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**CONTENT OF SUBMISSIONS AND STANDARD TEMPLATES**

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**Introduction**

1. Schedule 17 to the High Speed Rail (London to West Midlands) Bill requires the submission of 'plans and specifications', 'construction arrangements', and 'non-material changes'. Paragraph 10.1.1 of the draft Planning Memorandum (March 2016), which all Qualifying Authorities will have signed and accord with, states: *'The nominated undertaker shall submit requests for approval of construction arrangements, plans and specifications, and mitigation schemes in compliance with guidelines on standardised pro forma to be drawn up by the Forum'*.
2. This note provides details on the content of submissions to be made under the planning regime established by Schedule 17 to the Bill and includes templates for the documents that will make up requests for approval.

**Contents of Submissions**

3. This note applies to plans and specifications (design of permanent works) under paragraphs 2 and 3, matters ancillary to development<sup>1</sup> (construction arrangements) under paragraph 4 and non-material changes to approval under paragraph 21. The content of these types of submission will be as follows:

<i>Plans and Specifications</i>
<ol style="list-style-type: none"><li>1. Submission Letter (for information)</li><li>2. Plans and Specifications Pro forma</li><li>3. Plans</li><li>4. Samples of materials/finishes, where appropriate</li><li>5. Supporting Information (for information)<ul style="list-style-type: none"><li>- Written Statement</li><li>- Design and Access Statement, where appropriate</li><li>- An indication of mitigation where reasonably necessary</li></ul></li></ol>
<i>Construction Arrangements</i>
<ol style="list-style-type: none"><li>1. Submission Letter (for information)</li><li>2. Construction Arrangements Pro forma</li><li>3. Construction Arrangements</li><li>4. Supporting Information (for information):<ul style="list-style-type: none"><li>- Written Statement</li><li>- Construction sites plan</li></ul></li></ol>
<i>Non-material changes</i>
<ol style="list-style-type: none"><li>1. Submission Letter (for information)</li><li>2. Non-material Change Pro forma</li><li>3. Changes to plans and specifications or construction arrangements</li></ol>

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<sup>1</sup> It is expected that a Class Approval of construction arrangements will be made under paragraph 5 of Schedule 17. Therefore approvals using the contents described in this note will only be required where the construction arrangements are outside the Class Approval.

## **Standard Templates**

4. The following sections provide details of the format and content of the standardised pro forma and submission letters. Templates of these documents are attached as appendices to this Note.

### *Pro forma (see appendices A - C)*

5. The submission proforma will act as a simplified planning application form. Separate pro formas have been created for plans and specifications, non-material changes and construction arrangements submissions. The pro formas for plans and specifications approvals, construction arrangement approvals and non-material change approvals are appendices A, B and C to this note respectively.

### *Submission Letter (see appendix D)*

6. The submission letters will use standard wording, where possible, to emphasise that the application is being made under the High Speed Rail (London - West Midlands) Act and not the normal Town and Country Planning Act (TCPA) legislation. The letters will introduce the submission, but will not contain too much specific information relating to the request for approval, as this will be covered in the Written Statement and other accompanying documents.

## **Appendix A – Plans & Specifications Proforma**

High Speed Rail (London - West Midlands) Act 20xx

Request for approval of

### **PLANS & SPECIFICATIONS**

AUTHORITY REF:	
DATE RECEIVED:	

**PLANNING AUTHORITY:**  
[insert]

In accordance with the requirements of paragraphs 2 and/or 3 of Schedule 17 to the High Speed Rail (London – West Midlands) Act 20xx, the nominated undertaker hereby requests approval of PLANS AND SPECIFICATIONS relating to the following development authorised by the Act.

1. **Nominated undertaker's submission reference number:**  
\_\_\_\_\_
2. **Brief Description of the proposed development:**
3. **Location at which the development is to be undertaken:**
4. **Location reference:**  
\_\_\_\_\_
5. **The development consists of the following operations or works for approval, which are not of a temporary nature, in accordance with Paragraphs 2 and/or 3 of Schedule 17:**

The erection, construction, alteration or extension of any building (as defined in paragraph 30)	Yes / no
A road vehicle park	Yes / no
Earthworks	Yes / no
Sight, noise or dust screens	Yes / no
Transformers, telecommunications masts or pedestrian accesses to railway lines	Yes / no
Fences and walls (except for sight, noise and dust screens	Yes / no
Artificial light equipment	Yes / no

**6. Documents submitted for approval:**

*Plans:*

*Other:*

**7. Documents submitted for information:**

*Plans:*

*Other*

**8. Other information relevant to the submission:**

**9. Signed on behalf of the nominated undertaker:**

*Name:*

*Position:*

*Address:*

*Please return all correspondence to the following address:*

**Appendix B – Construction Arrangements Proforma**  
HIGH SPEED RAIL (LONDON - WEST MIDLANDS) ACT 20xx

Request for approval of

**CONSTRUCTION ARRANGEMENTS**

QUALIFYING AUTHORITY REF:	
DATE RECEIVED:	

**QUALIFYING UNITARY AUTHORITY**  
[insert]

In accordance with the requirements of paragraph 4 of Schedule 17 of the High Speed Rail (London – West Midlands) Act, the nominated undertaker hereby requests approval of the CONSTRUCTION ARRANGEMENTS relating to the following development authorised by the Act.

**1. Nominated undertaker's submission reference number:**

\_\_\_\_\_

**2. Brief Description of the proposed development:**

**3. Location at which the development is to be undertaken:**

**4. Location Reference:**

\_\_\_\_\_

**5. The arrangements are in respect of the following matters:**

Handling of re-usable spoil and top soil;	Yes / no
Storage sites for construction materials, spoil or topsoil;	Yes / no
Construction camps;	Yes / no
Works Screening;	Yes / no
Artificial Lighting;	Yes / no
Dust Suppression;	Yes / no
Road Mud Control Measures.	Yes / no

**6. Documents submitted for approval:**

*Construction arrangements:*

**7. Documents submitted for information:**

*Plans:*

*Other:*

**8. Other information relevant to the submission:**

**9. Signed by/on behalf of the nominated undertaker:**

*Name:*

*Position:*

*Address:*

*Please return all correspondence to the following address:*

### Appendix C: Non-Material Change Pro forma

HIGH SPEED RAIL (LONDON - WEST MIDLANDS) ACT 20xx

Request for approval of

## NON-MATERIAL CHANGE

PLANNING AUTHORITY REF:	
DATE RECEIVED:	

**PLANNING AUTHORITY:**

**[insert]**

In accordance with the requirements of paragraph 21 of Schedule 17 to the High Speed Rail (London – West Midlands) Act 20xx, the nominated undertaker hereby requests approval of a NON-MATERIAL CHANGE to an approval given under Part 1 of Schedule 17.

1. **Nominated undertaker's submission reference number:**  

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2. **Brief Description of the proposed change to approved plans and specifications or construction arrangements:**
3. **Location at which the development is to be undertaken:**
4. **Location reference:**  

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5. ***Documents submitted for approval:***  
*Plans:*

*Other:*

## **Appendix D: Submission Letter**

**[Insert Date]**

Our Ref: **[Insert Document Reference]**

**[Insert Address]**

For the attention of: **[Insert Name]**

Dear **[Insert Name]**,

**HIGH SPEED RAIL (LONDON – WEST MIDLANDS) ACT 200xx**  
**AYLESBURY VALE DISTRICT COUNCIL: WENDOVER DEAN VIADUCT**  
**SUBMISSION No AVC/SOH/4/PS – MAIN DESIGN SUBMISSION (PLANS & SPECIFICATIONS)**  
**SUBMISSION No. AVC/SOH/1/CA– TEMPORARY WORKS (CONSTRUCTION ARRANGEMENTS)**

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Further to our discussions, we submit herewith the original and ten copies of a request for the approval of both plans and specification and construction arrangements for the above work under Schedule 17 to the High Speed Rail (London – West Midlands) Act 20xx.

The submission for approval of plans and specifications comprises the following documents:

**[to be added to/deleted as appropriate]:**

1. Plans and Specifications Proforma
2. Plans and Specifications drawings (as listed on the proforma)
3. Written Statement (submitted for information)
4. Design and Access Statement (submitted for information where appropriate)

The submission for approval on construction arrangements comprises the following documents **[to be added to/deleted as appropriate]:**

1. Construction Arrangements Proforma
2. Constructions Arrangements for approval
3. Written Statement (submitted for information)
4. Construction Sites Plan (submitted for information)

A cheque for **[insert]** is included to cover the planning fee in accordance with the HS2 Planning Fee Regulations 20xx.

Copies of the full submission are being sent to the following consultees along with a request that they advise you of their comments on the proposal within 21 days of their receipt of their copy:

**[Insert Names of Relevant Consultees]**

This application, submitted by **[Insert Name]** on behalf of the Nominated Undertaker, lies within the area designated for consultation under the High Speed Two Safeguarding Directions issued by the Secretary of State for Transport **[Insert Date]**. The application need



not be referred to High Speed Two Ltd. for consultation for the purpose of the Directions. Should you have a query or require further guidance on safeguarding, please do not hesitate to contact the Safeguarding Manager **[Insert Name and Contact Number]**.

We trust the above gives you sufficient information to determine the request for approval. Should you wish to discuss this matter further, please contact **[Insert Name and Contact Number]**.

Yours faithfully,

**[Insert Name]**  
**[Insert Job Title]**

enc.  
cc.