

CANNOCK CHASE DISTRICT COUNCIL

**VALIDATION OF PLANNING
APPLICATIONS**

**GUIDE TO NATIONAL AND LOCAL
REQUIREMENTS**

Introduction

This document explains the information requirements for all the categories of applications submitted under the Town & Country Planning Acts to enable applications to be validated and the processing time for decisions (8 weeks in most cases but 13 weeks for major applications and 16 weeks for applications which are accompanied by Environmental Statements) to commence.

The contents are in three parts:-

1. The first setting out the national information requirements which apply in all cases in relation to the application types described.
2. The second comprising the local requirements which apply to specific types of, or scale of, or locations of applications.
3. The combined checklist of contents relating to each category of application.

The lists are taken from the Department for Communities and Local Government document 'The Validation of Planning Applications – Guidance for Local Planning Authorities' published in December 2007.

The list of 25 types of application form is set out at Annex A, together with the checklists of national and local validation requirements for the most common categories of application. The remaining categories will be added later.

Aims of the New Process

The combined use of the national and local lists will:-

- Help applicants, from the outset, to understand the type and extent of information that will be required of them;
- Provide greater certainty for the applicant;
- Enable the Local Planning Authority (LPA) to have all the information it needs in order to determine the application, draft the planning permission, word any planning conditions and conclude any planning obligation;
- Minimise the risk that the LPA will have to go back to an applicant for more information and thus the risk that the authority will fail to achieve performance targets.

The local list will be reviewed every three years, with any substantial amendments being subject to re-consultation and adoption procedures. Minor changes to take account of statutory changes or government guidance may be made without the need for re-consultation.

The above requirements do not take away existing powers to require further particulars or evidence under Section 62(3) of the Town & Country Planning Act 1990. Under Regulation 4

of the Town & Country Planning (Applications) Regulations 1988 LPAs can direct applicants to:-

- (a) Supply any further information, and, except in the case of outline applications, plans and drawings necessary to enable them to determine the application (but see section below on outline applications) or;
- (b) Provide one of their officers with any evidence in respect of the application as is reasonable for them to call for to verify any particulars of information given to them.

The Procedures

If an applicant does not submit an application in accordance with the national statutory requirements and locally adopted requirements the LPA will be entitled to declare the application invalid, and so decline to start processing it.

The LPA will set out its reasons for declaring an application invalid in writing to the applicant and specify the information required in order to make the application valid. Where an application is not accompanied by the information required, applicants must provide written justification with the application as to why it is not appropriate in the particular circumstances. In such cases we will not declare applications invalid unless we are satisfied that we can give appropriate reasons in writing based on the contents of this document.

In most cases the information requirements will be very clear. However, there may be circumstances where applicants do not agree with the requirement for information or plans set out in this document and wish to challenge the decision not to validate an application. In such cases, applicants have the right of appeal for non-validation under Section 78 of the Town & Country Planning Act 1990. The relevant ground for the appeal would be non-determination within the 8 or 13 week determination period (depending upon whether the application is minor or major). Similarly the right to complain to the Local Government Ombudsman also exists.

The time period from application to decision begins the day after a valid application and the correct fee (where a fee is payable) have been received. Applications will be marked with the date of receipt. A letter will be sent to the applicant confirming the validity of the application and confirming the start date of the statutory period for determination and the date from when an appeal can be made. Where we consider an application to be invalid, the notification letter will include a statement of the outstanding information required from the applicant to achieve validation, based upon the national list and the adopted local list.

If an apparently valid application is later found to be invalid following registration, for example because of a dishonoured cheque, incorrect certificate or incorrect information, the original start date for processing the application will be disregarded. The time from application to decision will start again on the date the application is made valid. This only applies if the original application is invalid and does not apply if the authority requires additional information to determine the application.

Pre-Application Discussions

An essential element of the validation procedures is the encouragement and facilitation of pre-application discussions for all types of application to guide applicants through the process and to ensure that applicants are aware of the information requirements for validation.

Applicants and agents are recommended to contact officers in the Development Control Team at an early stage to request pre-application discussions. It is most beneficial if this is done at the concept plan stage before principles have been firmed up. However, these discussions are at their most useful if at least some illustrative material is provided.

The officer involved in the pre-application discussions is likely also to be the case officer for the processing of the application. We undertake to stand by our original advice in the way we process the subsequent application provided that the contents of the application have followed the initial written advice given, unless any new information material to the decision making process arises, for example as a result of views expressed by consultees. The case officer will co-ordinate any input of consultees, through a 'development team' approach where necessary. In some cases, officers may recommend direct discussions between the applicant and consultee. As well as identifying information requirements for validation, discussions with consultees may also identify whether any other consents are required.

A list of contacts is attached at Annex B.

National List of Information Requirements

Applications for Outline Planning Permission

Applications for outline planning permission generally need not include details of any proposed reserved matters which comprise:-

- **Layout** – the way in which buildings, routes and open spaces are provided within the development and their relationship to buildings and spaces outside the development.
- **Scale** – the height, width and length of each building proposed in relation to its surroundings.
- **Appearance** – the aspects of a building or place which determine the visual impression it makes, excluding the external built form of the development.
- **Access** – this covers accessibility to and within the site for vehicles, cycles and pedestrians in terms of the positioning and treatment of access and circulation routes and how these fit into the surrounding access network.
- **Landscaping** – this is the treatment of private and public space to enhance or protect the site's amenity through hard and soft measures, for example, through planting of trees or hedges or screening by fences or walls.

However, if we receive an outline application and believe that the principle of the type of development proposed should not be considered separately from all or any of the reserved matters we will write stating that further details must be submitted and what these details are. We aim to do this within 5 working days. This is a separate process from the validation requirements described below (Article 3(2) of the General Development Procedures Order actually allows us one month to do this).

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

The Standard Application Form and Checklist (see Annex A)

Either submitted electronically or on paper. In the latter case 4 copies of the form are required.

Plans

Either submitted electronically or on paper. In the latter case 4 copies are required for validation purposes, but for major applications (10 or more dwellings, 1000m² or more floorspace of other uses) or applications in Parished areas where more extensive consultation is required, please check with the Development Control Team the number of additional copies which would assist with carrying out the consultation process quickly.

The following plans are required:-

The Location Plan

All application plans must include copies of a location plan based on an up-to-date map. This should normally be at a scale of 1:1250 or 1:2500. In cases of developments on very large sites other scales may also be required. Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

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

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

Other Plans

The nature of other plans required will depend on whether one or more reserved matters are being submitted at this stage (see section below on applications for full planning permission).

Ownership Certificates

Under Section 65(5) of the Town & Country Planning Act 1990, read in conjunction with Article 7 of the GDPO, the LPA must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property.

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

Notice(s)

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

Agricultural Holdings Certificate

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

The correct fee (where one is necessary).

For validation purposes even if layout, scale and access are reserved an application will still require a basic level of information. As a minimum, applications must always include information on:-

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

In addition to the information above, applications for outline planning permission must also include a Design and Access Statement. The Design and Access Statement should contain the information set out in the table below:-

OUTLINE APPLICATIONS

Application must include:	Design and Access Statements must:	Guidance notes for Small Schemes
Use – specified in the application	Explain and justify use or uses proposed, their distribution within the site if relevant and their relationship to uses surrounding the site.	In simple cases indicate why the proposed use(s) are appropriate to the site.
Quantum of development – specified in the application	Explain and justify the amount of development proposed and how this will be distributed within the site in terms of density of development and how this relates to the site's surroundings.	The number of dwellings and/or floorspace proposed for other uses must be specified on the application form.
Indicative layout – with separate development zones proposed within the site boundary where appropriate. Where possible should also show individual blocks or building plots within each boundary	Explain and justify the principles behind the layout and development zones proposed and explain how these will inform the intended layout in terms of the relationship between buildings and public spaces within and surrounding the site.	In simple cases an indicative layout of buildings, access and parking facilities.
Scale Parameters – Indicate the upper and lower limits for the height, width and length of each building for which outline permission is being sought	Explain and justify the principles behind the intended scales proposed and explain how these will inform the final scale of buildings including why heights proposed have been settled upon, how they relate to the site's surroundings and any relevant skyline.	In simple cases an explanation of the intended scale of buildings and how this will relate to the surroundings.
Indicative Access Points – Define an area or areas in which the access point or points to the site will be situated	Explain and justify the principles behind access and circulation proposals. This should include how the development will connect with the surrounding network and allow appropriate circulation within the site. Explain how these principles will inform the final access arrangements to and through the site and how inclusive access will be ensured.	In simple cases an explanation of why the location of the access shown on the indicative layout has been chosen and how it will ensure inclusive access for all to the development.
Landscaping – Information within the outline application where landscaping is a reserved matter.	Explain and justify the principles behind the intended hard and soft landscaping of private and public spaces, and how these will be used to create a landscape scheme. Explain the purposes of landscaping private and public spaces on the site in terms of biodiversity, amenity, safety, appearance and sustainability and its relationship to the surrounding area. Include information on which trees, hedges and other landscape features are to be retained and which are to be removed with reasons, relating this to the indicative layout (see Local Requirements).	Trees, hedges and other landscape features to be retained and removed (if applicable) and areas for new landscaping to be shown on the layout (see Local Requirements).

Application must include:	Design and Access Statements must:	Guidance notes for Small Schemes
<p>Climate change – proposals for mitigation of and adaptation to climate change</p>	<p>Explain how the development will contribute to:-</p> <ul style="list-style-type: none"> • Reducing the need to travel by private car • Lowering energy demands for heating and cooling • Use of sustainable and renewable energy • Reduce the risk of flooding e.g. sustainable urban drainage • Reduce dependence on mains water <p>For dwellings how the development will perform in relation to <u>the Code for Sustainable Homes</u></p>	
<p>Waste – storage and recycling</p>	<p>Explain how sufficient space will be provided for waste and recycling bins/containers.</p>	
<p>No mandatory requirement for information on the appearance of the development within the outline application where appearance is a reserved matter.</p>	<p>Explain and justify the principles behind intended appearance of the development explaining how this will relate to the appearance and character of the development's surroundings.</p>	<p>In simple cases explain the style of buildings and the intended materials to be used.</p>

Application for Full Planning Permission

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

The Standard Application Form and Checklist (see Annex A)

Either submitted electronically or on paper. In the latter case 4 copies of the form are required.

Plans

Either submitted electronically or on paper. In the latter case 4 copies are required for validation purposes, but for major applications (10 or more dwellings, 1000m² or more floorspace of other uses) or applications in Parished areas where more extensive consultation is required, please check with the Development Control Team the number of additional copies which would assist with carrying out the consultation process quickly.

The following plans are required:-

The Location Plan

All application plans must include copies of a location plan based on an up-to-date map. This should normally be at a scale of 1:1250 or 1:2500. In cases of developments on very large sites other scales may also be required. Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

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

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

Site or Block Plan

The site or block plan must be drawn at a scale of 1:500 or 1:200 and accurately show:-

- a) The direction of North
- b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the 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 and hedges on the site, and those on adjacent land that could influence or be affected by the development

- f) The extent and type of hard surfacing
- g) Boundary treatment including walls or fencing where this is proposed

Existing and Proposed Elevations

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

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property. For the elevations facing the street this should be produced as a continuous street scene elevation including adjoining development on each side of the application site.

Existing and Proposed Floor Plans

These should be drawn to a scale of 1:50 or 1:100 and should explain 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 for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).

Existing and Proposed Site Sections and Finished Floor and Site Levels

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

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

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

Roof Plans

A roof plan is used to show the shape of the roof and may be drawn at scale smaller than the scale used for the floor plans, e.g. 1:200. Details must include the roofing materials.

Ownership Certificates

Under Section 65(5) of the Town & Country Planning Act 1990, read in conjunction with Article 7 of the GDPO, the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

Notice(s)

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

Agricultural Holdings Certificate

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

The correct fee (where one is necessary).

Design and Access Statements

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

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

However, statements are required for householder applications where any part of a dwellinghouse or its curtilage falls within one of the following designated areas:-

- Site of Specific Scientific Interest
- Conservation Area
- Area of Outstanding Natural Beauty

Contact the Development Control Team if you are unsure whether the property falls within one of these areas.

The Design and Access Statement should contain the information set out in table below:-

FULL OR RESERVED MATTERS APPLICATIONS

Application must include:	Design and Access Statements must:	Guidance notes for Small Schemes
Use – specified in the application	Explain and justify use or uses proposed, their distribution within the site if relevant and their relationship to uses surrounding the site.	In simple cases indicate why the proposed use(s) is/are appropriate to the site.
Quantum of development – specified in the application	Explain and justify the amount of built space proposed in terms of density of development on the site and how this relates to the site's surroundings.	The number of dwellings including the number of bedrooms in each and/or the floorspace proposed for other uses must be specified on the application form.
Layout – the exact siting of buildings and spaces within the site specified in the application	Explain and justify the principles behind the layout in terms of the relationship between buildings and public spaces within and surrounding the site.	In simple cases explain why the siting of buildings is appropriate to the characteristics of the site and the surroundings.
Scale – the exact size of buildings specified in the application	Explain and justify the scale of buildings including why heights proposed have been settled upon, how they relate to the site's surroundings and any relevant skyline.	In simple cases explain why the height and massing of the buildings are appropriate to the site and its surroundings.
Access – the exact positioning and size of vehicular, pedestrian and cycle access into the site from the surrounding network and access and circulation routes within the site to be specified in the application.	Explain and justify how the proposed access arrangements will provide circulation opportunities to and through the site and how these connect with the surrounding network and how inclusive access will be ensured, including for people with mobility difficulties. Accessibility to public transport must also be included.	Explain how access can be gained by all people including those with mobility problems. State how accessible the site is to public transport.
Landscaping – landscaping scheme including details of both hard and soft landscaping within the application.	Explain and justify the principles used to develop the proposed hard and soft landscaping scheme for public and private spaces. Explain the purpose of landscaping private and public spaces on the site in terms of biodiversity, amenity, safety, appearance and sustainability and its relationship to the surrounding area. Include information on which trees, hedges and other landscape features are to be retained and which are to be removed (see Local Requirements).	Details of hard and soft landscaping, tree, hedge and other landscape features to be retained and removed (see Local Requirements).
Appearance - Indicate the detailing, materials and lighting to be used in the development.	Explain and justify the appearance that will result from the detailing, materials and lighting proposed. Show where on the building it is envisaged that signage is to be sited. Explain how this appearance will relate to the development's surroundings.	In small schemes in addition to choice of brick/tile or other external materials explain the door, window and roof verge detailing and why this is appropriate.

Application must include:	Design and Access Statements must:	Guidance notes for Small Schemes
<p>Climate change – proposals for mitigation of and adaptation to climate change</p>	<p>Explain how the development will contribute to:-</p> <ul style="list-style-type: none"> • Reducing the need to travel by private car • Lowering energy demands for heating and cooling • Use of sustainable and renewable energy • Reduce the risk of flooding e.g. sustainable urban drainage • Reduce dependence on mains water <p>For dwellings how the development will perform in relation to <u>the Code for Sustainable Homes</u></p>	
<p>Waste – storage and recycling</p>	<p>Show the location and design of waste/recycling storage areas. For dwellings the space should be sufficient to accommodate two wheelie bins and recycling box.</p>	
<p>No mandatory requirement for information explaining the applicant's assessment of context and how the proposal responds to this within the application.</p>	<p>Explain and justify how the assessment and evaluation of the physical, social and policy context of the development has informed the proposed design. This information will summarise how all design issues listed above have responded to the development's context.</p>	<p>Not applicable.</p>

Applications for Listed Building Consent

The information requirements are the same as for applications for full planning permission with the Design & Access Statement specifically dealing with:-

- i) The special architectural or history interest of the building both internally and externally;
- ii) The particular physical features of the building that justify its designation as a listed building, both internal and external; and
- iii) The building's setting.

Local List of Information Requirements

Affordable Housing Statement

Affordable housing is defined in Planning Policy Statement 3 Housing (November 2006) as social rented housing owned and managed by Local Authorities, Registered Social Landlords (RSL) or other rented housing owned or managed by persons providing equivalent rental arrangements agreed with the Local Authority or Housing Corporation together with intermediate affordable housing at prices and rents above those of social rent but below market prices or rents including shared equity (e.g. Home Buy).

The Council has an up to date housing needs survey and an emerging Supplementary Planning Document on Housing Choices (January 2008).

All applications including 15 or more dwellings or where the site exceeds 0.5 ha will need to include information on the number, mix and proposed tenure of the proportion of affordable units which have been agreed with the LPA. The affordable housing statement should also include details of the RSL acting as partner in the development.

Air Quality Assessment

Where the 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, render unworkable, elements of a local authority's air quality action plan, applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area. There is currently (January 2008) one AQME in the District at Watling Street, Bridgtown. Further advice is available in Planning Policy Statement 23: Planning and Pollution Control (November 2004).

Biodiversity Survey and Report

Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the Protection of Badgers Act 1992. Applications for development in the countryside that will affect areas designated for their biodiversity interests (Special Areas of Conservation, Sites of Special Scientific Interest, Sites of Biological Interest and Sites with Protected Species) will need to include assessments of impacts and proposals for long term maintenance and management. This information might form part of an Environmental Statement, where one is necessary. Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts. Government planning proposals for biodiversity are set out in Planning Policy Statement 9: Biodiversity and Geological Conservation (PPS9) (August 2005), PPS9 is accompanied by a

Government Circular: Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system (ODPM Circular 06/2005, Defra Circular 01/2005 and Planning for Biodiversity and Geological Conservation: A Guide to Good Practice.

The Council has adopted the **Biodiversity and Geological Conservation Validation Checklists for Staffordshire** in order to assess whether biodiversity interests have been properly considered. Please note that many of the surveys required can only be carried out at specific times of the year.

Daylight/Sunlight Assessment

In circumstances where there is potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space then applications may also need to be accompanied by a daylight/sunlight assessment. Further guidance is provided in BRE Report 209, 1991 (Site Layout Planning for Daylight and Sunlight: A Good Practice Guide).

The standard requirement will be for 1:200 scale block plans to show the relationship of the proposed development to the 45⁰ and 25⁰ rising plane of daylight received by principal windows affected by the development at any property adjoining the application site.

Please note that this assessment would not confer any immunity on those whose works infringe another's property rights which may be subject to action under the Right of Light Act 1957.

Economic Statement

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

Environmental Statement

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

Where an EIA is required, Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement. The information in the Environmental Statement has to be taken into consideration when the LPA decides whether to grant planning consent. It is helpful for a developer to request a 'screening opinion' (i.e. to determine whether EIA is required) and a 'scoping opinion' (to determine the contents of the EIA) from the LPA before submitting a planning application.

Flood Risk Assessment

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

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

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

Foul Sewage and Utilities Assessment

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

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

New foul and surface water sewers will need to be designed to meet the requirements of Severn Trent Water and, in the case of highway drainage the Highway Authority.

An application should indicate how the development connects to existing utility infrastructure systems. Most new development requires connection to existing utility

services, including gas and electricity supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal. Two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and secondly whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains. (See section on Landscaping, Trees and Hedges below).

The applicant should demonstrate:

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

Heritage Statement (including Historical, Archaeological Features and Scheduled Ancient Monuments)

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

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

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

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

For applications within or adjacent to a Conservation Area, an assessment of the impact of the development on the character and appearance of the area will be required as part of a design and access statement.

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

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

Land Contamination Assessment

Applications may also need to be accompanied by a land contamination assessment which should include an assessment of contamination in line with **Planning Policy Statement 23: Planning and Pollution Control** (November 2004). Sufficient information should be supplied to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed. The Council holds information on former contamination uses including former landfill sites which may be obtained from the Environmental Protection section. Detailed guidance adopted by the Council is contained in the document **Contaminated Land – a guide for the redevelopment of land affected by contamination (Staffordshire Local Authorities)**.

Landscaping, Trees and Hedges

Where there are trees or hedges within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees and hedges are to be retained and which are to be removed with the reasons why and on the method of protecting trees and hedges during construction works. This information should be prepared by a qualified arboriculturist. Trees are likely to be affected if development is proposed within 10m of the trunk and hedges if development is proposed within 5m of the centre of the hedge. Development includes buildings, hard surfaces, services and changes in levels.

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

Where landscaping is proposed, applications must be accompanied by landscaping details and include proposals for long-term maintenance and landscape management. These details should follow the landscape principles set out in the Design & Access Statement.

The landscaping, tree and hedge information submitted must comply with the requirements set out in the **Supplementary Planning Guidance: Trees Landscape & Development**.

Lighting Assessment

Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a listed building or a conservation area, or open countryside, where external lighting would be provided or made necessary by the development, or commercial buildings/open storage areas requiring lighting for operational reasons, will need to be accompanied by details on external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design. **Lighting in the Countryside: Towards Good Practice (1997)** is a valuable guide. It demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. The advice is applicable in towns as well as the countryside.

Noise Assessment

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

Open Space Assessment and Provision

There are two aspects to this subject, proposals for development of existing open spaces, sports or recreation facilities (public or private) and provision of new open space sport and recreation facilities to meet the needs of new development.

The Council has undertaken an assessment in accordance with the guidance in Planning Policy Guidance Note 17: Planning for Open Space Sport and Recreation (July 2002). It will use this to assess the impact of the loss of existing facilities and the need for new provision against the standards proposed in its emerging Core Strategy.

Applicants must demonstrate how their proposals for major housing development will meet the local need for open space sport and recreation facilities including any compensatory provision for loss of existing provision.

Parking Provision

Applications which include on-site parking will be required to provide details of existing and proposed parking provision. These details must also be shown on a site layout plan.

Photographs and Photomontages

These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. Photographs must be provided as part of a Design & Access Statement if the proposal involves the demolition of an existing building or development affecting a Conservation Area or a Listed Building.

Planning Obligations – Draft Heads of Terms

Planning obligations (or “Section 106 Agreements”) are private agreements negotiated between local planning authorities and persons with an interest in land (or “developers”), and are intended to make acceptable development which would otherwise be unacceptable in planning terms. Alternatively they may take the form of unilateral undertakings offered by developers.

The Council currently (March 2008) requires this method of dealing with the impacts of development under the following headings:-

- Affordable Housing
- Open Spaces, Sport & Recreation
- Education
- Transport Infrastructure & Travel Plans

Other subjects for obligations may arise in specific cases.

Standardised forms of obligation are set out in Annex C. We will require a statement of the proposed Heads of Terms to accompany the application. The nature of these obligations will need to have been established in pre-application discussions.

Planning Statement

For large scale developments contributing in a significant way to the delivery of planning policy or having a major environmental impact will be required to include a planning statement to identify the context and need for a proposed development and include an assessment of how it accords with relevant national, regional and local planning policies. It will also include details of consultations with the LPA and wider community/statutory consultees undertaken prior to submission.

Site Waste Management Plan

Proposed new developments involving non-householder demolitions should be supported by site waste management plans of the type encouraged by the code of practice published in 2004 by the Department of Trade and Industry, now the Department for Business Enterprise and Regulatory Reform **Site Waste Management Plans: Guidance for Construction Contractors and Clients**. These do not require formal approval by planning authorities but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the re-use and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed.

Structural Survey

A structural survey will be required in support of an application if the proposal involves substantial demolition, for example proposals affecting Listed Buildings, Conservation Areas or barn conversion applications.

Telecommunications Development – Supplementary Information

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

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

Town Centre Uses – Evidence to Accompany Applications

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

Transport Assessment

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

Travel Plans

A (draft) travel plan should be submitted alongside planning applications which are likely to have significant transport implications. 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. The (draft) travel plan should have a strategy for its implementation that is appropriate for the development proposal under consideration. It should identify the travel plan co-ordinator, 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.

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.

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.

Further advice is available in **Using the planning process to secure travel plans: best practice guidance for local authorities, developers and occupiers (ODPM and DfT 2002)** and **Making residential travel plans work (DfT 2007)**.

Indication Thresholds for Transport Assessments (TAs), Transport Statements (TSs) and Travel Plans (TPs)

These thresholds are for guidance purposes and should not be read as absolutes. The Highway Authority may interpret them in light of their own circumstances. There are several qualitative factors that need to be taken into account and that are not captured by this document. There will also be site specific issues that assessments will need to cover.

In some circumstances, a TA may be appropriate for a smaller development than suggested by the thresholds. Early pre-application discussions between a developer and the Highway Authority is strongly recommended.

Thresholds Based On Size Or Scale Of Land Use						
	Land Use	Use/Description of Development	Size	No Assessment	TS	TA/TP
1	Food Retail (A1)	Retail sale of food goods to the public – food superstores, supermarkets, convenience food stores.	GFA	<250 sq.m.	>250 <800 sq.m.	>800 sq.m.
2	Non-Food Retail (A1)	Retail sale of non-food goods to the public; but includes sandwich bars – sandwiches or other cold food purchased and consumed off the premises, internet cafes.	GFA	<800 sq.m.	>800 <1500 sq.m.	>1500 sq.m.
3	A2 Financial and Professional Services	Financial services – banks, building societies and bureaux de change, professional services (other than health or medical services) – estate agents and employment agencies, other services – betting shops, principally where services are provided to visiting members of the public.	GFA	<1000 sq.m.	>1000 <2500 sq.m.	>2500 sq.m.

Thresholds Based On Size Or Scale Of Land Use						
	Land Use	Use/Description of Development	Size	No Assessment	TS	TA/TP
4	A3 Restaurants and Cafes	Restaurants and cafes – use for the sale of food for consumption on the premises, excludes internet cafes (now A)	GFA	<300 sq.m.	>300 <2500 sq.m.	>2500 sq.m.
5	A4 Drinking Establishments	Use as a public house, wine bar or other drinking establishment	GFA	<300 sq.m.	>300 <600 sq.m.	>600 sq.m.
6	A5 Hot Food Takeaway	Use for the sale of hot food for consumption on or off the premises	GFA	<250 sq.m.	>250 <500 sq.m.	>500 sq.m.
7	B1 Business	(a) Offices other than in use within Class A2 (Financial and Professional Services) (b) Research and development – laboratories, studios (c) Light industry	GFA	<1500 sq.m.	>1500 <2500 sq.m.	>2500 sq.m.
8	B2 General Industrial	General industry (other than classified as in B1), the former 'special industrial' use classes, B3 – B7, are now all encompassed in the B2 use class	GFA	<2500 sq.m.	>2500 <4000 sq.m.	>4000 sq.m.
9	B8 Storage and Distribution	Storage or distribution centres – wholesale warehouses, distribution centres and repositories	GFA	<3000 sq.m.	>3000 <5000 sq.m.	>5000 sq.m.
10	C1 Hotels	Hotels, boarding houses and guest houses, development falls within this class if 'no significant element of care is provided'.	Bedroom	<75 bedrooms	>75 <100 bedrooms	>100 bedrooms
11	C2 Residential Institutions – Hospitals, Nursing Homes	Used for the provision of residential accommodation and care to people in need of care	Beds	<30 beds	>30 <50 beds	>50 beds

Thresholds Based On Size Or Scale Of Land Use

	Land Use	Use/Description of Development	Size	No Assessment	TS	TA/TP
12	C2 Residential Institutions – Residential Education	Boarding schools and training centres	Student	<50 students	>50 <150 students	> 150 students
13	C2 Residential Institutions – Institutional Hostels	Homeless shelters, accommodation for people with learning difficulties and people on probation	Resident	<250 residents	>250 <400 residents	>400 residents
14	C3 Dwelling Houses	Dwellings for individuals, families or not more than 6 people living together as a single household. Not more than 6 people living together includes – students or young people sharing a dwelling and small group homes for disabled or handicapped people living together in the community	Dwelling Unit	<50 units	>50 <80 units	>80 units
15	D1 Non-Residential Institutions	Medical and health services – clinics and health centres, crèches, day nurseries, day centres and consulting rooms (not attached to the consultant's or doctor's house), museums, public libraries, art galleries, exhibition halls, non-residential education and training centres, places of worship, religious instruction and church halls.	GFA	<500 sq.m.	>500 sq.m. < 1000 sq.m.	> 1000 sq.m.

Thresholds Based On Size Or Scale Of Land Use

	Land Use	Use/Description of Development	Size	No Assessment	TS	TA/TP
16	D2 Assembly and Leisure	Cinemas, dance and concert halls, sports halls, swimming baths, skating rinks, gymnasiums, bingo halls and casinos, other indoor and outdoor sports and leisure uses not involving motorised vehicles or firearms	GFA	<500 sq.m.	>500 <1500 sq.m.	>1500 sq.m.
17	Others	For example, stadium, retail warehouses, clubs, amusements arcades, laundrettes, petrol filling stations, taxi businesses, car/vehicle hire businesses and the selling and displaying of motor vehicles, nightclubs, theatres, hostels, builders yards, garden centres, Pos, travel and ticket agencies, hairdressers, funeral directors, hire shops, dry cleaners	TBD	Discuss with appropriate highway authority	Discuss with appropriate highway authority	Discuss with appropriate highway authority

Thresholds Based On Other Considerations				
	Other Considerations	TS	TA	TA/TP
1	Any development that is not in conformity with the adopted development plan			✓
2	Any development generating 30 or more two-way vehicle movements in any hour		✓	
3	Any development generating 100 or more two-way vehicle movements per day		✓	
4	Any development proposing 100 or more parking spaces		✓	
5	Any development that is likely to increase accidents or conflicts among motorised users and non-motorised users, particularly vulnerable road users such as children, disabled and elderly people			✓
6	Any development generating significant freight or HGV movements per day, or significant abnormal loads per year		✓	
7	Any development proposed in a location where the local transport infrastructure is inadequate – for example, sub-standard roads, poor pedestrian/cycle facilities and inadequate public transport provisions		✓	
8	Any development proposed in a location within or adjacent to an Air Quality Management Area (AQMA)		✓	

Ventilation/Extraction Statement

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

TYPES OF APPLICATION FORM

Householder Application Forms

- (1) Householder Application Form
 - (1) Help Notes

 - (2) Householder Application Form for Works or Extension to a Dwelling and Conservation Area Consent
 - (2) Help Notes

 - (3) Householder Application Forms for Works or Extension to a Dwelling and Listed Building Consent for Alterations, Extension or Demolition of a Listed Building
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Full Planning Application/Reserved Matters Application Forms

- (4) Application for Planning Permission – Full for Residential/Commercial/Other Developments
 - (4) Help Notes

 - (23) Consent for Approval of Reserved Matters Following Outline Approval
 - (23) Help Notes
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-

Outline Application Forms

- (5) Outline Application with Some Matters Reserved
 - (5) Help Notes

 - (6) Outline Application – All Matters Reserved
 - (6) Help Notes
-
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Conservation Area Application Forms

- (7) Application for Planning Permission and Conservation Area Consent for Demolition in a Conservation Area
 - (7) Help Notes

 - (10) Application for Conservation Area Consent for Demolition in a Conservation Area
 - (10) Help Notes

 - (2) Householder Application for Planning Permission for Works or Extension to a Dwelling and Conservation Area Consent
 - (2) Help Notes
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Listed Building Application Forms

- (8) Application for Planning Permission and Listed Building Consent
 - (8) Help Notes

 - (11) Application for Listed Building Consent for Alterations, Extension or Demolition of a Listed Building
 - (11) Help Notes

 - (3) Householder Application for Planning Permission for Works to a Dwelling and Listed Building Consent
 - (3) Help Notes
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Advertisement Application Forms

- (12) Application for Consent to Display an Advertisement(s)
 - (12) Help Notes

 - (9) Application for Planning Permission and Consent to Display Advertisements
 - (9) Help Notes
-

Demolition Application Forms

- (22) Application for Prior Notification of Proposed Demolition
- (22) Help Notes

Please note these forms are not applicable if demolition involves conservation consent or a listed building, please see Conservation/Listed Building sections.

Agricultural or Forestry Developments

- (16) Application for Prior Notification of Agricultural or Forestry Development – Proposed Building
 - (16) Help Notes

 - (18) Application for Prior Notification of Agricultural or Forestry Development – Excavation/Waste Material
 - (18) Help Notes
-

Lawful Development Application Forms

- (14) Application for a Lawful Development Certificate for an Existing Use or Operation/Activity Including Those in Breach of a Planning Condition
- (14) Help Notes

- (15) Application for a Lawful Development Certificate for a Proposed Use or Development

(15) Help Notes

Telecommunication Application Forms

(20) Application for Prior Notification of Proposed Development by Telecommunications
Code System Operators

(20) Help Notes

Variation of Details/Conditions Forms

(25/26) Application for Removal or Variation of a Condition Following Grant of Permission

(25/26) Help Notes

(27) Application for Approval of Details Reserved by a Condition

(27) Help Notes

(31) Application for Tree Works: Works to Trees Subject to a Tree Preservation Order
and/or Notification of Proposed Works to Trees in Conservation Areas

(31) Help Notes

(21) Application for Hedgerow Removal Notice

(21) Help Notes

Checklist of National and Local Validation Requirements

National Application Forms

The forms can be printed from the Council's website www.cannockchasedc.gov.uk. The checklists contained towards the end of each of the Standard types of National Application Form and accompanying Guidance Notes do not give detailed guidance on the type of drawings required for applications. The Guidance Notes cover some of the key validation issues such as assessment of flood risk and biodiversity but do not cover all relevant issues which are set out in full in our Adopted Validation Document dated March, 2008. You therefore need to consult the documents below before completing your application.

Information on National and Local Validation Requirements

The local requirements for information to accompany an application which apply in certain cases are described in the Council's Adopted Guidance Validation of Planning Applications March, 2008. This also includes an explanation of the national requirements. Please ensure that you have read and understood this document together with the more detailed guidance which applies in particular circumstances which is set out in the following additional documents:-

Biodiversity and Geological Conservation – Validation Checklist for Staffordshire – Relevant where protected or priority species are known or strongly suspected to be present and/or designated sites of nature conservation or geological conservation interest or priority habitats are involved.

Contaminated Land – A Guide for the Redevelopment of Land Affected by Contamination (Staffordshire Local Authorities) – Relevant where there is evidence to suggest that the site could be contaminated or be affected by nearby contaminated sites.

Trees, Landscape and Development Supplementary Planning Guidance – Relevant where there are existing trees and hedgerows on the application site or within influencing distance of the proposed development and where proposed new hard and soft landscaping forms part of the application.

All documents are published on the Council's Website www.cannockchasedc.gov.uk. Paper copies can be obtained from Planning Admin 01543 464536 at a cost of £5.90 per copy. The applicability of the local requirements relates to the type of application, the scale of development and the site location or a combination of one or more of these factors. Thresholds at and above which certain categories of information must be submitted are specified in the Validation Document.

In order to assist applicants to understand the national and local requirements for the main categories of application, we have set out comprehensive checklists which cross-refer to the detailed guidance in the Validation Document. They are attached at Annex A to the Document. There are separate checklists for the following types of application:-

- Outline applications with some or all matters reserved for subsequent approval (Forms 5 and 6).
- Full applications and reserved matters applications (if issues have not been dealt with at outline stage) for non-householder development excluding changes of use other than creation of new dwellings (Forms 4 and 23).
- Applications for change of use with no operational development (other than ventilation/extraction equipment) (Form 4).
- Householder applications, Householder/Conservation Area Consent, Householder/Listed Building Consent (Forms 1, 2 and 3).
- Applications for advertisement consent (Form 12).

Checklists for other categories of application contained in Annex A of the Validation Document will be produced shortly.

When submitting an application on or after 7 April 2008 it will need to be accompanied by a completed copy of the appropriate checklist.

**OUTLINE APPLICATIONS WITH SOME OR ALL MATTERS RESERVED FOR
SUBSEQUENT APPROVAL**

National requirements in all cases

(tick if included)

- Appropriate application form, either Outline application with some matters reserved (Form 5) or Outline application all matters reserved (Form 6), 4 copies unless submitted electronically
- Location plan, 4 copies
- Others plans (dependant on what reserved matters are being submitted – see requirements for full applications), 4 copies
- Ownership certificate
- Notices
- Agricultural holdings certificate
- Fee
- Information about use(s), amount of development, indicative layout, scale parameters, indicative access points
- Design and access statement

Local requirements in some cases

(tick if included)

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/sunlight assessment
- Economic statement
- Environmental statement
- Flood risk assessment
- Foul sewage and utilities assessment

- Heritage statement
- Land contamination assessment
- Landscaping, trees and hedges information
- Lighting assessment
- Noise assessment
- Open space assessment and provision
- Parking provision
- Photographs and photomontages
- Planning obligations – draft heads of terms
- Planning policy statement
- Site waste management plans
- Structural survey
- Telecommunications information
- Town centre uses
- Transport assessment
- Travel plans
- Ventilation/extraction information

FULL APPLICATIONS AND RESERVED MATTERS APPLICATIONS FOR NON-HOUSEHOLDER DEVELOPMENT INCLUDING CHANGES OF USE INVOLVING CREATION OF DWELLINGS BUT EXCLUDING ALL OTHER CHANGES OF USE

National requirements in all cases

(tick if included)

- Appropriate application form, Full applications (Form 4), Reserved Matters applications (Form 23), 4 copies unless submitted electronically
- Location plan, 4 copies
- Site or block plan, 4 copies
- Existing and proposed elevations, 4 copies
- Existing and proposed floor plans, 4 copies
- Existing and proposed site sections and finished floor and site levels, 4 copies
- Roof plans, 4 copies
- Ownership certificate
- Notices
- Agricultural holdings certificate
- Fee
- Design and access statement

Local requirements in some cases

(tick if included)

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/sunlight assessment
- Economic statement
- Environmental statement

- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage statement
- Land contamination assessment
- Landscaping, trees and hedges information
- Lighting assessment
- Noise assessment
- Open space assessment and provision
- Parking provision
- Photographs and photomontages
- Planning obligations – draft heads of terms
- Planning policy statement
- Site waste management plans
- Structural survey
- Telecommunications information
- Town centre uses
- Transport assessment
- Travel plans
- Ventilation/extraction information

**APPLICATIONS FOR CHANGE OF USE WITH NO OPERATIONAL DEVELOPMENT
(OTHER THAN VENTILATION/EXTRACTION EQUIPMENT) AND OTHER THAN CHANGES
OF USE INVOLVING CREATION OF DWELLINGS**

National requirements in all cases

(tick if included)

- Appropriate application form (Form 4), 4 copies unless submitted electronically
- Location plan, 4 copies
- Site or block plan, 4 copies
- Existing and proposed floor plans, 4 copies
- Existing and proposed elevations (if ventilation/extraction equipment is proposed), 4 copies
- Ownership certificate
- Notices
- Agricultural holdings certificate
- Fee

Local requirements in some cases

(tick if included)

- Noise assessment
- Parking provision
- Planning obligation – draft heads of terms
- Site waste management plans
- Structural survey
- Town centre uses
- Transport assessment
- Travel plans
- Ventilation/extraction statement

HOUSEHOLDER APPLICATIONS/HOUSEHOLDER/CONSERVATION AREA CONSENT APPLICATIONS AND HOUSEHOLDER/LISTED BUILDING CONSENT APPLICATIONS

National requirements in all cases

(tick if included)

- Appropriate application form Householder (Form 1), Householder/Conservation Area Consent (Form 2), Householder/Listed Building Consent (Form 3), 4 copies unless submitted electronically.
- Location plan, 4 copies
- Site or block plan, 4 copies
- Existing and proposed elevation, 4 copies
- Existing and proposed floor plans, 4 copies
- Existing and proposed site sections and finished floor site levels (on sloping sites), 4 copies
- Roof plans, 4 copies
- Ownership certificate
- Notices
- Agricultural holdings certificate
- Fee
- Design and access statement (in Conservation Areas and Cannock Chase Area of Outstanding Natural Beauty)

Local requirements in some cases

(tick if included)

- Biodiversity survey and report
- Daylight/sunlight assessment
- Foul sewage and utilities assessment
- Heritage statement
- Landscape, trees and hedges information
- Parking provision
- Photographs and photomontages

APPLICATION FOR ADVERTISEMENT CONSENT

National requirements in all cases

(tick if included)

- Appropriate application form (Form 12), 3 copies unless submitted electronically
- Location plan, 3 copies
- Existing and proposed elevations, 3 copies
- Advertisement drawings at a scale of 1:50 or 1:100 showing advertisement size, siting, materials and colours, height above ground, extent of projection and details of method and colour and brightness of illumination, 3 copies
- Fee

No local requirements