, and without adversely affecting the character or appearance of the building or changing or affecting the employment use or the nature of surrounding agricultural land.</p> <p>The survey must be prepared by a professionally qualified person (RICS) and, where appropriate include below ground and fabric invasive investigation.</p>	BIP Policy ERE3 and ERE6

Requirement	When required?	More information	Policy/Law Driver
Transport Statement / Assessment	Residential development with more than ten units of accommodation or located in traffic sensitive areas; other developments which would generate significant amounts of travel, including office and retail use (over 1000sqm) (gross i.e. without subtraction of any existing units or floor area) or located in traffic sensitive areas.; and new and expanded school and healthcare or health facilities.	<p>Transport statements and transport assessments identify the impact that a development will have on the transport network via qualitative and quantitative appraisal of its likely impact. Transport assessments include detailed analysis of network performance. Where there is predicted to be an impact, this must be demonstrated to offset through appropriate highway mitigations and / or travel demand management initiatives that are outlined in a travel plan. This will set out targeted measures to increase the mode share of users travelling via sustainable transport modes.</p> <p>For development in the <b>Eastern Cycle Route</b> area (where they are within 1.5km of planned provision, as defined on the proposals map) a written commitment to provide a per dwelling contribution to the cycle route delivery shall be included in the TA.</p> <p>Development must provide appropriate infrastructure to support public transport and bus use including the provision of direct and safe routes to bus stops that are accessible for all, and the provision of bus shelters and any associated infrastructure and technology.</p>	BIP Policy TT1 and TT3
Travel Plans	Residential development with more than five units of accommodation; other developments which would generate significant amounts of travel, including office and retail use (over 200sqm) (gross i.e. without subtraction of any existing units or floor area); and new and expanded school and healthcare or health facilities.	<p>For residential developments over 40 units or other developments over 1000sqm, or to address a particular local traffic problem associated with a planning application, <b>a travel plan</b> will be required to demonstrate how a development proposal, in its design and long-term use, has responded to the sustainable transport principles and how it will promote and encourage more sustainable travel in the island.</p> <p>The requirement for and scope of a travel plan needs to be proportionate to the anticipated impact of the development. For sites which are likely to have significant highway impacts a full travel plan will be required, whereas for smaller sites an 'interim' or 'framework' travel plan might be appropriate.</p> <p>Developers of any proposals that are likely to generate significant amounts of movement are encouraged to engage with the Government of Jersey's highway authority in order that the requirement for and scope of any travel plan can be determined.</p>	BIP Policy TT1

Requirement	When required?	More information	Policy/Law Driver
Travel Plans (continued)		<p>Travel plans must contain measurable outputs and must set out the arrangements for monitoring the progress of the plan, as well as the arrangements for enforcement, in the event that agreed objectives are not met. Any travel plan must be capable of securing long-term action, therefore, it needs to be implemented and managed so that, as far as possible, it becomes self-sustaining.</p> <p>Before planning permission for a development has been granted, there must also be clarity about where ownership for the travel plan and its implementation lies.</p>	
Site waste management plan	Five homes or more, and 200m <sup>2</sup> additional floorspace or more, (gross i.e. without subtraction of any existing units or floor area), any swimming pool or basement.	<p>The site waste management plan must:</p> <ul style="list-style-type: none"> <li>• identify the volume and type of waste materials, including whether they are hazardous or not, generated during the development process (e.g. materials from demolition and excavation works and from construction activities);</li> <li>• establish opportunities for reuse, recycling, recovery and treatment of materials (i.e. promote the waste hierarchy);</li> <li>• demonstrate how off-site disposal of waste will be minimised and managed;</li> <li>• generally, assist in improving materials resource efficiency on construction sites; and</li> <li>• act as a tool for monitoring the successful implementation of sustainable waste management during development projects</li> <li>• set out the management of waste generated by the occupation/habitation of the resultant covering items such as number of bins and recycling segregation facilities.</li> </ul>	BIP Policy WER1
Supply and use of water statement	Five homes or 200m <sup>2</sup> gross additional floorspace, or more (gross i.e. without subtraction of any existing units or floor area).	<p>New development must incorporate all practicable water conservation and management measures to reduce water consumption and help conserve the island's water resources.</p> <p>A water conservation statement must be provided, as part of a design statement or statement of sustainability and will be subject to conditions to ensure the implementation of water conservation and management measures prior to the first occupation and use of the development.</p>	BIP Policy UI3

Requirement	When required?	More information	Policy/Law Driver
Supply and use of water statement (continued)		The statement must clearly demonstrate how water consumption will be minimised to the lowest practicable levels including how grey and/or storm water recycling has been incorporated into the design.	
Tree Survey / Arboricultural Report	Where there are existing trees on a site or in close proximity to the site, and of particular importance where a proposal would impact on a Tree Preservation Order, trees in a Conservation Area, woodlands or any trees or tree groups that represent significant landscape features.	<p>A Tree Survey/ Arboricultural Report must comply with BS 5837 Trees in relation to design, demolition and construction – Recommendations. The Standard follows a logical sequence of events that has tree care at the heart of the process. The Report will typically include:</p> <ul style="list-style-type: none"> <li>• A topographical survey;</li> <li>• Tree Survey;</li> <li>• Tree Constraints Plan;</li> <li>• Arboricultural Implications Assessment;</li> <li>• Tree Protection Plan; and</li> <li>• Arboricultural Method Statement</li> </ul>	BIP Policy NE1
Ventilation/Extraction System	For all development where on-site cooking would take place	Details of the position and design of ventilation and extraction equipment, together with odour abatement techniques (if necessary) and acoustic noise characteristics.	BIP Policy GD1
Complaint about a high hedge	All such complaints	<p>Full details on how to make a complaint are here: <a href="http://www.gov.je/high-hedges-complaints">High hedges complaints (gov.je)</a></p> <p>In summary, you must:</p> <ul style="list-style-type: none"> <li>• complete the high hedge form</li> <li>• provide photographs of the hedge</li> <li>• provide a location plan (scale 1:1250)</li> <li>• provide a sketch plan showing the location of the hedge and surrounding properties</li> <li>• provide a copy of the latest previous correspondence with the hedge owner</li> </ul>	Planning and Building (Jersey) Law 2002

Requirement	When required?	More information	Policy/Law Driver
Carrying out work to a protected tree	Trees protected by a Tree Preservation Order or the Tree Order ( <i>when adopted – not adopted as at August 2023</i> )	<p>Full details on how to make an application are here: <a href="#">Carrying out work on a protected tree (gov.je)</a></p> <p>In summary, you will need to provide the following information to carry out work to a protected tree:</p> <ul style="list-style-type: none"> <li>• details about the protected tree, including: <ul style="list-style-type: none"> <li>• species</li> <li>• location</li> <li>• site address</li> </ul> </li> <li>• details of the work you want to do (if possible, send photographs which will identify the proposed works) and a statement about the need for the work</li> <li>• any technical information which might be available from a contractor</li> <li>• your contact details</li> <li>• the details of the owner of the tree, if it is someone else</li> </ul>	Planning and Building (Jersey) Law 2002