**CANNOCK CHASE COUNCIL**

**VALIDATION OF PLANNING**

**APPLICATIONS**

**GUIDE TO NATIONAL AND LOCAL**

**REQUIREMENTS**

**January 2024**

Introduction

This document sets out Cannock Chase District Council’s requirements for a valid planning application. This document sets out the local list information for a range of development types, from simple household extensions through to large housing estate proposals. For more complex proposals trigger thresholds are included which require certain information to be provided before the application can be validated.

If you have difficulty with any aspect of this document or your proposal is particularly complex, you may wish to consider utilising the Council’s pre-application advice service.

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:

* National Requirements specified in the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)
* Information to accompany the application as specified on the local list of information requirements, and
* Community Infrastructure Levy if it involves new build floor area, including extensions 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.

The purpose of the Validation List is to ensure that applications for planning permission contain all the information needed by the Local Planning Authority to make a decision from the point at which they are registered. This helps the Local 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 and we will contact you if this is not the case.

You should also note that there may be circumstances where the need for additional information only becomes apparent during the consideration of an application and this list does not attempt to predict all circumstances that may arise during the course of a formal submission.

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

It is recommended that applications should be submitted after consulting relevant national and local planning guidance, such as the National Planning Policy Framework (NPPF), the Cannock Chase Local Plan and relevant Supplementary Planning Documents (SPDs). For more information on the local policy context visit [Planning Policy | Cannock Chase District Council (cannockchasedc.gov.uk)](https://www.cannockchasedc.gov.uk/residents/planning-policy)

National Requirements

Relevant Application Form

You must apply on the relevant application form. The Council encourages all applications to be submitted via the national [Planning Portal](https://www.planningportal.co.uk) web page. However printable PDF application forms can also be downloaded [here](https://www.planningportal.co.uk/info/200126/applications/61/paper_forms). The application form includes Ownership Certificates and Agricultural Land Declarations that must be completed.

Plans

The following plans will be required as part of most applications:

1. Location Plan (to show us where the site is). This must be based on an up-to-date   
   map. Use a scale of 1:1250 or 1:2500 showing at least two named roads and show the north point. The application site should be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, access 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.
2. Site/Block Plan – Show the whole of the proposal (show the relationship of the proposal to existing buildings and features on the site and to adjacent land uses, buildings, features and highways). Include the access to the site from a public road, any buildings, trees/hedges or other features within or adjacent to the site or within 10 metres of the boundary of the site. This must be provided at a scale of 1:200 or 1:500.
3. Floor Plans and Elevations of all new and altered buildings including any buildings to be demolished (to show us the precise details of what you propose). Plans and elevations of the site/buildings as existing should also be provided. This must be provided at a scale of 1:100, with 1:20 for specific details such as window details on Listed Buildings. Photos, section and axonometric (3D) drawings, illustrative sketches and street scenes can also be useful.
4. Scaled plans showing existing and proposed contours/levels with appropriate site sections especially to show changes adjacent to boundaries.
5. Where existing boundaries are to remain then the ongoing ownership of them must be clarified as part of the application unless they are to be removed at the end of the development.

Design and Access Statement

In accordance with the Town and Country Planning (Development Management Procedure) (England) (Amendment) Order 2015 and The Planning (Listed Buildings and Conservation Areas) (Amendment) (England) (Regulations) 2013 A ‘Design and Access Statement’ (DAS) must accompany the following types of planning applications:

* Major developments
* Development in a conservation area consisting the provision of one or more dwelling houses
* Development in a conservation area where the floor space created by the development is 100 square metres or more
* All applications for listed building consent must be accompanied by a Design and Access Statement.

A Design & Access Statement is not required for:-:

* Section 73 applications ie to develop land without complying with certain conditions engineering or mining operations
* Material change of use of land or buildings
* Waste development

The Design and Access Statement shall explain:

1. The design principles and concepts that have been applied to the development
2. The steps taken to appraise the context of the development and how the design takes that context into account
3. The policy adopted as to access and how policies in relation to access in local development documents have been taken into account
4. What, if any, consultation undertaken on issues in relation to access to the development and what account has been taken of the outcome
5. How any specific issues which might affect access to the development have been addressed

The additional requirements in relation to listed building consent include an explanation of the design principles and concepts that have been applied to the works and how these take account of:

i) The special architectural or historic importance of the building

ii) The particular physical features of the building that justify its designation as a listed building

iii)  The buildings setting

iv)  How issues relating to access to the building have been dealt with (unless the application relates to internal changes only)

The Listed Building DAS shall also:

1. Explain the policy adopted as to access, including what alternative means of access have been considered, and how policies relating to access in Local Plan documents have been taken into account
2. Explain how policy as to access takes account of the special architectural or historic importance of the building.
3. What, if any, consultation has been undertaken and what account has been taken of the outcome and explain how any specific issues which may affect access have been addressed.

For applications for listed building consent submitted in parallel with a planning application, a single DAS is acceptable.

Biodiversity Net Gain Information

Where development would be subject to the general biodiversity gain condition, the application must be accompanied by minimum information set out in Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015:

* a statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition;
* the pre-development biodiversity value of the onsite habitat on the date of application (or an earlier date) including the completed metric calculation tool used showing the calculations, the publication date and version of the biodiversity metric used to calculate that value;
* where the applicant wishes to use an earlier date, the proposed earlier date and the reasons for proposing that date;
* a statement confirming whether the biodiversity value of the onsite habitat is lower on the date of application (or an earlier date) because of the carrying on of activities (‘degradation’) in which case the value is to be taken as immediately before the carrying on of the activities, and if degradation has taken place supporting evidence of this;
* a description of any irreplaceable habitat (as set out in column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations [2024]) on the land to which the application relates, that exists on the date of application, (or an earlier date); and
* a plan, drawn to an identified scale which must show the direction of North, showing onsite habitat existing on the date of application (or and earlier date), including any irreplaceable habitat.

CIL Liability Form

This is required for every planning application since the adoption of the Council’s CIL Charging Schedule on 1 June 2015. More information can be found [here](https://www.cannockchasedc.gov.uk/residents/planning/planning-policy/community-infrastructure-levy).

Relevant Application Fee

The relevant fee can be calculated by following the link [here.](https://1app.planningportal.co.uk/FeeCalculator/Standalone) You can pay your fee in the following ways:

* Through the Planning Portal at the same time as submitting your application.
* ‘BACS’. Please include a copy of your receipt with your submission so that we can   
  track your payment. Please quote the Planning Portal reference number and/or address when making the BACS payment.
* Cheque - please make payable to Cannock Chase District Council and write   
  clearly on the cheque the application to which it relates (full site address and/or   
  planning portal number).
* Telephone – please telephone 01543 462621 and quote the Planning Portal   
  reference number.

Useful Tips and FAQS

For all plans, to help us and our consultees to understand your proposals, please:

* Use recognised metric scales (1:50, 1:100, 1:500, 1:1,250 or 1:2,500). Avoid submitting plans marked ‘not to scale’.
* Draw a ‘scale bar’ or state the page size that the scale should be read at in order to avoid any confusion when plans are copied;
* Clearly identify the north point;
* Give your plans a reference number and date

**Question: What is the most common cause of delay to applications?**

***Answer:***

Not providing CIL forms or getting your ‘red line’ wrong can lead to an application not being validated and further information being requested.

In order to increase understanding of the CIL process and the required forms, the Council has produced a simple walkthrough guide that is available via their website [here](https://www.cannockchasedc.gov.uk/residents/planning-building/development-control/5-guide-cil-process).

In relation to application red line boundaries, the following examples are useful:

* An application for a new extension to a house (or any other building) should show   
  a red line normally around the whole land associated with the property i.e. the whole of the house and garden and drive, all the way to the road - not just around the proposed extension.
* An application for a new access or amendment to the access (e.g. widening) requires the red line to include all land needed for the visibility splay. Notice should be served on the highway authority or any other landowner accordingly if their land happens to fall within the visibility splay.
* An application from a private road – if the proposal is likely to intensify the use of the private road or require vehicular access (e.g. garage or new dwelling(s)) the red line should include the private road up to the public highway. Notice on third parties should be served accordingly i.e. on the owner(s) of the private road.

Local Validation Requirements

This Local List covers a range of different types of planning applications and consents. The document seeks to ensure simple developments have simple information requirements, and for development with more complex considerations, the information potentially required increases accordingly.

Please refer to the validation checklist for the type of application you wish to make:

* 1. **Validation Checklist 1 - Householder Development**
  2. **Validation Checklist 2 - Applications for Residential Development (Full, Outline and Reserved matters)**
  3. **Validation Checklist 3 - Applications for Non-Residential Development (Full, Outline and Reserved Matters)**
  4. **Validation Checklist 4 - Advertisements**
  5. **Validation Checklist 5 - Listed Building Consent**
  6. **Validation Checklist 6 - Lawful Development Certificate Applications**

Validation Checklist 1 - Householder Developments

Applicable to householder planning applications, that is application for works or extensions to a dwelling and for works or extension to a dwelling and applications for relevant demolition in a Conservation Area

The level of information required for a valid application will depend on the scale and nature of the proposal but should include the following where applicable:

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| --- | --- |
| **CANNOCK CHASE LOCAL REQUIREMENT** | **When Needed? (Set out in bold)**  *Minimum requirements (set out in italics)* |
| Compliance with National Requirements as set out within this document | **All applications** |
| Heritage Statement | **Required for proposals affecting buildings of character, locally listed buildings and other buildings in a conservation area.**  *Heritage issues can be included in the Design and Access Statement or Planning Statement for Householder Applications. The level of detail should be proportionate to the issue concerned for small scale applications and the relevant part of the Design and Access Statement or Planning Statement should be labelled ‘Heritage Statement’.* |
| Arboricultural Impact Statement | **Required where trees are located within 15m (edge of trunk) of development (on the site or adjoining land, including street trees).**  *Arboricultural Impact Assessments must be prepared by a suitably qualified professional in accordance with the British Standard ‘BS 5837:2012 Trees in relation to design, demolition and construction – Recommendations’ (or subsequent amendments to this) and shall include a survey plan, impact assessment specific to the proposed development and details of any works within the Root Protection Area proposed to be undertaken as part of the construction process. It should cover all trees on a development site and trees within 15m of any operations.*  *Where proposed buildings and or garden areas will be shaded by existing trees a sunlight and daylight (‘tree shading assessment)’ should be provided within the AIA based on a shading plan.*  *For further detailed advice, see BS 5837:2012 and the Council’s Design SPD (2016)* |
| Biodiversity Survey and Assessment | **Required when certain proposals which include demolition/conversion of buildings or roof spaces and alterations to cellars, or loss of semi-natural habitats including ponds or works to/loss of trees may affect protected species such as bats, nesting birds and great crested newts.**  For further detailed advice, see the Biodiversity Trigger List (Part 1) and Council’s Delivering Biodiversity Enhancement and Net Gain guidance note |
| Flood Risk Assessment | **A site-specific flood risk assessment is required for all development within Flood Zone 2 or 3.**  For further detailed advice please see [Cannock Chase Householder & Minor Extensions guidance](https://www.cannockchasedc.gov.uk/sites/default/files/document-library/Householder%20%26%20Minor%20Extensions%20in%20or%20near%20to%20Surface%20Water%20Flow%20Routes.doc)[[1]](#footnote-1)  Further information is available at [National Planning Policy Framework](https://www.gov.uk/guidance/national-planning-policy-framework/14-meeting-the-challenge-of-climate-change-flooding-and-coastal-change)[[2]](#footnote-2) or for help preparing a flood risk assessment[[3]](#footnote-3) |
| Parking Layout | **Required where proposal involves the conversion of a garage to a habitable room or for the provision of hard surfacing in a conservation area** |
| Noise Impact assessment | **Required for air-conditioning units and some micro-generation technologies.**  *Noise Impact Assessments should be prepared by a suitably qualified professional in line with relevant British Standards to the noise source concerned* |
| Sunlight and Daylight Assessment or Plans which seek to consider any affected neighbouring property | **Required in cases where development may have impacts on the residential amenity of neighbouring properties and in all cases in which a proposed building is over 2.5m high within 2m of a boundary. Also required in respect of existing trees within or adjacent to the site and its impacts on use and enjoyment of property and garden areas.** |
| Structural Survey | **Required for external retaining walls.** |

Validation Checklist 2 - Residential Developments

Applicable to all full applications, outline applications and reserved matters submissions involving residential development. The checklist is also relevant to development involving residential development that affects the setting of listed buildings, conservation areas or other locally listed properties.

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| **CANNOCK CHASE LOCAL REQUIREMENT** | **When Needed? (Set out in bold)**  *Minimum requirements (set out in italics)* | |
| Compliance with National Requirements as set out within this document | **All applications** | |
| Affordable Housing Statement | **Where a proportion of affordable housing is required - whether via on-site provision or off-site contribution.**  *The Statement should include an explanation and/or plans as to how the proposal addresses the relevant policy requirements in respect to tenure type, house type and location.*  *Note: When the Council needs to seek independent advice on affordable housing provision, costs will be paid for by the applicant. Confirmation of agreement to pay will normally be required at validation stage.* | |
| Air Quality Assessment | **Required where new residential development located in Air Quality Management Areas. Also required for applications for 10 or more dwellings, where the scale of development could potentially contribute to a significant worsening of local air quality. In addition, such schemes would need to be supported by a damage cost calculation.**  **Also required for all applications for biomass boilers or those which result in emissions.**  *Provide a formal report in line with national standards which evidences how levels of pollution may change as a consequence of the development concerned and/or levels of exposure for new receptors. More information on these requirements can be found via link[[4]](#footnote-4)*  *For major developments, provide a damage cost calculation such as described at link[[5]](#footnote-5) and itemize mitigation measures that will offset traffic emissions associated with the development. (Unless letter provided by Environmental Health that a report is not required)*  *Liaise with Environmental Health if Stage 1 investigation is required.* | |
| Arboricultural Impact Assessment and Arboricultural Method Statements | **All developments involving building, demolition or engineering works where there are trees within or adjoining the application site which have a stem of more than 75mm (3 inches approx.) diameter at 1.5 metres above ground level.**  **Required where trees are located within 15m (edge of trunk) of development (on the site or adjoining land, including street trees).**  *Arboricultural Impact Assessments must be prepared by a suitably qualified professional in accordance with the British Standard ‘BS 5837:2012 Trees in relation to design, demolition and construction – Recommendations’ (or subsequent amendments to this) and shall include a survey plan, impact assessment specific to the proposed development and details of any mitigation proposals to be undertaken as part of the construction process. It should cover all trees on a development site and trees within 15m of any operations.*  *Where proposed buildings and or garden areas will be shaded by existing trees a sunlight and daylight (‘tree shading assessment’) should be provided within the AIA based on a shading plan.*  *For further detailed advice, see BS 5837:2012 and the Council’s Design SPD (2016).* | |
| Archaeological Assessment | **Development on sites where there is potential for the site to contain heritage assets of archaeological interest as identified by the Historic Environment Record which can be accessed through the Historic Gateway website.**  *The Historic Environment Team at Staffordshire County Council can provide pre-application advice on the information any application should contain. This could be a desk-based archaeological assessment or, if necessary, a field evaluation. This assessment and/or field evaluation must be carried out by a Qualified Archaeologist who is a registered member of the Chartered Institute for Archaeologists (CIFA).*  *The Desk Based assessment must include: a) Description of the site, the potential for archaeology and its significance. b) Impact of the proposed development on this archaeology. c) Confirmation of the need or otherwise for field evaluation. d) Advise the Council on the most appropriate way to avoid or minimise conflict between the conservation of any archaeology and any aspect of the proposed development.* | |
| Bin storage and collection plan | **All developments for new dwellings or businesses must include plans showing the location of bin stores in relation to the proposed development and on bin collection day with ‘bin carry’ distances clearly shown.**  *Plans must show how bins/bags can be stored adjacent to the public highway on collection day and that adequate access for refuse collection vehicles can be achieved. More guidance can be found in the Developers and Landlords Guide for New Developments/Estates and Multi-Occupancy Properties produced by the Council’s Waste Recycling Service.* | |
| Biodiversity/Ecological and/or Geological Survey and Assessment | **Proposals on sites within, adjacent or functionally linked to a statutory or non-statutory designated site for nature conservation and/or geological interest, or which may have impacts on biodiversity or protected or priority habitat or species.**  *Appropriate ecological information should be provided with applications that:*   * *propose development that would affect any site designated for its biodiversity or geological value; or* * *propose development that is likely to have an impact on wildlife and biodiversity.*   For further guidance on relevant information required to meet the validation requirements, refer to the Biodiversity Trigger List (Local Requirements for Biodiversity Conservation - Including Criterion and Indicative Thresholds):   * Part 1 (protected and priority species) * Part 2 (designated sites and priority habitat) * Part 3 (designated geological sites and features)   Tables 1, 2 & 3 in the Biodiversity Trigger List set out types of development proposals where an ecological survey and assessment and or geological survey and assessment may be required.  *In general terms, all ecological information must be prepared and presented in such a way that it is fit to inform the decision-making process. It should include:*   * *information on existing biodiversity interests on the land affected by the proposed development as well as on adjoining or nearby land that may affected by the proposed development;* * *information on the possible impacts on the biodiversity interests; and* * *details on avoidance, mitigation and/or compensation and enhancement measures.*   *The level of information required should be proportionate to the scale of the development proposed and the likely impact on biodiversity. In most cases, a Preliminary Ecological Appraisal (PEA) should be provided and should inform further surveys. Where a proposal is likely to affect protected or priority species and/or habitats, the applicant should submit a Protected Species Survey and Assessment and/or an Ecological Impact Assessment.*  *Any survey must be undertaken and prepared by competent persons (for example a suitably qualified ecologist who is a member of the Chartered Institute of Ecology and Environmental Management (CIEEM)), with suitable qualifications and experience and must be carried out at an appropriate time and month of year, in suitable weather conditions, over a sufficient period of time and using nationally recognised survey guidelines/methods where available and as appropriate.*  *An ecological report should include information on proposed works that will enhance, restore or add to designated sites, priority habitats and features or habitats used by protected or priority species.* Refer to the Council’s Delivering Biodiversity Enhancement and Net Gain guidance note for further information and guidance.  *Dependent on the specific site and ecological interest, you may need to provide further details beyond the minimum validation requirements in order for your application to be determined.*  *Where proposals are being made for mitigation and/or compensation measures, information to support those proposals will be needed and must be cross referenced to the plans for approval.* | |
| Biodiversity Net Gain (BNG) Assessment | **All qualifying major applications, and small site applications (from April 2024) must be accompanied by a Biodiversity Net Gain Assessment.**  *All applications should be accompanied by a completed Biodiversity Net Gain Self-Assessment Form (available on the council’s website).*  *All qualifying applications should be submitted with a defined set of Biodiversity Gain Information at the planning application stage. Biodiversity Gain Information should include:*   * *Appropriate Biodiversity Survey and Assessment Reports (such as Preliminary Ecological Appraisal, Ecological Impact Assessment, Protected Species Surveys).* * *Biodiversity Gain Information including a BNG Statement/BNG Design Stage Report, with accompanying metric calculations and GIS habitat plans compatible with QGIS (e.g. QGIS geopackage)* * *Where there is a significant increase of on-site biodiversity enhancements, a draft Habitat Management and Monitoring Plan covering a period of no less than 30 years after the completion of the development.* * *Where significant on-site habitat enhancements are proposed and/or an off-site biodiversity gain site will be required, then draft heads of terms clearly setting out the obligations that are likely to be bound in a section 106 agreement.*   *A Biodiversity Gain Plan will be submitted as a post-permission document and must be approved in writing by the local planning authority before development can commence.*  *A Habitat Management and Monitoring Plan must accompany the Biodiversity Gain Plan for all off-site gains and significant on-site enhancements.*  Further information and guidance on BNG is provided within the Council’s Delivering Biodiversity Enhancement and Net Gain guidance note.  Exemptions from the BNG requirement:   * Householder applications * Small-scale self-build and custom housebuilding applications * Development that does not impact a priority habitat and impacts less than 25 square metres of habitat, or 5 metres of linear habitats such as hedgerows * Biodiversity gain sites (where habitats are being enhanced for wildlife) * Development granted planning permission by a development order under section 59   *Being exempt from BNG does not mean the development is exempt from wider nature-related policy requirements. Although a measurable BNG is not required for exempt applications, proposals should still apply the mitigation hierarchy and are expected to incorporate proportionate measures to enhance biodiversity on site wherever possible. Information on enhancement measures should be detailed within the appropriate accompanying biodiversity/ecological assessment and/or shown on the appropriate plans.*  Further information and guidance on biodiversity enhancement measures is provided within the Council’s Delivering Biodiversity Enhancement and Net Gain guidance note. | |
| Construction Management Plan | **All major developments (over 10 dwellings), Development in close proximity to sensitive areas (such as houses, schools or medical facilities etc) and development proposed where there is restricted access (e.g. single track roads accessing the site) and or restricted space on site.**  Outline applications will not normally require a Construction Management Plan (CMP). However, in these circumstances a CMP will be dealt with via a condition attached to any permission granted.  *There are 3 main elements of CMP:- 1. CMP – this looks at the impact on amenities of local residents in relation to noise, fumes, vibration, hours of working, parking congestion, visual harm from temporary buildings etc, including the control of dust and dirt, waste handling, noise emissions and hours of operation. 2. CEMP – Construction Environment Management Plan – which safeguards protected species the local ecology and retained trees/hedges. 3. CTMP – Construction Traffic Management Plan – which looks at highway safety and congestion implications including parking, unloading and storage of plant and materials, security, wheel- washing facilities.*  *The Construction Management Phase might require all or some of this information depending on circumstances.* | |
| Contaminated Land Desktop Study/ Remediation Statement | **For land where there is the possibility of contamination (including ground/mining gas) from mineral or coal workings, waste disposal, previous development or use or where remediation is required. As identified in the Councils register of contaminated land or contamination from ground or mining gas if 250 metres from a site of previous landfill or mineral working.**  *All contaminated land assessments shall be prepared by a suitably qualified party and shall be presented as a formal report.*  The assessment should be based on a conceptual site model which identifies the potential sources, pathways and receptors for pollution.  Should significant risks of contamination or gas generation be identified, a remediation programme should be submitted. This shall include a mechanism for verification that remediation works have been completed. | |
| Environmental Statement | **Some significant developments require an Environmental Statement as a legal requirement under the Environmental Impact Regulations.**    **You are advised to formally request a screening opinion from the Council prior to the submission of a planning application if your development falls within the nationally set criteria.** | |
| Financial Viability Appraisal | **Where financial considerations are relied upon to justify the proposal or where viability is relied upon to justify a departure from adopted planning policy - a financial appraisal will be required, for example where you are proposing the loss of a rural pub, a shop or “enabling development”, that would not normally be acceptable in principle but is being put forward to meet other planning objectives e.g. to protect the future of a listed building.**  Appendix C of the RICS Guide to Planning and Viability (GN 94/2012) details what a viability assessment should comprise. The level and detail of information will vary from scheme to scheme. | |
| Public Open Space Contributions | **A detailed calculation showing provision on and off site POS must be incorporated into the application. This must use the definition of usable POS as detailed in the Fields in Trust Six Acre Standard.**  **Supporting Strategic documents such as the Playing Pitch Strategy 2018 and the Open Spaces Strategy (currently been redrafted).** | |
| Flood Risk Assessment | **A Flood Risk Assessment (FRA) will be required if the development involves:**   * + **Land in flood zone 2 or 3 including minor development  and change of use.**   + **More than 1 hectare (ha) in flood zone 1.**   + **Less than 1 ha in flood zone 1, but including a change of  use in development type to a more vulnerable class (e.g. from commercial to residential), where the occupation could be affected by sources of flooding other than rivers (e.g., surface water drains, canals, reservoirs).**   + **An area within flood zone 1 which has critical drainage problems as notified by the Environment Agency.**   **Applicants should note a ‘flood risk sequential test’ will be required for all applications in Flood Zones 2 and 3 on the Agency’s Flood Risk Maps, unless:-**   1. **the site has been allocated in the development plan through the Sequential Test, or** 2. **the proposal is for a minor development, or** 3. **the proposal is a change of use (except for a change of use to a caravan, camping or chalet site, or to a mobile home or park home site).**     *Useful information in the national PPG click* [*here.*](https://www.gov.uk/guidance/flood-risk-and-coastal-change)  **For Major Development proposals a drainage strategy should be submitted to demonstrate concordance with the Non-Statutory Technical Standards for Sustainable Drainage Systems.**  *The responsibility for flood risk is now split between the Environment Agency, Severn Trent Water and Staffordshire County Council, as Lead Local Flood Authority (LLFA).*  *Major developments within flood zone 1 will be referred to Severn Trent Water and Staffordshire County Council, as Lead Local Flood Authority.*  *Non-major developments in “high-risk” areas may be referred to Staffordshire County Council, as Lead Local Flood Authority.*  ***It should be noted that the* Lead Local Flood Authority seek every opportunity to encourage the provision of betterment, in terms of mitigating existing flood risk, and providing sustainable drainage. D*ependent on the specific site, you may need to provide further details beyond the minimum validation requirements in order for your application to be determined. More information can be found at the following link :-*** [**Information for planners and developers - Staffordshire County Council**](https://www.staffordshire.gov.uk/environment/Flood-Risk-Management/Information-for-planners-and-developers.aspx) | |
| Foul Sewerage Details | **All proposals that include non-mains sewage disposal.**  *Applications for non-mains sewage disposal should demonstrate why connection to the mains is impractical.*  *Applications for developments relying on anything other than connection to a public sewage treatment plant should be supported by sufficient information to understand the potential implications for the water environment and public health.*  *The Environment Agency webpage ‘Septic tanks and treatment plants: permits and exemptions’ provides much useful information, click* [*here*](https://www.gov.uk/permits-you-need-for-septic-tanks) *.* | |
| Green Belt Statement | **Any proposals that constitute “inappropriate development” in the Green Belt as set out in the NPPF.**  *Where the proposal constitutes ‘inappropriate development’ and the applicant wishes to demonstrate that very special circumstances exist to justify approval, the applicant is required to provide a statement that clearly sets out what those considerations are which the applicant considers clearly outweigh the harm to the Green Belt, and any other harm caused by the proposal.* |
| Heritage Statement (Statement of Significance) | **Developments affecting a ‘designated heritage asset’, or ‘non-designated heritage asset’ or their settings (definition found in NPPF Annex 2: Glossary).**  *As a minimum, you should show that you have consulted the relevant historic environment record and the heritage asset(s) assessed using appropriate expertise.*  *The level of detail should be proportionate to the asset’s significance and sufficient to understand the potential impact of the proposal on their significance.*  *Applications for Listed Building Consent can require much more detail than other applications and we encourage you to get advice from a suitably qualified and experienced Conservation Architect for all but the simplest applications.* |
| Housing Mix Statement | **All major residential developments when the proposed mix would not reflect the SHMA and the mix set out in the Council’s adopted policies.**  *Where the mix does not accord with the adopted policy, the statement must explain and justify why the development is otherwise acceptable.* |
| Landscaping Details  (hard & soft) | **All full applications for major development will require full landscape details. Outline applications for major development must include a masterplan to show how the development and accompanying landscaping can be accommodated on the site.**  *The requirement for landscaping schemes is set out in Appendix C and D of the Council’s Design Supplementary Panning Document (April 2016)* |
| Landscape & Visual Impact Appraisal | **Will be required for:**   1. **Major developments with wider landscape impacts.**   **May be required for:**   1. **Minor developments, within or would be visible from the Cannock Chase National Landscape (formally known as Cannock Chase Area of Outstanding Natural Beauty) or Special Area of Conservation.**   *Landscape and Visual Impact Appraisals should be carried out by an appropriate professional in accordance with the “Guidelines for Landscape and Visual Impact Assessment 3rd Edition” published by the Landscape Institute and IEMA 2013 (or any subsequent revisions to the Guidelines).*  Note: If you require further help with this type of application, you can make a pre-application enquiry. Charges will apply for this advice. Further information is available here. |
| Lighting details and assessments | **Proposals involving street lighting, floodlighting and illumination of advertisements and any lighting in or adjacent to areas of ecological interest e.g. designated sites, ecological corridors, habitat likely to be used by protected species, such as bats etc.**    *Details should include siting, numbers and timing of lights along with their intensity expressed as a Lux measurement.* |
| Marketing Information | **For applications which:**   * **involve the loss of employment uses.** * **involve the loss of community facilities, such as shops,  pubs, medical and leisure.** * **seek to demonstrate the redundancy of a heritage asset  (para.133 bullet 2 NPPF).**   The type of marketing required for each proposal will be bespoke but a general rule should be a minimum of 6 months advertising at a realistic sale price and/or rental charge, accompanied by details of the nature of the advertising, the results and the reasons given for not proceeding. The exact nature of marketing can be refined through a pre-application consultation.  For Pubs the CAMRA guide to Public House viability provides some excellent guidance and can be found [here.](https://pubs.camra.org.uk/planning-help-and-guidance) |
| Noise/ Vibration Impact Assessment | **For proposals generating or particularly sensitive to significant noise/vibration such as new flats or properties where existing noise levels are known to be elevated such as close to main roads, railways, takeaways, flues, extraction systems and car washes. Noise impact assessments will also be required for all proposals generating significantly increased traffic such as housing estates or large mixed developments.**  *Noise Impact Assessments should be prepared by a suitably qualified professional in line with relevant British Standards to the noise source concerned*  *In some cases an acoustic design statement should be developed (such as described in link[[6]](#footnote-6))* |
| Odour Impact Assessment | **For all proposals generating or particularly sensitive to significant odour.** |
| Planning Obligations – Heads of terms | **May be needed for developments of 10 or more houses and larger industrial/commercial schemes and for some schemes requiring a minimum of 10% Biodiversity Net Gain. Potential heads of terms could include: affordable housing, air quality mitigation, education contributions, green space provision and maintenance, significant on-site habitat enhancements and/or off-site biodiversity gain, highway infrastructure works, public transport subsidy, open space provision and health contributions.**  *For applications where a Section 106 Agreement or a unilateral undertaking under Section 106 will be required, you will need to supply the following information with the planning application: 1. Heads of Terms (anticipated planning obligations)*  *2. Your solicitor’s contact details 3. Confirmation that you will pay the Council’s reasonable legal costs of drafting/negotiating the Section 106 Obligation.*  *Your planning permission will not be issued until the Planning Obligation is completed.* |
| Planning Statement | **For all major developments and all development not in accordance with adopted Planning Policy.**  *This 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.*  *A statement can also seek to justify a proposal that is not in accordance with such policies. A statement may be used to provide evidence of need and/or personal circumstances related to an application for example a gypsy/travelers site.* |
| Statement of Community Involvement | **For all major developments and for developments where community support or engagement is relied upon as part of the planning merits of the case.**    *This should include details of consultations with the Local Planning Authority, as well as with consultees and Parish/Town Councils, Ward Member(s) and any other local community representatives.*  *The statement should comply with the Council’s requirements as set out in its Statement of Community Involvement.* |
| Structural Survey | **For all proposals to demolish or substantially alter listed buildings and for all applications for conversion of existing rural buildings to housing, and for those requiring retaining walls and embankments.**  *Structural surveys must be carried out by a qualified building surveyor.* *Conversion schemes should demonstrate that the building(s) will not require significant alterations or rebuilding for the conversion to take place.*  *Schemes involving demolition and/or major alterations will need to identify defects and indicate the extent of rebuilding, remedial works and alterations which would be necessary in order to restore the building.* |
| Sunlight and Daylight Assessment or Plans which seek to consider any affected neighbouring property | **Required where the impact upon current levels of sunlight and/or daylight enjoyed by occupants of adjoining or near properties could be affected and for all developments which result in buildings over 2.5m within 2m of the boundary of a residential property. Also required in respect of existing trees within or adjacent to the site and its impact on use and enjoyment of the property and garden areas. These should ideally be incorporated within the AIA.**  *Regard should be given to how the proposal meets the Council’s adopted design guidance and Building Research Establishment (BRE) right to light and daylighting guidelines such as the 25 degree standard or similar relevant standards.* |
| Topographical Survey | **For all major development sites to show existing and proposed land levels and floor levels for the site and adjoining land and for any minor application where there is a proposed variation in existing/proposed land levels across the site and specifically in relation to boundaries.** |
| Street Scene Elevations | **These will be required to ensure that the development considers the proposals in relation to existing developments and streetscene features such as cross overs and street trees,** |
| Transport Assessment  Transport Statement, Travel Plan and Visibility Splays | **All major developments over 200 dwellings should be accompanied by a Transport Assessment.**  **For any development generating or having a significant effect on vehicle or pedestrian movement or other transport movement, a Transport Statement must be provided.**  **Any application that includes a new vehicular access or material intensification in the use of an existing access should include details of visibility splays that can be achieved and whether this will require the removal of any roadside hedge, wall or tree(s). The plan should be drawn in accordance with Manual for Streets (Chapter 7.7 and 7.8).**  *The Planning Practice Guidance sets out the content of a Transport Assessment and Transport Statement for further information click* [here](https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements)*.*  *If your application generates significant amounts of traffic a Travel Plan may be required. Further discussion should be undertaken with the Local Highway Authority.* |

**Validation Checklist 3 - Non-Residential Developments**

Applicable to all full applications outline applications and reserved matters submissions involving any development other than residential development. The checklist is also relevant to development involving non-residential development that affects the setting of listed buildings, Conservation Areas or other locally listed properties.

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| CANNOCK CHASE LOCAL REQUIREMENT | **When Needed? (Set out in bold)**  *Minimum requirements (set out in italics)* |
| Compliance with National Requirements as set out within this document | **All applications** |
| Arboricultural Impact Assessment and Arboricultural Method Statements | **All developments involving building, demolition or engineering works where there are trees within or adjoining the application site which have a stem of more than 75mm (3 inches approx.) diameter at 1.5 metres above ground level.**  **Required where trees are located within 15m (edge of trunk) of development (on the site or adjoining land, including street trees).**  *Arboricultural Impact Assessment should be prepared by a suitable professional in accordance with the British Standard ‘BS 5837:2012 Trees in relation to design, demolition and construction – Recommendations’ (or subsequent amendments to this) and shall include a survey plan, impact assessment specific to the proposed development and details of any mitigation proposals to be undertaken as part of the construction process. It should cover all trees on a development site and trees within 15m of any operations.*  *Where proposed buildings and/or garden areas will be shaded by existing trees, a sunlight and daylight (‘tree shading assessment)’ should be provided within the AIA based on a shading plan.*  *For further detailed advice, see BS 5837:2012and the Council’s Design SPD.* |
| Archaeological Assessment | **Development on sites where there is potential for the site to contain heritage assets of archaeological interest as identified by the Historic Environment Record which can be accessed through the Historic Gateway website.**  *The Historic Environment team at Staffordshire County Council can provide pre-application advice on the information any application should contain. This could be a desk-based archaeological assessment or, if necessary, a field evaluation. This assessment and/or field evaluation must be carried out by a Qualified Archaeologist who is a registered member of the Chartered Institute for Archaeologists (CIFA).*  *The Desk Based assessment must include: a) Description of the site, the potential for archaeology and its significance. b) Impact of the proposed development on this archaeology. c) Confirmation of the need or otherwise for field evaluation. d) Advise the Council on the most appropriate way to avoid or minimise conflict between the conservation of any archaeology and any aspect of the proposed development.* |
| Air Quality Assessment | **Required where new development is located in or likely to have an effect on an Air Quality Management Area. Also required major planning applications, where the scale of development could potentially contribute to a significant worsening of local air quality. In addition, such schemes would need to be supported by a damage costs calculation.**  **All applications for biomass boilers or those which result in emissions.**  *For major developments, provide a damage cost calculation such as described in link[[7]](#footnote-7) and itemise mitigation measures that will offset traffic emissions associated with the development.* |
| Bin storage and collection plan | **All developments for businesses must include plans showing the location of bin stores in relation to the proposed development and on bin collection day with ‘bin carry’ distances clearly shown.**  *Plans must show how bins/bags can be stored adjacent to the public highway on collection day and that adequate access for refuse collection vehicles can be achieved. More guidance can be found in the Developers and Landlords Guide for New Developments/Estates and Multi-Occupancy Properties produced by the Council’s Waste Recycling Service.* |
| Biodiversity/Ecological and/or Geological Survey and Assessment | **Proposals on sites within, adjacent or functionally linked to a statutory or non-statutory designated site for nature conservation and/or geological interest, or which may have impacts on biodiversity or protected or priority habitat or species.**  *Appropriate ecological information should be provided with applications that:*   * *propose development that would affect any site designated for its biodiversity or geological value; or* * *propose development that is likely to have an impact on wildlife and biodiversity.*   For further guidance on relevant information required to meet the validation requirements, refer to the Biodiversity Trigger List (Local Requirements for Biodiversity Conservation - Including Criterion and Indicative Thresholds):   * Part 1 (protected and priority species) * Part 2 (designated sites and priority habitat) * Part 3 (designated geological sites and features)   Tables 1, 2 & 3 in the Biodiversity Trigger List set out types of development proposals where an ecological survey and assessment and or geological survey and assessment may be needed.  *In general terms, all ecological information must be prepared and presented in such a way that it is fit to inform the decision-making process. It should include:*   * *information on existing biodiversity interests on the land affected by the proposed development as well as on adjoining or nearby land that may affected by the proposed development;* * *information on the possible impacts on the biodiversity interests; and* * *details on avoidance, mitigation and/or compensation and enhancement measures.*   *The level of information required should be proportionate to the scale of the development proposed and the likely impact on biodiversity. In most cases, a Preliminary Ecological Appraisal (PEA) should be provided and should inform further surveys. Where a proposal is likely to affect protected or priority species and/or habitats, the applicant should submit a Protected Species Survey and Assessment and/or an Ecological Impact Assessment.*  *Any survey must be undertaken and prepared by competent persons (for example a suitably qualified ecologist who is a member of the Chartered Institute of Ecology and Environmental Management (CIEEM)), with suitable qualifications and experience and must be carried out at an appropriate time and month of year, in suitable weather conditions, over a sufficient period of time and using nationally recognised survey guidelines/methods where available and as appropriate.*  *An ecological report should include information on proposed works that will enhance, restore or add to designated sites, priority habitats and features or habitats used by protected or priority species.* Refer to the Council’s Delivering Biodiversity Enhancement and Net Gain guidance note for further information and guidance.  *Dependent on the specific site and ecological interest, you may need to provide further details beyond the minimum validation requirements in order for your application to be determined.*  *Where proposals are being made for mitigation and/or compensation measures, information to support those proposals will be needed and must be cross referenced to the plans for approval.* |
| Biodiversity Net Gain (BNG) Assessment | **All qualifying major applications, small site applications (from April 2024) and Nationally Significant Infrastructure Projects (by November 2025) must be accompanied by a Biodiversity Net Gain Assessment.**  *All applications should be accompanied by a completed Biodiversity Net Gain Self-Assessment Form (available on the council’s website).*  *All qualifying applications should be submitted with a defined set of Biodiversity Gain Information at the planning application stage. Biodiversity Gain Information should include:*   * *Appropriate Biodiversity Survey and Assessment Reports (such as Preliminary Ecological Appraisal, Ecological Impact Assessment, Protected Species Surveys)* * *Biodiversity Gain Information including a BNG Statement/BNG Design Stage Report, with accompanying metric calculations and GIS habitat plans compatible with QGIS (e.g. QGIS geopackage)* * *Where there is a significant increase of on-site biodiversity enhancements, a draft Habitat Management and Monitoring Plan covering a period of no less than 30 years after the completion of the development* * *Where significant on-site habitat enhancements are proposed and/or an off-site biodiversity gain site will be required, then draft heads of terms clearly setting out the obligations that are likely to be bound in a section 106 agreement*   *A Biodiversity Gain Plan will be submitted as a post-permission document and must be approved in writing by the local planning authority before development can commence.*  *A Habitat Management and Monitoring Plan must accompany the Biodiversity Gain Plan for all off-site gains and significant on-site enhancements.*  Further information and guidance on BNG is provided within the Council’s Delivering Biodiversity Enhancement and Net Gain guidance note.  Exemptions from the BNG requirement:   * Development that does not impact a priority habitat and impacts less than 25 square metres of habitat, or 5 metres of linear habitats such as hedgerows * Biodiversity gain sites (where habitats are being enhanced for wildlife) * Development related to the high speed railway transport network * Development granted planning permission by a development order under section 59   *Being exempt from BNG does not mean the development is exempt from wider nature-related policy requirements. Although a measurable BNG is not required for exempt applications, proposals should still apply the mitigation hierarchy and are expected to incorporate proportionate measures to enhance biodiversity on site wherever possible. Information on enhancement measures should be detailed within the appropriate accompanying biodiversity/ecological assessment and/or shown on the appropriate plans.*  Further information and guidance on biodiversity enhancement measures is provided within the Council’s Delivering Biodiversity Enhancement and Net Gain guidance note. |
| Construction Management Plan | **All major developments in close proximity to sensitive areas (such as houses, schools or medical facilities etc) and development proposed where there is restricted access (e.g. single track roads accessing the site) and or restricted space on site.**  Outline applications will not normally require a Construction Management Plan, which can be required by condition.  *There are 3 main elements of CMP:- 1. CMP – this looks at the impact on amenities of local residents in relation to noise, fumes, vibration, hours of working, parking congestion, visual harm from temporary buildings etc, including the control of dust and dirt, waste handling, noise emissions and hours of operation. 2. CEMP – Construction Environment Management Plan – which safeguards protected species, the local ecology and retained trees/hedges. 3. CTMP – Construction Traffic Management Plan – which looks at highway safety and congestion implications including parking, unloading and storage of plant and materials, security, wheel- washing facilities.*  *The Construction Management Phase might require all or some of this information depending on circumstances.* |
| Contaminated Land Desktop Study/ Remediation Statement | **For land where there is the possibility of contamination (including ground/mining gas) from mineral or coal workings, waste disposal, previous development or use or where remediation is required.**  *All contaminated land assessments shall be prepared by a suitably qualified party and shall be presented as a formal report.*  *The assessment should be based on a conceptual site model, which identifies potential sources, pathways and receptors for pollution.* |
| Environmental Statement | **Some significant developments require an Environmental Statement as a legal requirement under the Environmental Impact Regulations.**    **You are advised to formally request a screening opinion from the Council prior to the submission of a planning application if your development falls within the nationally set criteria.** |
| Financial Viability Appraisal | **Where financial considerations are relied upon to justify the proposal or where viability is relied upon to justify a departure from adopted planning policy - a financial appraisal will be required, for example where you are proposing the loss of a rural pub, a shop or “enabling development”, that would not normally be acceptable in principle but is being put forward to meet other planning objectives e.g. to protect the future of a listed building.**  *Appendix C of the RICS Guide to Planning and Viability (GN 94/2012) details what a viability assessment should comprise. The level and detail of information will vary from scheme to scheme.* |
| Flood Risk Assessment | **If the development involves:**   * + **land in flood zone 2 or 3 including minor development  and change of use.**   + **more than 1 hectare (ha) in flood zone 1.**   + **less than 1 ha in flood zone 1, but including a change of  use in development type to a more vulnerable class (e.g. from commercial to residential), where the occupation could be affected by sources of flooding other than rivers (e.g., surface water drains, canals, reservoirs).**   + **an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency.**   **Applicants should note a ‘flood risk sequential test’ will be be required for all applications in Flood Zones 2 and 3 on the Environment Agency’s Flood Risk Maps, unless:-**   1. **The site has been allocated in the development plan through the Sequential Test, or** 2. **The proposal is for a minor development. Or a change of use (except for a change of use toa caravan, camping or chalet site or to a mobile home or park home site).**     *Useful information in the national PPG*  *https://www.gov.uk/guidance/flood-risk-and-coastal-change*  *The responsibility for flood risk is now split between the Environment Agency, Severn Trent Water and Staffordshire County Council, as Lead Local Flood Authority (LLFA).*  *Major developments within flood zone 1 will be referred to Severn Trent Water and Staffordshire County Council, as Lead Local Flood Authority.*  *Non-major developments in “high-risk” areas may be referred to Staffordshire County Council, as Lead Local Flood Authority.* |
| Foul Sewerage Details | **All proposals that include non-mains sewage disposal.**  *Applications for non-mains sewage disposal should demonstrate why connection to the mains is impractical.*  *Applications for developments relying on anything other than connection to a public sewage treatment plant should be supported by sufficient information to understand the potential implications for the water environment and public health.*  *The Environment Agency webpage ‘Septic tanks and treatment plants: permits and exemptions’ provides much useful information, click* [*here*](https://www.gov.uk/permits-you-need-for-septic-tanks) *.* |
| Green Belt Statement | **Any proposals that constitute “inappropriate development” in the Green Belt as set out in the NPPF.**  *Where the proposal constitutes ‘inappropriate development’ and the applicant wishes to demonstrate that very special circumstances exist to justify approval, the applicant is required to provide a statement that clearly sets out what those considerations area which the applicant considers clearly outweigh the harm to the Green Belt, and any other harm caused by the proposal.* |
| Heritage Statement (Statement of Significance) | **Developments affecting a ‘designated heritage asset’, or ‘non-designated heritage asset’ or their settings (definition found in NPPF Annex 2: Glossary).**  *As a minimum, you should show that you have consulted the relevant historic environment record and the heritage asset(s) assessed using appropriate expertise.*  *The level of detail should be proportionate to the asset’s significance and sufficient to understand the potential impact of the proposal on their significance.*  *Applications for Listed Building Consent can require much more detail than other applications and we encourage you to get advice from a suitably qualified and experienced Conservation Architect for all but the simplest applications.* |
| Landscaping Details  (hard & soft) | **Will be required for:**   1. **Major developments with wider landscape impacts.**   **May be required for:**   1. **Minor developments, within or would be visible from the Cannock Chase National Landscape (formally known as Cannock Chase Area of Outstanding Natural Beauty) or Special Area of Conservation.**   ***Landscape and Visual Impact Appraisals should be carried out by an appropriate professional in accordance with the “Guidelines for Landscape and Visual Impact Assessment 3rd Edition” published by the Landscape Institute and IEMA 2013 (or any subsequent revisions to the Guidelines).***  **Note: If you require further help with this type of application, you can make a pre-application enquiry. Charges will apply for this advice. Further information is available on the Council’s website.**  *The requirement for landscaping schemes is set out in Appendix C and D of the Council’s Design Supplementary Planning Document (April 2016).* |
| Landscape & Visual Impact Appraisal | **May be required for:**   1. **Major developments with wider landscape impacts.** 2. **Minor developments, within or would be visible from the Cannock Chase National Landscape (formally known as Cannock Chase Area of Outstanding Natural Beauty) or Special Area of Conservation.**   *Landscape and Visual Impact Appraisals should be carried out by an appropriate professional in accordance with the “Guidelines for Landscape and Visual Impact Assessment 3rd Edition” published by the Landscape Institute and IEMA 2013 (or any subsequent revisions to the Guidelines).*  Note: If you require further help with this type of application, you can make a pre-application enquiry. Charges will apply for this advice. Further information is available here. |
| Lighting details and assessments | **Proposals involving street lighting, floodlighting and illumination of advertisements and any lighting in areas of ecological interest e.g. designated site, ecological corridors, habitat likely to be used by protected species, such as bats etc.**    *Details should include siting, numbers and timing of lights along with their intensity expressed as a Lux measurement*. |
| Marketing Information | **For applications which:**   * **involve the loss of employment uses.** * **involve the loss of community facilities, such as shops,  pubs, medical and leisure.** * **seek to demonstrate the redundancy of a heritage asset  (para.133 bullet 2 NPPF).**   The type of marketing required for each proposal will be bespoke but a general rule should be a minimum of 6 months advertising at a realistic sale price and/or rental charge, accompanied by details of the nature of the advertising, the results and the reasons given for not proceeding. The exact nature of marketing can be refined through a pre-application consultation.  For Pubs the CAMRA guide to Public House viability provides some excellent guidance and can be found [here.](https://pubs.camra.org.uk/planning-help-and-guidance) |
| Noise/ Vibration Impact Assessment | **For proposals generating or particularly sensitive to significant noise/vibration such as, takeaways, flues, extraction systems and car washes. Noise impact assessments will also be required for all proposals generating significantly increased traffic.**  *Noise Impact Assessments should be prepared by a suitably qualified professional in line with relevant British Standards to the noise source concerned* |
| Odour Impact Assessment | **For all proposals generating or particularly sensitive to significant odour.** |
| Planning Obligations – Heads of terms | **May be needed for developments of 10 or more houses, larger industrial/commercial schemes and for some schemes requiring a minimum of 10% Biodiversity Net Gain. Potential heads of terms could include: highway infrastructure works, public transport subsidy, air quality impact mitigation, significant on-site habitat enhancements and/or off-site biodiversity gain and Travel Plan monitoring contributions.**  *For applications where a Section 106 Agreement or a unilateral undertaking under Section 106 will be required, you will need to supply the following information with the planning application: 1. Heads of Terms (anticipated planning obligations)*  *2. Your solicitor’s contact details 3. Confirmation that you will pay the Council’s reasonable legal costs of drafting/negotiating the Section 106 Obligation.*  *Your planning permission will not be issued until the Planning Obligation is completed.* |
| Planning Statement | **For all major developments and all development not in accordance with adopted Planning Policy.**  *This 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.*  *A statement can also seek to justify a proposal that is not in accordance with such policies. A statement may be used to provide evidence of need and/or personal circumstances related to an application for example a gypsy/traveler’s sites.* |
| Sequential Test and Retail Impact Assessment | **In accordance with the National Planning Policy Framework a sequential test is required for all new retail, leisure and office developments located outside existing town centres.**  **In addition, an Impact Assessment is required for all retail developments of over 2,500 sq m outside an existing town centre where there is no lower locally set threshold.** |
| Statement of Community Involvement | **For all major developments and for developments where community support or engagement is relied upon as part of the planning merits of the case.**    *This should include details of consultations with the Local Planning Authority, as well as with consultees and Parish/Town Councils, Ward Member(s) and any other local community representatives.*  *The statement should comply with the Council’s requirements as set out in its Statement of Community Involvement.* |
| Structural Survey | **For all proposals to demolish or substantially alter listed buildings and for all applications for conversion of existing commercial or rural buildings to offices and similar uses, and also where retaining walls and embankments are included within proposals.**  *Structural surveys must be carried out by a qualified building surveyor. Conversion schemes should demonstrate that the building(s) will not require significant alterations or rebuilding for the conversion to take place.*  *Schemes involving demolition and/or major alterations will need to identify defects and indicate the extent of rebuilding, remedial works and alterations which would be necessary in order to restore the building.* |
| Sunlight and Daylight Assessment or Plans which seek to consider any affected neighbouring property | **Required in cases where development may have impacts on the residential amenity of neighbouring properties and in all cases in which a proposed building is over 2.5m high within 2m of a boundary. Also required in respect of existing trees within or adjacent to the site and its impacts on use and enjoyment of property and garden areas.**  *Regard should be given to how the proposal meets the Council’s adopted design guidance and Building Research Establishment (BRE) right to light and daylighting guidelines such as the 25 degree standard or similar relevant standards.* |
| Topographical Survey | **For all major development sites to show existing and proposed land levels and floor levels for the site and adjoining land and for any minor application where there is a proposed variation in existing/proposed land levels across the site and specifically in relation to boundaries.** |
| Transport Assessment  Transport Statement, Travel Plan and Visibility Splays | **All major developments of A1-A5 uses over 800sqm, B1-B8 uses over 2500sqm of B1-B8 or D1/D2 uses over 1500sqm should be accompanied by a Transport Assessment.**  **For any development generating or having a significant effect on vehicle or pedestrian movement or other transport movement, a Transport Statement shall be provided.**  **Any application that includes a new vehicular access or material intensification in the use of an existing access should include details of visibility splays that can be achieved and whether this will require the removal of any roadside hedge, wall or tree(s). The plan should be drawn in accordance with Manual for Streets (Chapter 7.7 and 7.8).**  *The Planning Practice Guidance sets out the content of a Transport Assessment and Transport Statement for further information click* [here](https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements)*.*  *If your application generates significant amounts of traffic a Travel Plan may be required. Further discussion should be undertaken with the Local Highway Authority.* |
| Ventilation/ Extraction Details | **Required for all developments involving the preparation/sale of hot food or other odour generating processes.**  *Scaled plans of the proposed ducting and scaled elevations of any outlets fixed to the proposed building shall be provided.* |

Validation Checklist 4 - Advertisements

Applicable to all applications for advertisement consent including those affecting highway safety and the setting of listed buildings, Conservation Areas or other locally listed properties.

The level of information required for a valid application will depend on the scale and nature of the proposal.

Supporting information should be as brief as possible but provide sufficient information to enable the Council to understand where the site is, what the proposal is and what the main impacts will be.

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| **CANNOCK CHASE LOCAL REQUIREMENT** | **When Needed? (Set out in bold)**  *Minimum requirements (set out in italics)* |
| Compliance with National Requirements as set out within this document | **All applications** |
| Elevation Plans of existing and proposed buildings with advertisements in situ | **All applications shall include scaled elevation drawings of the proposed signage in situ on the building concerned** |
| Lighting details and assessments | **Proposals involving lighting, floodlighting or other illumination of advertisements shall provide details of the precise means of illumination.**  Details should include siting, numbers and timing of lights along with their intensity expressed as a Lux measurement. |
| Visibility Splay details relative to the position of advertisements | **Where an advertisement could reasonably interfere with a visibility splay from an adjacent or nearby highway junction, details of the available visibility and precise position of the sign shall be provided** |
| Photographs and photomontages | Optional but advised for proposals where substantial advertisements are proposed |

Validation Checklist 5 - Listed Building consent

Applicable to all applications for Listed Building Consent for alterations, extension or demolition of a Listed Building.

The level of information required for a valid application will depend on the scale and nature of the proposal.

Supporting information should be as brief as possible but provide sufficient information to enable the Council to understand where the site is, what the proposal is and what the main impacts will be.

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| **CANNOCK CHASE LOCAL REQUIREMENT** | **When Needed? (Set out in bold)**  *Minimum requirements (set out in italics)* |
| Compliance with National Requirements as set out within this document | **All applications** |
| Elevation and Floor Plans of the building as existing and as proposed | **All applications unless disproportionate to the nature of the change proposed** |
| Details of internal alterations or joinery at 1:1, 1:10 or 1:20 (as appropriate) | **Applications for listed building consent where new or replacement features proposed eg doors, skirting, architraves** |
| Heritage Statement / Planning Statement | **All applications in order to provide the context for the nature of the change sought.** |
| Historic Photographs, historic records, archive extracts or photomontages as relevant | **Optional but advised for proposals where historic evidence is relied upon** |
| Biodiversity Survey and Report | **Required when certain proposals which include demolition/conversion of buildings or roof spaces and alterations to cellars or loss of semi-natural habitats that may affect protected species such as bats nesting birds and great crested newts.**  *All applications should be accompanied by a completed Biodiversity Net Gain Self-Assessment Form (available on the council’s website).*  For further detailed advice, see the Biodiversity Trigger List (Part 1) and Council’s Delivering Biodiversity Enhancement and Net Gain guidance note |

Validation Checklist 6 - Lawful development Certificates

Applicable to all applications for Lawful Development Certificate for an existing use or operation including those in breach of a planning condition or a Lawful Development Certificate for a proposed use or operation.

The level of information required for a valid application will depend on the scale and nature of the proposal.

Supporting information should be as brief as possible but provide sufficient information to enable the Council to understand where the site is, what the proposal is and what the main impacts will be.

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| **CANNOCK CHASE LOCAL REQUIREMENT** | **When Needed? (Set out in bold)**  *Minimum requirements (set out in italics)* |
| Compliance with National Requirements as set out within this document | **All applications** |
| Elevation and Floor Plans of the building or site as existing and as proposed | **All applications unless disproportionate to the nature of the change proposed** |
| Supporting Information and Evidence | Photographs can provide useful evidence. Other information is particularly important for certificates for existing uses and operations. This can include sworn affidavits, council tax records, electoral register records, tenancy agreements, utility bills and any other relevant information to support the application. |

1. https://www.cannockchasedc.gov.uk/sites/default/files/document-library/Householder%20%26%20Minor%20Extensions%20in%20or%20near%20to%20Surface%20Water%20Flow%20Routes.doc [↑](#footnote-ref-1)
2. [National Planning Policy Framework - 14. Meeting the challenge of climate change, flooding and coastal change - Guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/national-planning-policy-framework/14-meeting-the-challenge-of-climate-change-flooding-and-coastal-change) [↑](#footnote-ref-2)
3. [Preparing a flood risk assessment: standing advice - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/flood-risk-assessment-standing-advice#advice-for-minor-extensions) [↑](#footnote-ref-3)
4. <http://www.iaqm.co.uk/text/guidance/air-quality-planning-guidance.pdf> [↑](#footnote-ref-4)
5. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/770576/air-quality-damage-cost-guidance.pdf [↑](#footnote-ref-5)
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