

CANNOCK CHASE COUNCIL

**VALIDATION OF PLANNING
APPLICATIONS**

**GUIDE TO NATIONAL AND LOCAL
REQUIREMENTS**

DRAFT

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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)

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](#) web page. However printable PDF application forms can also be downloaded [here](#). 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 i.e. 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:

- a) The design principles and concepts that have been applied to the development
- b) The steps taken to appraise the context of the development and how the design takes that context into account
- c) The policy adopted as to access and how policies in relation to access in local development documents have been taken into account
- d) What, if any, consultation undertaken on issues in relation to access to the development and what account has been taken of the outcome
- e) 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:

- a) 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
- b) Explain how policy as to access takes account of the special architectural or historic importance of the building.
- c) 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.

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](#).

Relevant Application Fee

The relevant fee can be calculated by following the link [here](#). 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](#).

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 - 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:

CANNOCK CHASE LOCAL REQUIREMENT	When Needed? (Set out in bold) <i>Minimum requirements (set out in italics)</i>	
Compliance with National Requirements as set out within this document	All applications	
Heritage Statement	<p>Required for proposals affecting buildings of character, locally listed buildings and other buildings in a conservation area.</p> <p><i>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</i></p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP3 - Chase Shaping - Design • CP15 - Historic Environment • CP16 - Climate Change and Sustainable Resource Use <p>The National Planning Policy Framework</p>

	<p><i>Statement or Planning Statement should be labelled 'Heritage Statement'.</i></p>	<ul style="list-style-type: none"> • 16. Conserving and enhancing the historic environment <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Historic environment guidance
<p>Arboricultural Impact Statement</p>	<p>Required where trees are located within 15m (edge of trunk) of development (on the site or adjoining land, including street trees).</p> <p><i>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.</i></p> <p><i>Where proposed buildings and or garden areas will be shaded by existing trees a</i></p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP3 - Chase Shaping - Design • CP12 - Biodiversity and Geodiversity • CP14 - Landscape Character and Cannock Chase Area of Outstanding Natural Beauty (AONB) <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 12. Achieving well-designed places • 15. Conserving and enhancing the natural environment <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Natural environment guidance

	<p><i>sunlight and daylight (‘tree shading assessment’) should be provided within the AIA based on a shading plan.</i></p> <p><i>For further detailed advice, see BS 5837:2012 and the Council’s Design SPD (2016)</i></p>	
<p>Parking Layout</p>	<p>Required where proposal involves the conversion of a garage to a habitable room or for the provision of hard surfacing in a conservation area</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP10 - Sustainable Transport • CP15 - Historic Environment • Parking Standards, Travel Plans & Developer Contributions for Sustainable Transport Supplementary Planning Document <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 9. Promoting sustainable transport <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • National Design Guide

<p>Noise Impact assessment</p>	<p>Required for air-conditioning units and some micro-generation technologies.</p> <p><i>Noise Impact Assessments should be prepared by a suitably qualified professional in line with relevant British Standards to the noise source concerned</i></p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP16 - Climate Change and Sustainable Resource Use <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 15. Conserving and enhancing the natural environment <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Healthy and safe communities guidance
<p>Sunlight and Daylight Assessment or Plans which seek to consider any affected neighbouring property</p>	<p>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.</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP3 - Chase Shaping - Design • CP9 - A Balanced Economy • Appendix B - Residential Development Space Standards Including Garden Sizes Supplementary Planning Document <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 11. Making effective use of land

		<ul style="list-style-type: none"> • 12. Achieving well-designed places <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Design: Process and tools guidance
Structural Survey	Required for external retaining walls and basements, including those of historical significance	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP3 - Chase Shaping - Design • CP15 - Historic Environment • CP16 - Climate Change and Sustainable Resource Use <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 16. Conserving and enhancing the historic environment <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Historic environment guidance

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.

CANNOCK CHASE LOCAL REQUIREMENT	When Needed? (Set out in bold) <i>Minimum requirements (set out in italics)</i>	
Compliance with National Requirements as set out within this document	All applications	
Affordable Housing Statement	<p>Where a proportion of affordable housing is required - whether via on-site provision or off-site contribution.</p> <p><i>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.</i></p> <p><i>Note: When the Council needs to seek independent advice on affordable housing provision, costs will be paid for by the</i></p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP2 - Developer Contributions for Infrastructure • CP7 - Housing Choice <p>The National Planning Policy Framework</p> <p>6. <u>Delivering a sufficient supply of homes</u></p> <p>Planning Practice Guidance</p>

	<p><i>applicant. Confirmation of agreement to pay will normally be required at validation stage.</i></p>	<ul style="list-style-type: none"> • Planning Obligations Guidance • Housing and Economic Needs Assessment Guidance • Housing Needs for Different Groups Guidance • Section 106 Affordable Housing Requirements: Review and Appeal Guidance
<p>Air Quality Assessment</p>	<p>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.</p> <p>Also required for all applications for biomass boilers or those which result in emissions.</p> <p><i>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</i></p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP16 - Climate Change and Sustainable Resource Use <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 15. Conserving and enhancing the natural environment <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Air Quality Guidance

	<p><i>information on these requirements can be found via link¹</i></p> <p><i>For major developments, provide a damage cost calculation such as described at link² 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)</i></p> <p><i>Liaise with Environmental Health if Stage 1 investigation is required.</i></p>	
<p>Archaeological Assessment</p>	<p>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.</p> <p><i>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</i></p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP3 - Chase Shaping - Design • CP15 - Historic Environment • CP16 - Climate Change and Sustainable Resource Use

¹ <http://www.iaqm.co.uk/text/guidance/air-quality-planning-guidance.pdf>

² https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/770576/air-quality-damage-cost-guidance.pdf

	<p><i>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).</i></p> <p><i>The Desk Based assessment must include:</i></p> <p><i>a) Description of the site, the potential for archaeology and its significance.</i></p> <p><i>b) Impact of the proposed development on this archaeology.</i></p> <p><i>c) Confirmation of the need or otherwise for field evaluation.</i></p> <p><i>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.</i></p>	<p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 16. Conserving and enhancing the historic environment <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Historic environment guidance
<p>Bin storage and collection plan</p>	<p>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.</p> <p><i>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</i></p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP16 - Climate Change and Sustainable Resource Use <p>The National Planning Policy Framework</p>

	<p><i>Developers and Landlords Guide for New Developments/Estates and Multi-Occupancy Properties produced by the Council's Waste Recycling Service.</i></p>	<ul style="list-style-type: none"> • 8. Promoting healthy and safe communities • 15. Conserving and Enhancing the Natural Environment <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Waste guidance
<p>Construction Management Plan</p>	<p>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.</p> <p>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.</p> <p><i>There are 3 main elements of CMP:-</i> 1. CMP – this looks at the impact on amenities</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP16 - Climate Change and Sustainable Resource Use • CP10 - Sustainable Transport • CP12 - Biodiversity and Geodiversity <p>The National Planning Policy Framework</p>

	<p><i>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.</i></p> <p><i>2. CEMP – Construction Environment Management Plan – which safeguards protected species the local ecology and retained trees/hedges.</i></p> <p><i>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.</i></p> <p><i>The Construction Management Phase might require all or some of this information depending on circumstances.</i></p>	<ul style="list-style-type: none"> • 8. Promoting Healthy and Safe Communities • 15. Conserving and Enhancing the Natural Environment <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Noise guidance • Air quality guidance • Health and safe communities guidance • Natural environment guidance
<p>Contaminated Land Desktop Study/ Remediation Statement</p>	<p>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.</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP16 - Climate Change and Sustainable Resource Use

	<p><i>All contaminated land assessments shall be prepared by a suitably qualified party and shall be presented as a formal report.</i></p> <p>The assessment should be based on a conceptual site model which identifies the potential sources, pathways and receptors for pollution.</p> <p>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.</p>	<p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 15. Conserving and Enhancing the Natural Environment <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Land affected by contamination guidance
Ecological Assessment	<p>Where there is a potential impact on protected areas, habitat or protected species (for example, to demonstrate the presence or absence of protected species such as bats, badgers, great crested newts etc.). Great Crested Newt Surveys will be required where an application site contains a pond or lies within 250m of a pond. Bat surveys will be required where buildings will be demolished or significantly altered and where the site is located in close proximity to woodland,</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP12 - Biodiversity and Geodiversity <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 15. Conserving and Enhancing the Natural Environment

	<p>canals and streams which could be used by bats for foraging or commuting.</p> <p>In addition, an Ecological Survey will be required where the application site is comprised wholly or in part by areas of semi-natural vegetation.</p> <p><i>The presence of legally protected species can have a significant impact on your proposals. All reports shall be prepared by suitably qualified persons and shall accord with the most up to date ecological guidance such as BS: BS:42020 Biodiversity-Code of Practice for Planning and development: Biodiversity Offsetting.</i></p>	<p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Natural environment guidance
<p>Environmental Statement</p>	<p>Some significant developments require an Environmental Statement as a legal requirement under the Environmental Impact Regulations.</p> <p>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.</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP12 - Biodiversity and Geodiversity • CP13 - Cannock Chase Special Area of Conservation (SAC)

	<p>Natural Environment and Rural Communities (NERC) Act 2006, ensures we give regard to biodiversity in the exercising of our functions, to conserving biodiversity.</p> <p>The Environment Act introduces a ten per cent biodiversity net gain requirement for new developments as well as a requirement to identify the nature recovery network where wildlife sites, habitats and green spaces across the landscape are connected to give nature room to thrive. It allows plants, animals, seeds, nutrients and water to move from place to place.</p>	<p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 15. Conserving and Enhancing the Natural Environment <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Environmental Impact Assessment guidance
<p>Financial Viability Appraisal</p>	<p>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.</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • Developer Contributions & Housing Choices Supplementary Planning Document <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 5. Delivering a sufficient supply of homes

Fire Statement	<p>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.</p>	<ul style="list-style-type: none"> • 8. Promoting healthy and safe communities <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Viability guidance
	<p>Legislation requires that a Fire Statement is to be submitted with an application for planning permission where:</p> <p>“A building which satisfies the height condition in paragraph (3) and contains— (a) two or more dwellings; or (b) educational accommodation.</p> <p>(3) The height condition is that— (a) the building is 18 metres or more in height; or (b) the building contains 7 or more storeys.”</p> <p>The Fire Statement in these circumstances must be provided using the Government’s Fire Statement Form.</p>	<p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Fire safety and high-rise residential buildings (from 1 August 2021)

Public Open Space Contributions	<p>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.</p> <p>Supporting Strategic documents such as the Playing Pitch Strategy 2018 and the Open Spaces Strategy (currently been redrafted).</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • Developer Contributions & Housing Choices Supplementary Planning Document <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 8. Promoting healthy and safe communities • 12. Achieving well-designed places <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Open space, sports and recreation facilities, public rights of way and local green space guidance
Flood Risk Assessment	<p>A Flood Risk Assessment (FRA) will be required if the development involves:</p> <ul style="list-style-type: none"> • Land in flood zone 2 or 3 including minor development 	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p>

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:-

- (i) **the site has been allocated in the development plan through the Sequential Test, or**

- CP16 - Climate change and sustainable resource use

The National Planning Policy Framework

- 14. Meeting the challenge of climate change, flooding and coastal change

Planning practice guidance

- Flood risk and coastal change guidance

- (ii) the proposal is for a minor development, or**
- (iii) 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](#).

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.

<p>Foul Sewerage Details</p>	<p>All proposals that include non-mains sewage disposal.</p> <p><i>Applications for non-mains sewage disposal should demonstrate why connection to the mains is impractical.</i></p> <p><i>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.</i></p> <p><i>The Environment Agency webpage 'Septic tanks and treatment plants: permits and exemptions' provides much useful information, click here .</i></p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP12 - Biodiversity and Geodiversity <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 14. Meeting the challenge of climate change, flooding and coastal change <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Water supply, wastewater and water quality
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<p>Green Belt Statement</p>	<p>Any proposals that constitute “inappropriate development” in the Green Belt as set out in the NPPF.</p> <p>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.</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP14 - Landscape Character and Cannock Chase Area of Outstanding Natural Beauty (AONB) <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 13. Protecting Green Belt land <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Green Belt guidance
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<p>Heritage Statement (Statement of Significance)</p>	<p>Developments affecting a ‘designated heritage asset’, or ‘non-designated heritage asset’ or their settings (definition found in NPPF Annex 2: Glossary).</p> <p><i>As a minimum, you should show that you have consulted the relevant historic environment record and the heritage asset(s) assessed using appropriate expertise.</i></p> <p><i>The level of detail should be proportionate to the asset’s significance and sufficient to understand the potential impact of</i></p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP15 - Historic environment <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 16. Conserving and enhancing the historic environment <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Historic environment guidance
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	<p><i>the proposal on their significance.</i></p> <p><i>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.</i></p>	
<p>Housing Mix Statement</p>	<p>All major residential developments when the proposed mix would not reflect the SHMA and the mix set out in the Council's adopted policies.</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP7 - Housing Choice <p>The National Planning Policy Framework</p>

	<p><i>Where the mix does not accord with the adopted policy, the statement must explain and justify why the development is otherwise acceptable.</i></p>	<ul style="list-style-type: none"> • 5. Delivering a sufficient supply of homes <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Housing supply and delivery guidance • Housing and economic needs assessment guidance • Housing and economic land availability assessment guidance
<p>Landscaping Details (hard & soft)</p>	<p>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</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP3 - Chase Shaping - Design • CP13 - Cannock Chase Special Area of Conservation (SAC) • CP14 - Landscape Character and Cannock Chase Area of

	<p>accommodated on the site.</p> <p><i>The requirement for landscaping schemes is set out in Appendix C and D of the Council's Design Supplementary Planning Document (April 2016)</i></p>	<p>Outstanding Natural Beauty (AONB)</p> <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 12. Achieving well-designed places • 15. Conserving and enhancing the natural environment <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • <u>Natural environment</u> • <u>National Design Guide</u>
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<p>Landscape & Visual Impact Appraisal</p>	<p>Will be required for:</p> <p>1. Major developments with wider landscape impacts.</p> <p>May be required for:</p> <p>2. Minor developments, within or would be visible from the Cannock Chase Area of Outstanding Natural Beauty or Special Area of Conservation</p> <p>.</p> <p><i>Landscape and Visual Impact Appraisals should be carried out by an appropriate</i></p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP3 - Chase Shaping - Design • CP13 - Cannock Chase Special Area of Conservation (SAC) • CP14 - Landscape Character and Cannock Chase Area of Outstanding Natural Beauty (AONB) <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • <u>12. Achieving well-designed places</u> • 15. Conserving and enhancing the natural environment <p>Planning Practice Guidance</p>
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	<p><i>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).</i></p> <p>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.</p>	<ul style="list-style-type: none"> • <u>National Design Guide</u>
<p>Lighting details and assessments</p>	<p>Proposals involving street lighting, floodlighting and illumination of</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p>

	<p>advertisements and any lighting in or adjacent to areas of ecological interest e.g. local nature reserves, known bat commuting corridors etc..</p> <p>Details should include siting, numbers and timing of lights along with their intensity expressed as a Lux measurement.</p>	<ul style="list-style-type: none"> • CP12 - Biodiversity and Geodiversity • CP13 - Cannock Chase Special Area of Conservation (SAC) • CP14 - Landscape Character and Cannock Chase Area of Outstanding Natural Beauty (AONB) <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 15. Conserving and enhancing the natural environment <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • <u>Light pollution guidance</u> • <u>Natural environment guidance</u>
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<p>Marketing Information</p>	<p>For applications which:</p> <ul style="list-style-type: none"> • 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). <p>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</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP5 - Social Inclusion and Healthy Living • CP8 - Employment Land • CP15 - Historic Environment <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • <u>8. Promoting healthy and safe communities</u> • <u>16. Conserving and enhancing the historic environment</u> <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Healthy and Safe communities guidance • Historic environment guidance
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	<p>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.</p> <p>For Pubs the CAMRA guide to Public House viability provides some excellent guidance and can be found here.</p>	
<p>Noise/ Vibration Impact Assessment</p>	<p>For proposals generating or particularly sensitive to significant noise/vibration such as new flats or properties where existing noise</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP16 - Climate Change and Sustainable Resource Use

	<p>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 require for all proposals generating significantly increased traffic such as housing estates or large mixed developments.</p> <p><i>Noise Impact Assessments should be prepared by a suitably qualified professional in line with relevant British Standards to the noise source concerned</i></p>	<p>The National Planning Policy Framework</p> <ul style="list-style-type: none">• 8. <u>Promoting healthy and safe communities</u> <p>Planning Practice Guidance</p> <ul style="list-style-type: none">• Healthy and Safe communities guidance
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	<p><i>In some cases an acoustic design statement should be developed (such as described in link³)</i></p>	
<p>Odour Impact Assessment</p>	<p>For all proposals generating or particularly sensitive to significant odour.</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP5 - Social Inclusion and Healthy Living <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • <u>12. Achieving well-designed places</u> • <u>15. Conserving and enhancing the natural environment</u> <p>Planning Practice Guidance</p>

³ <https://www.ioa.org.uk/sites/default/files/14720%20ProPG%20Main%20Document.pdf>

		<ul style="list-style-type: none"> • Healthy and safe communities guidance • <u>Air quality</u>
<p>Planning Obligations – Heads of terms</p>	<p>May be needed for developments of 10 or more houses and larger industrial/commercial schemes. Potential heads of terms could include: affordable housing, air quality mitigation, education contributions, green space provision and maintenance, highway infrastructure works, public transport subsidy, open space provision and</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP2 - Developer Contributions for Infrastructure • Developer Contributions and Housing Choices Supplementary Planning Document <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • <u>4. Decision-making</u> <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • <u>Planning obligations guidance</u>

**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*

	<p><i>Planning Obligation is completed.</i></p>	
<p>Planning Statement</p>	<p>For all major developments and all development not in accordance with adopted Planning Policy.</p> <p><i>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.</i></p> <p><i>A statement can also seek to justify a proposal that is not in accordance with such policies. A statement may be</i></p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • All relevant Development Plan policies <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • All relevant Sections of the NPPF <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • All relevant Planning Practice Guidance

	<p><i>used to provide evidence of need and/or personal circumstances related to an application for example a gypsy/travelers site.</i></p>	
<p>Statement of Community Involvement</p>	<p>For all major developments and for developments where community support or engagement is relied upon as part of the planning merits of the case.</p> <p><i>This should include details of consultations with the Local Planning Authority, as well as with consultees and Parish/Town Councils, Ward Councils, Ward Member(s) and any</i></p>	<p>Localism Act 2011</p>

	<p><i>other local community representatives.</i></p> <p><i>The statement should comply with the Council's requirements as set out in its Statement of Community Involvement.</i></p>	
Structural Survey	<p>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.</p> <p><i>Structural surveys must be carried out by a qualified building surveyor.</i></p>	<p><u>Cannock Chase District Council Local Plan Part 1 (2014)</u></p> <ul style="list-style-type: none"> • CP3 - Chase Shaping - Design • CP15 - Historic Environment • CP14 - Landscape Character and Cannock Chase Area of Outstanding Natural Beauty (AONB)

	<p><i>Conversion schemes should demonstrate that the building(s) will not require significant alterations or rebuilding for the conversion to take place.</i></p> <p><i>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.</i></p>	<ul style="list-style-type: none"> • CP16 - Climate Change and Sustainable Resource Use <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • <u>16. Conserving and enhancing the historic environment</u> <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • <u>Historic Environment Guidance</u>
<p>Sunlight and Daylight Assessment or Plans which seek to consider any affected</p>	<p>Required where the impact upon current levels of sunlight and/or daylight enjoyed by occupants of adjoining or near properties could be</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP3 - Chase Shaping - Design

<p>neighbouring property</p>	<p>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.</p> <p><i>Regard should be given to how the proposal meets the Council's adopted design guidance and Building Research Establishment (BRE) right to light and</i></p>	<ul style="list-style-type: none"> • CP9 - A Balanced Economy • Appendix B - Residential Development Space Standards Including Garden Sizes Supplementary Planning Document <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 11. Making effective use of land • 12. Achieving well-designed places <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Design: Process and tools guidance
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	<p><i>daylighting guidelines such as the 25 degree standard or similar relevant standards.</i></p>	
<p>Topographical Survey</p>	<p>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.</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP3 - Chase Shaping - Design • CP14 - Landscape Character and Cannock Chase Area of Outstanding Natural Beauty (AONB) <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 12. Achieving well-designed places • <u>15. Conserving and enhancing the natural environment</u>

		<p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • <u>National Design Guide</u>
<p>Street Scene Elevations</p>	<p>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,</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP3 - Chase Shaping - Design <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • <u>12. Achieving well-designed places</u> <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • <u>National Design Guide</u>

<p>Transport Assessment Transport Statement, Travel Plan and Visibility Splays</p>	<p>All major developments over 200 dwellings should be accompanied by a Transport Assessment.</p> <p>For any development generating or having a significant effect on vehicle or pedestrian movement or other transport movement, a Transport Statement must be provided.</p> <p>Any application that includes a new vehicular access or material intensification in the use of an existing access should include</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP10 - Sustainable Transport <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • <u>9. Promoting sustainable transport</u> <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • <u>Travel Plans, Transport Assessments and Statements guidance</u>
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**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](#).*

*If your application
generates significant
amounts of traffic a
Travel Plan may be
required. Further
discussion should be*

	<p><i>undertaken with the Local Highway Authority.</i></p>	
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<p>Arboricultural Impact Assessment and Arboricultural Method Statements</p>	<p>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.</p> <p>Required where trees are located within 15m (edge of trunk) of development (on the site or adjoining land, including street trees).</p> <p><i>Arboricultural Impact Assessments must be prepared by a suitably qualified professional in</i></p>	<p><u>Cannock Chase District Council Local Plan Part 1 (2014)</u></p> <ul style="list-style-type: none"> • CP3 - Chase Shaping - Design • Policy CP12 - Biodiversity and Geodiversity • Policy CP14 - Landscape Character and Cannock Chase Area of Outstanding Natural Beauty (AONB) <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 12. Achieving well-designed places • 15. Conserving and enhancing the natural environment <p>Planning Practice Guidance</p>
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	<p><i>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.</i></p> <p><i>Where proposed buildings and or garden areas will be shaded by existing</i></p>	<ul style="list-style-type: none">• Natural environment guidance
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	<p><i>trees a sunlight and daylight ('tree shading assessment') should be provided within the AIA based on a shading plan.</i></p> <p><i>For further detailed advice, see BS 5837:2012 and the Council's Design SPD (2016).</i></p>	
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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.

CANNOCK CHASE LOCAL REQUIREMENT	<p>When Needed? (Set out in bold)</p> <p><i>Minimum requirements (set out in italics)</i></p>	
Compliance with National Requirements as set out within this document	All applications	
Archaeological Assessment	<p>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.</p> <p><i>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).</i></p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP3 - Chase Shaping - Design • CP15 - Historic Environment • CP16 - Climate Change and Sustainable Resource Use <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 16. Conserving and enhancing the historic environment

	<p><i>The Desk Based assessment must include:</i></p> <p>a) <i>Description of the site, the potential for archaeology and its significance.</i></p> <p>b) <i>Impact of the proposed development on this archaeology.</i></p> <p>c) <i>Confirmation of the need or otherwise for field evaluation.</i></p> <p>d) <i>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.</i></p>	<p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Historic environment guidance
<p>Air Quality Assessment</p>	<p>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.</p> <p>All applications for biomass boilers or those which result in emissions.</p> <p><i>For major developments, provide a damage cost calculation such as described in link⁴ and itemise mitigation measures that will</i></p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP16 - Climate Change and Sustainable Resource Use <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 15. Conserving and enhancing the natural environment <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Air quality guidance

⁴ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/770576/air-quality-damage-cost-guidance.pdf

	<i>offset traffic emissions associated with the development.</i>	
Bin storage and collection plan	<p>All developments 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.</p> <p><i>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.</i></p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP16 - Climate Change and Sustainable Resource Use <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 8. Promoting healthy and safe communities <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Waste guidance
Construction Management Plan	<p>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.</p> <p>Outline applications will not normally require a Construction Management Plan, which can be required by condition.</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP16 - Climate Change and Sustainable Resource Use • CP10 - Sustainable Transport • CP12 - Biodiversity and Geodiversity

	<p><i>There are 3 main elements of CMP:-</i></p> <p><i>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.</i></p> <p><i>2. CEMP – Construction Environment Management Plan – which safeguards protected species, the local ecology and retained trees/hedges.</i></p> <p><i>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.</i></p> <p><i>The Construction Management Phase might require all or some of this information depending on circumstances.</i></p>	<p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 8. Promoting Healthy and Safe Communities • 15. Conserving and enhancing the natural environment <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Noise guidance • Air quality guidance • Healthy and safe communities guidance • Natural environment guidance
<p>Contaminated Land Desktop Study/ Remediation Statement</p>	<p>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.</p> <p><i>All contaminated land assessments shall be prepared by a suitably qualified party and shall be presented as a formal report</i></p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP16 - Climate Change and Sustainable Resource Use <p>The National Planning Policy Framework</p>

	<p><i>The assessment should be based on a conceptual site model, which identifies potential sources, pathways and receptors for pollution.</i></p>	<ul style="list-style-type: none"> • 15. Conserving and enhancing the natural environment <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Land affected by contamination guidance
<p>Ecological Assessment</p>	<p>Where there is a potential impact on protected areas, habitat or protected species (for example, to demonstrate the presence or absence of protected species such as bats, badgers, great crested newts etc). Great Crested Newt Surveys will be required where an application site contains a pond or lies within 250m of a pond. Bat surveys will be required where buildings will be demolished or significantly altered and where the site is located in close proximity to woodland, canals and streams which could be used by bats for foraging or commuting.</p> <p>In addition, an Ecological Survey will be required where the application site is comprised wholly or in part by areas of semi-natural vegetation.</p> <p><i>The presence of legally protected species can have a significant impact on your proposals. All reports shall be prepared by suitably qualified persons and shall accord with the</i></p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP12 - Biodiversity and Geodiversity <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 15. Conserving and enhancing the natural environment <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Natural environment guidance

	<p><i>most up to date ecological guidance such as BS:2020:2013Biodiversity - Code of Practice for Planning and Development.</i></p> <p>Natural Environment and Rural Communities (NERC) Act 2006, ensures we give regard to biodiversity in the exercising of our functions, to conserving biodiversity.</p> <p>The Environment Act introduces a ten per cent biodiversity net gain requirement for new developments as well as a requirement to identify the nature recovery network where wildlife sites, habitats and green spaces across the landscape are connected to give nature room to thrive. It allows plants, animals, seeds, nutrients and water to move from place to place and enables the natural world to adapt to change.</p>	
Environmental Statement	<p>Some significant developments require an Environmental Statement as a legal requirement under the Environmental Impact Regulations.</p> <p>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.</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP12 - Biodiversity and Geodiversity • CP13 - Cannock Chase Special Area of Conservation (SAC) <p>The National Planning Policy Framework</p>

		<ul style="list-style-type: none"> • 15. Conserving and Enhancing the Natural Environment <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Environmental Impact Assessment guidance
Financial Viability Appraisal	<p>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.</p> <p><i>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.</i></p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • Developer Contributions & Housing Choices Supplementary Planning Document <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 5. Delivering a sufficient supply of homes • 8. Promoting healthy and safe communities <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Viability guidance

<p>Fire Statement</p>	<p>Legislation requires that a Fire Statement is to be submitted with an application for planning permission where:</p> <p>“A building which satisfies the height condition in paragraph (3) and contains— (a) two or more dwellings; or (b) educational accommodation.</p> <p>(3) The height condition is that— (a) the building is 18 metres or more in height; or (b) the building contains 7 or more storeys.”</p> <p>The Fire Statement in these circumstances must be provided using the Government’s Fire Statement Form.</p>	<p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Fire safety and high-rise residential buildings (from 1 August 2021)
<p>Flood Risk Assessment</p>	<p>If the development involves:</p> <ul style="list-style-type: none"> • 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 	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP16 - Climate change and sustainable resource use <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 14. Meeting the challenge of climate change, flooding and coastal change <p>Planning practice guidance</p> <ul style="list-style-type: none"> • Flood risk and coastal change guidance

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 Environment Agency's Flood Risk Maps, unless:-

- (i) The site has been allocated in the development plan through the Sequential Test, or
- (ii) The proposal is for a minor development. Or 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
<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

	<p>(LLFA).</p> <p><i>Major developments within flood zone 1 will be referred to Severn Trent Water and Staffordshire County Council, as Lead Local Flood Authority.</i></p> <p><i>Non-major developments in “high-risk” areas may be referred to Staffordshire County Council, as Lead Local Flood Authority.</i></p>	
<p>Foul Sewerage Details</p>	<p>All proposals that include non-mains sewage disposal.</p> <p><i>Applications for non-mains sewage disposal should demonstrate why connection to the mains is impractical.</i></p> <p><i>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.</i></p> <p><i>The Environment Agency webpage ‘Septic tanks and treatment plants: permits and exemptions’ provides much useful information, click here .</i></p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP12 - Biodiversity and Geodiversity <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 14. Meeting the challenge of climate change, flooding and coastal change <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Water supply, wastewater and water quality

<p>Green Belt Statement</p>	<p>Any proposals that constitute “inappropriate development” in the Green Belt as set out in the NPPF.</p> <p><i>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.</i></p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • Policy CP14 - Landscape Character and Cannock Chase Area of Outstanding Natural Beauty (AONB) <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 13. Protecting Green Belt land <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Green Belt guidance
<p>Heritage Statement (Statement of Significance)</p>	<p>Developments affecting a ‘designated heritage asset’, or ‘non-designated heritage asset’ or their settings (definition found in NPPF Annex 2: Glossary).</p> <p><i>As a minimum, you should show that you have consulted the relevant historic environment record and the heritage asset(s) assessed using appropriate expertise.</i></p> <p><i>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.</i></p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP15 - Historic environment <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 16. Conserving and enhancing the historic environment <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Historic environment guidance

	<p><i>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.</i></p>	
<p>Landscaping Details (hard & soft)</p>	<p>Will be required for: 1. Major developments with wider landscape impacts. May be required for: 2. Minor developments, within or would be visible from the Cannock Chase Area of Outstanding Natural Beauty or Special Area of Conservation.</p> <p><i>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).</i></p> <p>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.</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP3 - Chase Shaping - Design • CP13 - Cannock Chase Special Area of Conservation (SAC) • CP14 - Landscape Character and Cannock Chase Area of Outstanding Natural Beauty (AONB) <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 12. Achieving well-designed places • 15. Conserving and enhancing the natural environment <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • National Design Guide

	<p><i>The requirement for landscaping schemes is set out in Appendix C and D of the Council's Design Supplementary Planning Document (April 2016).</i></p>	
<p>Landscape & Visual Impact Appraisal</p>	<p>May be required for:</p> <ol style="list-style-type: none"> 1. Major developments with wider landscape impacts. 2. Minor developments, within or would be visible from the Cannock Chase Area of Outstanding Natural Beauty or Special Area of Conservation. <p><i>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).</i></p> <p>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.</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP3 - Chase Shaping - Design • CP13 - Cannock Chase Special Area of Conservation (SAC) • CP14 - Landscape Character and Cannock Chase Area of Outstanding Natural Beauty (AONB) <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 12. Achieving well-designed places • 15. Conserving and enhancing the natural environment <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • National Design Guide

<p>Lighting details and assessments</p>	<p>Proposals involving street lighting, floodlighting and illumination of advertisements and any lighting in areas of ecological interest e.g. known bat commuting corridors.</p> <p>Details should include siting, numbers and timing of lights along with their intensity expressed as a Lux measurement.</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP12 - Biodiversity and Geodiversity • CP13 - Cannock Chase Special Area of Conservation (SAC) • CP14 - Landscape Character and Cannock Chase Area of Outstanding Natural Beauty (AONB) <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 15. Conserving and enhancing the natural environment <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Light pollution guidance • Natural environment guidance
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<p>Marketing Information</p>	<p>For applications which:</p> <ul style="list-style-type: none"> • 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). <p>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.</p> <p>For Pubs the CAMRA guide to Public House viability provides some excellent guidance and can be found here.</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP5 - Social Inclusion and Healthy Living • CP8 - Employment Land • CP15 - Historic Environment <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 6. Building a strong, competitive economy • 8. Promoting Healthy and Safe Communities • 16. Conserving and enhancing the historic environment <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Housing and economic needs assessment guidance • Historic environment guidance
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<p>Noise/ Vibration Impact Assessment</p>	<p>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.</p> <p><i>Noise Impact Assessments should be prepared by a suitably qualified professional in line with relevant British Standards to the noise source concerned</i></p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP16 - Climate Change and Sustainable Resource Use <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 8. Promoting healthy and safe communities <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Healthy and safe communities Guidance • Noise guidance
<p>Odour Impact Assessment</p>	<p>For all proposals generating or particularly sensitive to significant odour.</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP5 - Social Inclusion and Healthy Living <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 12. Achieving well-designed places • 15. Conserving and enhancing the natural environment <p>Planning Practice Guidance</p>

		<ul style="list-style-type: none"> • Healthy and safe communities guidance • Air quality
<p>Planning Obligations – Heads of terms</p>	<p>May be needed for developments of 10 or more houses and larger industrial/commercial schemes. Potential heads of terms could include: highway infrastructure works, public transport subsidy, air quality impact mitigation and Travel Plan monitoring contributions.</p> <p><i>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:</i></p> <ol style="list-style-type: none"> <i>1. Heads of Terms (anticipated planning obligations)</i> <i>2. Your solicitor’s contact details</i> <i>3. Confirmation that you will pay the Council’s reasonable legal costs of drafting/negotiating the Section 106 Obligation.</i> <p><i>Your planning permission will not be issued until the Planning Obligation is completed.</i></p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP2 - Developer Contributions for Infrastructure • CP7 - Housing Choice <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 5. Delivering a sufficient supply of homes <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Planning Obligations guidance • Housing and Economic Needs Assessment guidance • Housing Needs for Different Groups guidance • Section 106 Affordable Housing Requirements: Review and Appeal guidance

<p>Planning Statement</p>	<p>For all major developments and all development not in accordance with adopted Planning Policy.</p> <p><i>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.</i></p> <p><i>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.</i></p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • All relevant Development Plan policies <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • All relevant Sections of the NPPF <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • All relevant Planning Practice Guidance
<p>Sequential Test and Retail Impact Assessment</p>	<p>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.</p> <p>In addition, an Impact Assessment is required for all retail developments of over 2,500 sqm outside an existing town centre where there is no lower locally set threshold.</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP8 - Employment Land • CP11 - Centres Hierarchy <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 7. Ensuring the vitality of town centres <p>Planning Practice Guidance</p>

		<ul style="list-style-type: none"> • Ensuring the vitality of town centres guidance
Statement of Community Involvement	<p>For all major developments and for developments where community support or engagement is relied upon as part of the planning merits of the case.</p> <p><i>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.</i></p> <p><i>The statement should comply with the Council's requirements as set out in its Statement of Community Involvement.</i></p>	Localism Act 2011
Structural Survey	<p>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.</p> <p><i>Structural surveys must be carried out by a qualified building surveyor. Conversion schemes should demonstrate that the building(s) will not require significant</i></p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP3 - Chase Shaping - Design • CP15 - Historic Environment • CP14 - Landscape Character and Cannock Chase Area of Outstanding Natural Beauty (AONB)

	<p><i>alterations or rebuilding for the conversion to take place.</i></p> <p><i>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.</i></p>	<ul style="list-style-type: none"> • CP16 - Climate Change and Sustainable Resource Use <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 16. Conserving and enhancing the historic environment <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Historic environment guidance
<p>Sunlight and Daylight Assessment or Plans which seek to consider any affected neighbouring property</p>	<p>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.</p> <p><i>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.</i></p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP3 - Chase Shaping - Design • CP9 - A Balanced Economy • Appendix B - Residential Development Space Standards Including Garden Sizes Supplementary Planning Document <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 11. Making effective use of land • 12. Achieving well-designed places <p>Planning Practice Guidance</p>

		<ul style="list-style-type: none"> • Design: Process and tools guidance
Topographical Survey	<p>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.</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP3 - Chase Shaping - Design • CP14 - Landscape Character and Cannock Chase Area of Outstanding Natural Beauty (AONB) <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 12. Achieving well-designed places • 15. Conserving and enhancing the natural environment <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • National Design Guide

<p>Transport Assessment Transport Statement, Travel Plan and Visibility Splays</p>	<p>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.</p> <p>For any development generating or having a significant effect on vehicle or pedestrian movement or other transport movement, a Transport Statement shall be provided.</p> <p>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).</p> <p><i>The Planning Practice Guidance sets out the content of a Transport Assessment and Transport Statement for further information click here.</i></p> <p><i>If your application generates significant amounts of traffic a Travel Plan may be required. Further discussion should be undertaken with the Local Highway Authority.</i></p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP10 - Sustainable Transport <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 9. Promoting sustainable transport <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Travel Plans, Transport Assessments and Statements guidance
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<p>Arboricultural Impact Assessment and Arboricultural Method Statements</p>	<p>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.</p> <p>Required where trees are located within 15m (edge of trunk) of development (on the site or adjoining land, including street trees).</p> <p><i>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.</i></p> <p><i>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.</i></p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP3 - Chase Shaping - Design • Policy CP12 - Biodiversity and Geodiversity • Policy CP14 - Landscape Character and Cannock Chase Area of Outstanding Natural Beauty (AONB) <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 12. Achieving well-designed places • 15. Conserving and enhancing the natural environment <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Natural environment Guidance
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	<i>For further detailed advice, see BS 5837:2012 and the Council's Design SPD.</i>	
Ventilation/ Extraction Details	<p>Required for all developments involving the preparation/sale of hot food or other odour generating processes.</p> <p><i>Scaled plans of the proposed ducting and scaled elevations of any outlets fixed to the proposed building shall be provided.</i></p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP5 - Social Inclusion and Healthy Living <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 9. Promoting sustainable transport <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Air quality guidance

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.

CANNOCK CHASE LOCAL REQUIREMENT	When Needed? (Set out in bold) <i>Minimum requirements (set out in italics)</i>	
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	Cannock Chase District Council Local Plan Part 1 (2014) <ul style="list-style-type: none"> • CP3 - Chase Shaping - Design The National Planning Policy Framework <ul style="list-style-type: none"> • 12. Achieving well-designed places

		<p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Advertisement guidance
Lighting details and assessments	<p>Proposals involving lighting, floodlighting or other illumination of advertisements shall provide details of the precise means of illumination.</p> <p>Details should include siting, numbers and timing of lights along with their intensity expressed as a Lux measurement.</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP3 - Chase Shaping - Design <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 12. Achieving well-designed places <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Advertisement guidance
Visibility Splay details relative to the position of advertisements	<p>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</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP10 - Sustainable Transport • CP15 - Historic Environment • Parking Standards, Travel Plans & Developer Contributions for Sustainable Transport Supplementary Planning Document

		<p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 9. Promoting sustainable transport <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • National Design Guide
<p>Photographs and photomontages</p>	<p>Optional but advised for proposals where substantial advertisements are proposed</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP3 - Chase Shaping - Design <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 12. Achieving well-designed places <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Advertisement guidance

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.

CANNOCK CHASE LOCAL REQUIREMENT	When Needed? (Set out in bold) <i>Minimum requirements (set out in italics)</i>	
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	Cannock Chase District Council Local Plan Part 1 (2014) <ul style="list-style-type: none"> • CP3 - Chase Shaping - Design • CP15 - Historic Environment

		<ul style="list-style-type: none"> • CP16 - Climate Change and Sustainable Resource Use <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 16. Conserving and enhancing the historic environment <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Historic environment guidance
<p>Details of internal alterations or joinery at 1:1, 1:10 or 1:20 (as appropriate)</p>	<p>Applications for listed building consent where new or replacement features proposed e.g. doors, skirting, architraves</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP3 - Chase Shaping - Design • CP15 - Historic Environment • CP16 - Climate Change and Sustainable Resource Use <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 16. Conserving and enhancing the historic environment <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Historic environment guidance

<p>Heritage Statement / Planning Statement</p>	<p>All applications in order to provide the context for the nature of the change sought.</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP3 - Chase Shaping - Design • CP15 - Historic Environment • CP16 - Climate Change and Sustainable Resource Use <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 16. Conserving and enhancing the historic environment <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Historic environment guidance
<p>Historic Photographs, historic records, archive extracts or photomontages as relevant</p>	<p>Optional but advised for proposals where historic evidence is relied upon</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP3 - Chase Shaping - Design • CP15 - Historic Environment • CP16 - Climate Change and Sustainable Resource Use

		<p>The National Planning Policy Framework</p> <ul style="list-style-type: none">• 16. Conserving and enhancing the historic environment <p>Planning Practice Guidance</p> <ul style="list-style-type: none">• Historic environment guidance
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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.

CANNOCK CHASE LOCAL REQUIREMENT	When Needed? (Set out in bold) <i>Minimum requirements (set out in italics)</i>	
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	Cannock Chase District Council Local Plan Part 1 (2014) <ul style="list-style-type: none"> • CP3 - Chase Shaping - Design The National Planning Policy Framework

		<ul style="list-style-type: none"> • 12. Achieving well-designed places <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Lawful development certificates guidance
Supporting Information and Evidence	<p>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.</p>	<p>Cannock Chase District Council Local Plan Part 1 (2014)</p> <ul style="list-style-type: none"> • CP3 - Chase Shaping - Design <p>The National Planning Policy Framework</p> <ul style="list-style-type: none"> • 12. Achieving well-designed places <p>Planning Practice Guidance</p> <ul style="list-style-type: none"> • Lawful development certificates guidance