



# South Staffordshire Council

## Guidance Notes for Validation of Planning Applications and other submissions for consideration by the Local Planning Authority

### Contents

Introduction	2
Pre application discussions	2
Background	2
Checklists	3
National List	4
Local requirements	9
Appendix A	22
<b>Lists of information by application type:</b>	
Householder	31
Householder with Conservation Area Consent	33
Householder with Listed Building Consent	35
Planning Permission	37
Outline with some matters reserved	39
Outline with all matters reserved	41
Reserved Matters	43
Planning Permission and Conservation Area Consent	45
Planning Permission and Listed Building Consent	47
Planning Permission and Advertisement Consent	50
Conservation Area Consent	52
Listed Building Consent	53
Advertisement Consent	55
Listed Building Consent with Advertisement Consent	56
Lawful Development Certificate for Existing Use or Development	57
Lawful Development Certificate for Proposed Use or Development	58
Prior Notification – agricultural building	59
Prior Notification – agricultural road	60
- excavation/deposit of waste	
- fish tank	
Prior Notification – telecoms development	61
Prior Notification – demolition	63
Variation of Condition	64
Discharge of Condition	66
Hedgerow Removal Notice	67
Works to trees (Tree Preservation Order or in Conservation Area)	68

## **Introduction**

These Guidance Notes have the following aims:

- To stress the importance, for applicants and their agents, of entering into pre-application discussions with the Local Planning Authority for the majority of development proposals.
- To outline the procedures for the validation of planning applications by the Local Planning Authority.
- To provide guidance on the scope of material that should be supplied with applications for planning permission and other submissions.
- To outline the benefits of a 'validation checklist' in helping the Local Planning Authority achieve good standards of performance.

## **Pre-application discussions**

An essential element to this approach is the encouragement and facilitation of pre-application discussions for all types of application. This will ensure that applicants are aware of the information requirements (in accordance with advice in the Government's Planning Policy Statement (PPS) 1 paragraph 12).

Where necessary other interested parties, including statutory and non-statutory consultees, may be brought into this process. This is particularly useful for larger and more complex schemes and can help applicants identify the issues to be covered and information that is needed to support the application. For major applications, the authority operates a development team approach, with monthly meetings to identify issues and opportunities on major proposals. The early identification of information requirements can help minimise delays later in processing the application. Such discussions may also identify whether other consents may be required.

Agents/applicants are strongly advised to consult with the Local Planning Authority prior to the submission of any planning application.

## **Background**

Current legislation relating to the registration and validation of planning applications comprises:

- The Town and Country Planning Act 1990 (as amended by the Planning and Compulsory Purchase Act 2004)
- The Town and Country Planning (General Development Procedure) Order 1995 (to be amended by the Town and Country Planning (General Development Procedure) (Amendment) (England) Order 2008).

Regulation 4 of the Town and Country Planning (Applications) Regulations 1988 enables a Local Planning Authority to direct applicant's to:-

- supply any further information, and except in the case of outline applications, plans and drawings necessary to enable it to determine the application; or
- provide any evidence in respect of the application as is reasonable to verify any particulars of the application.

These Guidance Notes therefore take the form of a formal direction under Regulation 4 that the information set out in the validation checklists within the document may be requested by the Local Planning Authority prior to validation.

## **Checklists**

The checklists are in two parts:

- National Requirements - The first part of each checklist contains compulsory requirements including some matters that are required by law in any event and other matters that the Local Planning Authority will require in all cases.
- Local Requirements - The second part of each list contains suggested additional information that may be requested or may need to be adapted to circumstances of each application.

If the information that is required by the direction contained in these Guidance Notes (whether deriving from the first or the second list) is not included with any application for planning permission the Local Planning Authority will be entitled to declare the application invalid and not register or process it. The Local Planning Authority will set out its reasons for declaring an application invalid in writing to the applicant and will return the application submission to the applicant or their agent.

Where an application is not accompanied by information required by the Local Planning Authority, in accordance with the direction in this guidance, then applicants should provide written justification with the application as to why it is not considered appropriate in the particular circumstances. If the Local Planning Authority is not satisfied with this justification, the application will not be registered.

Where an application is submitted, its receipt will be acknowledged in writing in accordance with Article 5(2) of the GDPO 1995. However, if the Local Planning Authority considers that the application is invalid, ie it fails to comply with the requirements of Regulation 3 of the Applications Regulation 1988, or article 4 of the GDPO or any other statutory requirement (eg the direction made under regulation 4 of the Applications Regulation 1988 in the Supplementary Planning Document) the Council will as soon as reasonably practical notify the applicant that the application is invalid (Article 5(4) of the GDPO 1995).

## **Information requirement for applications for full planning permission**

## **National List**

Applications for full planning permission are required to be accompanied by the following:

### **The standard application form**

From 6 April 2008, all planning applications will need to be presented on a standard application form, which will be available electronically. The Government wishes to encourage applicants to submit applications electronically wherever possible, as this provides opportunities for streamlining procedures and thereby reducing costs. However applicants will retain the option of submitting paper versions of the form. In that event, the General Permitted Development Order (GPDO) 1995 requires three additional copies of the completed standard application form to be submitted. An applicant may be requested by the local planning authority to submit more than three copies, but three copies is the statutory requirement for a valid application.

### **The location plan**

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500. The GPDO 1995 requires three copies (unless submitted electronically). In exceptional circumstances plans of other scales may also be required. Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

### **Site and Other Plans**

Copies of the site plan should be submitted. The legislation requires three copies (unless submitted electronically). The site plan should be drawn at a scale of 1:500 or 1:200 and should accurately show:

- The direction of north.
- The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries.
- All buildings, roads and footpaths on land adjoining the site including access arrangements.
- All public rights of way crossing or adjoining the site (including footpaths, bridleways, restricted byway or byway open to all traffic).
-

- The position of all trees on the site, and those on adjacent land that could influence or be affected by the development.
- 
- The extent and type of any hard surfacing.
- 
- Boundary treatment including walls or fencing where this is proposed (*and existing*).

In addition other plans should be submitted (dependent on the type of application – refer to the relevant list for specific requirements attached to the forms) and may include:

- Block plan of the site (e.g. at a scale of 1:100 or 1:200 showing the site boundaries).

Copies of plans should show: any site boundaries; the type and height of boundary treatment (e.g. walls, fences etc.); the position of any building or structure on the other side of such boundaries.

- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)  
These should be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)  
These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in details. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers or names where applicable).
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)

Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.

Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings.

In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

- Roof plans (e.g. at a scale of 1:50 or 1:100)

A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing materials, vents and their location are typically specified on the roof plan.

### **Ownership Certificates**

Under section 65(6) of the Town and Country Planning Act 1990, read in conjunction with Article 7 of the GDPO, the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission, except for approval of reserved matters, must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property.

For this purpose an "owner" is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

### **Notice(s)**

A notice to owners of the application site must be completed and served in accordance with Article 6 of the GDPO.

### **Agricultural Holdings Certificate**

This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. This certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, or express consent to display an advertisement.

### **Fee**

The correct fee (where one is necessary)  
(See *scale of fees and charges*)

## **Design and Access Statement**

A Design and Access Statement must accompany applications for both outline and full planning permission unless they relate to one of the following:

- A material change of use of land and buildings, (unless it also involves operational development);
- 
- Engineering or mining operations;
- 
- Householder developments.

However, statements are required for applications where any part of a dwelling house or its curtilage fall within one of the following designated areas:

- National Park
- Site of Special Scientific Interest
- Conservation Area
- Area of Outstanding Natural Beauty
- World Heritage Site
- The Broads

A Design and Access Statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a Design and Access Statement, and the length of the statement will vary accordingly. The Design and Access Statement should cover both the design principles and concepts that have been applied to the proposed development and how issues related to access to the development have been dealt with. A Design and Access Statement should be proportionate to the complexity of the application, but need not be long. What is required in a design and access statement is set out in Article 4c of the GDPO and Department of Communities and Local Government Circular 01/06 – Guidance on Changes to the Development Control System.

Applications for Listed Building Consent will also be required to be accompanied by a Design and Access Statement. In particular, such a statement should address:

- the special architectural and historic interest of the building;
- 
- the particular physical features of the building that justify its designation as a listed building; and
- 
- the building's setting.

The legislative requirements are set out in Regulation 3A of the Planning (Listed Buildings and Conservation Areas) Regulations 1990.

## **Additional information requirements for applications for outline planning permission**

Applications for outline planning permission generally need not give details of any proposed reserved matters (Article 4E(3) of the GDPO) unless the matters include layout, scale or access. However, if a local planning authority receives an application for outline planning permission, but decides that the application ought not to be considered separately from all or any of the reserved matters, it must notify the applicant within one month from the receipt of the application that further details must be submitted. The local planning authority should also specify what further details are needed (see Article 3(2) of the GDPO). Although the GDPO allows the local planning authority one month in which to notify the applicant that further details are required, as a matter of best practice local planning authorities should aim to notify applicants within 5 working days. This situation should not be confused with applications where inadequate information is submitted.

DCLG Circular 01/2006 sets out the scope of information to be submitted with an outline application. Even if the layout, scale and access are reserved, an application will still require a basic level of information. As a minimum, applications should always include information on:

- **Use** – the use or uses proposed for the development and any distinct development zones within the site identified.
- **Amount of development** – the amount of development proposed for each use (for retail this should be the gross retail floorspace expressed as square metres).
- **Indicative layout** – an indicative layout with separate development zones proposed within the site boundaries where appropriate.
- **Scale parameters** – an indication of the upper and lower limits for height, width and length of each building within the site boundary.
- **Indicative access points** – an area or areas in which the access point or points to the site will be situated.

In addition to the information above, applications for outline permission should also include a Design and Access Statement. The requirements relating to Design and Access Statements are explained above.

## **Local Requirements**

The list below comprises the range of additional information which can be required before validating an application.

The lists are indicative of the type of information that might be requested in any particular case, but not all of the information will be required in every case. Thresholds and criteria have been included to help applicants decide whether a particular document needs to be submitted with the application in their particular case.

It would be helpful for some/all of the information listed below to be submitted both in paper form and/or electronically

## **Affordable Housing Statement**

Where local plan policies or Supplementary Planning Document guidance requires the provision of affordable housing the local planning authority may require information concerning 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 of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units). If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. The Affordable Housing Statement should also include details of any Registered Social Landlords acting as partners in their development.

The Council will expect the provision of 30% subsidised affordable housing on all private housing developments of at least 0.5ha site size or 15 dwellings or more. Smaller parcels of land, which with further land assembly could reasonably be expected to form a site of at least 0.5ha or 15 dwellings will also be subject to the same requirement. In rural locations in settlements with a population of 3,000 or fewer, the Council will apply a lower threshold, this being 0.3 ha site size of 9 dwellings.

## **Air Quality Assessment**

Where development is proposed inside, or adjacent to, an air quality management area (AQMA), or where the development could in itself result in the designation of an AQMA or where the grant of planning permission would conflict with, or render unworkable, elements of a local authority's air quality action plan, applications should be supported by such information as is necessary to allow full consideration of the impact of the proposal on the air quality of the area. Where AQMAs cover regeneration areas, developers should provide an Air Quality Assessment as part of their planning application. Further advice is available in Planning Policy Statement 23: Planning and Pollution Control (November 2004).

South Staffordshire Council has designated four AQMAs – these are:

- Woodbank, Penkridge (M6)
- 
- Bursnips Road, Essington (M6)
- 
- Cannock Road, Featherstone (A460)
- 
- Wolverhampton Road, Wedges Mills (A460)

An Air Quality Assessment will be required for substantial new housing or commercial development in or in close proximity to an AQMA, or which would generate traffic which would travel through the AQMA.

In addition an Air Quality Assessment will be required for conversion of barns to other uses where there are residual agricultural activities.

### **Biodiversity Survey and Report**

Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of any habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulation 1994 or the Protection of Badgers Act 1992. Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of the impacts and proposal for long term maintenance and management. This information might form part of an Environmental Statement, where one is necessary. Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts. Government planning policies for biodiversity are set out in Planning Policy Statement 9: Biodiversity and Geological Conservation (PPS9) (August 2005), PPS9 is accompanied by a Government Circular: Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system (ODPM Circular 06/2005), Defra Circular 01/2005 and Planning for Biodiversity and Geological Conservation: A Guide for Good Practice. Material produced by other organisations may also provide a useful reference resource for local planning authorities when developing local lists.<sup>1</sup>

(Thresholds – see Appendix A)

1. The British Standards Institute has produced a Publicly Available Standard, PAS 2010 Planning to halt the loss of Biodiversity which takes the form of recommendations on standard procedures for taking account of biodiversity in the planning process, and the Association of Local Government Ecologists has developed a good practice template (available at <http://www.alge.org.uk>) which gives detailed validation requirements for biodiversity and geological conservation. Local authorities may wish to draw on this material when preparing their own local validation requirements.

## **Daylight/Sunlight Assessment**

In circumstances where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space then applications may also need to be accompanied by a daylight/sunlight assessment. Further guidance is provided in, for example, BRE guidelines on daylight assessments.<sup>2</sup>

(Local authorities may need to explain to applicants that planning permission would not confer any immunity on those works which infringe another's property rights, and which might be subject to action under the Rights of Light Act 1959.)

2. For example, Site layout planning for daylight and sunlight: a guide to good practice. BRE Report 209, 1991.

## **Economic Statement**

Applications may also need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported; the relative floorspace totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal.

## **Environmental Statement**

The Town and Country Planning (Environmental Impact Assessment) Regulations (SI 1999/293) as amended, sets out the circumstance in which an Environmental Impact Assessment (EIA) is required. EIA may obviate the need for more specific assessments.

Where an EIA is required, Schedule 4 of the Regulations sets out the information that should be included in an Environmental Statement. The information in the Environmental Statement has to be taken into consideration when the local planning authority decides whether to grant planning consent. It may be helpful for a developer to request a "screening opinion" (ie to determine whether EIA is required) from the local planning authority before submitting a planning application. In cases where a full EIA is not required, the local planning authority may still require environmental information to be provided.

An applicant may request a scoping opinion (i.e. to determine the issues that need to be addressed in an EIA) before submitting the application. In addition, pre-application discussions will assist in identifying the issues that need to be addressed in an EIA.

## **Flood Risk Assessment**

A Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency. A FRA will also be required for any development other than minor development in a designated critical drainage area which

has been notified to the Local Planning Authority by the Environment Agency.

The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk from flooding.

The FRA should be prepared by the developer in consultation with the local planning authority with reference to their published local development documents and any Strategic Flood Risk Assessment. The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended. Planning Policy Statement 25: Development and Flood Risk (December 2006) and its associated Practice Guide provides comprehensive guidance for both local planning authorities and applicants in relation to the undertaking of flood risk assessment and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.

In preparing an FRA the developer will be required to demonstrate that a sequential approach to site selection has been undertaken and that there are no other more suitable sites available.

### **Foul Sewerage and Utilities Assessment**

All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers.<sup>3</sup>

Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to a public sewer, then a fuller drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show the alternative means of disposal are satisfactory. Guidance on what should be included in a non-mains drainage assessment is given in DETR Circular 03/99 and Building Regulations Approved Document Part H and in BS6297.

If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will be

required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice will need to be served on the owners of that land.

An application should indicate how the development connects to existing utility infrastructure systems. Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal. Two planning issues arise: firstly; whether the existing services and infrastructure have sufficient capacity to accommodate the supply service demands which would arise from the completed development; and, secondly, whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains.

The applicant should demonstrate:

- a) that , following consultation with the service provider, the availability of utility services has been examined and that the proposal would not result in undue stress on the delivery of those services to the wider community;
- b) that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar services;
- c) that service routes have been planned to avoid, as far as possible, the potential for damage to trees and archaeological remains;
- d) where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.

Details may also be required of surface water run-off limitation.

3. It is possible that the right to connect storm water to foul sewers in areas where these are no storm drains may be withdrawn by amendment to section 106 of the Water Industry Act 1991.

### **Heritage Statement (including Historical, Archaeological features and Scheduled Ancient Monuments)**

The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. The following is a guide to the sort of information that may be required for different types of application.

For applications for Listed Building Consent, a written statement that includes a schedule of works to the listed building(s); an analysis of the significance of archaeology; history and character of the building/structure; the principles of any justification for the proposed works and their impact on the special character of the listed building or structure, its setting, and the setting of adjacent listed buildings, may be required. A structural survey may be required in support of an application for Listed Building Consent.

For applications for Conservation Area Consent, a written statement that includes a structural survey; an analysis of the character and appearance of the building/structure; the principles of and justification for the proposed demolition and its impact on the character of the area, may be required.

For applications either related to or impacting on the setting of heritage assets a written statement that includes plans showing historic features that may exist on or adjacent to the application site, including listed buildings and structures, historic parks and gardens; historic battlefields and scheduled ancient monuments, and an analysis of the significance of archaeology, history and character of the building/structure; the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting, and the setting of adjacent listed buildings, may be required.

For applications within or adjacent to a conservation area, an assessment of the impact of the development on the character and appearance of the area may be required.

For all applications involving the disturbance of ground within an Area of Archaeological Potential as defined in the development plan or in other areas in the case of a major development proposal or significant infrastructure works, an applicant may need to commission an assessment of existing archaeological information and submit the results as part of the Heritage Statement.

For heritage assets, advice is provided in Planning Policy Guidance Note 15 Planning and the Historic Environment, (September 1994). For archaeological remains, advice is provided in Planning Policy Guidance Note 16: Archaeology and Planning (November 1990).

### **Land Contamination Assessment**

Applications may also need to be accompanied by a Land Contamination Assessment which should include an extended assessment of contamination in line with Planning Policy Statement 23: Planning and Pollution Control (November 2004). Sufficient information should be required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.

### **Landfill applications**

Applicants should provide sufficient information to enable the waste planning authority to fulfil its requirements under the Landfill (England and Wales) Regulations 2002. This information may be provided as part of the Environmental Impact Assessment.

NB These applications are County applications, ie they should be submitted to, and are determined, by the County Council.

## **Landscaping details**

Applications may be accompanied by landscaping details and include proposals for long term maintenance and landscape management. There should be reference to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development.

## **Lighting Assessment**

Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a Listed Building or a Conservation Area, or open countryside, where external lighting would be provided or made necessary by the development, should be required to be accompanied by details of external lighting and the proposed hours when the lighting would be switched on. These details should include a layout plan with beam orientation and a schedule of the equipment in the design. Lighting in the countryside: Towards good practice (1997) <sup>4</sup> is a valuable guide for local planning authorities, planners, highway engineers and members of the public. It demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. The advice is applicable in villages as well as the countryside.

<sup>4</sup> Guidance is available at <http://www.communities.gov.uk/index.asp?id=1144822>

## **Noise Assessment**

Application proposals that raise issues of disturbance by noise to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive development and which are close to existing sources of noise, should be supported by noise assessment prepared by a suitable qualified acoustician. Further guidance is provided in Planning Policy Guidance Note 24: Planning and Noise (September 1994)

A Noise Impact Assessment will be required for new housing development where there are existing high levels of noise or for development which could generate noise.

## **Open Space Assessment**

For development within open spaces, applications should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. Planning consent is not normally given for development of existing open spaces which local communities need. However, in the absence of a robust and up-to-date assessment by a local authority, an applicant in applying for planning permission, may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements. Any such evidence should accompany the planning application. National planning policy is set out in Planning Policy Guidance Note 17: Planning for open space, sport and recreation (July 2002).

## **Parking and Access Provision**

Applications may be required to provide details of existing and proposed parking provision and access arrangements. These details could also be shown on the site layout plan.

The details provided in respect of the proposed parking should provide details of the level of provision linked to the type of development provided.

The detail provided should include the existing and proposed visibility splays, and where relevant, details of speed surveys.

## **Photographs and Photomontages**

These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.

## **Planning Obligations – Draft Head(s) of Terms**

Planning Obligations (or Section 106 Agreements<sup>5</sup>) are private agreements negotiated between local planning authorities and persons with an interest in a piece of land (or “developers”), and which are intended to make acceptable development which would otherwise be unacceptable in planning terms.

Where Local Development Framework policies give details of likely Planning Obligation requirements, a local planning authority may require a statement of the proposed Heads of Terms to be submitted with the application. Further advice on Planning Obligations is available in ODPM Circular 2/2005, Planning Obligations and a model section 106 Agreement, is available on the Communities and Local Government website<sup>6</sup>.

NB Applicants should be aware that the Council will expect to be reimbursed for reasonable costs associated with the completion of the Section 106 Agreement, and applicants should confirm that they are prepared to pay these costs.

5. Agreement made under section 106 of the Town and Country Planning Act 1990 as substituted by section 12 of the Planning and Compensation Act 1991.

6. <http://www.communities.gov.uk/index.asp?id=1500817>.

## **Planning Statement**

A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. However, a separate statement on community involvement may also be appropriate.

Impact assessment are required for all retail and leisure developments over 2,500 square metres gross floorspace, and may be required for smaller developments such as those likely to have a significant impact on smaller centres. Impact assessments should also be provided for applications for other main village centre uses where they are in an edge of centre or out of centre location and not in accordance with a development plan. Policy advice can be found in Planning Policy Statement: Planning for Town Centre (March 2005).

Where the proposal involves inappropriate development within the Green Belt, the onus is on the applicant/agent to provide any reasons to justify the proposal as required by (Planning Policy Guidance Note 2: Green Belts)

Where a proposal involves "enabling" development or other financial justification, particularly for otherwise inappropriate development, the applicant should provide a financial statement. This should set out the details as to how the proposed development will enable required works/repairs/refurbishment, including a cost assessment breakdown, valuation methodology, completed development value and development costs, and developer's profit.

Proposals for conversion of existing rural buildings to residential use should be accompanied by a statement indicating the steps taken to assess the suitability or otherwise of the site for alternative uses (eg economic development purposes).

Proposals for the variation/removal of agricultural or similar occupancy conditions should be accompanied by a statement indicating whether or not the property has been marketed for sale or for rent, details of the asking/rental price and a schedule of how, how often, over what length of time and where, the property has been marketed to assess whether or not there is any demand for agricultural (or other occupational) dwellings in the area.

Proposals for the redevelopment of sites for alternative uses may need to be accompanied by an indication as to whether or the not the site has been tested to ascertain whether there is any need or demand for the retention of the existing usage.

For residential developments, details should be provided for the number of units proposed, together with a schedule of the types and number of bedrooms for each unit.

In any proposals for agricultural buildings/structures, the applicant/agent may be required to provide reasons/evidence as to why the proposed building/structure is required.

In addition, details should be provided of recycling/refuse storage and collection facilities, together with details of access for refuse and emergency vehicles.

## **Site Waste Management Plan**

Proposed new development should be supported by Site Waste Management Plans 7 of the type encouraged by the code of practice published in 2004 by the Department of Trade and Industry now the Department for Business Enterprise and Regulatory Reform; Site Waste Management Plans: guidance for construction contractors and clients. These do not require formal approval by planning authorities, but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed.

7. Defra has issued a consultation paper on whether site waste management plans should become a statutory requirement. Further details on the outcome of the consultation will be available in late 2007.

## **Statement of Community Involvement**

Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the local planning authority's adopted Statement of Community Involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals. Further guidance on Statements of Community Involvement is available in Chapter 7 of Creating Local Development Frameworks: A Companion Guide to PPS12 (November 2004).

## **Structural Survey**

A structural survey may be required in support of an application if the proposal involves substantial demolition, for instance replacement dwelling applications.

For applications for the conversion of existing rural buildings to alternative uses, the structural report should indicate the condition of the existing building, whether the existing building is capable of conversion without significant rebuilding, and the nature, type and amount of work required to allow the proposed use to take place.

## **Telecommunications Development – supplementary information**

Planning applications for masts and antenna development by mobile phone network operators in England should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development.

Planning applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). Further guidance of the information that may be required is set out in the Code of Practice on Mobile Network Development (2002).

## Transport Assessment

Planning Policy Guidance 13: Transport (March 2001) advises that a Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implication of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. Further guidance will be found in Guidance on Transport Assessment (March 2007), published by the Department of Transport.

### Typical Thresholds Triggering the Need for a Scoping Study/TA

LAND USE	AREA THRESHOLDS (For Outline Applications)	THRESHOLD SQ. M GFA
Food Retail	-	More than 500
Non-Food Retail	-	More than 1000
B1 inc. offices	0.7Ha	More than 2000
B2 Industry	1.4 Ha	More than 4000
B8 Distribution & Warehousing	1.8 Ha	More than 5000
Housing	1 Ha	Over 40 Dwellings

Note: The above table is only intended as a guide for some land uses. Mixed land uses including other proposals, for example health facilities, generating similar traffic levels that would be expected from the above thresholds of development would also require a Transport Assessment. Developers are urged to contact officers of the Highways Development Control section of Staffordshire County Council to ascertain whether a Scoping Study/TA would be required.

## Travel Plan

A travel plan should be submitted alongside planning applications which are likely to have significant transport implications, as advised in Planning Policy Guidance Note 13: Transport (DETR, 2001), paragraphs 87 - 91.

Further advice is available in Using the planning process to secure travel plans: Best practice guide ODPM and DfT 2002 (forthcoming revised guidance), also Making residential travel plans work: Good Practice guidelines for new development: DfT and A guide to development related travel plan (Addison & Associates).

A travel plan will be required if the development involves any of the following:

Food retail	More than 1000 sq.m.
Non food retail	More than 1000 sq.m.
Cinemas and other conference centres	More than 1000 sq.m.
D2 (other than above and stadia)	More than 1000 sq.m.
B1 including offices	More than 2500 sq.m.
B2	More than 4000 sq.m.
B8	More than 5000 sq.m.
Higher and further education	More than 2500 sq.m.
Stadia	More than 1500 seats
Residential (where constrained or limited Parking is proposed)	More than 100 dwellings

Smaller developments comprising jobs, shopping, leisure and services which would generate significant increased amounts of additional travel in, or near to:

- air quality management areas;
- other locations where there are local initiatives or targets set out in the development plan or local transport plan for the reduction of road traffic, or the promotion of public transport, walking and cycling. This particularly applies to offices, industry, health and education uses;
- a "traffic sensitive route".

New or expanded school facilities.

Where a travel plan would help address a particular or local traffic problem associated with a planning application which might otherwise have to be refused on local traffic grounds.

NB Applicants should be aware that there is likely to be a financial cost towards the administration and monitoring of the travel plan, and should confirm that they are willing to pay such reasonable costs.

### **Tree Survey/Arboricultural Implications**

Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a suitably qualified and experienced arboriculturalist.

Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 Trees in relation to construction – Recommendations. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

The information provided should include an accurate survey of the position of the trunk of the tree(s) and an accurate survey of the crown spread and the root spread.

### **Ventilation/Extraction statement**

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for the purposes within Use Class A3 (i.e. Restaurants and cafes – use for the sale of food and drink for consumption on the premises), A4 (i.e. Drinking establishments – use as a public house, wine-bar or other drinking establishment), and A5 (i.e. Hot food takeaways – use for the sale of hot food for consumption off the premises), B1 (general business) and B2 (general industrial). This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

### **Village Centre Uses – Evidence to accompany applications**

Planning Policy Statement 6: Planning for Town Centres (March 2005)<sup>8</sup>, sets out the main town centre uses to which the policy applies, in paragraph 1.8. Subject to the policies set out in the document, paragraph 3.4 lists the key considerations for which applicants should present evidence. The level and type of evidence and analysis required to address the key consideration should be proportionate to the scale and nature of the proposal.

8. Note that under proposals set out in the Planning White Paper for a Sustainable Future (May 2007), it is proposed to review Planning Policy Statement 6.

## **Appendix A**

### **Protected and Priority Species**

The planning authority has a duty to consider the conservation of biodiversity when determining a planning application; this includes having regard to the safeguarding of species protected under the Wildlife and Countryside Act 1981, the Conservation (natural habitats etc) Regulations 1994 and the badgers Act 1992. In addition, under s40 of the Natural Environment & Rural Communities (NERC) Act 2006 local authorities have a duty to have regard for the conservation of biodiversity in the exercise of all their functions. Reference is made in s41 to a list of habitats and species maintained by Defra which are of principal importance for the conservation of biodiversity, here referred to as priority species and habitats. Where a proposed development is likely to affect protected or priority species, the applicant must submit a Protected and Priority Species Survey and Assessment.

If the application involves any of the development proposals shown in Table 1, a protected species survey and assessment must be submitted with the application unless the LPA has otherwise confirmed in writing. Following the table, exceptions to when a survey and assessment may not be required are explained. There may be limited circumstances where survey will be required outside of these criteria due to unusual local circumstances. Pre-application discussion is recommended to ensure clarity in regard of survey and assessment requirements.

The Survey should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of the year, in suitable weather conditions and using nationally recognised survey guidelines/methods where available <sup>1</sup>. Survey methodology should be documented. The survey should be informed by the results of a search for ecological data from Staffordshire Ecological Records. The survey must be to an appropriate level of scope and detail, cover land outside of the development site where species ecology and/or survey guidelines require, and must:

- record which species are present and identify their numbers (may be approximate);
- Map their distribution and use of the area, site, structure and/or features (eg for feeding, shelter, breeding);
- Record any uncertainties and limitations that might affect survey results;
- identify if further survey is required.

The Assessment must identify and describe potential development impacts likely to affect the species and/or their habitats identified by the records search and survey (these should include direct and indirect effects both on-site and off-site during site preparation, construction and afterwards). Where harm is likely, evidence must be submitted to show:

- How alternative designs or location have been considered;
- How adverse effects will be avoided wherever possible;
- How unavoidable impacts will be mitigated or reduced;
- How impacts that cannot be avoided or mitigated will be compensated (Harmful effects on European Protected Species must be fully mitigated within design of the proposal).

In addition, proposals are encouraged that will enhance, restore or add to features or habitats used by protected species. The Assessment should also give an indication of how species numbers are likely to change, if at all, after development (eg whether there will be a net loss or gain).

Where relevant, the information provided in response to the above requirements should be consistent with that required for an application to Natural England for a European Protected Species Licence. A protected and priority survey and assessment may form part of a wider Ecological Assessment and/or part of an Environmental Impact Assessment.

1. Further information on appropriate survey methods can be found in Guidance on Survey Methodology published by the Institute of Ecology and Environmental Management; available at: <http://www.ieem.org.uk/Guidelines%20for%20survey%20Methodology.htm>  
Existing species data are available from Staffordshire Ecological Record. [www.staffs-ecology.org.uk](http://www.staffs-ecology.org.uk)

### Table 1

Local Requirement for Protected Species: Criteria and Indicative Thresholds (Trigger List) for when a Survey and Assessment is Required.

Proposals for development that will require a Protected/Priority Species Survey and Assessment  
(Species likely to be affected and for which a survey may be required)

- Proposed development which includes the modification, conversion, demolition or removal of buildings and structures (especially roof voids) involving the following:
  - all agricultural buildings (eg farmhouses and barns) particularly of traditional brick or stone construction:  
(bats, barn owls and breeding birds)
  - all buildings with weatherboarding, hanging tiles, soffit boards, crevices in walls or roofs or access to roof spaces or cavity walls and that are within 200m of woodland and/or water, are close to lines of trees and/or a network of hedges; or to mature gardens, parks, cemeteries or other urban open space:  
(bats and breeding birds)
  - pre-1960 detached buildings and structures within 200m of woodland and/or water;  
(bats and breeding birds)
  - pre-1914 buildings within 400m of woodland and/or water;  
(bats and breeding birds)
  - pre 1914 buildings with gable ends or slate roofs, regardless of location;  
(bats and breeding birds)
  - all caves, tunnels, mines, kilns, ice-houses, adits, military fortifications, air raid shelters, cellars or similar underground ducts and structures;  
(bats and breeding birds)
  - all bridge structures, aqueducts and viaducts (especially over water or wet ground).  
(bats and breeding birds)
- Proposals involving lighting of churches and listed buildings. Floodlighting of green space within 50m of woodland, water, field hedgerows or lines of trees with obvious connectivity to woodland or water.  
(Bats, amphibians, and breeding birds)

- Proposed tree work (felling or lopping) and/or development affecting:
  - mature and veteran trees that are older than 100 years;  
(bats and breeding birds)
  - trees with obvious holes, cracks or cavities;  
(bats and breeding birds)
  - trees with a girth greater than 1m at chest height;  
(bats and breeding birds)
- Proposals affecting quarries and natural cliff faces and rock outcrops with crevices, caves and other fissures.  
(bats, badgers, reptiles, breeding birds and invertebrates)
- Where there are no existing great crested newt records; ponds within 500m of major proposals; ponds within 250m of minor proposals; where there are no local records and barriers to movement all ponds within 500m of all proposal sites.  
(great crested newts)
- Proposals affected or within 50m of rivers, streams, canals, lakes, swamps, reed beds or other aquatic habitats.  
(bats, otters, white clawed crayfish, floating water-plantain, water vole, reptiles, amphibians, breeding birds, wintering and migrating birds, invertebrates, BAP plant and fungi species)
- Proposals affecting "derelict" land (brownfield sites, allotments, mature gardens and railway land).  
(great crested newts, badger, reptiles, amphibians, breeding birds, invertebrates)
- Proposals affecting arable, pasture, semi-natural habitats and uncultivated land.  
(badger, reptiles, barn owls, breeding birds, wintering and migrating birds, invertebrates, BAP plant and fungi species)
- Proposals for wind turbines and farms.  
(bats, breeding birds and wintering and migrating birds)
- Proposed development affecting any buildings, structures or features or location where protected or priority species are known or strongly suspected to be present\*  
(as records and scoping reports indicate)

Breeding Birds – with particular focus on WCA Schedule 1, NERC s41, RSPB red list and Staffordshire BAP species.

Invertebrates – There is a suite of biodiversity priority species including solitary and mining bees and wasps, certain butterflies and a range of other species. Guidance on survey requirements should be sought where semi-natural habitat will be affected.

BAP plant and fungi species are - dyers greenwood, hybrid bilberry, floating water plantain, grass-wrack pondweed, native black poplar & pink meadow cap.

NB Bats, particularly pipistrelles, can sometimes be found, particular in urban areas, in modern flat roofed buildings such as concrete army buildings and schools which can be used as maternity roosts and in industrial buildings. Where these are close to woodland, water, tree lines, hedges, mature gardens, cemeteries, parks and other open space a scoping inspection is recommended.

\* Confirmed as present by either a data search through Staffordshire Ecological Record or as notified to the developer by the LPA and/or Natural England, the Environment Agency or other nature conservation organisation or by credible report from the public.

NB Whilst carrying out any species survey note should be taken of potential use of the site by other protected or priority species and survey extended to cover these.

Exceptions: for when a Full Species Survey and Assessment may not be required

1. Following consultation at the pre-application stage, the LPA has stated in writing that no protected species surveys and assessments are required.
2. If it is clear that no protected species are present, despite the guidance above indicating that they are likely, the applicant should provide evidence with the planning application to demonstrate that such species are absent (eg this might be in the form of a letter, or a relevant local nature conservation organisation).
3. If it is clear that the development proposal will not affect any protected species, then only limited information needs to be submitted. This information should, however, demonstrate that there will be no significant affect on protected species recorded or likely to be present and include a statement acknowledging that the applicant is aware that it is a criminal offence to disturb or harm protected species should they subsequently be found or disturbed.

In some situation, it may be appropriate for an applicant to provide a protected species survey and report for only one or a few of the species shown (eg those that are likely to be affected by a particular activity). Applicants should make it clear which species are included in the report and which are not because exceptions apply.

### **Designated Sites, Priority Habitats and Geological Conservation**

The LPA has a duty to consider the conservation of biodiversity when determining a planning application; this includes having regard to the safeguard of designated sites and priority habitats. Where a proposal is likely to affect such a site, habitat or geological feature, the applicant must submit an Ecological/Geological Survey and Assessment.

Effects on designated sites may be direct or indirect; the proposed development may, in some cases, be at some distance from the site, for example where there may be hydrological or air quality effects. Particular attention should be given to potential effects on internationally designated sites which may require appropriate assessment. Natural England should always be contacted where there is potential for adverse effects on internationally or nationally designated sites.

If the application is likely to affect any of the designated sites, priority habitats or biodiversity features listed in Table 2 or geological features listed in Table 3, a survey and assessment for the relevant feature must be submitted with the application. Following the tables, exceptions to when a survey and assessment may not be required are explained.

The Survey should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year, in suitable weather conditions and using nationally recognised survey guidelines/methods where available\*. The survey should be informed by the results of a search for ecological and geological data from a local

environmental records centre. The survey must be to an appropriate level of scope and detail and must:

- Record which habitats and features are present on and where appropriate around the site;
- Identify the extent/area/length present;
- Map their distribution on site and/or in the surrounding areas on an appropriate scale plan.

The Assessment should identify and describe potential development impacts likely to harm designated sites, priority habitats, other listed biodiversity features or geological features (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely, evidence must be submitted to show:

- How alternative designs or locations have been considered;
- How adverse effects will be avoided wherever possible;
- How unavoidable impacts will be mitigated or reduced;
- How impacts that cannot be avoided or mitigated will be compensated.

In addition, proposals are to be encouraged that will enhance, restore or add to designated sites priority habitats, other biodiversity features or geological features. The Assessment should give an indication of likely change in the area (hectares) of priority habitat on the site after development (eg whether there will be a net loss or gain). An Ecological/Geological Survey and Assessment may form part of the wider Environmental Impact Assessment.

1. Further information on appropriate survey methods can be found in Guidance on Survey Methodology published by the Institute of Ecology and Environmental Management; available at: <http://www.ieem.org.uk/Guidelines%20for%20survey%20Methodology.htm>  
Existing environmental information is available from Staffordshire Ecological Record. [www.staffs-ecology.org.uk](http://www.staffs-ecology.org.uk) Staffordshire Wildlife Trust, Staffordshire RIGS Group etc,. Also online information on internationally and nationally designated sites can be found at: [www.natureonthemap.org.uk](http://www.natureonthemap.org.uk)

## Table 2

Local Requirements for Designated Sites and Priority Habitats Criteria (Trigger List) for when a Survey and Assessment are Required.

### 1. Designated Sites

Internationally Designated Sites	Special Protection Area (SPA) Special Area of Conservation (SAC) Ramsar Site
Nationally Designated Sites	Site of Special Scientific Interest (SSSI) National Nature Reserve (NNR)
Regionally and Locally Designated Sites	Local Nature Reserve (LNR) Site of Biological Importance (SBI)

### 2. Priority Habitats – Habitats of Principal Importance for Biodiversity under S41 of the NREC Act 2006 (including UK BAP 2007 Habitats and Species Review Report recommendations)

- Native species hedgerows
- Lowland mixed deciduous woodland (eg ancient woodland)

- Upland woodlands (eg mixed ash woods, oak woods and birch woods)
  - Wet woodland
  - Lowland wood-pasture and parkland
  - Traditional orchards
  - Floodplain grazing marsh
  - Fen, marsh, swamp and reed beds
  - Purple moor grass and rush pastures
  - Lowland calcareous grassland (eg species-rich limestone grasslands)
  - Upland calcareous grasslands and upland hay meadows
  - Lowland meadows (eg species rich flower meadows)
  - Lowland heathland and/or dry acid grassland
  - Upland heathland
  - Lowland raised bog
  - Upland blanket bog and flushes
  - Rivers and streams
  - Standing open water (eg lakes, reservoirs, ponds) and canals
  - Open mosaic habitats on previously developed land
  - Inland Saltmarsh
  - Inland rock outcrops and scree habitats
3. Other biodiversity features (as identified by the Staffordshire Biodiversity Partnership – see paragraph 84 ODPM Circular 06/2005)
- Native Woodland
  - Lowland Wet Grassland
  - Unimproved Neutral Grassland

Exceptions: when a Full Survey and Assessment may not be required

1. International and National Sites: A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with Natural England, where the latter confirms in writing that they are satisfied that the proposed development will not affect any statutory sites designated for their national or international importance.
2. Regional and Local Sites and Priority Habitats: A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with the LPA's ecologist (where employed), or the ecological advisor and/or the local Wildlife Trust that they are satisfied that the proposed development will not affect any regional or local sites designated



Exceptions: when a full Survey or Assessment may not be required

1. International and National Sites: A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with Natural England, where the latter confirms in writing that they are satisfied that the proposed development will not affect any statutory sites designated for their national importance.
2. Regional and Local Sites and Priority Habitats: A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with appropriate geological experts (such as Local RIGS Group) that they are satisfied that the proposed development will not affect any regional or local sites designated for their local geodiversity importance. The RIGS Group can be contacted via Staffordshire Wildlife Trust.

Figure 2

Ecological Survey Seasons

Key: Optimal Survey Time 0 Extending into –

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Badgers	-	0	0	0	-	-	-	-	-	0	0	-
Bats (Hibernation Roosts)	0	0	0/								0	0
Bats (Summer Roosts)				-	0	0	0	0	0/-			
Bats (Foraging/ Commuting)				-	0	0	0	0	0	-		
Birds (Breeding)*			0	0	0	0	-	-				
Birds (Overwintering)	0	0									0	0
Dormice	0			0	0	0	0	0	0		0	0
Great Crested Newts (Terrestrial)			0	0	0	0	0	0	0	0		
Great Crested A* Newts (Aquatic) L*	-	0	0	0	0	0	0	0	0			
Invertebrates*				0	0	0	0	0				
Otters	0	0	0	0	0	0	0	0	0	0	0	0
Reptiles		/0	0	0	-			0				
Water voles		-	0	0	0	0	0	0	0	-		
White-clawed crayfish							0	0	0			
Woods Habitats/ Vegetation Other habitats			0	0	0	0	0	0	-			

A\* adults L\* larva

\* Some breeding birds, such as owls, breed outside of the main season shown in figure 2. Survey timing should therefore be adjusted to specialist knowledge of species likely to be encountered.

\*\* The optimum time for survey for invertebrates is highly dependent on the weather and the target group or species under consideration. Survey timing should therefore be adjusted according to specialist knowledge of the ecology of target groups or species.

NB For great crested newts at least four survey visits are required to confirm presence or absence between March and June.

Points to note regarding survey are as follows:

- For certain species and habitats surveys can be carried out at any time of year, but for other species, particular times of year are required to give the most reliable results, as indicated in Figure 2.
- Surveys conducted outside optimal times (Figure 2) may be unreliable. For certain species (eg Great Crested Newt) surveys over the winter period are unlikely to yield any useful information. Similarly negative results gained outside the optimal period should not be interpreted as absence of a species and further survey work may be required during the optimal survey season. This is especially important where existing surveys and records show the species have been found previously on site or in the surrounding areas. An application may not be valid until survey information is gathered from an optimum time of year.
- Species surveys are also very weather dependent so it may be necessary to delay a survey or to carry out more than one survey if the weather is not suitable, (eg heavy rain is not good for surveying otters, as it washes away their spraint (droppings). Likewise bat surveys carried out in wet or cold weather may not yield accurate results).
- Absence of evidence of a species does not necessarily mean that the species is not there, nor that its habitat is not protected (eg a bat roost is protected whether any bats are present or not).
- Local Biological/Environmental Records Centre may have useful existing information and records.
- Competent ecologists should carry out surveys. Where surveys involve disturbance, capture or handling of a protected species, then only a licenced person can undertake such surveys (eg issued by Natural England). Surveys should follow published national or local methodologies. Further details may be found in the Local Authority's SPD for Biodiversity or on the following web sites:

IEEM at: (<http://www.ieem.org.uk/Publications.htm> - Guidelines for Survey Methodology)

Natural England: <http://www.naturalengland.org.uk/publications/default.htm>

## **Householder application for planning permission for works or extension to a dwelling**

### **National Requirements**

- Completed form (3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of north (3 copies to be supplied unless the application is submitted electronically).
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically), including:

Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries.

Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100).

Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)

Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)

Roof plans (e.g. at a scale of 1:50 or 1:100)

- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- Agricultural Holding Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- Design and Access Statement, if required.
- The appropriate fee.
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article.

**Local Requirements** may include some or all of the following:

- Air Quality Assessment
- Biodiversity Survey and Report
- Daylight/sunlight indicators.
- Flood Risk Assessment
- Land Contamination Assessment

- Noise Impact Assessment.
- Parking and Access provision.
- Photographs/photomontages.
- Planning Statement.
- Site Waste Management Plan
- Tree survey/Arboricultural implications.

## **Householder application for planning permission for works or extension to a dwelling and Conservation Area consent for demolition in a Conservation Area**

### **National Requirements**

- Completed form (3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of north (3 copies to be supplied unless the application is submitted electronically).
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically), including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries.
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100).
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990.
- Agricultural Holding Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order.
- Design and Access Statement, if required.
- The appropriate fee.
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation.

**Local Requirements** may include some or all of the following:

- Air Quality Assessment
- Biodiversity Survey and Report
- Daylight/sunlight indicators.
- Flood Risk Assessment
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments).
- Land Contamination Assessment
- Landscaping details
- Noise Impact Assessment.
- Parking and Access provision.
- Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals.
- Planning Statement.
- Site Waste Management Plan.
- Structural survey.
- Tree survey/Arboricultural implications.

## **Householder application for planning permission for works or extension to a dwelling and Listed Building Consent**

### **National Requirements**

- Completed form (3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of north (3 copies to be supplied unless the application is submitted electronically).
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically), including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries.
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100).
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990.
- Agricultural Holding Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- Design and Access Statement, if required.
- The appropriate fee.
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation.

**Local Requirements** may include some or all of the following:

- Air Quality Assessment.
- Biodiversity Survey and Report
- Daylight/sunlight indicators.
- Flood Risk Assessment.
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments).
- Foul Sewage and Utilities Assessment.
- Land Contamination Assessment.
- Landscaping details
- Noise Impact Assessment.
- Parking and Access provision.
- Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals.
- Planning Statement.
- Site Waste Management Plan.
- Structural survey.
- Tree survey/Arboricultural implications.

## **Application for planning permission**

### **National Requirements**

- Completed form (3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of north (3 copies to be supplied unless the application is submitted electronically).
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically), including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries.
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100).
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- Agricultural Holding Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- Design and Access Statement, if required.
- The appropriate fee.
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article.

**Local Requirements** may include some or all of the following:

- Affordable Housing Statement.
- Air Quality Assessment
- Biodiversity Survey and Report
- Daylight/sunlight indicators.
- Economic Statement.

- Environmental Statement.
- Flood Risk Assessment.
- Foul Sewage and Utilities Assessment.
- Heritage statement (including historic, archaeological features and Scheduled Ancient Monuments).
- Land Contamination Assessment.
- Landfill Statement.
- Landscaping details.
- Lighting Assessment.
- Noise Impact Assessment.
- Open Space Assessment.
- Parking and Access provision.
- Photographs/photomontages.
- Planning obligations/draft head(s) of terms.
- Planning Statement.
- Site Waste Management Plan.
- Statement of Community Involvement.
- Structural survey.
- Telecommunication Development – supplementary information
- Transport Assessment.
- Travel plan.
- Tree survey/Arboricultural implications.
- Ventilation/extraction statement.
- Village Centre Uses - Evidence to accompany applications.

## **Application for outline planning permission with some matters reserved**

### **National Requirements**

- Completed form (3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of north (3 copies to be supplied unless the application is submitted electronically).
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically), including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries.
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- Agricultural Holding Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- Design and Access Statement, if required.
- The appropriate fee.
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article.

**Local Requirements** may include some or all of the following:

- Affordable Housing Statement.
- Air Quality Assessment.
- Biodiversity Survey and Report.
- Daylight/sunlight indicators.
- Economic Statement.
- Environmental Statement.
- Flood Risk Assessment.
- Foul Sewage and Utilities Assessment.
- Heritage Statement (including historic, archaeological features and Scheduled Ancient Monuments).

- Land Contamination Assessment.
- Landfill Statement.
- Landscaping details.
- Lighting Assessment.
- Noise Impact Assessment.
- Parking and Access provision.
- Open Space Assessment.
- Photographs/photomontages.
- Planning Obligations - draft head(s) of terms.
- Planning Statement.
- Site Waste Management Plan.
- Statement of Community Involvement.
- Structural survey.
- Telecommunication Development – supplementary information
- Transport Assessment.
- Travel plan.
- Tree survey/Arboricultural implications.
- Ventilation/extraction statement.
- Village Centre Uses - Evidence to accompany applications.

## **Application for outline planning permission with all matters reserved.**

### **National Requirements**

- Completed form (3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of north (3 copies to be supplied unless the application is submitted electronically).
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically), including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries.
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- Agricultural Holding Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- Design and Access Statement, if required.
- The appropriate fee.
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article.

### **Local Requirements** may include some or all of the following:

- Affordable Housing Statement.
- Air Quality Assessment.
- Biodiversity survey and report.
- Daylight/sunlight indicators.
- Economic Statement.
- Environmental Statement.
- Flood Risk Assessment.
- Foul Sewage and Utilities Assessment.
- Heritage Statement (including historic, archaeological features and Scheduled Ancient Monuments).

- Land Contamination Assessment.
- Landfill Statement.
- Landscaping details.
- Lighting Assessment.
- Noise Impact Assessment.
- Open Space Assessment.
- Parking and Access provision.
- Photographs/photomontages.
- Planning Obligations - draft head(s) of terms.
- Planning Statement.
- Site Waste Management Plan.
- Statement of Community Involvement.
- Structural survey.
- Telecommunications Development – supplementary information
- Transport Assessment.
- Travel plan.
- Tree survey/Arboricultural implications.
- Ventilation/extraction statement.
- Village Centre Uses – Evidence to accompany applications.

## **Application for Approval of Reserved Matters following outline approval**

### **National Requirements**

- Completed form or application in writing containing sufficient information to enable the authority to identify the outline planning permission in respect of which it is made.
- Such particulars as are necessary to deal with matters reserved in the outline planning permission including.
- Such plans and drawings as are necessary to deal with the matters reserved in the outline planning permission including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries.
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100).
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- Three copies of the application and three copies of the plans and drawings submitted (unless the local planning authority indicate that a lesser number is required or the application is submitted electronically)
- The appropriate fee.

**Local Requirements** may include some or all of the following:

- Affordable Housing Statement.
- Air Quality Assessment.
- Biodiversity survey and report
- Daylight/sunlight indicators.
- Design and Access Statement.
- Economic Statement.
- Environmental Statement.
- Flood Risk Assessment.

- Foul Sewage and Utilities Assessment.
- Heritage Statement (including historic, archaeological features and Scheduled Ancient Monuments).
- Land Contamination Assessment.
- Landfill Statement.
- Landscaping details.
- Lighting Assessment.
- Noise Impact Assessment.
- Open Space Assessment.
- Photographs/photomontages.
- Planning Obligations - draft head(s) of terms.
- Planning Statement.
- Site Waste Management Plan.
- Statement of Community Involvement.
- Structural survey.
- Transport Assessment.
- Travel plan.
- Tree survey/Arboricultural implications.
- Ventilation/extraction statement.
- Village Centre Uses - Evidence to accompany applications

## **Application for planning permission and Conservation Area consent for demolition**

### **National Requirements**

- Completed form (3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of north (3 copies to be supplied unless the application is submitted electronically).
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically), including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries.
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100).
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- Agricultural Holding Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- Design and Access Statement, if required.
- The appropriate fee.
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published with this Article and this Regulation.

**Local Requirements** may include some or all of the following:

- Affordable Housing Statement.
- Air Quality Assessment
- Biodiversity survey and report
- Daylight/sunlight indicators.

- Economic Statement.
- Environmental Statement.
- Flood Risk Assessment.
- Foul Sewage and Utilities Assessment.
- Heritage statement (including historic, archaeological features and Scheduled Ancient Monuments).
- Land Contamination Assessment.
- Landfill Statement.
- Landscaping details.
- Lighting Assessment.
- Noise Impact Assessment.
- Open Space Assessment.
- Parking and Access provision.
- Photographs/photomontages.
- Planning Obligations - draft head(s) of terms.
- Planning Statement.
- Site Waste Management Plan.
- Statement of Community Involvement.
- Structural survey.
- Transport Assessment.
- Travel plan.
- Tree survey/Arboricultural implications.
- Ventilation/extraction statement.
- Village Centre Uses - Evidence to accompany applications.

## **Application for planning permission and Listed Building Consent**

### **National Requirements**

- Completed form (3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of north (3 copies to be supplied unless the application is submitted electronically).
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically), including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries.
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100).
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative features.
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990.
- Agricultural Holding Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- Design and Access Statement, if required.
- The appropriate fee.
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation.

**Local Requirements** may include some or all of the following:

- Affordable Housing Statement.
- Air Quality Assessment.
- Biodiversity survey and report
- Daylight/sunlight indicators.
- Economic Statement.
- Environmental Statement.
- Flood Risk Assessment.
- Foul Sewage and Utilities Assessment.
- Heritage Statement (including historic, archaeological features and Scheduled Ancient Monuments).
- Land Contamination Assessment.
- Landfill Statement.
- Landscaping details.
- Lighting Assessment.
- Noise Impact Assessment.
- Open Space Assessment.
- Parking and Access provision.
- Photographs/photomontages.
- Planning Obligations - draft head(s) of terms.
- Planning Statement.
- Site Waste Management Plan.
- Statement of Community Involvement.
- Structural survey.
- Telecommunication Development – supplementary information.
- Transport Assessment.
- Travel plan.
- Tree survey/Arboricultural implications.

- Ventilation/extraction statement.
- Village Centre Uses - Evidence to accompany applications.

## **Application for planning permission and Advertisement Consent**

### **National Requirements**

- Completed form (3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale, identified the position of the advertisement and showing the direction of north (3 copies to be supplied unless the application is submitted electronically).
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically), including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries.
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100).
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
  - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination (if applicable))
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- Agricultural Holding Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- Design and Access Statement, if required.
- The appropriate fee.
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article.

**Local Requirements** may include some or all of the following:

- Affordable Housing Statement.

- Air Quality Assessment.
- Biodiversity survey and report
- Daylight/sunlight assessment.
- Economic Statement.
- Environmental Statement.
- Town Centre Uses - Evidence to accompany applications.
- Flood Risk Assessment.
- Foul Sewage and Utilities Assessment.
- Heritage Statement (including historic, archaeological features and Scheduled Ancient Monuments).
- Land Contamination Assessment.
- Landfill statement.
- Landscaping details.
- Lighting Assessment.
- Noise Impact Assessment.
- Open Space Assessment.
- Parking and Access provision.
- Photographs/photomontages.
- Planning Obligations - draft head(s) of terms.
- Planning Statement.
- Site Waste Management Plan.
- Statement of Community Involvement.
- Structural survey.
- Transport Assessment.
- Travel plan.
- Tree survey/Arboricultural implications.
- Ventilation/extraction statement.

## **Conservation Area consent for demolition in a Conservation Area**

### **National Requirements**

- Completed form (3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of north (3 copies to be supplied unless the application is submitted electronically).
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically), including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries.
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100).
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990.
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article.

**Local Requirements** may include some or all of the following:

- Air Quality Assessment.
- Biodiversity survey and report.
- Conservation Area Appraisal
- Heritage Statement (including historic, archaeological features and Scheduled Ancient Monuments).
- Land Contamination Assessment.
- Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals.
- Planning Statement.
- Site Waste Management Plan.
- Structural survey.
- Tree survey/Arboricultural implications.

## **Listed Building consent for alterations, extension or demolition of a Listed Building**

### **National Requirements**

- Completed form (3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of north (3 copies to be supplied unless the application is submitted electronically).
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically), including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries.
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100).
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details.
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990.
- Design and Access Statement.
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article.

**Local Requirements** may include some or all of the following:

- Air Quality Assessment.
- Biodiversity survey and report
- Heritage Statement (including historic, archaeological features and Scheduled Ancient Monuments).
- Land Contamination Assessment.
- Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals.

- Planning Statement.
- Site Waste Management Plan.
- Structural survey.
- Tree survey/Arboricultural implications.

## **Application for Advertisement Consent**

### **National Requirements**

- Completed form (3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale, identifies the location of the site by reference to at least two named roads, identifies the proposed position of the advertisement and showing the direction of north (3 copies to be supplied unless the application is submitted electronically).
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically), including:
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100).
  - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground level, extent of projection and details of the methods and colour(s) of illumination (if applicable)).
- The appropriate fee.

**Local Requirements** may include some or all of the following:

- Lighting Assessment (where illuminated advertisements are proposed).
- Photographs/photomontages.
- Planning Statement.

## **Listed Building consent for alteration, extension or demolition of a listed building and advertisement consent.**

### **National Requirements**

- Completed form (3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale, identifies the location of the site by reference to at least two named roads, identifies the proposed position of the advertisement and shows the direction of north (3 copies to be supplied unless the application is submitted electronically).
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically), including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries.
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100).
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative features.
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
  - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination (if applicable)).
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990.
- Design and Access Statement.
- The appropriate fee.
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article.

**Local Requirements** may include some or all of the following:

- Air Quality Assessment.
- Heritage Statement (including historic, archaeological features and Scheduled Ancient Monuments).
- Land Contamination Assessment.
- Lighting Assessment (where illuminated advertisements are proposed).
- Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals.
- Planning Statement.
- Site Waste Management Plan.
- Structural survey.
- Tree survey/Arboricultural implications.

## **Application for a Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition**

### **National Requirements**

- Completed form (3 copies to be supplied unless the application is submitted electronically).
- A plan identifying the land to which the application relates drawn to an identified scale and showing the direction of north (3 copies to be supplied unless the application is submitted electronically).
- Such evidence verifying the information included in the application as can be provided.
- Such information as is considered to be relevant to the application.
- The appropriate fee.

**Local Requirements** may include some or all of the following:

- Plans (3 copies to be supplied unless the application is submitted electronically).
  - Existing elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing site survey plan (e.g. at a scale of 1:50 or 1:100)
- Lawful Development Certificate supporting information (e.g. sworn affidavit(s) from people with personal knowledge of the existing use).
- Photographs/photomontages.
- Planning Statement.

## **Application for Lawful Development Certificate for a proposed use or development**

### **National Requirements**

- Completed form (3 copies to be supplied unless the application is submitted electronically).
- A plan identifying the land to which the application relates drawn to an identified scale and showing the direction of north (3 copies to be supplied unless the application is submitted electronically).
- Such evidence verifying the information included in the application as can be provided.
- Such other information as is considered to be relevant to the application.
- The appropriate fee.

**Local Requirements** may include some or all of the following:

- Plans (3 copies to be supplied unless the application is submitted electronically).
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Site survey plan (e.g. at a scale of 1:50 or 1:100)
- Planning Statement.

## **Application for prior notification of proposed agricultural development – proposed building**

### **National Requirements**

- A completed form or written description of the proposed development and the materials to be used.
- A plan indicating the site.
- The appropriate fee.

### **Local Requirements** may include some or all of the following

- Plans (3 copies to be supplied unless the application is submitted electronically).
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- Photographs/photomontages
- Planning Statement

**Useful supporting information – application for prior notification of proposed agricultural development:**

- **proposed road**
- **proposed excavation/deposit of waste material from the farm**
- **proposed fish tank**

**National Requirements**

- A completed form or written description of the proposed development and the materials to be used.
- A plan indicating the site.
- The appropriate fee.

**Local Requirements** may include some or all of the following:

- Landscaping details.
- Planning Statement.

## **Application for prior notification of proposed development in respect of permitted development by electronic communications code operators**

### **National Requirements**

- A completed form or written description of the proposed development
- A plan indicating the proposed location
- The appropriate fee
- Evidence that the developer has given notice of the proposed development in accordance with A.3(1) of Part 24 of Schedule 2 to the General Permitted Development Order 1995.
- Where the proposed mast consists of the installation of a mast within three kilometres of the perimeter of an aerodrome evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome Operator in accordance with A.3(2) of Part 24 of Schedule 2 to the General Permitted Development Order 1995.

**Local Requirements** may include some or all of the following:

- Acoustic report where relevant
- Any other relevant additional information
- Supplementary Information Template (as set out in Annex F of the Code of Best Practice on Mobile Phone Network Development).

## **Application for prior notification – proposed demolition**

### **National Requirements**

- A completed application form or written description of the proposed development.
- A statement that the applicant has displayed a site notice in accordance with A.2(b)(iii) of Part 31 of Schedule 2 to the General Permitted Development Order 1995.
- The appropriate fee.

**Local Requirements** may include some or all of the following:

- Biodiversity survey and report.
- Landscaping details.
- Photographs/photomontages.
- Planning Statement.
- Structural survey.
- Tree survey/arboricultural implications.

## **Application for removal or variation of a condition following grant of planning permission (Section 73 of the Town and Country Planning Act 1990)**

### **National Requirements**

- Completed form
- The completed Ownership Certificate (A, B, C or D – as applicable) as required under Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- In addition where Ownership Certificates B, C or D have been completed, notice(s) as required under Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article.
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- Design and Access Statement, if required.
- The appropriate fee.

### **Local Requirements** may include some or all of the following:

- Plans (3 copies to be supplied unless the application is submitted electronically).
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries.
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
- Affordable Housing Statement.
- Air Quality Assessment.
- Biodiversity survey and report
- Daylight/sunlight assessment.
- Economic Statement.
- Environmental Statement
- Flood Risk Assessment.
- Foul Sewage and Utilities Assessment.

- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments).
- Land Contamination Assessment.
- Landfill Statement.
- Landscaping details.
- Lighting Assessment.
- Noise Impact Assessment.
- Parking and Access provision.
- Open Space Assessment.
- Photographs/photomontages.
- Planning Obligations - draft Head(s) of Terms.
- Planning Statement.
- Site Waste Management Plan.
- Statement of Community Involvement.
- Structural Survey.
- Transport Assessment.
- Travel plan.
- Tree survey/arboricultural implications.
- Ventilation/extraction statement.
- Village Centre Uses - Evidence to accompany applications.

## **Useful supporting information – application for approval of details reserved by condition**

There are **No National Requirements** for applications for the approval of details reserved by condition except that they should be made in writing. However, you may submit the following:

- Completed form/letter (3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of north (3 copies to be supplied unless the application is submitted electronically).
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically).

**Local Requirements** may include some or all of the following:

- Photographs/photomontages.
- Planning Statement.

## **Application for Hedgerow Removal Notice**

### **National Requirements**

- A completed form or the form set out in schedule 4 to the Hedgerow Regulations 1997.
- A plan which clearly shows the location and length of the hedgerow(s) to be removed (if possible, please provide a plan to a scale of 1:2500. A different scale can be used so long as it shows clearly the location and length of the hedgerow or hedgerows that you wish to remove).
- Evidence of the date of planting.

**Local Requirements** may include some or all of the following:

- Arboricultural implications.
- Biodiversity survey and report.
- Landscaping details.

## **Application for tree works: works to trees subject to a Tree Preservation Order (TPO) or notification of proposed works to trees in Conservation Areas (CA)**

Please use this list to ensure that the form has been completed correctly and that all relevant information is submitted.

For works to trees protected by Tree Preservation Order, failure to supply sufficiently precise and detailed information may result in your application being rejected or delay in dealing with it. In particular you must provide the following:

- completed and dated application form, with all (mandatory) questions answered.
- sketch plan showing the location of all tree(s).
- a full and clear specification of the works to be carried out.
- Statement of reasons for the proposed works.
- Evidence in support of statement of reasons, where required by the standard application form.

For works to trees in conservation areas, it is important to supply precise and detailed information on your proposal. You may, therefore, wish to provide the following:

- completed and dated form, with all questions answered.
- sketch plan showing the precise location of all tree(s).
- a full and clear specification of the works to be carried out.

Whether the trees are protected by a TPO or in a conservation area, please indicate which of the following types of additional information you are submitting:

- photographs
- report by a tree professional (arboriculturist) or other.
- Details of any assistance or advice sought from a Local Planning Authority officer prior to submitting this form.