Self certification form for INNOVATION PARK medway LOCAL DEVELOPMENT ORDER

(Request for confirmation that a development is compliant with the Local Development Order)

This document should be read in conjunction with the Innovation Park Medway Local Development Order (IPM LDO). For interpretations and definitions, please see **Appendix 1** of the LDO.

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| 1. **When to Use this Form** | | | | | |
| This form enables you to apply for Prior Approval confirmation that your scheme complies with the IPM LDO. If your application satisfies the Council’s standards, this will be confirmed by the issuing of a “Lawful Development Certificate” by the Council.  As set out in more detail within **Appendix 1** of this form, the following steps **must** be undertaken prior to completing this form:  **Step 1:** Arrange a meeting with the Council’s regeneration team to discuss and agree a suitable plot.  Please visit [www.medway.gov.uk/ipm](http://www.medway.gov.uk/ipm) for contact details.  **Step 2:** Consult with key stakeholders following the advice received at the meeting with the Council’s regeneration team.  **Step 3:** Arrange a pre-application meeting with the Council’s planning team to discuss the proposal and ensure validation.  For pre-application meeting costs and further information, please contact us on 01634 331 700 or email us at [planning.representations@medway.gov.uk](mailto:planning.representations@medway.gov.uk) to arrange the pre-application meeting. The first pre-application meeting is mandatory and would be charged at a cost of a standard pre-application meeting. Any follow up advice (where required) will be charged at the officer’s hourly rate.  **These are mandatory procedures which are required prior to submitting this form in order to ensure validation.**  All Self-Certification forms should be submitted via email to [planning.representations@medway.gov.uk](mailto:planning.representations@medway.gov.uk) with the subject title ‘**LDO Application’** to enable the application to be processed in a timely manner. | | | | | |
| 1. **Pre-application reference number and date of meeting** | |  | |  | |
| 1. **Applicant’s Details (and Agent’s details if applicable)** | | | | | |
| Applicant’s Name and Address  Company name |  | Agent’s Name and Address |  | | |
| Applicant’s Telephone Number |  | Agent’s Telephone Number |  | | |
| Applicant’s Email |  | Agent’s Email |  | | |
| Parcel Plot / Zone  See Figure 5.1 of Design Code (p.90) |  | | | | |
| Site Area |  | | | | |
| 1. **Details of Proposed Development** | | | | | |
| Please indicate which of the following Schedules the development falls under and provide a description of the proposed development below:  *Schedule A – Building Development including the provision of Infrastructure, Facilities and Public Realm (p.29 of LDO)*  *Schedule B – Extensions or Alterations (p.31 of LDO)*  *Schedule C – Change of Use (p.32 of LDO)*  *Schedule D – Other Operations (p.33 of LDO)* | | | | | |
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| **\*Existing Floor space schedule (if applicable)** | | **Amount (GEA sqm)** | | | **Please state the hours of operation** |
| Class E(g)(i) – Business (Office) | |  | | |  |
| Class E(g)(ii) – Research and Development of products and processes | |  | | |  |
| Class E(g)(iii) – Industrial processes | |  | | |  |
| B2 - General Industrial | |  | | |  |
| **Total (GEA sqm)** | |  | | |  |
| **\*Proposed Floor space schedule** | | **Amount (GEA sqm)** | | | **Please state the hours of operation** |
| Class E(g)(i) – Business (Office) | |  | | |  |
| Class E(g)(ii) – Research and Development of products and processes | |  | | |  |
| Class E(g)(iii) – Industrial processes | |  | | |  |
| B2 - General Industrial | |  | | |  |
| **Total (GEA sqm)** | |  | | |  |
| \*Please note that the Use Classes referred to above take into account the amendments to the Use Class Order 1987 set out in The Town and Country Planning (Use Classes) (Amendment) (England) Regulations 2020 which take effect from 1st September 2020. For the purpose of the former Use Class Order the following Use Classes would apply; B1a Business (Office), B1b Business (Research and Development, studios, laboratories, high-technology industries, and B1c (Light Industrial). | | | | | |

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| 1. **Encouraging the Principles of Sustainable Travel** |
| Please state how the development accords with the measures set out in the Framework Travel Plan and explain how any air quality mitigation measures will be secured? |
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| What incentives do you propose to encourage sustainable modes of travel? For instance, bike to work schemes, car sharing programmes and/or financial incentives through the provision of season passes to use local train / buses. Please also include details of the showers / washroom facilities, cycle parking etc. that will be provided as part of the development. |
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| Please explain how your strategy of sustainable travel is/will be monitored and reviewed to comply with the IPM and national policy changes? (\*Please note the Council may require details of the monitoring to be submitted to ensure accordance with the Travel Plan). |
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| 1. **Vehicle Parking** | | | | |
| Please provide the proposed number of parking spaces | | | | |
| **Type of Vehicle** | **Total Spaces required / number of deliveries** | **On-plot** | **Off-plot parking\*** | **Street parking** |
| Car |  |  |  |  |
| Disabled car parking spaces |  |  |  |  |
| Vans / light good vehicles |  |  |  |  |
| Heavy Good Vehicles |  |  |  |  |
| Cycle |  |  |  |  |
| Motorcycles |  |  |  |  |

\*Off-plot parking includes temporary/deck parking. Please note that provision of off-plot parking will be subject to capacity. This will not be provided until a threshold is met to justify demand.

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| 1. **Traffic Generation** | | | |
| What times do you anticipate the most traffic movements to occur in relation to your business? | | **AM peak movements:**  **PM peak movements:** | |
| For these peak times, please indicate the likely numbers of different types of traffic | **AM (enter time):** | | **PM (enter time):** |
| Cars |  | |  |
| Vans / light good vehicles |  | |  |
| Heavy Good Vehicles |  | |  |
| Cycle |  | |  |
| Motorcycles |  | |  |
| How have you arrived at these numbers (e.g. formal transport assessment, estimates based upon current business, knowledge of similar businesses)? | | | |

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| 1. **Relevant Supporting Information and Plans – Checklist** | | |
| ***All of the following supporting information and plans must be submitted with this application form at the required scale and must include a scale bar*** | **Included** | **Document Reference** |
| Completed LDO Self Certification Form |  |  |
| Submission of BREEAM Pre-Assessment Form |  |  |
| A location plan (1:1250 or 1:2500 scale) showing direction of north, based upon an up-to-date map which identifies the site / plot edged red |  |  |
| Site Plan (1:500 or 1:200 scale) |  |  |
| Block plan of the site / plot (1:100 or 1:200 scale) |  |  |
| Proposed elevations (1:50 or 1:100 scale) and details of materiality |  |  |
| Proposed floor plans (1:50 or 1:100 scale) |  |  |
| Proposed sections and finished floor and site levels (1:50 or 1:100 scale), eaves and ridge heights |  |  |
| Design Statement (see Appendix 1 for guidance) |  |  |
| Details / Confirmation of level of mitigation in accordance with the Unilateral Undertaking provided in the Informatives |  |  |
| Pre-application reference number/receipt |  |  |

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| 1. **Monitoring Data** | | |
| **Existing (if applicable)** | | |
| How many jobs – both full time equivalent (FTE) and part-time | FTE:  Part-time: | |
| What type of jobs  **Please state number / type**  **(Administrative / Professional etc.)** |  | |
| Internal floor space (in sqm) |  | |
| Do you have established links with Educational Institutions (universities, colleges, schools or other), Medical Institutions, specialised businesses and/or any other organisations.  **If yes, please state which and explain how links are forged / created, i.e., do you offer work experience routes / paid internships / do you seek graduates directly from the Universities** |  | |
| Level of Gross Value Added (GVA)  \*For consistency across all prior approval applications please use the method below to calculate the GVA. | £ | |
| **Proposed** | | |
| How many jobs will be created – both full time equivalent (FTE) and part-time | FTE:  Part-time: | |
| What type of jobs will be created?  **Please state number / type**  **(Administrative / Professional etc.)** |  | |
| Amount of internal floor space (in sqm) |  | |
| Do you propose to enhance / create links with Educational Institutions (universities, colleges, schools or other), Medical Institutions, specialised businesses and/or any other organisations.  **If Yes, which?**  **If NO, why?** |  | |
| Anticipated level of Gross Value Added (GVA)  \*For consistency across all prior approval applications please use the method below to calculate the GVA. | £ | |
| Please tick to confirm the following monitoring data will be provided annually:   * Floorspace delivery * Job creation * Trip generation (including staff mode of travel/traffic counts) * GVA | | **□** |

***\*GVA calculation method:*** *GVA is calculated from the companies last set of accounts by adding salary & wage costs, pre-tax profit and depreciation. This is then divided by the number of FT employees to give GVA per employee.*

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| 1. **Notice to Landowner (owner) / Leaseholder** | | |
| Notice must be served on the Landowner prior to the submission of this form. Please provide the necessary details as shown at Appendix 3 | | |
| Name of Owner | Address | Date notice served |
| Signed (Applicant / Agent) | Date | |

*\* An ‘owner’ is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years. In the case of development consisting of the winning or working of minerals, a person entitled to an interest in a mineral in the land is also an owner.*

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| 1. **Declaration** | |
| I/we hereby apply for confirmation of compliance with the IPM LDO as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them. I/we confirm that a copy of this application form and accompanying plans/drawings and additional information has been submitted to the Council. | |
| **Signed** | **xxx** |
| **Date** | **(xx/xx/xxxx)** |

***Please return to either:***

[planning.representations@medway.gov.uk](mailto:planning.representations@medway.gov.uk)

or

*The Planning Service*

*Medway Council*

*Gun Wharf*

*Dock Road*

*Chatham*

*Kent*

*ME4 4TR*

***Please clearly mark all correspondence “IPM LDO Application”.***

**Appendix 1**

**Guidance notes for IPM LDO**

**Self-Certification Form**

**Seeking Prior Approval:**

**Step 1:**

Arrange a meeting with the Council’s regeneration/marketing team prior to any pre-application discussions whereby a suitable plot will be discussed and agreed. During these discussions, the Applicant will be made aware of the different statutory consultees/key stakeholders that would need to be consulted and any issues dealt with prior to a pre-application meeting being arranged.

Please visit [www.medway.gov.uk/ipm](http://www.medway.gov.uk/ipm) for contact details.

**Step 2:**

Consult with key stakeholders following the advice received at the meeting with the Council’s regeneration team.

**Step 3:**

Arrange a pre-application meeting with officers at Council to discuss proposal and to ensure validation.

For pre-application meeting costs and further information, please contact us on 01634 331 700 or email us at [planning.representations@medway.gov.uk](mailto:planning.representations@medway.gov.uk) to arrange the pre-application meeting.

The first pre-application meeting is mandatory and would be charged at a cost of a standard pre-application meeting. Any follow up advice (where required) will be charged at the officer’s hourly rate.

**Step 4:**

Complete Self-Certification Form following discussions with Council.

**Step 5:**

Consult the Design Code and Masterplan for more detailed guidance.

**Step 6**:

Submit Self-Certification Form with all necessary supporting evidence including evidence of the pre-application discussion (date and note of advice given by officers from Council) and confirmation of compliance with the Design Code.

This should include details to discharge conditions.

All Self-Certification applications, should be submitted via email to [planning.representations@medway.gov.uk](mailto:planning.representations@medway.gov.uk) with the subject title **‘LDO Application’** to enable the application to be processed in a timely manner.

**Step 7:**

Upon submission of the Self-Certification Form and accompanying documentation to the Council, officers will require 7 days to validate all of the information and for the case officer to confirm the content of the documentation is as agreed during the pre-application meeting. Upon completion of the 7 days, the case officer will either send a request for further information or provide confirmation of the application being validated.

**Step 8**:

Once the Council has confirmed that the application is validated, the 28 days for determination begins.

The development must not begin before the occurrence of one of the following:

*- receipt of written notice from the Council of their determination that such prior approval is not required;*

*- where the Council give the applicant notice within 28 days following the date of validating the application of their determination that such prior approval is required, the giving of such approval; or*

*- the expiry of 28 days following the date on which the application was validated without the Council making any determination as to whether such approval is required or notifying the applicant of their determination.*

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| **Document** | **Additional Notes** |
| A completed LDO Self Certification Form (This form) | This ensures all relevant and necessary questions are answered, appropriate information is provided and declarations are signed |
| A location plan (1:1250 or 1:2500) showing direction of north, based upon an up-to-date map which identifies the site / plot edged red - (all plans must include a scale bar) | Plans should show at least two named roads and surrounding buildings / plots named or numbered. The red line should include all land necessary to carry out the development subject of this application. This includes any land required for access to the site from a public highway, visibility splays and landscaping |
| Site Plan or Block Plan drawn at a scale of 1:500 or 1:200 - (all plans must include a scale bar) | This should accurately show:  a) the direction of north;  b) the proposed development of the plot in relation to the plot boundaries and the wider development of Innovation Park Medway  c) all buildings, roads and footpaths adjoining the plot including access arrangements to the plot |
| Other plans and drawings or information necessary to describe the subject of this application - (all plans must include a scale bar) | Site survey plan (at the same scale as site or block plan) should show: plot boundaries; the type and height of boundary treatment; the position of any building(s) or structure(s) surrounding the plot |
| Proposed Elevations (1:50 or 1:100 scale) including a scale bar - (all plans must include a scale bar) | All elevations must be shown with written dimensions of height, width and depth and these should also indicate where possible the proposed building materials in accordance with the submitted design code.  Where a proposed elevation adjoins another building or is in close proximity, the drawing should clearly show the relationship between them and detail the positions of openings on each property |
| Proposed floor plans (1:50 or 1:100 scale) including a scale bar - (all plans must include a scale bar) | These should explain the proposal in detail |
| Proposed sections and finished floor and site levels (1:50 or 1:100 scale) - (all plans must include a scale bar) | Cross sections through the building should be shown. Full information should be submitted to demonstrate how the new building(s) relate to neighbouring development including floor levels, eaves and ridge heights. |
| Design Statement | Details the approach, justification, detail of the design of the plot, public realm or infrastructure, and describes the standards of accessibility that would be designed into the development (where necessary) together with outlining how the proposed development accords with the overarching aims and ambitions of IPM as outlined below:  **Business Innovation:** How do you consider your business to be innovative?  **Growth / Jobs:** What are your future growth plans including workforce and skills requirements?  **Quality of Design/Purpose of development:** The quality of each plot / provision of infrastructure is a significant factor in supporting firstly the vision and secondly, the types of quality businesses that will locate at IPM. How will your business accord with the vision of IPM set by the Four Big Moves? *For more information see Section 2 (p.10) of the Design Code.*  **Wider Contribution / Social Value:** What contribution can the business make? How will your business contribute to the local community and the wider Medway area? |
| Design Code Compliance Checklist (This Form) | Completion of the relevant IPM design code compliance checklist |
| BREEAM Pre-Assessment Form | Confirms how the development will achieve its BREEAM rating |

**Appendix 2**

**Design Code Compliance**

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| **Design Code Compliance** | | | | | | | |
| **Code** | **Applicable Plots** | **Summary of Objectives** | **Complied With** | | **Not Complied with** | **Council to confirm** | **Document Reference / Comments**  *Provide references to appropriate plans, documents or page numbers to support your response. Please also provide any additional detail explaining why (if applicable) your proposals do not comply and justification.* |
| **1. Parameter Plans (See Section 3 of Design Code)** | | | | | | | |
| **Landscape**  (See Figure 3.1, p.14 of Design Code) | All | * Proposals must work within the development envelope and respect the landscape framework set out in the approved parameter plan for IPM. | |  |  |  |  |
| **Access and Movement**  (see Figure 3.2, p.15) | All | * Proposals must connect into the proposed access and movement hierarchy as set out in the approved parameter plan for IPM. | |  |  |  |  |
| **Building Heights**  (See Figure 3.3, p.15) | All | * Proposals must comply with the development envelope and height parameters set out within the approved parameter plan for IPM; and be in accordance with the operational requirements of the airport. | |  |  |  |  |
| **2. Site Wide Guidelines (See Section 3 of Design Code)** | | | | | | | |
| **CA\_01**  Character area Guidance - Park Edge  (See p. 28) | All | * Part of the character area will be delivered in the initial phase, proposals should set the standard for later phases to tie in to ensure continuity of design and delivery of the wider development area. * Proposals should provide high quality employment spaces of exemplary design quality. * Proposals should capitalise on proximity to the Runway Park to attract investors with demand for innovative employment spaces. | |  |  |  |  |
| **CA\_02**  Character area Guidance - Runway Edge  (See p.29) | All | * Proposals should respect site heritage and the unique landscape backdrop. * Proposals are encouraged to provide pavilion typologies to accommodate start up organisations and SMEs, promoting a supportive network of like-minded businesses embracing the ethos of enterprise. | |  |  |  |  |
| **CA\_03**  Character area Guidance – Core  (See p.30) | All | * Proposals should capitalise on direct access to the gateway street and the opportunity to create a higher density quarter for larger scale buildings. | |  |  |  |  |
| **CA\_04**  Character area Guidance – Woodland  (See p.31) | All | * Proposals should be in keeping with the woodland setting and promote the use of simple and refined palette of materials with a single main material utilised to create simple building forms, providing a strong and clear identity (e.g.: timber cladding). * Proposals should encourage high quality design of frontages that will act as the front door to the southern plots and promote an appropriate sense of arrival. | |  |  |  |  |

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| **3. Public Realm Codes (see Section 4 of Design Code)** | | | | | | |
| **P1\_TS** Palette – Tree Selection  (See p.52) | All | * Proposals should select from a palette of different tree categories set out as an index by designers and those involved in the delivery of public realm at IPM to respond to the specific conditions of character areas and the public realm typologies proposed. * New landscape character types should enhance the sustainability, amenity and bio-diversity value of the site. |  |  |  |  |
| **P2\_SL** Palette – Soft Landscape  (See p.53) | All | * Proposals should select from a palette of different soft landscape categories set out as an index for designers and those involved in the delivery of public realm at IPM, to respond to the specific conditions of character areas and the public realm typologies proposed. * Planting of trees and vegetation in the public realm should provide shade, wind shelter and evaporative transpiration. |  |  |  |  |
| **P3\_HL** Palette – Hard Landscape  (See p.54) | All | * Proposals should select from a palette of different hard landscape categories set out as an index for designers and those involved in the delivery of public realm at IPM, to respond to the specific conditions of character areas and the public realm typologies proposed. |  |  |  |  |
| **P4\_SF** Palette – Street Furniture  (See p.55) | All | * Proposals should select from a palette of different street furniture categories set out as an index for designers and those involved in the delivery of public realm at IPM, to respond to the specific conditions of character areas and the public realm typologies proposed. |  |  |  |  |
| **ST\_01** Design Code –Gateway Streets  (See pp.34–35 and 58–59) | All | * Proposals for the Primary Streets should accentuate key arrival points and aid legibility through paving materiality, lighting and way-finding signage. * They should be designed to aid movement, but also provide meeting or resting spots. |  |  |  |  |
| **ST\_02** Design Code – The Boulevard  (See pp.36–37 and 60–61) | All | * Proposals for The Boulevard should provide a formal avenue of trees that runs along its entire length, articulating a leafy and intimate environment with dappled light that differentiates it from all other types of streets cross the site. * Proposals for The Boulevard should provide ‘softer’ boundaries to plots which will start to loosen-up the overall street-scene. |  |  |  |  |
| **ST\_03** Design Code – Minor Access Streets  (See pp.38–39 and 62–63) | All | * Proposals for the Minor Access Streets should be defined from their primary and secondary counterparts by reduced road widths, less restrictions on boundary treatments which, together with the woodland setting, will result in a more relaxed and intimate environment. The design of the streets should promote a more people-oriented environment to encourage collaboration and innovation. |  |  |  |  |
| **LA\_01** Design Code – The Woodland Typology  (See pp.40–41 and 64–65) | All | * Proposals for this typology should incorporate a naturalistic woodland planting character and brings a touch of nature into the scheme. The untouched and naturalistic appearance of the existing woodlands is to be both protected & enhanced through the adoption of a ‘low intervention’ approach throughout, with reliance upon natural processes. |  |  |  |  |
| **LA\_02** Design Code – The Parkland Typology  (See pp.42-43 and 66-69) | All | * Proposals should create a high-quality green spine as the fundamental landscape structuring element which will create a clear identity and provide the high-quality open space that investors demand from innovative employment sites to attract and retain skilled staff. |  |  |  |  |
| **LA\_03** Design Code – The Runway Edge Typology  (See pp.44-45 and 70-71) | All | * Proposals should create a landscape buffer between the operational airport and the IPM site, articulating a unique landscape backdrop punctuated by trees of distinction providing a seasonal set piece that puts people in touch with nature. |  |  |  |  |
| **LA\_04** Design Code – The Plaza Typology  (See pp.46-47 and 72-73) | All | * The Plazas should be designed to serve as an integral piece of public realm where different landscape typologies converge. |  |  |  |  |
| **LA\_05** Design Code – The Gateway Typology  (See pp.48-49 and 74-75) | All | * Gateways should present a high-quality public realm and sense of enclosure that celebrates a sense of arrival and sets the tone for a place of distinction. |  |  |  |  |
| **4. Plot Passports (See Section 5 of Design Code)** | | | | | | |
| **BA\_01** Building Aesthetics Guidance  (See pp.78-81) | All | * Use material complementary to the context and the unified colour palette to achieve visual consistency and brand identity |  |  |  |  |
| **SG\_01** Sustainability Guidance  (See pp.82-83) | All | * Embrace the spirit of innovation by meeting, and where possible exceeding, the prevailing sustainability standards of their time. * Energy demand should be minimised through increased building fabric efficiency. |  |  |  |  |
| **BT\_01** Boundary Treatment Guidance  (See pp.84-85) | All | * Balance the need for plot tenants to create secure businesses premises with the need to create an attractive and high quality environment for businesses and pedestrians. |  |  |  |  |
| **PG\_01** Parking Guidance  (See pp.86-88) | All | * Ensure parking standards (such as parking space dimensions and maximum percentage of on plot parking) are adhered to. * Encourage future proofed parking solutions that could unlock opportunities for intensification, particularly if a modal shift is achieved through successful delivery of more sustainable movement patterns. |  |  |  |  |
| **PT\_01** Plot Type - Gateway Plots  (See pp.94-97) | N1.1/N1.4/N2.6/N3.7/N4.1/N5.7 | * Create a sense of arrival and support site brand and identity through using active building frontages to address views into the site gateways; * Ensure the layout and physically and visual permeability of buildings encourage collaboration to ‘spill out’ of buildings into shared open spaces; * Enhance wayfinding and the rhythm of the street by positioning entrances along the primary frontage; * Encourage boundary treatment continuity, especially to areas that interact with active development edges (i.e. Laker Road, Maidstone Road and the airfield perimeter). |  |  |  |  |
| **PT\_02** Plot Type – Park Edge Plots  (See pp.98-101) | N2.3/N2.4/N3.2/N3.3/ N3.5/N3.6/N4.3/N4.6 | * Design spill-out areas as multifunctional space fronting the park to accommodate a wide range of uses, events and activities that promote social interaction and collaboration; * Celebrate horticultural seasonality by providing a continuous changing palette of texture and colour; * Encourage ground floor uses that maximise opportunities to spill out into the public realm, the Runway Park should become an extension of the buildings; * Provide ‘eyes on the street‘ with active uses/spaces overlooking the Runway Park. |  |  |  |  |
| **PT\_03** Plot Type - General Plots  (See pp.102-105) | N2.7/N4.2/N4.4/N4.7/N5.3/N6.1/N6.2/N7.2/S2.2/S2.3 | * Achieve continuity of building line for primary frontages whilst retaining a degree of flexibility; * Avoid over development on plot and allow for sufficient spatial separation between buildings; * Establish a consistent level of material quality and detail; * Animate the street frontages on both primary and secondary routes to create lively streets; * Encourage open boundaries to maximise the benefits of natural surveillance and overlooking. |  |  |  |  |
| **PT\_04** Plot Type – Parking Deck Plots  (See pp.106-109) | N1.3/N2.5/N3.4/N4.5/N6.3/N7.3 | * Adopt facade treatments to contribute to the rhythm of the street; * Sensitive design response to massing to ensure it is designed to sit sensitively within clusters of developments and avoid visual impact (particularly in the woodland area); * Create planting and soft landscape buffers at side and rear of parking deck plots that are permeable; * Encourage planted privacy strips along building frontages to maintain security and privacy for the adjacent buildings. |  |  |  |  |
| **PT\_05** Plot Type – Runway Edge Plots  (See pp.110-113) | N5.1/N5.2/N5.4/N5.5/N5.6/N7.2/N7.4/N7.5 | * Use and maintain trees of character planting at an acceptable height to form a secured boundary to the airfield; * Provide ‘pavilion’ typology buildings that can accommodate both business incubators and start-ups of a range of sizes; * Provide generous public realm and shared spaces to encourage incubator and start-up tenants collaboration and new ideas can be freely exchanged. |  |  |  |  |
| **PT\_06** Plot Type - Woodland Plots  (See pp.114-117) | N2.1/N2.2/N6.4/S1.2/S1.3/S2.1 | * Ensure minimise tree loss through plot access; * Ensure car movements and parking are contained within the designated areas and provide car free cores to encourage collaboration; * Promote the use of simple and refined palette of materials with a single main material utilised to promote simple building form and provide a strong and clear identity. |  |  |  |  |
| **PT\_07** Plot Type – Iconic Building Plots  (See pp.118-121) | N1.2/S1.1 | * Ensure material selection and building articulation on iconic building plots is be subject to the highest level of consideration to respond to the landmark location and importance of these plots. * Encourage iconic building frontages to be designed to feature office and/or reception areas overlooking key view corridors. * Encourage bold accent colours for iconic buildings along gateway frontages. * Encourage continuity and consistent quality that promotes the appropriate sense of arrival for a high-quality employment area. |  |  |  |  |

**Appendix 3**

**Notice to Landowner / Leaseholder template**

Name  
Street  
Town  
County  
Postcode

|  |
| --- |
| (Insert Date xx/xx/xxxx)  Dear Sir / Madam |

notice under Articles 13 and 36 of the town and country planning (development management procedure) (england) order 2015

NOTIFICATION OF SUBMISSION OF PRIOR APPROVAL APPLICATION AT IPM

We give notice that xxx is applying to Medway Council for:

*(Please set out the description of development as agreed with the Council as part of the pre-application discussions)*

Any owner\* of the land or a tenant\*\* who wishes to make representations should by (i.e. 21 days from the date of this notice) write to:

*The Planning Service*

*Medway Council*

*Gun Wharf*

*Dock Road*

*Chatham*

*Kent*

*ME4 4TR*

If you decide to make representations you should make it clear that you are an owner of the application site or tenant of an agricultural holding on the site and you should give the site address.

\*“owner” means a person having a freehold interest or a leasehold interest the unexpired term of which is not less than seven years, or in the case of development consisting of the winning or working of minerals, a person entitled to an interest in a mineral in the land (other than oil, gas, coal, gold or silver).

\*\*‘tenant’ means a tenant of an agricultural holding any part of which is comprised in the land.

**Statement of owners’ rights**

The grant of planning permission does not affect owners’ rights to retain or dispose of their property, unless there is some provision to the contrary in an agreement or in a lease.

**Statement of agricultural tenants’ rights**

The grant of planning permission for non-agricultural development may affect agricultural tenants' security of tenure.