



South Staffordshire Council

Guidance Notes for Validation of Planning Applications March 2022

To be used for all applications excluding discharge of conditions and applications for Lawful Development Certificates (Proposed use).

This document has been produced and revised in accordance with Section 62(3) of the Town and Country Planning Act 1990, the Town and Country Planning (Development Management Procedure) (England) (Order) 2015, the Town and Country Planning (Development Management Procedure and Section 62A Applications) (England) (Amendment) Order 2021, the National Planning Policy Framework (NPPF) 2021 and advice contained in the National Planning Policy Guidance (NPPG) which state that Local Planning Authorities should publish a list of their information requirements for applications which are proportionate to the nature and scale of development proposals, reviewed on a frequent basis, and only requested when the information is relevant, necessary and material to the application in question.

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Introduction

These Guidance Notes have the following aims:

- To stress the importance, for applicants and their agents, of entering 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

Pre-application discussions

Pre-application discussions for all types of application are encouraged. Pre-app advice will ensure that applicants are aware of the information that needs to be submitted with their application (in accordance with advice in the Government's Planning Practice Guidance paragraph reference 20-001-20190315).

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. However, please be aware that some consultees (such as County Highways, for example) may have a separate charge for pre-application advice.

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

Further information on the Councils pre-application service and fees can be found on the website:

<https://www.sstaffs.gov.uk/planning/planning-enquiries.cfm>

The 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 the circumstances of each application.

If the information that is required by the direction contained in these Guidance Notes (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 give the opportunity for additional information to be submitted.

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

Further information on validation requirements is available on the Government's Planning Policy Guidance website, paragraph 14-016-20140306 onwards <https://www.gov.uk/guidance/making-an-application#history>. Every attempt has been made to cover the most common types of planning application and the supporting information and documentation usually required. However, given the wide variety of applications made, it is inevitable that additional information not specified here will sometimes be required. When this situation arises, applicants will be advised as early as possible during the consideration of the application.

It will not be possible for the Local Planning Authority to assess the accuracy of all the submitted information until the case officer has made a site visit, about matters such as the accurate plotting of trees, for example. However, if after making a site visit such information is found to be

incomplete or inaccurate, further information will be requested and this may delay the determination of your application. It is therefore essential that the application is accurately submitted in the first place to minimise any delays in its assessment.

Applicants are encouraged to apply electronically through the [Local Planning Authority's](#) website

Applications submitted electronically do not need to be accompanied by any further copies either of the application or accompanying information. Applicants who apply by paper copy need only provide the original copy of the form and **one** paper copy of each of the plans and any accompanying information.

Please be aware that re-submitted reports may require updating prior to submission, as they may be deemed to be out of date.

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National List

Validation Item	Types of Application to which this requirement applies	Information required and links to further advice
1. Application Form	All Applications	<ul style="list-style-type: none"> • All sections and questions must be answered. • Declaration must be signed and dated. <p>Link to Application Forms: https://www.sstaffs.gov.uk/planning/application-forms.cfm</p>
2. Appropriate Fee paid in full	All applications	<ul style="list-style-type: none"> • The appropriate fee must be paid in full at the time of submitting your application. • Payments can be made online or by cheque made payable to South Staffordshire Council.

		<ul style="list-style-type: none"> • Please note fees for applications submitted via the Planning Portal must be paid on the Planning Portal website <p>Link to Planning Fee documents and Council online payment system: https://www.sstaffs.gov.uk/planning/planning-fees.cfm</p>
3. Ownership Certificate	All applications (<i>Except for consent to display advertisements</i>)	<ul style="list-style-type: none"> • If the applicant is the sole owner of the site and there are no agricultural tenants, then Certificate A must be completed. • If the applicant is not the sole owner of the site or if there are agricultural tenants and the applicant knows the names and addresses of all the other owners and/or agricultural tenants, then Certificate B must be completed. • Certificate C must be completed if the applicant does not own all the land to which the application relates and does not know the names and addresses of all the owners and/or agricultural tenants. • Certificate D must be completed if the applicant does not own all the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants <p>Copies of forms can be found at http://www.legislation.gov.uk/ukxi/2015/595/schedule/2/made</p> <p><i>Notes</i></p>

		<p><i>An 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years. In the case of development consisting of the winning or working of minerals, a person entitled to an interest in a mineral in the land is also an owner.</i></p> <p><i>An 'agricultural tenant' is a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates.</i></p> <ul style="list-style-type: none"><i>• A notice must be served on all owners and / or published in the press in accordance with the instructions on the Certificate.</i><i>• A copy of the Article 6 or 11 notice must be included in the application submission.</i><i>• Where certificates C or D have been completed, a copy of the article published in the newspaper must also be provided.</i><i>• Any hard copy certificate submitted with the standard application form must be signed by hand. For any electronically submitted certificate, a typed signature of the applicant's name is acceptable. Ownership certificates must also be completed for applications for listed building consent, although no agricultural declaration is required.</i><i>• An application is not valid, and therefore cannot be determined by the local planning authority, unless the relevant certificate has been completed. It is an offence to complete a false or misleading certificate, either knowingly or recklessly, with a maximum fine of up to £5,000.</i>
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6. Block/Site Plan	All applications	<ul style="list-style-type: none"> • The existing and proposed site plan should be drawn at a scale of 1:500 or 1:200 and must 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). • Information in respect of public rights of way should be taken from Staffordshire County Council’s Definitive Map and Statement and not the Ordnance Survey or any other mapping data. The Definitive Map and Statement is the legal record of the alignment of a public right of way, whatever its physical state on the ground may be. A working copy of the definitive map is available at the following link and paper copies of the definitive map have been deposited with the district council. Staffordshire County Council Public WebMap • 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 (existing and proposed) including walls, fencing or hedging • a linear scale bar to assist with electronic scaling / measuring
7. Existing and Proposed Elevations	All applications proposing new buildings or alterations to the exterior of existing buildings.	<ul style="list-style-type: none"> • Must be drawn to an appropriate scale for example 1:50 or 1:100 • Must clearly show the proposed works in relation to what is already there, preferably using colour, differentiating them from the existing building (s)

		<ul style="list-style-type: none"> • All elevations should clearly indicate the existing and proposed building materials and the style, materials and finish of windows and doors. • The elevations MUST correspond exactly with the existing / proposed floor plan drawings. • Any blank elevations should also be included, if only to show that this is in fact the case. • All elevations and plans must be clearly and logically labelled, for example 'front' or 'rear elevation' and given titles which refer to their content. • Roof plans, where relevant, at a scale of 1:50 or 1:100 which should include the location of details such as roof lights and chimneys • Where any 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. • Where an existing building is being extended or altered, the whole of any existing elevation that is being extended or altered must be shown, not just part of it. • Cross sections and site levels where appropriate • a linear scale bar to assist with electronic scaling / measuring, with written dimensions of the proposed works
<p>8. Existing and Proposed Floor Plans</p>	<p>All applications proposing new or amended floor space and/or proposals to alter existing buildings</p>	<ul style="list-style-type: none"> • Must be drawn to an appropriate scale for example 1:50 or 1:100 • The floors MUST correspond exactly with the existing / proposed block plan drawings. • Details must be clearly and logically labelled, for example room names showing all internal divisions (rooms) within the building.

		<ul style="list-style-type: none"> • The floor plans must show the proposal in detail. 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 of the proposed development, preferably by the use of colour, differentiating them from the existing building(s). • New buildings should also be shown in context with adjacent buildings (including property numbers where applicable). • a linear scale bar to assist with electronic scaling / measuring, with written dimensions of the proposed works
9. Parking and Access	All applications except for signage applications	<ul style="list-style-type: none"> • The application must be accompanied by plan(s) showing the vehicle parking, cycle parking, visibility splays and access arrangements (existing and proposed). You may wish to include this information on other plans such as block plans. • The Council's Parking Standards are currently located in Appendix 5 of the adopted Core Strategy. You should ensure you have reviewed the latest guidance before submitting an application.
10. Design and Access Statement	<p>Applications for major development, as defined in article 2 of the Town and Country Planning (Development Management Procedure (England) Order 2015;</p> <p>Applications for development in a designated area, where</p>	<p>A Design and Access Statement must:</p> <ul style="list-style-type: none"> • explain the design principles and concepts that have been applied to the proposed development • demonstrate the steps taken to appraise the context of the proposed development, and how the design of the development takes that context into account.

	<p>the proposed development consists of: one or more dwellings; or a building or buildings with a floor space of 100 square metres or more.</p> <p>Applications for listed building consent.</p> <p>N.B. Even where not required, applicants may consider submitting a DAS to fully demonstrate the appropriateness of the design and accessibility of the proposal.</p>	<ul style="list-style-type: none"> • respond to the principles outlined in the District Design Guide. • In a Conservation Area have regard to the relevant Conservation Area Management Plan. <p>A development's context refers to the particular characteristics of the application site and its wider setting. These will be specific to the circumstances of an individual application and a Design and Access Statement should be tailored accordingly.</p> <p>Design and Access Statements must also explain the applicant's approach to access and how relevant Local Plan policies have been taken into account. They must detail any consultation undertaken in relation to access issues, and how the outcome of this consultation has informed the proposed development. Applicants must also explain how any specific issues which might affect access to the proposed development have been addressed. Consideration should also be given to the potential impact of the proposal upon any existing rights of way (see Staffordshire County Council's online map and consult directly with them if required - Footpaths and bridleways - Staffordshire County Council).</p> <p>Design and Access Statements accompanying applications for Listed Building Consent must include an explanation of the design principles and concepts that have been applied to the proposed works, and how they have taken account of:</p> <ul style="list-style-type: none"> • the special architectural or historic importance of the building.
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		<ul style="list-style-type: none"> • the particular physical features of the building that justify its designation as a listed building; and • the building's setting. <p>Further advice is available on the CABE website and https://www.gov.uk/dclg</p>
11. Fire Statements	Full applications involving buildings which contain more than 1 dwelling and are 18 metres or more in height or contains 7 or more storeys	<p>An application must be accompanied by a fire statement about the fire safety design principles, concepts and standards that have been applied to the development.</p> <p>Further information is available at https://www.gov.uk/guidance/fire-safety-and-high-rise-residential-buildings-from-1-august-2021#applications-and-planning-gateway-one</p>

Local List

Validation Item	Types of Application to which this requirement applies	Information required and links to further advice
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12. Landscaping Details	All detailed applications <i>(excluding shop fronts, advertisements, changes of use and householder applications)</i>	<ul style="list-style-type: none"> • Applications should be accompanied by landscaping details including all relevant information regarding new planting such as the proposed species, nursery stock type, size and aftercare in order to avoid a dischargeable planning condition. • Details of surfacing treatments, edge treatments, retaining walls, decorative walls, associated street furniture and landscape art may also be required in some circumstances. • Existing trees and other vegetation should, where possible, be retained in new developments. Retained trees and hedgerows should be protected throughout the construction of the development. Mitigation/compensation for trees, hedgerows or other vegetation unavoidably lost may be required (see 24b Biodiversity Net Gain)
13. Street Scene Image/Drawings	Detailed applications for new dwellings and major employment site, where considered necessary for applications in or adjacent to Conservation Areas	<ul style="list-style-type: none"> • An illustrative street scene [existing and proposed] should be submitted with the application.
14. Flood Risk Assessment, Sustainable Drainage and Sequential test	Flood Risk Assessment Required for planning applications where the site area is 1 hectare or	A Flood Risk Assessment (FRA) must demonstrate: <ul style="list-style-type: none"> • whether any proposed development is likely to be affected by current or future flooding from any source, including all watercourses, ditches,

	<p>more in Flood Zone 1 and required for all planning applications for new developments (excluding extensions at first floor or above) located in Flood Zones 2 and 3.</p>	<p>culverts, surface water, sewers, groundwater and where appropriate, artificial sources, such as canals and reservoirs</p> <ul style="list-style-type: none"> • that the development is safe and where possible reduces flood risk overall; • whether it will increase flood risk elsewhere; and • the measures proposed to deal with these effects and risks; • designs which reduce flood risk to the development itself and elsewhere, by incorporating sustainable drainage systems and where necessary, flood resilience measures and identifying opportunities to reduce flood risk, enhance biodiversity and amenity, protect the historic environment and seek collective solutions to managing flood risk • how surface water flows will be reduced back to equivalent greenfield rates <p>NPPF Paragraphs 159 – 168 discusses planning and flood risk. Paragraph 163 explicitly refers to strategic or site specific FRAs and is further supported by paragraph 166 and footnote 55. You can view the Environment Agency’s Flood Map for planning and further guidance on FRAs and what they should assess and include. There is also a useful checklist with the Planning Practice Guidance which provides more detail on FRAs - Flood risk assessment checklist. Table 1 of the National Planning Practice Guidance goes into further details regarding Flood Zones (https://www.gov.uk/guidance/flood-risk-and-coastal-change)</p> <p>The Lead Local Flood Authority (Staffordshire County Council can advise on suitable drainage solutions</p>
	Sustainable drainage	Sustainable Drainage

	<p>Required for all major applications (10 or more dwellings, or 1000 square metres or more of new floorspace).</p> <p>Sequential Test Some development in Flood zone 2 or 3</p>	<ul style="list-style-type: none"> All major planning applications must include details setting out how Sustainable Urban Drainage Systems (SUDS) are proposed to be incorporated in the scheme to alleviate sewer / flooding problems, improve water management, biodiversity/amenity value and reduce the risk of pollution to receiving waterways. This can be achieved by preventing or minimising surface water entering the sewerage system and should clearly demonstrate that the scheme is consistent with the relevant planning policies. If this is not possible, justification will need to be submitted for why it would be impractical to do so. <p>Staffordshire County Council as the Lead Local Flood Authority is now a Statutory Consultee on sustainable drainage.</p> <p>Staffordshire County Council Flood Risk Management website includes a SuDS Handbook which offers further guidance on SuDS requirements and the information required to be submitted as part of a Drainage Strategy, at all stages of the application process.</p> <p>You may need to carry out a sequential test as part of your flood risk assessment if your development is in Flood Zone 2 or 3, please check the following guidance: https://www.gov.uk/guidance/flood-risk-assessment-the-sequential-test-for-applicants</p> <p>Please also see the relevant section of the Council's Sustainable Development SPD</p>
<p>15. Affordable Housing Statement</p>	<p>A major housing development - all applications for 10 or</p>	<p>The statement must include details of tenure, location and number of proposed affordable dwellings and their tenures.</p>

	<p>more dwellings or the site has an area of 0.5ha or more</p>	<p>On sites where the appropriate level of affordable housing is not proposed [30% brownfield/40% greenfield], a financial viability assessment conforming to an agreed methodology will be required and, where necessary, independently appraised and subsequently considered by the local planning authority at the cost of the applicant</p> <p>Further Guidance can be found within the Councils Affordable Housing and Housing Mix Supplementary Planning Document (SPD)</p> <p>https://www.sstaffs.gov.uk/planning/spds-planning-guidance.cfm</p>
<p>16. Housing Mix Statement</p>	<p>For all major applications for new housing</p>	<p>New housing development should provide for a mix of housing sizes and types which is informed by the Strategic Housing Market Assessment (SHMA) and the Sub-Regional Housing Market Assessment Longer Term Balancing Market Housing Report.</p> <p>The 2017 Strategic Housing Market Assessment provides a breakdown of market and affordable housing need by size and tenure, for each of the five localities in the district. This can be found in Part 2 of the main report, and the accompanying Longer Term Balancing Housing Markets report, available on the Council website.</p> <p>https://www.sstaffs.gov.uk/planning/strategic-housing-market-assessment-shma.cfm</p> <p>Further Guidance can be found within the Councils Affordable Housing and Housing Mix Supplementary Planning Document (SPD)</p> <p>https://www.sstaffs.gov.uk/planning/spds-planning-guidance.cfm</p>

<p>17. Planning Obligation Likely Heads of Terms (Section 106 Agreement or Unilateral Undertaking)</p>	<p>All applications where a planning obligation will be required</p>	<p>Planning Obligations (or Section 106 Agreements) are private agreements negotiated between local planning authorities and persons with an interest in a piece of land, and which are intended to make acceptable development which would otherwise be unacceptable in planning terms. The Council encourages the submission of likely heads of terms of a Section 106 agreement at the start of a major application as good practice.</p> <p>Where Local Development Framework policies give details of likely Planning Obligation requirements or these are identified through pre-application enquiry, it is encouraged that a draft Section 106 Agreement is submitted with the application.</p> <p>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.</p>
<p>18. Cannock Chase Special Area of Conservation (SAC) Draft Unilateral Undertaking</p>	<p>All applications for new dwellings (temporary or permanent but excluding like-for-like replacement dwellings) Other types of residential development (please see Cannock Chase SAC Frequently Asked Questions https://www.sstaffs.gov.uk/doc/179761/name/Ca</p>	<p>South Staffordshire Council has a duty to ensure that planning application decisions comply with the Habitats Regulations. Local Plan policy EQ2 safeguards the Cannock Chase Special Area of Conservation (SAC), which has been designated for its unique heathland habitat.</p> <p>Any application for new housing which currently falls within the 0-8km Zone of Influence for the Cannock Chase SAC will need to provide mitigation. This mitigation currently takes the form of a monetary payment of £232.00 per dwelling and a single legal administration fee of £100 per agreement, but applicants should ensure they review the latest SAC guidance before submitting an application. A draft unilateral agreement must accompany all planning applications where required.</p>

	<p>nnock%20Chase%20SAC%20Management%20%26%20Monitoring%20FAQs.pdf/)</p>	<p>Please note that applications which will be determined on or after 1st April 2022 for new housing which fall within a 15-kilometre radius Zone of Influence for the Cannock Chase SAC will need to provide mitigation. This mitigation will take the form of a monetary payment of £290.58 per dwelling and a single legal administration fee of £100 per agreement, but applicants should ensure they review the latest SAC guidance before submitting an application. A draft unilateral agreement must accompany all planning applications where required.</p> <p>Further information, including the latest Zone of Influence information and the latest payment guidance, can be found via the following link: https://www.sstaffs.gov.uk/planning/spds-planning-guidance.cfm</p>
<p>19. Planning Statement / Business Case</p>	<ul style="list-style-type: none"> - Applications for all Major development - New dwellings [temporary or permanent] within the Green Belt/Open Countryside - All Minor development within the Green Belt which results in inappropriate development 	<p>The Planning Statement should identify the context and need for the proposed development and should include an assessment of how the proposed development accords with relevant national, regional and local planning policies. It should also include details of any 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. Where required the Business Case should identify the contribution which will be made to the local economy (see policy EV2 of the Core Strategy).</p> <p>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.</p>

	<ul style="list-style-type: none"> -Tourism proposals outside of identified development boundaries. - Large scale equestrian uses and a business case where necessary - Applications which involve 'enabling' development 	<p>A financial viability assessment conforming to an agreed methodology may also be required and, where necessary, independently appraised and subsequently considered by the local planning authority at the cost of the applicant.</p>
<p>20. Loss of Employment Land</p>	<p>Applications which involve the loss of employment space for general industrial use, storage or distribution uses or uses which can be carried out in a residential area without detriment to its amenity (offices, research and development and industrial processes)</p>	<p>Where an application is submitted for re-development or change of use of any premises currently used or last used for general industrial use, storage or distribution uses or uses which can be carried out in a residential area without detriment to its amenity (offices, research and development and industrial processes), a statement will need to be provided which demonstrates that:</p> <ul style="list-style-type: none"> a) the supply and variety of available alternative employment land is sufficient to meet the District and local requirements; or b) following appropriate marketing of the site no suitable and viable alternative employment use can be found, or is likely to be found in the foreseeable future; or c) there would be a substantial planning benefit in permitting an alternative use, for example in removing a use which creates residential amenity problems such as noise or odours; or d) economic benefits to the area would result by allowing redevelopment, for example by facilitating the retention of a business in the area through funding a new site or premise.

		See policy EV1 of the Core Strategy.
21. Retention of Local Community Facility/Service	All applications which involve the loss of local community facility/service	<p>Where an application is submitted for redevelopment or change of use of any premises currently used or last used to provide essential facilities or services which support the local community (whether of a commercial nature or not), a statement will need to be provided that addresses the following points:</p> <p>a) a viability test that the use concerned is no longer economically viable, that all reasonable efforts have been made to sell or let the property at a realistic price for a period of at least 12 months, the use cannot be provided by some other means or is genuinely redundant; and</p> <p>b) the premises or site or an unused part of the building cannot be readily used for or converted to another community facility; or</p> <p>c) the facility/service which will be lost will be adequately supplied or met by an easily accessible existing or new facility in the local area or the village concerned, unless it has been accepted as redundant under (a) above; and</p> <p>d) the facility was not required to be provided and/or retained as part of a planning permission, or a new development.</p> <p>See policy EV9 of the Core Strategy.</p>
22. Redundant Rural Buildings	Applications which involve the re-use of redundant agricultural buildings	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 (e.g. economic development purposes) – see Policy EV6 of the Core Strategy.

<p>23. Heritage Asset - Heritage Impact Assessment (including Historical, Archaeological features and Scheduled Ancient Monuments)</p>	<p>Any application which either impacts or has the potential to impact upon a heritage asset in line with NPPF Section 16 paragraph 194A, a Heritage Impact Assessment will be required where development will impact upon designated heritage assets and their settings (Listed buildings/structures, Scheduled Monuments, Conservation Areas, Registered Parks and Gardens) as well as non-designated assets, such as locally listed buildings, sites of archaeological potential and historic hedgerows</p>	<p>The scope and degree of detail necessary in a Heritage Impact Assessment will vary according to the particular circumstances of each application. It should be proportionate according to circumstances and should facilitate understanding of the significance of the heritage asset and of the potential impact of the proposal on the significance.</p> <p>An applicant is required to provide a description of the significance of the heritage assets affected and the contribution of their setting to that significance. The level of detail should be proportionate to the importance of the heritage asset and no more than is sufficient to understand the potential impact of the proposal on the significance of the heritage asset. As a minimum the relevant historic environment record should have been consulted and the heritage assets themselves should have been assessed using appropriate expertise where necessary given the application's impact. Where an application site includes, or is considered to have the potential to include, heritage assets with archaeological interest, applicants should submit an appropriate desk-based assessment and, where desk-based research is insufficient to properly assess the interest, a field evaluation.</p> <p>This information together with an assessment of the impact of the proposal should be set out in the application (within the design and access statement when this is required) as part of the explanation of the design concept. It should detail the sources that have been considered and the expertise that has been consulted. The Local Planning Authority will not validate applications where the extent of the impact of the proposal on the significance of any heritage assets affected cannot adequately be understood from the application and supporting documents.</p> <p>Further advice and information are available from the Historic Environment Team at Staffordshire County Council (her@staffordshire.gov.uk or 0300 111 8000).</p>
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		<p>It is recommended that a Heritage Impact Assessment should be produced to inform the conversion of traditional historic farm buildings. Some useful information and guidance can be found here https://www.staffordshire.gov.uk/environment/Environment-and-countryside/HistoricEnvironment/Farmsteads.aspx</p> <p>A Heritage Impact Assessment will also be required where development has the potential to impact upon known or potential archaeological sites (below and above ground), particularly where developments lie within historic settlement cores or are of sufficiently large-scale. Applicants are advised to discuss proposals with either a Planning Officer or the Conservation Officer where historic buildings/Conservation Areas may be affected and Historic England, where proposals may affect Scheduled Monuments. https://historicengland.org.uk/about/contact-us/local-offices/midlands/</p> <p>The Historic Environment Team at Staffordshire County Council, which holds the Staffordshire Historic Environment Record (HER) can provide advice on archaeological potential (her@staffordshire.gov.uk)</p> <p>Guidance on the historic environment in relation to certain settlements is discussed as part of the Staffordshire Extensive Urban Surveys (EUS) https://www.staffordshire.gov.uk/environment/Environment-and-countryside/HistoricEnvironment/Extensive-urban-survey-project.aspx and https://www.staffordshire.gov.uk/environment/Environment-and-countryside/HistoricEnvironment/Historic-Environment-Assessments.aspx</p> <p>-Useful guidance on producing Statements of Significance and assessing the setting of heritage assets can be found here https://historicengland.org.uk/images-books/publications/statements-heritage-significance-advice-note-12/ and here</p>
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		<p>https://historicengland.org.uk/images-books/publications/gpa3-setting-of-heritage-assets/</p> <p>Additional information can be found on the Councils website: Further Conservation Area Information and Guidance South Staffordshire Council (sstaffs.gov.uk)</p> <p>Please refer to Historic England's <i>Charter for Historic England Advisory Services</i> (particularly sections 11 and 12) as a clear statement of the information required if Historic England need to be consulted on your application. The charter can be downloaded from the following website: www.historicengland.org.uk/images-books/publications/charter-he-advisory-services</p>
24. Structural Report and Construction Method Statement	Applications which involve the re-use / conversion of existing buildings or the loss of a designated or non-designated Heritage Asset, sites adjacent to a canal	The survey should be carried out by a qualified structural surveyor and include full details of the structural integrity of all elements of the building to be converted or demolished and outline any repairs or demolition works necessary to facilitate the conversion or its total loss. The Construction Method Statement should provide a detailed list of all works required to undertake the proposal. In the case of canals, details shall be provided to demonstrate that the proposal will protect the structural integrity throughout the proposed works.
25a Protected Species/Habitat/Biodiversity Surveys	<p>All planning applications with the potential to affect protected or important species</p> <p>All planning applications with the potential to directly or indirectly</p>	<p>All planning applications with the potential to affect protected or important species, should be supported by survey work and an impact assessment to a nationally recognised standard.</p> <p>All planning applications on sites where protected or important species have been recorded, reported or can reasonably be expected to be present should be supported by survey work to properly demonstrate presence or absence.</p>

	<p>affect designated sites including international, national and local designations.</p> <p>All planning applications with the potential to affect irreplaceable (NPPF 180 (d) or important habitats</p>	<p>All major developments should be accompanied by a Preliminary Ecological Assessment. This should include a Biodiversity Metric which demonstrates net gain through the proposal. For further information see http://publications.naturalengland.org.uk/publication/6049804846366720</p> <p>Habitat surveys must be carried out by suitably qualified ecologists at specific time periods during the appropriate stage of the year.</p> <p>For Great Crested Newts, the applicant may wish to explore District Level Licencing as an alternative to standard survey and mitigation which can incur delays. Great crested newt District Licensing Scheme – NatureSpace Partnership info@naturespaceuk.com 01865 688307 www.naturespaceuk.com</p> <p>If you wish to use the District Licence, you must apply to Naturespace and have received a completed report/certificate from them before you submit your planning application. Please submit your report/certificate with your planning application.</p> <p>If you intend to apply to Natural England for a great crested newt mitigation licence(this will depend on the findings of the survey), you must submit the relevant surveys, impact assessment, mitigation and compensation measures with your planning application. For more information go to: www.naturalengland.org.uk/conservation/wildlife-management-licensing.</p> <p>Applications for change of use, discharge of conditions (unless relating to the District Licence conditions), advertisement consent, Conservation Area consent, Listed Building consent, Tree Preservation Order will not usually need to consider the impact on newts.</p>
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<p>Habitats Regulations Assessment (HRA) Report</p>	<p>Any development which may have significant effects alone or in combination with other plans or projects on any Site of European or International Importance.</p> <p>Unless Natural England has confirmed in writing that the development will NOT be likely to have any significant effects alone or in combination with other plans and projects on any such site.</p>	<p>Should be prepared by a suitably qualified person in accordance with Government guidance on the preparation of Appropriate Assessment and the use of HRA. Appropriate assessment - GOV.UK (www.gov.uk) This should be in consultation with the Planning Authority and, if the Appropriate Assessment stage is triggered, Natural England also.</p> <p>For more information, see Habitats regulations assessments: protecting a European site - GOV.UK (www.gov.uk)</p>
<p>Construction Environment Management Plan (CEMP)/Habitat Management Plan (HMP)</p>	<p>Full and Reserved Matters applications for:</p> <ul style="list-style-type: none"> • Residential development greater than 10no. units; or, where the number of units is not known, on 	<p>Please see Appendix A for further information.</p> <p>The CEMP/HMP must set out how the construction process will be managed so as to avoid harm to both environmental interests at or around the site, and communities in the vicinity of the site. The CEMP/HMP must address the specific issues arising in relation to an individual development site and consider in detail how these will be managed. Mitigation Strategies should outline how proposals</p>

	<p>sites 0.4ha or greater in area</p> <ul style="list-style-type: none"> • Retail, commercial and industrial schemes (including changes of use) involving floorspace of 1,000 square metres; or more or sites of 1ha or more in area 	<p>will prevent pollution and other environmental impacts on sensitive receptors (controlled waters including rivers, canals and groundwater). The CEMP/HMP should be linked to Section 24b Biodiversity Net Gain considerations to demonstrate how biodiversity loss can be avoided/minimised and how proposed biodiversity mitigation and/or compensation will achieve a biodiversity net gain in the long-term.</p>
<p>25b Biodiversity net gain (NPPF 174 (d))</p>	<p>All planning applications that will result in a net loss of any habitat.</p>	<p>The avoid-mitigate-compensate hierarchy should apply. Defra biodiversity metrics should be used to determine whether there is a net loss to biodiversity. Metrics should be used to also evaluate any proposed compensation such as off-site habitat creation.</p> <p>For more information: http://publications.naturalengland.org.uk/publication/5850908674228224</p>
<p>26. Statement of Agricultural Need</p>	<p>All new agricultural development requiring planning permission</p>	<p>An application should be accompanied by a statement demonstrating the need for the development. The statement should include the following information:-</p> <ul style="list-style-type: none"> • Size of agricultural holding; • Details of any additional rented land (including duration/details of the rental agreement); • Details of other buildings used as part of the holding, including those on rented land (details should include the floor space of the building and what each part of the building is currently used for); • Precise details of the proposed use of the development, including details of the floor area of buildings • Details of the number of animals kept at the site (where relevant)

		<ul style="list-style-type: none"> • Details of employees
27. Agricultural Occupancy Conditions	Applications for the removal or variation of an agricultural or similar occupancy conditions	Proposals for the variation/removal of agricultural or similar occupancy conditions should be accompanied by a statement indicating whether the property has been marketed for sale or for rent, details of the asking/rental price and a schedule of 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.
28. Fume Extraction (Flue Equipment/ Chimney)	All applications for proposals which include or involve the cooking of food on a commercial scale and all applications for commercial and industrial activities that produce fumes, vapours, gases, odours, particulate matter or use volatile chemicals.	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 E(b) (sale of food and drink for consumption (mostly) on the premises), Sui generis-(i.e. Drinking establishments – use as a public house, wine-bar or other drinking establishment, and hot food takeaways for the sale of hot food for consumption mostly off the premises), E(g) (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.
29. Transport Assessment/Transport Statements	All applications likely to generate very significant traffic movements associated with developments above the set thresholds	<p>Transport Assessments should:</p> <ul style="list-style-type: none"> • Detail existing and proposed vehicle movements to and from the site; • Provide analysis of how the proposal will affect existing transport conditions; • Illustrate accessibility to the site by all modes of transport including likely modal shift; • Detail measures to improve access by public transport, walking and cycling, so as to reduce the need for parking; and • Detail any necessary transport corridor mitigation works.

	<p>All applications likely to have Public Right of Way implications</p>	<p>Guidance on the contents and thresholds for Transport Assessments and Traffic Statements are available in link below as set out in Appendix B of the DFT guidance: http://www.dft.gov.uk/pgr/regional/transportassessments/guidanceonta</p> <p>Applicants are advised to seek specialist expertise and to discuss their proposals with Staffordshire County Council (Highways) on 0300 111 8000 at an early stage in the design process.</p> <p>Where development proposals require work within the Strategic Road Network boundary a preliminary design will need to be agreed in accordance with Design Manual for Roads and Bridges (DMRB) standards. Any non-standard features which are to be retained or works proposed which do not meet DMRB standards will need to be the subject of Departures from Standards applications to National Highways.</p> <p>Where the preliminary design of works affects non-motorised users a Walking, Cycling and Horse-riding Assessment and Review (WCHAR) will need to be undertaken in accordance with DMRB standard GG 142. The preliminary design of the works will need to be subject to a Stage 1 Road Safety Audit (RSA) in accordance with DMRB standard GG 119 (unless an exemption has been agreed). The above requirements will need to be addressed and agreed in-principle before National Highways can make a positive recommendation in respect of a planning application. https://nationalhighways.co.uk/our-work/planning-and-the-strategic-road-network-in-england/ Please see the above link for further information</p> <p>National Highways (West Midlands) 0300 123 5000 info@highwaysengland.co.uk</p>
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		<p>Staffordshire County Council Rights of Way Officer 0300 111 8000 rightsofway@staffordshire.gov.uk</p> <p>Canal and River Trust: https://canalrivertrust.org.uk/specialist-teams/planning-and-design</p>
<p>30. Travel Plan</p>	<p>A Travel Plan should be submitted alongside planning applications which are likely to have significant transport implications (see Transport Assessments above).</p>	<p>A travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts. Details of how traffic implications of a development will be managed should be provided, including details of the travel plan coordinator and the management arrangements for the plan (e.g. a steering group and the development timetable). The plan should also include activities for marketing and how it will be promoted to occupiers, users, visitors and residents of the site.</p> <p>Further Advice</p> <p>The scope and need for a Travel Plan should be agreed with the Local Highway Authority (and National Highways where there is a material impact on the Strategic Road Network) prior to the submission of an application.</p> <p>Guidance on Travel Plans is available in link below:-</p> <p>National Planning Practice Guidance - https://www.gov.uk/government/collections/planning-practice-guidance</p> <p>Applicants are advised to seek specialist expertise and to discuss their proposals with Staffordshire County Council's Highway Authority on 0300 111 8000 at an early stage in the design process.</p>

		Canal and River Trust: https://canalrivertrust.org.uk/specialist-teams/planning-and-design
31. Tree Survey/Report/Arboricultural Impact Assessment	<p>A tree survey is required for all development within 15m of the centre of any tree that has a stem diameter of 75mm or above measured at 1.5m above ground level whether on or adjacent to the application site.</p> <p>All sites where there is a Tree Preservation Order or any proposals affecting trees within a Conservation</p>	<p>A tree survey and report prepared to BS5837:2012 standard</p> <p>Information on:</p> <ul style="list-style-type: none"> • which trees are to be retained (including any necessary works to accommodate the development e.g. crown reduction, need for raft foundations) and which are to be removed. • means of protecting retained trees during construction works. <p>The information should be prepared by a suitably qualified and experienced Arboriculturalist.</p>
32. Foul and Surface Water Drainage Assessment	<p>All applications for the construction of new dwellings and commercial or industrial properties</p> <p>All applications for a change of use to hand car wash facilities</p>	<p>Details of connections to foul and surface water systems must be shown on application drawings.</p> <p>Proposals should apply the hierarchy of drainage set out in NPPG: Flood Risk and Climate Change. The aim should be to discharge surface run off as high up the following hierarchy of drainage options as reasonably practicable:</p> <ul style="list-style-type: none"> into the ground (infiltration); to a surface water body; to a surface water sewer, highway drain, or another drainage system;

		<p>to a combined sewer.</p> <p>Please be aware that connections to surface water drains in most cases are unacceptable and soakaways will have to be considered.</p> <p>Where the submission of porosity tests proves that soakaways will not work successfully, discharge to a nearby surface water body (river, canal etc) should be considered. The submission should include the design of the off-site route to the surface water body and consideration of source control in the design. The management of the proposed system should include appropriate assessment of the quantity and quality of hydrological and environmental impacts.</p>
33. Lighting Assessment	Applications which involve the use of external lighting in sensitive areas.	Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a Listed Building or a Conservation Area, habitats of value for nocturnal species of wildlife (e.g. bats) or open countryside, where external lighting would be provided or made necessary by the development, should 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, illuminance contour plan and a schedule of the equipment in the design and should formulate any appropriate mitigation measures, in order to address any potentially detrimental amenity or nature conservation impacts from the proposed lighting scheme.
34. Coal Mining Risk Assessment	All applications (excluding householder) which fall within the Coal Mining Development Referral Areas as defined by The Coal Authority and held by the Local Planning Authority.	<p>The Coal Mining Risk Assessment (CMRA) should be prepared by a suitably qualified and competent person. It should contain:</p> <ol style="list-style-type: none"> 1. Site specific coal mining information (including past/present/future underground mining, shallow coal workings, mine entries (shafts or adits), mine gas, within an area which has a current licence to extract coal, geological features, any recorded surface hazards, or within a former or present surface mining [old opencast] area).

		<p>2. Identify what risks these coal mining issues, including cumulative effects, pose to the proposed development.</p> <p>3. Identify how coal mining issues have influenced the proposed development and whether any other mitigation measures are required to manage those issues and/or whether any changes have been incorporated into the development.</p> <p>4. Confirm whether the prior written permission of the Coal Authority will be required for the site investigations and/or mitigation works and indicate when this permission will be sought.</p> <p>4. Any development that involves intrusive activities which intersect, disturb or enter any coal seams, coal mine workings or mine entries will require the prior written permission of The Coal Authority.</p> <p>If an Environmental Statement (ES) is required by the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 as amended, it is suggested that the CMRA is included within the ES.</p> <p>Where to look for further assistance: <i>The Coal Authority website: www.coal.gov.uk/guidance/planning-applications-coal-mining-risk-assessments</i> <i>The Coal Authority Planning and Development Team - Telephone 01623 637 119 (direct) or Email planningconsultation@coal.gov.uk</i></p>
<p>35. Land Contamination</p>	<p>All applications (excluding Householders, Advertisement and Heritage) where new</p>	<p>Applications may also need to be accompanied by a Land Contamination Assessment which should include an extended assessment of contamination in line with NPPF Section 15. Sufficient information should be required to determine the existence or otherwise of contamination, its nature and the risks it may pose and</p>

	<p>development is proposed on land that is or may have been affected by contamination.</p>	<p>whether these can be satisfactorily reduced to an acceptable level. Where contamination is known or suspected or the proposed use would be particularly vulnerable, for example residential use, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.</p> <p>Applicants should follow the risk management framework provided in 'Model Procedures for the Management of Land Contamination' (Environment Agency CLR11, 2004) when dealing with land affected by contamination.</p> <p>Applicants may wish to refer to the Environment Agency 'Guiding principles for land contamination' for the type of information that is required to assess risks to 'Controlled Waters' from the development sites. This will include risks to both surface and ground waters (including aquifers, rivers and canals). Consultation with appropriate authorities (e.g. the Environment Agency, Canal and River Trust) should take place as early as possible in the planning process.</p> <p>The Local Authority can advise on risk to other receptors, such as human health.</p> <p>https://www.gov.uk/government/organisations/environment-agency</p>
<p>36. Noise Assessment</p>	<p>New housing development where there are existing high levels of noise or for development which could generate noise.</p> <p>All applications that introduce or expose noise and/or vibration sensitive development(s)</p>	<p>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 a noise assessment prepared by a suitable qualified acoustician.</p>

	into areas and locations where noise and/or vibration is likely to have an adverse impact.	
37. Open Space Assessment	Applications which involve the loss of open space	<p>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 the NPPF Section 8.</p> <p>Where the proposal involves the loss of existing playing fields, the information submitted should include:</p> <ul style="list-style-type: none"> • Area in hectares of playing field land to be lost • Area in hectares of any replacement playing field land • Information on any assessment considered to support a view that the open space, sports and recreation facilities affected by the development are surplus to requirements • With respect to developments of new housing or employment sites a statement assessing the sports and recreation needs of the new development and how these are to be accommodated. • With regard to cases providing a like for like replacement in terms of quantity and quality in an appropriate location, details are needed to compare the quality, accessibility to users and management arrangements.

		Further Information: https://www.sstaffs.gov.uk/planning/open-space-strategy.cfm
38. Daylight/Sunlight Assessment	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.	<p>Detailed information should be provided to enable assessment e.g. block plan showing neighbouring properties in relation to development.</p> <p>Site layout planning for daylight and sunlight: a guide to good practice. BRE Report 209, 2011</p>
39. 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	<p>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.</p> <p>South Staffordshire Council has designated four AQMAs – these are:</p> <ul style="list-style-type: none"> • Woodbank, Penkridge (M6) • Bursnips Road, Essington (M6) • Wolverhampton Road, Wedges Mills (A460) • Oak Farm, Hatherton, Oak Farm (A5)

		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.
40. Village Centre Uses/Retail Impact Assessments	A sequential assessment (Paragraph 87 of the NPPF) is required for main village centre uses that are not in an existing centre and are not in accordance with an up to-date development plan.	<p>A Sequential Assessment should look at whether there are any sequentially preferable sites that exist and demonstrate why such sites are not practical in terms of their availability, suitability and viability.</p> <p>Impact Assessments should be prepared in accordance with national policy and assess, in summary, the following:-</p> <ul style="list-style-type: none"> • The impact on existing and proposed investment within centres; • The impact on the vitality and viability of centres; • The impact on allocated sites outside centres; • The impact of the proposal in-centre trade/turnover and trade in the wider area; • Current and future consumer expenditure capacity in the catchment area; • Whether the proposal is of an appropriate scale and what effects it may have on locally important impacts. <p><u>The parameters for both sequential assessments and impact tests will be considered on a case-by-case basis taking account of application / site specific circumstances.</u></p>
41. Statement of Conformity with Statement of Community Involvement and Pre-application consultation	All applications for major development	Statement should set 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.

		https://www.sstaffs.gov.uk/planning/statement-of-community-involvement.cfm
42. Telecommunication Supporting Information	All applications, including prior notification, for telecommunications equipment	<p>Plans and elevations</p> <p>Full details of alternative sites considered for the equipment, including any consultations undertaken with local residents/stakeholders.</p> <p>Statement that mast installations, when operational, will comply with the International Commission on Non-ionising Radiation Protection (ICNIRP) Guidelines.</p> <p>All applications should be supported by relevant photomontages and existing and proposed coverage.</p>
43. Environmental Impact Assessment (EIA) Screening Opinion/Scoping Opinion	<p>Where an EIA is mandatory</p> <p>- Developments that are likely to have a significant effect on the environment by virtue of their nature, size and location and are listed under Schedule 1 of the EIA Regulations (e.g. integrated industrial chemical plants, large scale thermal and nuclear power stations,</p>	<p>Where an EIA is required, the applicant should seek a scoping opinion from the Local Planning Authority and an Environmental Statement should be submitted alongside the planning application.</p> <p>For a Screening Opinion or Scoping Opinion you should submit:</p> <p>A) a brief description of the nature and purpose of the proposal and its possible environmental effects, giving a broad indication of their likely scale</p> <p>B) a plan indicating the proposed location of the development which should:</p> <ul style="list-style-type: none"> • Be based on an up to-date map. • Be drawn to an appropriate metric scale e.g. 1:1250 or 1:2500. • Clearly show edges of site boundaries with a red line. (Include all land necessary to carry out the proposed development – e.g. land required for

	<p>and metal production plants).</p> <p>Where an EIA may be required</p> <p>- Developments included in Schedule 2 of the EIA Regulations.</p> <p>All applications over the thresholds set out in Schedule 2 will be screened by the Local Planning Authority to determine whether an Environmental Statement is required, including assessment of any relevant cumulative impact. This screening can be requested prior to an application being submitted.</p>	<p>access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings).</p>
<p>44. Viability Statement</p>	<p>Required for major development of 10 or more units where the applicant is proposing</p>	<p>Viability statements are used to establish the maximum amount of affordable housing that can be delivered on site (or to help determine the in-lieu financial contribution should on-site affordable housing provision not be possible), establish whether the loss of certain uses is justified from a viability perspective and also</p>

	<p>that they cannot provide the full range of S106 requirements, which includes affordable housing due to financial viability issues.</p> <p>Any application where the viability of the existing/proposed use is relevant.</p> <p>Any application proposing the demolition of or substantial harm to a designated or undesignated heritage asset.</p>	<p>establish a build cost so that officers can assess whether a proposal is capable of being delivered as designed.</p> <p>They may demonstrate that the required financial contribution is not viable and that any lower payment is the maximum reasonable amount – based on site specific characteristics and constraints.</p> <p>They may demonstrate that it is not viable for the application to incorporate required amount of public open space/play and recreation facilities on site.</p> <p>The Financial Viability Appraisal must be accompanied by an agreement that the applicant will pay for the reasonable costs of an independent appraisal of the submitted viability assessment.</p> <p>See RICS Guide to Planning Viability Appendix C details what a viability assessment should comprise.</p>
45. Statutory declaration	Any certificate of lawful use (existing)	Where some questions of fact are involved, the LPA will usually expect to see statements from persons who have a direct knowledge of those facts. It is normal to require such statements in the form of a sworn statutory declaration.
46. Agricultural land classification (ALC)	All major developments that include residential units.	<p>ALC uses a grading system to assess and compare the quality of agricultural land at national, regional and local levels. It assesses the potential for land to support different agricultural uses, such as growing crops for food.</p> <p>ALC is graded from 1 to 5.</p> <p>Best and most versatile agricultural land is graded 1 to 3a. The highest grade goes to land that:</p> <ul style="list-style-type: none"> •gives the highest yield or output

		<ul style="list-style-type: none">•has the widest range and versatility of use•produces the most consistent yield from a narrower range of crops•requires less input

	<p>England's Playing Fields Policy</p>	<p>Supporting Statements</p> <ul style="list-style-type: none"> • Current and recent users of the playing field and the nature and extent of their use (exceptions 1, 4, & 5) • How the development fits with the findings of any relevant assessment of need and/or sports led strategy (exceptions 1,4, & 5) • How the development will be of benefit to sport (exceptions 2,4 & 5) • The specification of any ancillary facilities, e.g flood lights (exceptions 2,4 & 5) • The specification of any artificial grass pitch and reason for the chosen surface (exceptions 4 & 5) • How any replacement area of playing field and ancillary facilities will be delivered, with a timescale (exception 4) • How, for any replacement area of playing field, equivalent or better quality, will be achieved and maintained, including: <ul style="list-style-type: none"> a) an assessment of the performance of the existing area b) the programme of works (including pitch construction) for the creation of the proposed replacement area c) a management and monitoring plan for the replacement area <p>Note – For any replacement area of playing field, all details should be undertaken and developed by a suitably qualified and experienced sports turf consultant, satisfy appropriate Sport England and National Governing Body design guidance and have regard to Sport England's 'Equivalent Quality Assessment of Natural Turf Playing Fields' briefing note.</p>
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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 1. 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 (e.g. whether there will be a net loss or gain). 29

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 Good Practice Guidance for Habitats and Species published by the Chartered Institute of Ecology and Environmental Management (CIEEM) <https://cieem.net/revised-good-practice-guidance/>

Records of species data are available from Staffordshire Ecological Record. 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

Column 1 Proposals for Development that will Trigger a Protected/Priority Species Survey and Assessment	Species Likely to be Affected and for which a Survey may be Required														
	Bats	Gt. Crested Newts	Otters	Dormouse	White clawed crayfish	Floating water-plantain	Water Vole	Badger	Reptiles	Amphibians	Barn Owls	Breeding Birds ¹	Wintering & Migrating Birds ¹	Invertebrates ²	BAP plant & fungi species ³
Proposed development which includes the modification conversion, demolition or removal of buildings and structures (especially roof voids) involving the following: <ul style="list-style-type: none"> ▪ all agricultural buildings (e.g. farmhouses and barns) particularly of traditional brick or stone construction; ▪ all buildings with weather boarding, hanging tiles or soffit boxes 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;⁴ ▪ pre-1960 detached buildings and structures within 200m of woodland and/or water; ▪ pre-1914 buildings within 400m of woodland and/or water; ▪ pre-1914 buildings with gable ends or slate roofs, regardless of location; ▪ all caves, tunnels, mines, kilns, ice-houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and structures; ▪ all bridge structures, aqueducts and viaducts (especially over water and wet ground). 	•										•	•			
Proposals involving lighting of churches and listed buildings. Flood lighting of green space within 50m of woodland, water, field hedgerows or lines of trees with obvious connectivity to woodland or water.	•										•	•			
Proposals affecting woodland, or field hedgerows and/or lines of trees with obvious connectivity to woodland or water bodies.	•			•				•				•		•	
Proposed tree work (felling or lopping) and/or development affecting: <ul style="list-style-type: none"> ▪ mature and veteran trees that are older than 100 years; ▪ trees with obvious holes, cracks or cavities, ▪ trees with a girth greater than 1m at chest height; 	• • •											• • •			

Column 1 Proposals for Development that will Trigger a Protected/Priority Species Survey and Assessment	Species Likely to be Affected and for which a Survey may be Required														
	Bats	Gt. Crested Newts	Otters	Dormouse	White clawed crayfish	Floating water-plantain	Water Vole	Badger	Reptiles	Amphibians	Barn Owls	Breeding Birds ¹	Wintering & Migrating Birds ¹	Invertebrates ²	BAP plant & fungi species ³
Proposals affecting quarries and natural cliff faces and rock outcrops with crevices, caves or other fissures.	•							•	•			•		•	
Where there are no existing great crested newt records: ponds within 500 m of Major proposals; ponds within 250 m of Minor proposals; Where there are local records and no barriers to movement all ponds within 500 m of all proposal sites. (Note: A major proposal is one that is more than 10 dwellings or more than 0.5 hectares or for non-residential development is more than 1000m ² floor area or more than 1 hectare)		•													
Proposals affecting or within 50 m of rivers, streams, canals, lakes, swamps, reedbeds or other aquatic habitats.	•		•		•	•	•		•	•		•	•	•	•
Proposals affecting 'derelict' land (brownfield sites), allotments, mature gardens and railway land including bare ground that may support ground-nesting birds or invertebrates.		•						•	•	•		•		•	
Proposals affecting arable, pasture, semi-natural habitats and uncultivated land								•	•		•	•	•	•	•
Proposals for wind turbines and farms	•											•	•		
Proposed development affecting any buildings, structures, feature or locations where protected or priority species are known or strongly suspected to be present ⁵	As records and scoping reports indicate														

1. With particular focus on WCA Schedule 1, NERC s.41, RSPB red list and Staffordshire BAP species

2. 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

3. Staffordshire Biodiversity Action Plan plant and fungi species are: dyers greenweed, hybrid bilberry, floating water-plantain, grass-wrack pondweed, native black poplar & pink meadow cap

4. Bats may be found in other situations. For example pipistrelle bats will use modern buildings such as schools or industrial buildings. Developers should be mindful that disturbance to any bats or harm to a bat or bats is a criminal offence. Where buildings are close to woodland water, tree lines, hedges, mature gardens, cemeteries, parks or other open space a scoping survey is recommended and its findings should be implemented.

5. Confirmed as present by either a data search through Staffordshire Ecological Record or as notified to the developer by the local planning authority, and/or by 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 for 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 (e.g. this might be in the form of a letter from 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 effect 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 situations, 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 (e.g. 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, giving justifications.

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 Chartered Institute of Ecology and Environmental Management (CIEEM);

[Guide to Ecological Surveys and Their Purpose | CIEEM](#)

[Guidelines for Preliminary Ecological Appraisal \(GPEA\) | CIEEM](#)

[Guidelines for Ecological Impact Assessment \(EclA\) | CIEEM](#)

Existing environmental information is available from Staffordshire Ecological Record. www.staffs-ecology.org.uk Staffordshire Wildlife Trust, Staffordshire RIGS Group etc. Online information on internationally and nationally designated sites can be found at: 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

1a Internationally Designated Sites

- Special Area of Conservation (SAC) and **Possible Special Areas of Conservation**
- Ramsar Site and **Proposed Ramsar Sites**
- Special Protection Area (SPA) and **Potential Special Protection Areas**

1b Nationally Designated Sites Site of Special Scientific Interest (SSSI)

National Nature Reserve (NNR)

1c 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 NERC Act 2006 (including UK BAP 2007 Habitats and Species Review Report recommendations)

- Native species hedgerows
- Lowland mixed deciduous woodland (eg ancient woodland)
- 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 (e.g. species-rich limestone grasslands)
- Lowland meadows (e.g. species rich flower meadows)
- Lowland heathland and/or dry acid grassland
- Lowland raised bog
- Rivers and streams
- Standing open water (e.g. lakes, reservoirs, ponds) and canals
- Open mosaic habitats on previously developed land
- 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 for their local nature conservation importance or any other priority habitats or listed features.

Table 3

Local Requirements for Designated Geodiversity Sites and Features Criteria (Trigger List) for when a Survey and Assessment are required.

1 Designated Sites (as shown on the Council's Development Plan Proposals Map)

1a Nationally Designed sites:

- Site of Special Scientific Interest (SSSI)
- National Nature Reserve (NNR)

1b Regionally & Locally Designated Sites:

- Regionally Important Geological Site (RIGS)
- Local Nature Reserve (LNR)

2. Other geological Conservation Features of the following types where there are likely to be:

a. infilled, or

b. created (exposure must potentially be able to be retained within the final scheme)

(Based on the Earth Science Conservation Classification)

- Exposure or Extensive Sites:
- Active quarries and pits
- Disused quarries and pits
- River and stream sections
- Inland outcrops
- Exposure underground mines and tunnels
- Extensive buried interest
- Road, rail and canal cuttings

Integrity Sites

- Static (fossil) geomorphology
- Active process geomorphology
- Caves
- Karst

Finite Sites

- Finite mineral, fossil or other geological
- Mine dumps
- Finite underground mines and tunnels
- Finite buried interest

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 (Over wintering)	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	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, (e.g. 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 (e.g. 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 (e.g. 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:

CIEEM at: (<https://www.cieem.net/general-survey-advice> - Guidelines for Survey Methodology)

Natural England: <https://www.gov.uk/topic/planning-development/protected-sites-species>

Natural England – <https://arbtech.co.uk/natural-england-standing-advice/>

<http://www.naturalengland.org.uk/ourwork/planningdevelopment/spatialplanning/standingadvice/advice.aspx>