



Lichfield District Council Customer, Resident and Business Services

Planning Application Local Validation Requirements

March 2023

To be used for all applications excluding compliance with conditions and applications for Lawful Development Certificates

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Introduction

Under section 62(3) of the Town and Country Planning Act 1990 Local Planning Authorities have broad powers to request information that they consider necessary in support of planning applications, known as Local Lists. Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (SI 2015/595), the NPPF and the NPPG require that such lists are formally reviewed at least every two years.

This document sets out Lichfield District Council's requirements for a valid planning application. Lichfield District Council welcomes and encourages discussion before a planning application is submitted. Such discussions can assist in better quality applications which stand a better chance of a successful outcome. For further info regarding pre-application discussions please view our website. <https://www.lichfielddc.gov.uk/pre-application-guidance-1/pre-application-protocol/1>.

Planning Officers can advise on what additional **local list information** would be required to be submitted as part of a planning application at this **pre-application stage** depending on the circumstances of the particular proposal. There may still be circumstances where the need for additional information only becomes apparent during the consideration of an application.

Different types and scale of application will require different levels of information and supporting documentation to be submitted. The information required to make a valid application consists of:

- Mandatory national information specified in the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended), including a design & access statement where one is required,
- Information provided on the correct standard application form, and
- Information to accompany the application as specified on the local list of information requirements. The level of information required may be applied flexibly depending on the application type and site context
- In addition, your development may be liable for a charge under the Community Infrastructure Levy if it involves new build floor area, including extensions (non domestic) or a new dwelling. You must therefore submit the national CIL form entitled "**Community Infrastructure Levy (CIL) - Determining whether a Development may be CIL Liable Planning Application, Additional Information Requirement Guidance**" at the same time as your planning application.

We are seeking to ensure that applications for planning permission contain all the information needed by the planning authority to make a decision from the point at which they are registered. This helps the planning authority to deal with the application efficiently. When your application is received it will be checked for accuracy to ensure all relevant information is supplied. To assist with determining what information is required for what type of application a guidance matrix is included at the rear of this document.

A national validation list relating to standard requirements for all applications, with local interpretation, inc application form, fee and plans can be found as an Appendix A to this document.

Applications will not be registered if relevant information is missing and may be returned if information is not received within the timescale requested.

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Design and Heritage

Document	Policy Driver	When is Document Required	What Info is Required	Further Assistance?
Design and Access Statement (DAS)	<p>Section 42 of the 2004 Town and Country Planning Act.</p> <p>Development Management Procedure Order 2015 (as amended)</p> <p>NPPG</p> <p>NPPF</p>	<p>Applicants are advised to refer to Article 9 of the Development Management Procedure Order for full details but, in summary, a DAS is statutorily required for an application for Planning permission for:</p> <ul style="list-style-type: none"> • All major development; • Provision of new dwellings in a conservation area; or • Provision of a new building or buildings in a conservation area where 100 sqm of new floor space is being provided. <p>Applications for waste development, a material change of use, engineering or mining operations or S73 applications do not need to be accompanied by a DAS.</p> <p>A DAS is also required as part of all applications affecting listed buildings</p> <p>N.B. Even where not required, applicants may consider submitting a DAS in order to fully demonstrate the appropriateness of the design of the proposal.</p>	<p>The CABE publication “Design and Access Statements: how to write, read and use them” gives advice on how best to use and prepare a DAS, and can be downloaded at; https://www.designcouncil.org.uk/sites/default/files/asset/document/design-and-access-statements.pdf</p> <p>A DAS should explain the design principles and concepts that have been applied to the development and how issues relating to access to the development have been dealt with. The DAS must include information on the amount of development, layout, scale, landscaping and appearance, prevention of crime and a detailed explanation of how climate change mitigation and adaptation measures have been considered in the design of the proposal. The context of the development needs to be appraised and an assessment made of how the design takes account of that context.</p> <p>The Statement must explain the applicant’s approach to all forms of access and how relevant Local Plan Strategy policies have been taken into account, 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.</p> <p>The level of detail in a Design and Access Statement should be proportionate to the complexity of the application, but should not be long. For most straightforward planning applications, the DAS may only need to be a page long. For outline applications the statement should justify the principles of design and access and detail the use, the amount of development, scale parameters, indicative layout and access points.</p>	<p>Design Council publication “Design and Access Statements: how to write, read and use them”</p> <p>LDC Urban Design and Conservation Team: 01543 308174</p> <p>NPPG</p>

<p>Heritage Statement</p>	<p>National Planning Policy Framework (NPPF)</p> <p>National Planning Practice Guidance (NPPG)</p> <p>Local Plan Strategy (LPS): BE1, NR5</p> <p>Trees Landscaping and Development SPD</p> <p>Historic Environment SPD</p>	<p>All Planning applications / Listed Building consents that affect a heritage asset and / or its setting.</p> <p>All applications involving demolition within a Conservation Area</p> <p>Hedgerow removal may also require a Heritage Statement where it forms part of a significant historic landscape or area of archaeological potential.</p> <p>A heritage statement will also be required in respect of proposals involving the disturbance of ground within a known area of archaeological significance, or in other areas the subject of major development proposals or significant infrastructure works, where archaeological remains may survive, as may be specified in pre-application advice.</p> <p>Heritage Assets include Listed Buildings, Conservation Areas, Scheduled Monuments, known archeological sites, and Registered Historic Parks and Gardens; and any non-designated assets which have a local architectural, historic, archaeological or artistic interest.</p>	<p>A Heritage Statement for a listed building should include:</p> <ul style="list-style-type: none"> • A statement of the architectural, historical or other significance of the building, its site and its setting. including, where appropriate, documentary evidence, photographs and map regression techniques. • An assessment of the impact of the proposals on the significance of the building, its site and setting and that of any adjacent heritage assets. • A justification for the proposals, in terms of the principles applied, together with any mitigations measures proposed. • Should a Heritage Asset be proposed for demolition it must be demonstrated that the application meets the criteria outlined in paragraph 133 of the NPPF. <p>A Heritage Statement for development in or adjacent to a Conservation Area; or a Registered Park and Garden; or for works to or within proximity of a Historic Hedgerow should include:</p> <ul style="list-style-type: none"> • An assessment of the significance of the designated area. Reference could be made to a Conservation Area appraisal. • An assessment of the impact of the development on the character and appearance of the designated area and/ or its setting. <p>A Heritage Statement for an undesignated Heritage Asset should include:</p> <ul style="list-style-type: none"> • An assessment of the significance of the undesignated heritage asset • An assessment of the impact of the development on the asset. <p>A Heritage Statement for development on land including or with the potential to include heritage assets with archaeological interest should include:</p> <ul style="list-style-type: none"> • An appropriate desk based assessment • For further info Contact the Staffordshire County Archaeologist <p>It should be noted that an application can affect more than one heritage asset and that the significance and impact of the proposals on each heritage asset should be included in the heritage statement. The level of details should be proportionate to the significance of the asset and the impact of the proposals on it.</p> <p>All Heritage Statements should have reference to the Staffordshire Historic Environment Record.</p>	<p>LDC Conservation and Urban Design Team: 01543 308174 /</p> <p>Staffordshire County Principal Archaeologist 01785 276580</p> <p>LDC Arboricultural Officers 01543 308174</p> <p>NPPF</p> <p>NPPG</p> <p>Staffordshire Historic Environment Record</p> <p>Historic England ‘ A Charter for Historic England Advisory Services’</p>
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Photographs & Photomontages	NPPF LPS: BE1 LPA: BE2	Required for <ul style="list-style-type: none"> • Wind turbine applications; • Advertisements adjacent to the Strategic Road Network; and • Major commercial and residential developments which will alter a streetscene. 	Photomontages should show how development can be satisfactorily integrated within the street scene. This should be produced to an identifiable scale then this should be clearly stated.	NPPF LDC Development Management 01543 308174
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Green Environment

Document	Policy Driver	When is Document Required	What Info is Required	Further Assistance?
Biodiversity Survey & Report	<p>The Conservation of Habitats and Species Regulations 2017</p> <p>Wildlife and Countryside Act 1981 (as amended 2010)</p> <p>Natural Environment and Rural Communities (NERC) Act 2006</p> <p>Protection of Badgers Act 1992.</p> <p>Habitats Regulations 2010</p> <p>NPPF</p> <p>NPPG</p> <p>Circular 06/2005: Biodiversity and Geological Conservation – Statutory Obligations and their Impact within the Planning System.</p> <p>The West Midlands</p>	<p>Where it is considered likely that a proposed development may:</p> <ul style="list-style-type: none"> Negatively impact on protected or priority species and/or habitats, Would affect the biodiversity value of the area within the development boundary, Would impact (directly or indirectly, individually or in combination with other developments) on a statutory designated site (i.e. SSSI, SAC etc.) <p>In these circumstances information must be provided to display the full ecological impact of the development as well as show progression through the mitigation hierarchy (i.e. information, avoidance, mitigation, compensation) for each negative impact likely to occur.</p>	<p>Ecological surveys should take place at the appropriate time of year for the species or survey type, and be conducted by a suitably qualified and experienced (i.e. licensed) individual. All surveys must follow the methodology as prescribed by the appropriate Natural England Standing Advice Species Sheet. A study carried out at the wrong time of year; that was undertaken 2 years or more from the current date; or indicates that further species survey work is required, will not be accepted and will invalidate any application.</p> <p>Furthermore:</p> <ul style="list-style-type: none"> All planning applications with the potential to destroy, damage or adversely affect any statutory or non-statutory site must be supported by an impact assessment, which displays progression through the mitigation hierarchy and details all methods of avoidance, mitigation and/or compensation to be incorporated within the development scheme to account for the negative impacts. The presence and population of all protected and priority species and priority habitats which occur either within the development site or may be negatively impacted upon by the proposed development must also be described. For what is considered a protected or priority species/habitat please refer to the Biodiversity and Development SPD All planning applications on sites where protected or priority species have been previously recorded or there is a likelihood they may be present must be supported by up to date surveys. If protected or priority species or priority habitat is found to likely be negatively impacted upon by a proposed development the applicant must display adherence to the mitigation hierarchy Planning applications which are not supported by an 	<p>LDC Ecology Team 01543 308174</p> <p>Natural England 0300 060 3900</p> <p>Staffordshire Requirements for Biodiversity and Geological Conservation (2011)</p> <p>Natural England Standing Advice Decision Tree and Protected Species Sheets</p> <p>CIEEM guidance on Ecological Assessment and Report Writing</p> <p>Staffordshire Ecological Record</p> <p>Bat Workers' Manual (3rd edition) 2004</p> <p>Great Crested Newt Conservation Handbook published on the Froglife website</p> <p>Great crested newt mitigation guidelines published on the Natural England evidence catalogue</p>

	<p>Biodiversity Pledge</p> <p>Staffordshire Requirements for Biodiversity and Geological Conservation (2008)</p> <p>Biodiversity and Development SPD</p> <p>LPS :Core Policy 13, NR3, NR6, NR7, NR8; LPA: NR10</p>		<p>adequate survey effort or don't display adherence to the mitigation hierarchy are likely to be refused.</p> <p>Applicants are advised to seek specialist expertise and to discuss their proposals with the Council's Ecology Team at an early stage in the design process.</p>	
<p>Cannock Chase Special Area of Conservation Impact Assessment</p>	<p>The Conservation of Habitats and Species Regulations 2017</p> <p>Staffordshire Requirements for Biodiversity and Geological Conservation (2011)</p> <p>LPS: NR7, NR8</p> <p>Cannock Chase SAC – 'Guidance to Mitigate' (2015)</p>	<p>All applications which lead to a net increase in visitors; and residential units which are apartments, affordable housing or self-build housing which are exempt from CIL and are within the Cannock Chase Special Area of Conservation Catchment area.</p>	<p>The following information should be submitted to assess the impact of new development on the Cannock Chase Special Area of Conservation –</p> <ul style="list-style-type: none"> • Assessment of Local Open Space; • Assessment of the number of additional visitors generated by the proposal to the Cannock Chase SAC • Alternative development sites in the area; and • Statement of alternatives to the Cannock Chase Visitor Experience. <p>Furthermore, a Planning obligation to financially mitigate the impact of the development on the Special Area of Conservation under The Conservation of Habitats and Species Regulations 2017 http://www.legislation.gov.uk/uksi/2010/490/contents/made is required. For further info regarding the level of contribution please contact the Local Planning Authority. For other info regarding required details please see 'Developer Contributions SPD'.</p>	<p>Environment Agency 03708 506 506</p> <p>LDC Spatial Policy and Delivery 01543 308174</p> <p>Natural England 0300 060 3900</p>
<p>Environmental Statement (Also known as EIA)</p>	<p>Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2017</p>	<p>Usually these are only required for large-scale developments as defined in Schedule 1 and/or Schedule 2 of the Environmental Impact Assessment Regulations.</p>	<p>Where an EIA is required, an Environmental Statement in the form set out in Schedule 4 to the regulations must be provided. Where an EIA is not required, the Local Planning Authority may still require environmental information to be provided.</p> <p>Applicants are advised to consult the NPPG as well as seeking a</p>	<p>NPPG</p> <p>LDC Development Management 01543 308174</p>

	(as Amended) NPPG	Please liaise with the Development Management team if you are in any doubt whether you need an EIA or submit / request an EIA screening opinion.	Screening Opinion from the Local Planning Authority to determine whether an EIA is required prior to application submission.	
Flood Risk Assessment	Flood and Water Management Act 2010 NPPF NPPG LPS Core Policy 3	In Flood zone 1 (Low Probability) any development site of 1 hectare or above will require a Flood Risk Assessment. All Developments in Flood zones 2 and 3 must be accompanied by a Flood Risk Assessment. (i) a Flood Risk Assessment, (ii) sufficient information for the Local Planning Authority to undertake the Sequential and where appropriate the Exceptions Test*. *Refer to Flood Zones and Flood Risk Tables at Paragraph: 077 Reference ID: 7-077-20220825 of the Planning Practice Guidance.	Flood Risk Assessments should be undertaken by a suitably qualified professional, and be proportionate to the risk and scale, nature and location of the development. They will be expected to consider the various aspects relating to flood risk. Flood Risk Assessments should be supported by appropriate data and information, including historical information on previous flood events. For proposals in Flood Zones 2 and 3 Applicant's should refer to Table 2: Flood risk vulnerability and flood zone 'incompatibility' of the PPG to determine whether the development should not be permitted or permitted subject to the exception test being met.	Environment Agency Flood Risk Standing Advice Environment Agency Climate Change Guidance Environment Agency 03708 506 506 SCC Lead Local Flood Authority https://www.staffordshire.gov.uk/environment/Flood-Risk-Management/About.aspx NPPF Technical Guidance NPPG Environment Agency Flood Risk Advice (Householder form) See LDC Website
Landscape Visual Impact Assessment	NPPF LPS: BE1	Required for <ul style="list-style-type: none"> • Windturbine applications; and • Major commercial and residential developments which will alter the appearance of the landscape. 	A Landscape Visual impact Assessment should be prepared in accordance with the guidelines set out within the Guidelines for Landscape and Visual impact Assessment (2013). The potential impacts to historic landscape character should also be considered, where relevant.	LDC Development Management 01543 308174 Guidelines for Landscape and Visual impact Assessment (2013)
Landscaping Scheme	NPPF NPPG LPS: NR4, BE1	All applications (excluding Householder, Listed Building Consent, Advertisements and Change of Use) plus where a development effects the setting of a designated heritage asset,	A landscaping scheme should be drawn to an appropriate scale (usually 1:100 or 1:200) and show full details of proposed landscaping. This should include details of proposed species, height at planting, spacing, densities, along with measures for the ongoing protection and maintenance of the landscaping.	LDC Arboricultural Officers 01543 308174

	Trees, Landscape and Development SPD	should be accompanied by hard and soft landscaping details.		
Open Space Assessment	NPPF NPPG Developer Contributions SPD	This is required for submission with any development proposals within an existing area of Public Open Space or for new major residential development.	An Open Space Assessment for development on existing Public Open Space, should seek to demonstrate through an independent assessment that existing Public Open Space land or buildings are surplus to local requirements. For development within existing Open Spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. Where open space and/ or associated facilities are proposed to be provided onsite or in-kind, applicants must define them in the application and provide a statement to accompany the planning application setting out: - <ul style="list-style-type: none"> • A maintenance specification for the works; and • How the facility will be initially installed and subsequently maintained to the submitted specification for at least 10 years. Where open space facilities cannot be provided entirely on-site or can only be provided on-site in part, you will be expected to make a financial contribution through a Planning Obligation. 	LDC Development Management 01543 Developer Contributions SPD
Playing Fields Assessment	NPPF NPPG	For new developments which affect playing fields.	The following information shall be submitted: <ul style="list-style-type: none"> • The size of the playing field and the area affected by the proposals; • An existing site plan to a recognised scale, showing the layout of winter and summer pitches; • The current sports played and the usage of the site; • A proposed site plan, showing how new buildings and works will impact on the layout of pitches; and • Information on any alternative sport and recreational provision. 	Sport England 03458 508508 Playing Field Development Checklist www.sportengland.org NPPG
River Mease Special Area of Conservation Impact Assessment	The Conservation of Habitats and Species Regulations 2017 (as amended).	For all new residential units within the River Mease catchment. For extensions to dwellings	The following information should be submitted to assess the impact of new development on the River Mease Special Area of Conservation <ul style="list-style-type: none"> • Information that demonstrates the means of disposal of foul and surface water. 	LDC Spatial Policy 01543 LDC Ecology Team 01543 308174 Natural England

	Staffordshire Requirements for Biodiversity and Geological Conservation (2011) LPS: NR7, NR8		<ul style="list-style-type: none"> • Drainage strategy; and • Construction Environmental Management and Habitat Plan. 	0300 060 3900
Surface Water Drainage Strategy	NPPF NPPG LPS: Core Policy 3 BE1 Sustainable Design SPD River Mease SAC	All major developments should be accompanied by a sustainable drainage strategy.	<p>Drainage strategies should include</p> <ul style="list-style-type: none"> • An existing site plan showing topography and how site currently drains; • Proposed site showing how site will drain; • Explanation of how the drainage hierarchy has been followed; • Explanation of how flood risks will be mitigated; • Surface water design for the site; • Evidence that the site has an agreed point of discharge; calculations of current site run off; calculations of proposed site run off; likely forms of suds; • Logical location of attenuation storage areas; • Evidence of who will maintain and pay for the proposed system over the life of the development; and • Explanation of how the site will adequately consider flood risk at all stages of development. 	<p>NPPG</p> <p>SCC Lead Local Flood Authority flood.team@staffordshire.gov.uk</p> <p>SCC SUDS Handbook https://www.staffordshire.gov.uk/environment/Flood-Risk-Management/SuDS-Handbook.pdf</p> <p>LDC Sustainable Design SPD</p>

Topographical Survey	NPPF NPPG LPS:BE1, NR4	All new build applications (excluding householder applications unless there are changes to land levels) All applications within proximity of established trees and where hard surfaces are proposed or being removed; retaining walls proposed; or changes of land levels.	A plan should be submitted at a recognised scale (1:200, 1:500, 1:1250) showing existing ground levels both within and surrounding the site in question.	LDC Arboricultural Officers 01543 308174
Tree Survey / Assessment	NPPF NPPG LPS: NR4 Trees, Landscape and Development SPD	All applications (excluding Advertisements and Change of Use) where there are semi-mature / mature trees /protected trees or hedgerows within the site and/or or off-site trees within 15metres of the application site (including street trees) irrespective of whether the trees are to be removed or retained. All sites where there is a Tree Preservation Order or any proposals within a Conservation Area.	The following shall be submitted: 1. Tree survey and plan as specified in BS.5837:2012 2. Information on <ul style="list-style-type: none"> • which trees are to be retained and which are to be removed; • Extent and location of root protection areas; • Arboricultural Impact Assessment; • means of protecting retained trees during construction works. The information at 1 and 2 should be prepared by a suitably qualified and experienced Arboriculturalist.	LDC Arboricultural Officers 01543 308174 BS 5837:2012 Trees, Landscape and Development SPD
Water Quality Assessment	The Conservation of Habitats and Species Regulations 2017 Staffordshire Requirements for Biodiversity and Geological Conservation (2011)	For all applications (excluding Listed Building Consents, and, Advertisements) and qualifying householder developments which do not drain into the foul mains system.	The following information should be submitted to assess the impact of new development on the following watercourses and natural drainage systems including Black Brook, Fotherley Brook, River Tame, River Trent, Burntwood Brook, Ford Brook, Moreton Brook, River Blithe, River Mease and Cannock Extension Canal Special Area of Conservation <ul style="list-style-type: none"> • Existing Drainage Survey • Proposed Drainage Scheme A Statement which demonstrates that proposals do not negatively impact on the water environment through excess abstraction or the release of pollutants. Water Quality Assessments should be undertaken in liaison with Severn Trent Water Limited.	Environment Agency 03708 506 506 Natural England 0300 060 3900 Southern Staffordshire Water Flow Cycle study Severn Trent Water Limited

Transportation

Document	Policy Driver	When is Document Required	What Info is Required	Further Assistance?
Parking / Access Arrangements	NPPF Manual for Streets. LPS:ST2 Sustainable Design SPD	All applications (including domestic householder) proposing built structures / extensions.	<p><u>Residential and Non-Residential Development</u></p> <p>Details should be provided of the level of provision of parking (including the provision of cycles) to be provided along with the proposed access details. These should be sufficiently detailed and set out on a scaled drawing.</p> <p>The details should ensure that the access works required to accommodate development include all the necessary information required to support the design.</p> <p><u>Householder Development</u></p> <p>A plan at 1:500 showing the location and dimensions of all proposed car parking bays. External parking spaces should measure 2.4 by 4.8m with an additional 0.3m should the parking bay abut a solid boundary. Garages should be a minimum of 6m by 3m.</p>	<p>Please contact the Staffordshire County Council (Highways) (0300 111 8000) for details of current design standards for accesses and the need for any supporting documentation.</p> <p>LDC Development Management 01543 308174</p> <p>Manual for Streets 1 & 2.</p> <p>LDC Sustainable Design SPD</p>

<p>Transport Statement / Assessments</p>	<p>NPPF Manual for Streets. Circular 02/2013: The strategic road network and the delivery of sustainable development</p>	<p>All applications likely to generate very significant traffic movements associated with developments above set thresholds. All applications likely to have Public Right of Way implications.</p>	<p>Transport Assessments should: 1) illustrate accessibility to the site by all modes of transport including likely modal shift; 2) detail measures to improve access by public transport, walking and cycling, so as to reduce the need for parking; and 3) detail any necessary highway mitigation works. 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/guidance Applicants are advised to seek specialist expertise and to discuss their proposals with Staffordshire County Council (Highways) at an early stage in the design process. When an application has transport implications, a Transport Assessment Verification form should be completed and applications should only be submitted in accordance with the specified requirements. Where the development proposals will have an impact on the Strategic Highway Network applicants should use this form to liaise with the Highways Agency, as well as Staffordshire County Council, to provide written confirm that the scope and detail of the TA work is appropriate. Where development proposals require work within the Strategic Highway Network boundary an agreed Stage 1 Road Safety Audit, a Non – Motorised User Audit and confirmation from the Highways Agency should also be provided within the application submission.</p>	<p>DFT Website NPPF NPPG Circular 02/2013: The strategic road network and the delivery of sustainable development National Highways 0300 123 5000 Staffordshire County Council (Highways) 0300 111 8000 For any development that has significant transport implications see ‘Guidelines for Transport Assessments and Travel Plans required by Staffordshire County Council for Private development Proposals – January 2008’. Staffordshire CC Rights of Way Officer 0300 111 8000</p>
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<p>Travel Plans</p>	<p>NPPF NPPG LPS:BE1, ST1</p>	<p>A Travel Plan should be submitted alongside planning applications which are likely to have significant transport implications (see Transport Assessments below).</p> <p>The scope and need for a Travel Plan should be agreed with the Local Highway Authority (and the Highways Agency where there is a material impact on the Strategic Road Network) prior to the submission of an application.</p>	<p>A (draft) 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 development will be managed, including details of the travel plan coordinator, the management arrangements for the plan – e.g. a steering group and the development timetable. The strategy should also include activities for marketing and promoting the plan to occupiers, users, visitors and residents of the site.</p> <p>In relation to proposals requiring a Travel Plan or Travel Plan Framework applicants need to ensure that this has been agreed prior to registration of the application. Unless there is agreement on the form and content of a Travel Plan then the application will not be validated.</p> <p>In some cases, for example where only Minimalist Travel Plans are required, it is possible to agree the content of the Travel Plan after the granting of consent. Unless the principle of a Minimalist Travel Plan has been agreed in writing with the County Council the application will not be validated.</p> <p>Applicants are advised to seek specialist expertise and to discuss their proposals with Staffordshire County Council (Highways) at an early stage in the design process.</p>	<p>NPPF NPPG GOV.UK Website Staffordshire County Council (Highways) 0300 111 8000</p>
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Environmental Health

Document	Policy Driver	When is Document Required	What Info is Required	Further Assistance?
Air Quality Assessment	<p>The Environment Act 1995.</p> <p>The Air Quality Standards Regulations 2010.</p> <p>NPPF</p> <p>Air Quality Strategy for England, Scotland, Wales and Northern Ireland 2007</p> <p>LPS: BE1</p> <p>Developer Contributions SPD</p>	<p>Applications that will give rise to emissions to air of pollutants for which there is a national air quality objective, or for which there may otherwise be a significant impact upon local air quality meeting the criteria set out below, including –</p> <ul style="list-style-type: none"> • New car parking areas with more than 100 spaces outside an Air Quality Management Area or more than 50 spaces inside an Air Quality Management Area. • Proposals that will give rise to a change in traffic volumes of greater than +/- 5% in annual average daily traffic flows and/or peak daily traffic flows on roads with more than 5,000 annual average daily traffic flows. • Proposals that will give rise to a change in vehicle speed of more than +/- 10 kph on roads with more than 5,000 annual average daily traffic flows. • Proposals that will increase the number of heavy duty vehicles by 200 or more movements per day, including in relation to construction and demolition activities. • Proposals for a bus station or goods vehicle park. • Proposal for any biomass installation or biomass-fuelled CHP plant. • CHP plant. • Incinerator plant. • Significant construction and demolition schemes. • Regular exposure of members of the public (including residential properties, schools, hospitals, care homes, playgrounds, gardens, shopping areas) at locations where annual, daily, 8 hours, 1 hour or 15 minutes air quality objective values will, or may be, breached. • Boiler and furnace plant capable of burning pulverised fuel, and/or solid matter at a rate of 45.4 hg per hour, and /or at a rate equivalent to 366.4 kW per hour any liquid or gaseous matter. • Applications for specified industrial and commercial operations that require an Environmental Permit. <p>A separate Air Quality Assessment may not be required where it will be submitted as part of a formal EIA for a major development.</p>	<p>Applicants are advised to seek specialist expertise and to discuss their proposals with the Council's Environmental Health Team at an early stage in the design process.</p> <p>Guidance, procedures, recommendations and information to assist in the completion of a suitable air quality assessment may be found in the policies and guidance set out in the adjacent column. Additional technical information in support of proposed Air Quality Assessments will be available from the Environmental Health Team.</p> <p>Should the air quality assessment show a negative impact on air quality, it will be necessary to determine the financial costings associated to the level of emission generated by the development.</p>	<p>LDC Environmental Health 01543 308174</p> <p>Environment Agency 03708 506 506</p> <p>Natural England 0300 060 3900</p> <p>http://www.defra.gov.uk/environment/quality/air/air-quality/laqm/guidance/policy/</p> <p>Developer Contributions SPD – Section 6.7 & Appendix G</p> <p>https://www.gov.uk/government/publications/green-book-supplementary-guidance-air-quality</p>

<p>Land Contamination Assessment</p>	<p>NPPF</p> <p>Environmental Health Technical Planning Guidance: A guide for the redevelopment of land affected by Contamination in Staffordshire (3rd Edition) (2008)</p> <p>LPS: BE1</p>	<p>All applications (excluding Householders, Advertisement and Heritage) where new development is proposed on land that is or may have been affected by contamination.</p>	<p>A Phase 1 Contamination Assessment prepared by a suitably qualified professional, Where the Phase 1 Assessment has identified contamination a Phase 2 Land Contamination Assessment should be submitted. This should include an extended assessment of contamination; an assessment of the implications of the contamination on the development proposals; and mitigation.</p>	<p>LDC Environmental Health 01543 308174</p> <p>Environment Agency 03708 506 506</p> <p>Environmental Health Technical Planning Guidance: A guide for the redevelopment of land affected by Contamination in Staffordshire (3rd Edition) (2008)</p> <p>http://www.defra.gov.uk/environment/quality/land/</p>
<p>Lighting Assessment</p>	<p>NPPF</p> <p>LPS: BE1</p>	<p>All developments proposing external illumination e.g. floodlighting proposals</p>	<p>Details shall include</p> <ul style="list-style-type: none"> • the proposed external lighting, • the hours of use when the lighting would be switched on, • a layout plan encompassing the proposed beam orientation and light spillage, and • future maintenance. 	<p>LDC Environmental Health 01543 308000</p> <p>Environmental Health Technical Planning Guidance: External Artificial Lighting (2008)</p>
<p>Noise and Vibration Assessments and Appraisals</p>	<p>Noise Policy Statement for England, March 2010. DEFRA</p> <p>Environmental Protection Act 1990 (As amended)</p> <p>NPPF</p> <p>NPPG</p> <p>Environmental Health Technical Planning Guidance: Noise & Vibration (2013)</p>	<p>All applications likely to have an impact on noise and/or vibration sensitive development(s).</p> <p>All applications likely to have an impact on noise and/or vibration sensitive locations.</p> <p>All applications that introduce or expose noise and/or vibration sensitive development(s) into areas and locations where noise and/or vibration is likely to have an adverse impact.</p> <p>All planning applications for change of use of Listed buildings</p>	<p>Applicants are advised to seek specialist expertise and to discuss their proposals in the first instance with Council's Pollution Control Team at an early stage in the design and planning process to establish whether a Noise and Vibration Appraisal is required to be submitted alongside the planning application.</p> <p>Guidance, procedures, recommendations and information to assist in the completion of a suitable noise and/or vibration survey and assessment may be found in the policies and guidance set out in the adjacent column. Additional technical information in support of proposed noise surveys will be available from the Pollution Control Team.</p>	<p>LDC Environmental Health 01543 308000</p> <p>Environmental Health Technical Planning Guidance: Noise & Vibration (2013)</p> <p>NPPG</p>

	<p>Minerals Policy Statement 2: Controlling and Mitigating the Environmental Effects of Minerals Extraction in England. 2005.</p> <p>Calculation of Road Traffic Noise, 1988.</p> <p>Calculation of Railway Noise, 1995.</p> <p>World Health Organisation Guidelines for Community Noise.</p> <p>World Health Organisation Night Noise Guidelines for Europe.</p> <p>Clean Neighbourhoods Act 2005.</p> <p>Licensing Act 2003 (As amended).</p> <p>Noise Act 1996 (As Amended)</p> <p>British Standards BS4142, BS8233, BS7445.</p>		<p>Vibration surveys in particular shall be conducted having regard to the advice, recommendations or requirements contained in British Standards BS 6472: 2008 <i>‘Guide to Evaluation of human exposure to vibration in buildings Part 1: Vibration sources other than blasting, Part 2: Blast-induced vibration</i> and BS 7385-2: 1993 <i>Evaluation and measurement for vibration in buildings Part 1: Guide for measurement of vibrations and evaluation of their effects on buildings</i></p>	
<p>Ventilation/ Extraction Details / Refuse collection</p>	<p>NPPF</p> <p>NPPG</p> <p>Noise Policy Statement for</p>	<p><u>Ventilation/ Extraction Details</u></p> <p>All applications including the cooking of food (on more than a domestic scale) and all applications for commercial and industrial activities that produce fumes, vapors, gases, odours, particulate matter</p>	<p><u>Ventilation/ Extraction Details</u></p> <p>Information should include:</p> <ul style="list-style-type: none"> Elevations to show position, location and height (where external). Proposed external finishes and fixings. 	<p>LDC Environmental Health 01543 308000</p> <p>LDC Operational Services: 01543 687541</p>

	<p>England, March 2010.</p> <p>Environmental Health Technical Planning Guidance: Noise & Vibration (2013)</p> <p>LPS: BE1</p>	<p>or use volatile chemicals.</p> <p><u>Refuse collection</u></p> <p>All applications for major housing and commercial developments.</p>	<ul style="list-style-type: none"> • Manufacturer's specifications including maintenance requirements. • Exhaust velocity at terminus. • Silencing arrangements. • Means of vibration isolation. • Extraction fan acoustic performance (including noise emission in terms of sound power and sound pressure levels, and narrow-band and/or one-third octave band frequency spectra). • Predicted odour and/or particulate concentrations. <p><u>Refuse collection</u></p> <p>With regard to refuse disposal, areas and facilities should be identified to cater for commercial and domestic waste likely to arise from the development.</p>	
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Wider Environment

Document	Policy Driver	When is Document Required	What Info is Required	Further Assistance?
Coal Mining Risk Assessment	NPPF	All applications which involve foundation construction (excluding householder) which fall within Development High Risk areas as defined by The Coal Authority and held by the Local Planning Authority.	<p>A Coal Mining Risk Assessment should be prepared by a suitably qualified and competent person (see former PPG14 for definition). 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). 2. Identify what risks these coal mining issues, including cumulative effects, pose to the proposed development. 3. Identify how coal mining issues have influenced the proposed development and what mitigation measures will be required to manage those issues and/or whether any changes have been incorporated into the development. 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>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>NB - If an Environmental Statement 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>The Coal Authority website: www.gov.uk/planning-applications-coal-mining-risk-assessments</p> <p>The Coal Authority Planning and Local Authority Liaison Department 01623 637119</p> <p>Email: planningconsultation@coal.gov.uk</p>
Foul Sewerage Assessment	Water Industry Act 1991 NPPF LPS: BE1	For the construction of 10+ dwellings and major commercial / industrial properties.	<p>A foul sewerage assessment should include</p> <ul style="list-style-type: none"> • a description of the type, quantities and means of disposal of any trade waste or effluent, where relevant. • Details of connections to foul and storm water sewers including details of the existing system to be shown on the application drawing(s). 	<p>Building Regulations Approved Document Part H</p> <p>BS6297</p> <p>LDC Building Control</p>

			<p>NB In most circumstances surface water is not permitted to be connected to the public foul sewers.</p> <p>Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal.</p> <p>A foul drainage assessment should:</p> <ul style="list-style-type: none"> • a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to mains sewer is not practical then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot be connected to the public mains sewer system and that the alternative means of disposal is satisfactory. <p>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 a 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 may need to be served on the owners of that land.</p> <p>This section should be read in conjunction with the Utilities Statement below.</p>	<p>01543 308000</p> <p>NPPG</p>
Utilities Statement	NPPF	This is required for strategic major applications (i.e. 50 dwellings or more, or 10,000sq.m. commercial floorspace)	Details to demonstrate that the availability of utility services has been considered; details to meet any utility company requirements for substations etc.; provision of new utility connections and/or upgrading of facilities, and routing of services. This should be cross referenced with the Landscape/ Tree Protection Proposals to avoid potential conflicts.	<p>NPPF</p> <p>NPPG</p>

<p>Waste Audit / Site Waste Management Plan (SWMP)</p>	<p>The Site Waste Management Plan Regulations 2008.</p> <p>NPPF</p> <p>Staffordshire County Council: Waste Local Plan</p>	<p>a) Waste Audit – strategic major applications (i.e. 50 dwellings or more, or 10,000sq.m. commercial floorspace)</p> <p>b) Site Waste Management Plan (SWMP) – strategic major applications (i.e. 50 dwellings or more, or 10,000sq.m. commercial floorspace) and demolition notification applications.</p>	<p>Information required should include details of the following:</p> <ul style="list-style-type: none"> • Management of waste generated by the development process, i.e. construction, demolition and excavation; • Management of waste arising when the site is operational • Use of recycled and renewable building materials in the construction of the development; • Provision for in-house storage, recycling, treatment and disposal of waste generated by the development once in use; • Access arrangements for collection of waste or waste derived end products generated by the development; • Provision for energy recovery from waste and use of waste derived energy within the new development (where feasible/ appropriate). <p>Relevant applications should include a copy of the latest version of each SWMP prepared for the application site, or failing that, there should be a statement explaining why copies of the SWMP(s) cannot be provided.</p> <p>Applicants are encouraged to use the waste auditing and benchmarking tools/ SWMP templates developed by BRE and WRAP (examples of free templates provided in links adjacent).</p>	<p>Staffordshire County Waste Authority 0300 111 8000</p> <p>LDC Operational Services: 01543 308000</p>
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Other Documents

Document	Policy Driver	When is Document Required	What Info is Required	Further Assistance?
Affordable Housing Statement	NPPF NPPG Developer Contributions SPD	Residential developments of 15 Units (excluding Outline applications) or over unless Affordable Housing would render scheme unviable – A Planning Statement will be required if this is the case justifying in detail why unviable.	Details should include information relating to: <ul style="list-style-type: none"> • Number of Affordable Units; • Mix of Units inc; • Number of Bedrooms; • Floor Space of the Units; • Location of Units within the Site; Tenure; and • Details of any Registered Social Landlords acting as partners in the development. 	LDC Housing Services 01543 308000 LDC Spatial Policy 01543 308174 NPPF NPPG
Cannock Chase Special Areas of Conservation Mitigation - Unilateral Undertakings	NPPF NPPG. LPS: H1, H2, NR7	Tourist accommodation within 15km of the Cannock Chase Special Area of Conservation. For residential development within 15km of the Cannock Chase Special Area of Conservation which would result in a net increase in residential units.	To mitigate for the impact of relevant new development on the Cannock Chase Special Area of Conservation – the following will be required <ul style="list-style-type: none"> • a unilateral undertaking form completed in draft , • a location plan and land registry details, • solicitor’s details (if relevant) and • confirmation that the Local Planning Authorities fees in dealing with the matter will be met. 	LDC Development Management: 01543 308174 Developer Contributions SPD Fee details and further info - https://www.lichfielddc.gov.uk/planning-policy/planning-obligations-1/4 Copies of the UU template can be on LDC Website - https://www.lichfielddc.gov.uk/planning-developers-business/planning-validation-guidance-notes
Community Infrastructure Levy	The Community Infrastructure Levy Regulations 2010 (as amended) NPPF Developer Contributions SPD	All planning applications that comprise any of the following: <ul style="list-style-type: none"> • All extensions to super markets, neighbourhood convenience stores and retail warehousing in excess of 100 square metres (GIA) • The creation of new dwelling (not apartments) • New super markets • New retail warehousing • Neighbourhood convenience retail units 	The Community Infrastructure Levy (CIL) allows Local Authorities in England and Wales to set a financial levy on developments to provide for essential infrastructure to support planned growth. Lichfield’s CIL Charging Schedule became effective in June 2016 for all planning permissions approved from this date. All submissions that are for the types of application in the adjacent column must be accompanied by a completed CIL Additional Information Requirement Form in order for the CIL Charging Authority to determine if an application is chargeable or not. This form is available from the Council’s website. Please note that an application cannot be validated without a	LDC Spatial Policy 01543 308174 NPPG

			completed CIL question form and applicants will be reminded at the point of validation if a form is missing from the submission.	
Daylight / Sunlight Assessment	Sustainable Design SPD LPS: BE1	For developments which are likely to give rise to a loss of daylight / Sunlight to neighbouring occupiers and users. (including householder development).	Detailed information should be provided to enable assessment e.g. block plan showing neighbouring properties in relation to development. For householder development plans showing the application of the 45 and 25 degree tests.	Sustainable Design SPD Appendix A BRE Digest 209 LDC Development Management: 01543 308174
Employment Land Assessment	NPPF Core Policy 7	In relation to sites or buildings in an existing employment use (B Class use) where the developer wants the Local Planning Authority to take into account the marketing situation for the site and/or where the Local Planning Authority has identified that marketing will be a material consideration for a development proposal.	A statement identifying how a site and/or premises have been marketed for employment use including details of: <ul style="list-style-type: none"> • The date of the commencement of the marketing exercise • The names and addresses of the agents marketing the premises • The public material produced to market the premises • The availability of the marketing material • The terms on which the premises has been marketed • Details of all of the inquiries received in response to the marketing exercise 	LDC Spatial Policy 01543 308174
Evidence to accompany applications for town centre uses / retail impact assessments	NPPF NPPG LPS: E1	A Sequential Assessment (para 86 of the NPPF) is required for planning applications for main town centres uses that are not in an existing centre and are not in accordance with an up to date development plan.. An assessment addressing the impacts in paragraph 89 is required for all planning applications for retail and leisure developments over 1,000 square metres gross floorspace within Lichfield City; over 500 sqm gross floorspace within Burntwood; and over 100sqm gross floor space in any other centre. An impact assessment will also be required for applications in an existing	A Sequential assessment should look at whether there are any sequentially preferable sites that exist and to demonstrate why such sites are not practical in terms of their availability, suitability and viability. Further advice can be found in the Practice Guidance to the now replaced PPS4. Impact Assessments should assess (in summary): <ul style="list-style-type: none"> • The impact on existing investment within centres, • The impact on the vitality and viability of town centres, • The impact on allocated sites outside town centres • Impact of the proposal on 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 impact it may have on locally important 	NPPF NPPG LDC Spatial Policy 01543 308174

		centre, not in accordance with the development plan and which would substantially increase the attraction of the centre to an extent that the development could impact on other centres.	impacts. NPPF – “Impact Assessment should include assessment of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made. For major schemes where the impact will not be realized in five years, the impact should also be assessed up to ten years from the time the application is made”	
Planning Obligations / Unilateral Undertakings (Section 106) / Draft Heads of Terms	NPPF NPPG. Developer Contributions SPD LPS: H1, H2, IP1, NR7, NR8	All major applications; and residential development of 1 or more dwellings. However, other relevant and necessary matters may be included within a Planning Obligation that cannot be secured through the normal planning process but are required in order for the development to be deemed acceptable in planning terms which would otherwise be refused.	Applicants should provide either <ul style="list-style-type: none"> • A draft section 106 obligation based on the Local Planning Authority’s precedent, or • A statement of the proposed Heads of Terms, a location plan and land registry details, solicitor’s details and confirmation that the Local Planning Authorities fees in dealing with the matter will be met. 	LDC Development Management: 01543 308174 Developer Contributions SPD
Planning and Sustainability Statement	NPPF, CP3, CP13, CP14 Sustainable Design SPD	All applications (except Advertisements and Householders not in the Green Belt)	The statement should identify the context and need for a proposed development and should include an assessment of how the proposed development accords with relevant national and local planning policies. For example, it should show how the development complies with and supports the following: <ul style="list-style-type: none"> • Key requirements of national policy guidance • Reference to the Key Planning Objectives set out the NPPF providing an assessment on how the development proposed will contribute towards meeting the objectives; and general principles / fundamental aims of the Development Plan. • It should also include details of consultations with the Local Planning Authority and wider community / statutory consultees undertaken prior to submission. 	NPPF and NPPG LDC Development Management: 01543 308174 LDC website

			<p><u>Applications in the Green Belt</u> Existing and proposed Volume calculations for householder applications which lie in the West Midlands Green Belt. Where a proposal lies with the Green Belt analysis of whether the development is inappropriate (as defined in the NPPF is required Should the development be considered inappropriate within the Green Belt a statement as to why the applicant considers that very special circumstances exist that would justify why planning permission should be granted should be provided.</p>	
Statement of Agricultural Need	NPPF Rural Development SPD	All new agricultural development requiring planning permission.	<p>Details submitted should include</p> <ul style="list-style-type: none"> • The size of the Agricultural Holding; • Details of any additional rented land (and duration/details of the rental agreement); • Any other buildings used on the land inc. Floorspace and current use; • Details of what the building will be used for including floor areas; • Number of animals kept (where relevant); and • Details of employees. 	NPPF NPPG Rural Development SPD
Statement of Community Involvement	NPPF	All major applications, and major change of use applications.	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.	LDC Spatial Policy 01543 308174 LDC Statement of Community Involvement
Structural Survey	NPPF Sustainable Design SPD	<p>All barn conversion proposals except where the barn has already been fully converted.</p> <p>A structural survey should also be submitted in respect of schemes which involve the demolition of a building / structure / Listed Building / Listed structure.</p> <p>An engineering report will be required where engineering works result in</p>	Structural Surveys should be carried out by qualified structural surveyors, and detail the existing structural condition of the building and any recommended remedial works to improve its condition if possible.	NPPF LDC Building Control 01543 308000

		retaining walls and structures.		
Telecommunication Supporting Information	NPPF LPS: BE1	All applications, including prior notifications for any form of telecommunications development.	Details submitted should include <ul style="list-style-type: none"> • Plans/Elevations; • Details of other sites considered; • Pre-application consultations undertaken; • General background information and • ICNIRP certification. 	NPPF Code of Best Practice on Mobile Phone Network Development.
Viability Assessment	NPPF NPPG	Where an applicant is proposing that they cannot provide the full range of Section 106 requirements (including affordable housing), due to financial viability issues.	Appendix C of the RICSs Guide to Planning and Viability (GN 94/2012) – details what a viability assessment should comprise. The level and detail of information forming the viability assessment will vary considerably from scheme to scheme. In addition to the above you must also submit an accompanying report detailing the following information: <ul style="list-style-type: none"> • Executive summary • Contents outline • Introduction and background • Description of site location • Planning policy context • Description of scheme • Market information summary • Build cost and programme • Methodology and approach • Outputs and results • Sensitivity analysis • Concluding statement Any costs incurred as a result of the Council seeking independent advice regarding the viability assessments will be payable by the applicant.	

PLANNING APPLICATION NATIONAL VALIDATION REQUIREMENTS

A comprehensive list of the national statutory requirements is provided below, based upon requirements contained within the Town and Country Planning (Development Management) Order 2015 (as amended) and the National Planning Practice Guidance. However, the information required will vary depending on the type of application. This should be viewed in conjunction with the Local Validation requirements.

1. THE COMPLETED STANDARD APPLICATION FORM

Applicants should apply electronically through the Planning Portal https://www.planningportal.co.uk/info/200232/planning_applications. However paper copies will be accepted. Where applications are not submitted electronically, three copies (Original plus copies) of all forms, plans and documents will be required. For complex applications further copies may be requested to assist in the speed with which applications are dealt with. The electronic forms are available from the Planning Portal. The standard application form can be viewed for information on the [GOV.UK website](https://www.gov.uk). All questions should be completed, and in an accurate manner relevant to the proposed development.

2. COMMUNITY INFRASTRUCTURE LEVY

The Local Authority has a Community Infrastructure Levy in operation for certain types of application. As such additional information additional information to determine whether a charge is due and to determine the amount will be required. Applicants are required to answer additional questions to enable authorities to calculate levy liability. <https://www.lichfielddc.gov.uk/planning-policy/planning-obligations-1/2>

3. THE CORRECT FEE

Where a fee is necessary, it must be provided in accordance with the statutory fee scale applicable at the time of making the application. If the applicant considers that no fee is necessary, the applicant should specify the reasons for this view. If, however, no fee is required because the application is a resubmission of a previous proposal, the planning reference number of the previous application should be provided. A fee calculator is available at the Planning Portal <https://1app.planningportal.co.uk/FeeCalculator/Standalone?region=1>

4. OWNERSHIP CERTIFICATES AND AGRICULTURAL HOLDINGS CERTIFICATES

All applications for planning permission, except for approval of reserved matters, must include the appropriate certificate of ownership / **Agricultural Holdings Certificate**. One of the following Certificates A, B, C and D must be completed stating the ownership of the property:-

a) Certificate A (**Sole Ownership and no agricultural tenants**):

When applicant is the sole owner and there are no agricultural tenants;

b) Certificate B (**Shared Ownership (All other owners/agricultural tenants known)**): This should be completed if the applicant is not the sole owner, or if there are agricultural tenants, and the applicant knows the names and addresses of all the other owners and/or agricultural tenants; or

c) Certificate C **Shared Ownership (Some other owners/agricultural tenants known)**: This should be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants..

d) Certificate D **Shared Ownership (None of the other owners/agricultural tenants known)** This should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants.

A Part 1 notice must be sent by the applicant to any owners of the application site other than the applicant if Certificate B has been completed. It may also be required if Certificate C has been completed. A copy must be served on each of the individuals identified in the relevant certificate.

Copies of forms can be found at <http://www.legislation.gov.uk/uksi/2015/595/schedule/2/made>

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. An 'agricultural tenant' is a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates.

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.

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.

An Agricultural Holdings 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.

5. DESIGN AND ACCESS STATEMENTS

See the Planning Application Local Validation Requirements document for further information.

6. PLANS

A. LOCATION PLAN

All applications must include 3 copies of a location plan (unless submitted electronically) based on an up-to-date map at a scale of 1:1250 or 1:2500. In exceptional circumstances, plans of other scales may also be required. For complex applications additional copies may be required. Plans should show the application site in relation to the surrounding area including at least one named road and 2 surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear. The location plan must show the direction of north and include a linear scale bar to assist with electronic scaling / measuring.

The application site must be edged clearly with a red line. This should include all land necessary to carry out the proposed development including, for example, land required for access to the site from a public highway, visibility splays, landscaping, septic tanks, car parking and open areas around buildings. A blue line must be drawn around any other land owned by the applicant, close to or adjoining the application site. The location plan must be given a plan / drawing reference number.

B. BLOCK PLANS

Three copies (unless submitted electronically) of the site plan must be submitted at a scale of 1:500 or 1:200 and must accurately show:

- a) The direction of North;
- b) The proposed development in relation to the site boundaries and other existing buildings on the site and the position of any building or structure on the other side of such boundaries;
- c) All the buildings, roads and footpaths on land adjoining the site including access arrangements;
- d) All public rights of way crossing or adjoining the site;
- e) The position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- f) The extent and type of any hard surfacing;
- g) Boundary treatment including walls or fencing where this is proposed;
- h) Proposed / existing vehicle parking facilities;
- i) a linear scale bar to assist with electronic scaling / measuring, and j) A unique plan / drawing reference number

C. EXISTING AND PROPOSED FLOOR PLANS

Three copies (unless submitted electronically) of existing and proposed floor plans at a scale of 1:50 or 1:100 must be submitted. Where existing buildings or walls are to be demolished these must be clearly shown. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable). All plans must include a linear scale bar to assist with electronic scaling / measuring, and be given a unique plan / drawing reference number. **The floors MUST correspond exactly with the Existing / proposed block plan drawings.**

D. EXISTING AND PROPOSED ELEVATIONS

Three copies (unless submitted electronically) of all existing and proposed elevations at a scale of 1:50 or 1:100 must be submitted showing clearly the proposed works in relation to what is already there. All elevations 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. Any intervening features e.g. fencing / hedges / trees must be omitted so as not to obscure the proposals. **The elevations MUST correspond exactly with the Existing / proposed floor plan drawings.**

Blank elevations must also be included, if only to show that this is in fact the case.

Where a proposed elevation adjoins an existing building or is in close proximity to one, the drawings must clearly show the relationship between the buildings and detail the positions of the openings on each building. All plans must include a linear scale bar to assist with electronic scaling / measuring and be given a plan / drawing reference number.

E. EXISTING AND PROPOSED SITE SECTIONS AND FINISHED FLOOR AND SITE LEVELS

Three copies (unless submitted electronically) of such plans drawn at a scale of 1:50 or 1:100 must be submitted where relevant, and 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 to neighbouring development. The 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. All plans must include a linear scale bar to assist with electronic scaling / measuring, and be given a unique plan / drawing reference number.

F. ROOF PLANS

Three copies (unless submitted electronically) of a roof plan at a scale of 1:50 or 1:100 should be submitted, where relevant. 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. The details such as the roofing material, vents and their location are typically specified on the roof plan. All plans must include a linear scale bar to assist with electronic scaling / measuring, and be given a unique plan / drawing reference number.

G. ADVERTISEMENT ELEVATIONS / SECTIONS (ADV APPS ONLY)

Three copies (unless submitted electronically) of all existing and proposed elevations /sections at a scale of 1:20 or 1:50 must be submitted showing clearly the proposed advertisements. Further proposed and existing elevations shall be provided of the building elevation where the advertisement/s are to be located at 1:00 / 1:50 scale.

H. MISCELLANEOUS

All drawings should have a unique reference number and have their size and scale clearly indicated on them i.e. 1:100 at A1, 1:50 at A3 etc

IMPORTANT NOTES

1. Clearly 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 e.g. with regard to matters such as accurate plotting of trees. However, if after making a site visit such information is found to be lacking or inaccurately presented, this will need to be requested and may delay the determination of your application. It is therefore essential that the application is accurately submitted in the first place so as to prevent any delays in its assessment.

2. If submitted electronically, all the above will be required except signatures on the planning application form and certificate. Any electronic submission will only require the provision of one electronic copy of all relevant documents As well as the national statutory requirements for submitting a valid application, the Council has prepared a local list of supporting documentation - Planning Application Local Validation Requirements. These **MUST** be read in conjunction with the above requirements as both must be complied with in order for an application to be considered as valid.

Planning Application Validation Matrix

	Full Planning Application	Outline Planning Application	Reserved Matters Application	Householder Application	Listed Building Consent Application	Application for Advertisement Consent	Application for Prior Notification	Application for Lawful Development Certificate (existing and proposed)	Application for prior notification for Telecommunications	Application for Prior Notification for Demolition	Applications for removal or variation of a condition following grant of planning permission (S73)	Discharge of condition following grant of planning permission	Application for non material amendment to existing planning permission
Application Form	R	R	R	R	R	R	R	R	R	R	R	R	R
Ownership Certificate	R	R		R	R		R	R	R	R			
Notice to owner	R	R		R	R		R	R	R	R			
Agricultural Certificate	R	R		R	R		R	R	R	R			
Fee	C	C	R	C		R	R	R	R	R	R	R	R
Location Plan	R	R	R	R	R	R	C	R	R	R	R		C
Site Layout Plan	C	C	C	R	C	R	C	C	R	R	C	C	C
Existing and Proposed Elevations	C	C	C	R	C	C	C	C	C	C	C	C	C
Existing and Proposed Floorplans	C	C	C	R	C		C	C	C	C	C	C	C
Existing and Proposed Site Sections, Floor and Site Levels	C	C	C	C	C		C	C		C	C	C	C
Roof Plans	C	C	C	C	C		C	C			C	C	C
Affordable Housing Statement	C	C									C		
Air Quality Assessment	C	C									C		
SAC Impact Assessment	C	C											
Coal Mining Risk Assessment	C	C	C										
Daylight Sunlight Assessment	C		C	C							C		C
Design and Access Statement	C	C	C	C	R								
Drainage Strategy (SUDS)	C	C											
Ecological and Biodiversity Survey	C	C		C					C	C			
Employment Land Assessment	C	C									C		
Environmental Impact Assessment	C	C											
Foul Sewerage Assessment	C	C	C										
Flood Risk Assessment	C	C		C			C						
Heritage Statement	C	C	C	C	R	C			C	C	C		
Land Contamination Assessment	C	C	C				C						
Landscaping Scheme	C	C	C	C									
Lighting Assessment	C	C	C	C		C							
Noise / Vibration Assessment	C	C	C	C			C		C		C		
Open Space Assessment	C	C	C										
Parking / Access Assessments	C	C	C	C									C
Planning	R	R	C		R								
Planning Obligations Draft Heads of Terms	C	C					C				C		
Playing Fields Assessment	C	C											
Photographs and Photomontages	C	C		C	C								
Statement of Agricultural Need	C	C											
Statement of Community Involvement	C	C									C		
Structural Survey	C	C	C										
Sustainability Statement	R	R	R	C									
Site Waste Management Plan	C	C											
Telecommunications Supporting Information	C								R		C		
Transport Assessment / Statement / Travel Plan	C	C					C				C		
Town Centre / Retail Impact Assessment	C	C									C		
Topographical Survey	C	C	C	C									
Tree Survey / Tree Assessment	C	C	C	C							C		
Utilities Statement	C	C	C										
Ventilation / Extraction Details / Refuse Collection	C		C										
Viability Assessment	C	C	C								C		
Water Quality Assessment	C	C	C	C									
Community Infrastructure Levy Question Form	R	R	R	R			R				R		R

R – Required

C – Conditional - see relevant section (dependent on site and application context) ;