

## Baseline Assessment Checklist

This checklist, can be submitted with your planning application and will satisfy the validation requirement for a Landscape and Visual Impact Assessment, Ecology/Biodiversity Survey or Heritage Statement provided no landscape, ecological or cultural heritage impacts have been identified.

This checklist is designed to be filled in by you or your agent and there should be no need to employ a specialist to complete it. Whilst it will require a little research, in most cases and especially for small-scale works, you will have no need to undertake any further work such as commissioning specialist surveys.

Please answer all of the questions below and provide a written description and supplementary reports/drawings as required. If you are unsure about how large an area to consider as part of your baseline assessment and live within Chichester, East Hampshire, Horsham, Lewes-Eastbourne or Winchester areas, please contact your local planning authority for advice. If you are within Adur and Worthing, Arun, Brighton and Hove, Mid Sussex or by e-  
directly from the SDNPA  
or by e-

### Topography (i.e. the levels and lie of the land)

Does the topography of the site have an effect on the design of your scheme or make your proposals more visible from the surrounding area?

Yes  No

Description .....

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### Current Land Uses

Will your proposal change the current land use of your site, the appearance of the landscape or adjoining land uses?

Yes  No

Description .....

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**Existing trees, hedges, woodland blocks and belts**

For information on Tree Preservation Orders and group preservation orders and live within Chichester, East Hampshire, Horsham, Lewes-Eastbourne or Winchester areas, please contact your local planning authority for advice. If you are within Adur and Worthing, Arun, Brighton and Hove, Mid Sussex or Wealden information can be obtained directly from the SDNPA; tel. [REDACTED] mail to [REDACTED].

Are there existing, with a trunk diameter of more than 75 mm (measured at 1.5 metres above ground level) hedgerows, woodland blocks / belts or scrub connected to woodland or hedgerows on your site.

Yes  No

Description.....

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Are any of the trees on site veteran trees or protected by Tree Preservation Orders and Group Preservation Orders

Yes  No

Description.....

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Are any trees and hedgerows described above to be removed or is there likely to be building activity within 15 metres of a tree with a trunk diameter of more than 75mm (measured at 1.5 metres above ground level)

Yes  No

Description.....

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Do the trees and hedgerows on your site contribute to local landscape/townscape character, and wildlife interest currently?

Yes  No

Description.....

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**Water-bodies and ditches:**

Are there any water bodies such as ponds or ditches that are important for site drainage and wildlife which may be affected by your proposals?

Yes  No

What is their general condition?

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.....

**Man-made features**

Will your proposal retain features in or adjacent to your home that are visually intrusive and have a 'negative impact' e.g. pylons ?

Yes  No

Description.....  
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If your proposed development is within 15 metres of a tree with a trunk diameter of more than 75mm (measured at 1.5 metres above ground level) you will need to undertake a Tree Survey and or a Biodiversity Survey- see sections 3.1 and 3.3.

**Views**

Are there key views to your property from the surrounding area?

Yes  No

Description.....  
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Is your proposed development likely to be visible, and therefore likely to alter, these views? (please consider alterations to the existing building but also any changes to property boundary, access or vegetation).

Yes  No

Description.....

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Is your proposed development likely to make your property visible from areas where there are currently no views?

Yes  No

Description.....

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If you answer yes to any of the above questions on views please indicate views described on an Ordnance Survey 1:25,000 base map and append this to your baseline assessment.

**Landscape Character**

Information on historic patterns can be found at <http://www.southdowns.gov.uk/about-us/key-documents> on the CD of the Integrated Landscape Character Assessment which can be requested from



There may be other local landscape assessments as part of Local Area Plans, Parish Plans, Village Design Statements or Local Landscape Character Assessments. Consult your local planning authority to establish if any exist for your area. If they do exist then please refer to them when answering the questions below.

**Where your proposal is located within open countryside or small settlement please describe the character area and type it sits within or adjacent to?**

Description The locality is characterised by detached family dwellings (in a variety of dwelling styles, formats and plot sizes) and the substantial rural holdings.

**What does the character assessment tell you about the key features and special qualities of your area?**

Description None.

**Are there different character areas and types nearby that may be affected by your application? (e.g. by changing views)?**

Yes  No

Description.....

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**Is there a historic pattern of field boundaries, woodland and/or settlement in the area**

surrounding your site?

Yes  No

Description.....  
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**Settlement Character:**

Please refer to Parish Plans, Village Design Statements, local area plans, townscape assessments which are adopted by the relevant local planning authority as Supplementary Planning Advice (SPA) to assist with this.

Where your proposal is located within or adjacent to an existing settlement please describe the character of the settlement (including whether village/town/hamlet and , predominant building type ie whether terraced/ detached houses, number of storeys, architectural style, age, typical materials).

Description.....  
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Are there key views from the settlement to the wider landscape which may be affected by your development?

Yes  No

Description.....  
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Are there local landmarks which may be affected by the proposed development?

Yes  No

Description.....  
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Where an application is located on the edge of a settlement please describe the character of the settlement edge e.g. wooded/vegetated

Description.....  
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Please describe character of approach roads and paths into the settlement

Description.....

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Please describe the gateways/points of arrival e.g. point at which there is a sense of arriving within the settlement

Description.....

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If your proposed development is likely to affect a wide area of landscape/townscape and or important views you will need to undertake a landscape and visual impact assessment - see section 3.2.

**Habitats**

Does your application or adjacent land include areas of unimproved chalk grassland, heathland, wetland which could be 'priority habitats' for wildlife?

Yes  No

Description.....

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Information on relevant priority habitats at national and local level can be found in the Local Biodiversity Action Plans for Hampshire and Sussex - please consult Hampshire County Council, West Sussex County Council or East Sussex County Council for further details.

**Geology and Wildlife Designations**

Certain geological sites and wildlife habitats are afforded various levels of legal or policy protection in the form of designation (refer to Appendix 1 for full list of designations).

To determine if your site is designated or lies adjacent to a designation, please refer to the following links:

MAGIC : <http://magic.defra.gov.uk/>

Nature on the Map: <http://www.natureonthemap.naturalengland.org.uk/>

Is your application located in or within 400metres of a geological or wildlife designation?

Yes  No

Description.....

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**Is your proposed development likely to indirectly affect a geological or wildlife designation?**  
(e.g. by affecting a water supply or severing a connecting wildlife corridor such as woodland or hedgerows).

Yes  No

Description.....  
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**Protected Species**

For information on protected species please refer to the following links:

- Hampshire Biodiversity Information Centre <http://www3.hants.gov.uk/biodiversity/hbic>
  - Sussex Biodiversity Records Centre <http://sxbrc.org.uk/>
  - National Biodiversity Network ([NBN Gateway](#))
- Wildlife surveys (e.g. carried out by volunteers) may also be available through the above local record centers.

**Is your application (including re-roofing works, replacing shiplap boarding or tile hangings or works to attics) likely to affect a protected species?**

Yes  No

Description.....  
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**Have you seen any evidence of protected species using the application site, including bat droppings or roosts, birds' nests or sightings of species such as bats, badgers, dormice, adders, slow worms and nesting birds?**

Yes  No

If yes provide details .....  
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**Locally Important Geology and Wildlife**

Local Geological Sites are selected by voluntary geoconservation groups on the basis of their value for education, study of earth science, historical value and or aesthetic value. Local wildlife sites (LWS), may also be known as Sites of Nature Conservation Importance (SNCIs or SINCS).

For information on locally important wildlife and geological sites refer to the following links:

Hampshire Biodiversity Information Centre <http://www3.hants.gov.uk/biodiversity/hbic>  
Sussex Biodiversity Records Centre <http://sxbrc.org.uk/>

**Is your proposal located within or adjacent to a locally important geological or wildlife site?**

Yes  No

Description.....

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**Is your proposal likely to affect a locally important geological or wildlife site?**

Yes  No

Description.....

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**Is your proposal likely to affect a water supply or sever a connecting wild life corridor**

Yes  No

Description.....

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If protected species are present or suspected of being present, specialist surveys are required- refer to Appendix 2 for details of the best times of year to carry out these surveys.

If your proposed development is likely to affect protected species, priority habitat or wildlife designations you may need to undertake a Biodiversity Survey and report. See section 3.3.

**Designated Heritage Assets including Scheduled Monuments, Registered Parks And Gardens, Registered Battlefields, Protected Wreck Sites, Conservation Areas and Listed Buildings**

Information on **nationally designated heritage assets** (all those listed above except conservation areas) can be found at: <http://list.english-heritage.org.uk/>

**Conservation Areas** are designated by local planning authorities and information can be found on the relevant Local Authority websites. Where a Conservation Appraisal has been carried out and/or there is a Conservation Area Management Plan or Action Plan published on the Local Authority web site this should be taken into account in developing your proposal and referred to in your application submission.

**Is your application located within or adjacent to a Scheduled Monument, Registered Park and Garden, Registered Battlefield, Protected Wreck Site or Conservation Area?**

Yes  No

Description .....

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It is important to take into account the physical extent, the quality/ significance and the overall group value of designated heritage assets.

**Is your proposed development likely to affect the setting of a Scheduled Monument, Registered Park and Garden, Registered Battlefield Protected Wreck Site or Conservation Area?**

Yes  No

Description .....

.....

**Is your house or any building on your property a listed building?**

Yes  No

**Will your proposal alter a listed building or its setting?**

Yes  No

**Non designated heritage assets including above and below ground archaeology:**

Buildings, land, or features with a historic, architectural, community or archaeological interest can be considered as heritage assets even though they are not nationally designated.

Archaeological interest may apply to all heritage assets whether designated or not eg the development of a building and its history may only be revealed through archaeological investigation during or after the removal of modern features and additions.

Your Local Authority may have compiled from the Historic Environment Record office kept by at Hampshire, West Sussex and East Sussex County Councils, Chichester District Council and Winchester City Councils. These can be accessed at <http://www.heritagegateway.org.uk/gateway/chr/>

**Are there historic buildings and architectural features which are not designated, but which may be physically affected by your application?**

Yes  No

Description.....  
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**Are there opportunities to incorporate historic buildings and features into the proposed development?**

Yes  No

Description.....  
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**Archaeology:**

**Is there likely to be above or below ground archaeology affected by your development proposal?**

Yes  No

Description.....  
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If you require listed building consent for your proposed development or the development is located within a conservation area you will need to prepare a Design and Access Statement and include a Heritage Statement.

If your proposed development is likely to affect a heritage asset (whether designated or not) you will need to prepare a Heritage Assessment. See section 3.4.

### Recreation

Information on recreation including rights of way, bridleways, long distance footpaths, key viewpoints and open access land can be obtained from **1:25,000 OS maps**.

**Definitive information on rights of way** can be obtained from the relevant county council highway authority.

Information on **national cycle routes** can be obtained from <http://www.sustrans.org.uk/>.

**Are there any adjacent public rights of way, bridleways, permissive footpaths, national and local cycle routes, long distance footpaths, open access land, and key tourist destinations such as panoramic viewpoints and beauty spots affected by the application?**

Yes  No

**Does your proposal have an effect on specific views from recreational routes or areas?**

Yes  No

If so please indicate on an Ordnance Survey (OS) 1:25,000 base map which views are affected, and describe the effects.

Description.....  
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**Please describe any measures within your proposal which might enhance the enjoyment and understanding of the special qualities of the National Park through your development proposals?**

Description.....  
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