

North Herts Council Planning Services

The Matrix Explained

The matrix sets out local planning application requirements, other than the National List as required under National Planning Policy Framework. These requirements are not mandatory (therefore a planning application will be validated without the required supporting information) but sets out a list of additional information which may be required to accompany certain types of application. Applicants are advised to consult the matrix before applying for planning permission and checking with the Planning Authority where there is doubt.

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

The Matrix Key

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

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

1) Unilateral Undertaking/Draft Section 106 Obligation for residential development schemes.

Other Requirements

2) Affordable Housing Statement.

3) Air Quality Assessment.

4) Biodiversity survey/ecological report.

5) Environmental Impact Assessment (EIA).

6) Town Centre Impact Assessment and sequential test

7) Flood Risk Assessment and Drainage Assessment (SUDs) (See Environment Agency matrix and Lead Local Flood Authority website).

8) Site archaeological evaluation:

9) Preliminary risk assessment contaminated land

10) Noise Impact Assessment

11) Open Space Assessment

12) Structural Survey and Method Statement,

13) Transport Assessment (TA)

14) Green Travel Plan

15) Tree Survey/Planting plan/landscape appraisal, to including all hard and soft landscaping detailed

16) Sustainability Statement (see the Council's adopted Sustainability Supplementary Planning Document 2024)

17) Daylight and Sunlight test.

18) External Lighting Survey.

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

20) Statutory Biodiversity Metric Calculation. The biodiversity metric is used to calculate biodiversity value for the purposes of biodiversity net gain, for more information see [Biodiversity net gain - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/biodiversity-net-gain)

21) Energy Statement – (see the Council's adopted Sustainability Supplementary Planning Document 2024).

22) Statement of Community Involvement

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

Red = Required.

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

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

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