



Lichfield District Council Development Services

Planning Application Local Validation Requirements

February 2019

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

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Introduction

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

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

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

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

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

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

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

Design and Heritage

Document	Policy Driver	When is Document Required	What Info is Required	Further Assistance?
Heritage Statement	<p>National Planning Policy Framework (NPPF)</p> <p>National Planning Practice Guidance (NPPG)</p> <p>Local Plan Strategy (LPS) : BE1, NR5</p> <p>Saved Local Plan : C2</p> <p>Trees Landscaping and Development SPD</p> <p>Historic Environment SPD</p>	<p>All Planning applications / Listed Building consents that affect a heritage asset and / or its setting.</p> <p>All applications involving demolition within a Conservation Area</p> <p>Hedgerow removal may also require a Heritage Statement where it forms part of a significant historic landscape or area of archaeological potential.</p> <p>A heritage statement will also be required in respect of proposals involving the disturbance of ground within a known area of archaeological significance, or in other areas the subject of major development proposals or significant infrastructure works, where archaeological remains may survive, as may be specified in pre-application advice.</p> <p>Heritage Assets include Listed Buildings, Conservation Areas, Scheduled Monuments, known archeological sites, and Registered Historic Parks and Gardens; and any non-designated assets which have a local architectural, historic, archaeological or artistic interest.</p>	<p>A Heritage Statement for a listed building should include:</p> <ul style="list-style-type: none"> • A statement of the architectural, historical or other significance of the building, its site and its setting. • An assessment of the impact of the proposals on the significance of the building, its site and setting and that of any adjacent heritage assets. • A justification for the proposals, in terms of the principles applied, together with any mitigations measures proposed. • Should a Heritage Asset be proposed for demolition it must be demonstrated that the application meets the criteria outlined in paragraph 133 of the NPPF. <p>A Heritage Statement for development in or adjacent to a Conservation Area; or a Registered Park and Garden; or for works to or within proximity of a Historic Hedgerow should include:</p> <ul style="list-style-type: none"> • An assessment of the significance of the designated area. Reference could be made to a Conservation Area appraisal. • An assessment of the impact of the development on the character and appearance of the designated area and/ or its setting. <p>A Heritage Statement for an undesignated Heritage Asset should include:</p> <ul style="list-style-type: none"> • An assessment of the significance of the undesignated heritage asset • An assessment of the impact of the development on the asset. <p>A Heritage Statement for development on land</p>	<p>LDC Conservation and Urban Design Team: 01543 308188 / 308203</p> <p>Staffordshire County Principal Archaeologist 01785 276580</p> <p>LDC Arboricultural Officers 01543 308185 /308207</p> <p>NPPF</p> <p>NPPG</p> <p>Staffordshire Historic Environment Record</p> <p>Historic England ' A Charter for Historic England Advisory Services'</p>

			<p>including or with the potential to include heritage assets with archaeological interest should include:</p> <ul style="list-style-type: none"> • An appropriate desk based assessment • For further info Contact the Staffordshire County Archaeologist <p>It should be noted that an application can affect more than one heritage asset and that the significance and impact of the proposals on each heritage asset should be included in the heritage statement. The level of details should be proportionate to the significance of the asset and the impact of the proposals on it.</p> <p>All Heritage statements should have reference to the Staffordshire Historic Environment Record.</p>	
Design and Access Statement (DAS)	<p>Section 42 of the 2004 Town and Country Planning Act.</p> <p>Development Management Procedure Order 2015 (as amended)</p> <p>NPPG</p> <p>NPPF</p>	<p>Applicants are advised to refer to Article 9 of the Development Management Procedure Order for full details but, in summary, a DAS is statutorily required for an application for Planning permission for:</p> <ul style="list-style-type: none"> • All major development; • Provision of new dwellings in a conservation area; or • Provision of a new building or buildings in a conservation area where 100 sqm of new floor space is being provided. <p>Applications for waste development, a material change of use, engineering or mining operations or S73 applications do not need to be accompanied by a DAS.</p> <p>A DAS is also required as part of all applications affecting listed buildings</p> <p>N.B. Even where not required, applicants may consider submitting a DAS in order to fully demonstrate the appropriateness of</p>	<p>The CABE publication “Design and Access Statements: how to write, read and use them” gives advice on how best to use and prepare a DAS, and can be downloaded at; www.cabe.org.uk/AssetLibrary/8073.pdf</p> <p>A DAS should explain the design principles and concepts that have been applied to the development and how issues relating to access to the development have been dealt with. The DAS must include information on the amount of development, layout, scale, landscaping and appearance, prevention of crime and a detailed explanation of how climate change mitigation and adaptation measures have been considered in the design of the proposal. The context of the development needs to be appraised and an assessment made of how the design takes account of that context.</p> <p>The Statement must explain the applicant's approach to all forms of access and how relevant Local Plan Strategy policies have been taken into account, any consultation undertaken in relation to access issues, and how the</p>	<p>Design Council publication “Design and Access Statements: how to write, read and use them”</p> <p>LDC Urban Design and Conservation Team: 01543 308188</p> <p>NPPG</p>

		the design of the proposal.	<p>outcome of this consultation has informed the proposed development. Applicants must also explain how any specific issues which might affect access to the proposed development have been addressed.</p> <p>The level of detail in a Design and Access Statement should be proportionate to the complexity of the application, but should not be long. For most straightforward planning applications, the DAS may only need to be a page long. For outline applications the statement should justify the principles of design and access and detail the use, the amount of development, scale parameters, indicative layout and access points.</p>	
Photographs & Photomontages	<p>NPPF</p> <p>LPS: BE1</p> <p>LPA: BE2</p> <p>Saved Local Plan: C2</p>	<p>Required for</p> <ul style="list-style-type: none"> • Wind turbine applications; • Advertisements adjacent to the Strategic Road Network; and • Major commercial and residential developments which will alter a streetscene. 	<p>Photomontages should show how development can be satisfactorily integrated within the street scene. If produced to an identifiable scale then this should be clearly stated.</p>	<p>NPPF</p> <p>LDC Development Management 01543 308174</p>
Landscape Visual impact Assessment	<p>NPPF</p> <p>LPS: BE1</p>	<p>Required for</p> <ul style="list-style-type: none"> • Wind turbine applications; and • Major commercial and residential developments which will alter the appearance of the landscape. 	<p>A Landscape Visual impact Assessment should be prepared in accordance with the guidelines set out within the Guidelines for Landscape and Visual impact Assessment (2013).</p> <p>The potential impacts to historic landscape character should also be considered, were relevant.</p>	<p>LDC Development Management 01543 308174</p> <p>Guidelines for Landscape and Visual impact Assessment (2013)</p>

Green Environment

Document	Policy Driver	When is Document Required	What Info is Required	Further Assistance?
Tree Survey / Assessment	NPPF NPPG LPS: NR4 Trees, Landscape and Development SPD	All applications (excluding Advertisements and Change of Use) where there are semi-mature / mature trees /protected trees or hedgerows within the site and/or off-site trees within 15metres of the application site (including street trees) irrespective of whether the trees are to be removed or retained. All sites where there is a Tree Preservation Order or any proposals within a Conservation Area.	1. Tree survey and plan as specified in BS.5837:2012 2. Information on <ul style="list-style-type: none"> • which trees are to be retained and which are to be removed; • Extent and location of root protection areas; • means of protecting retained trees during construction works. <p>The information at 1 and 2 should be prepared by a suitably qualified and experienced Arboriculturalist.</p>	LDC Arboricultural Officers 01543 308185 /308207 BS 5837:2012 Trees, Landscape and Development SPD
Topographical Survey	NPPF NPPG LPS:BE1, NR4	All new build applications (excluding householder applications unless there are changes to land levels) All applications within proximity of established trees and where hard surfaces are proposed or being removed; retaining walls proposed; or changes of land levels.	Plan at recognised scale (1:200, 1:500, 1:1250) showing existing ground levels both within and surrounding the site in question.	LDC Arboricultural Officers 01543 308185 /308207
Landscaping Scheme	NPPF NPPG LPS: NR4, BE1 Trees, Landscape and Development SPD	All applications (excluding Householder, Listed Building Consent, Advertisements and Change of Use) plus where a development effects the setting of a designated heritage asset, should be accompanied by hard and soft landscaping details.	A landscaping scheme should be drawn to an appropriate scale (usually 1:100 or 1:200) and show full details of proposed landscaping. This should include details of proposed species, height at planting, spacing, densities, along with measures for the ongoing protection and maintenance of the landscaping.	LDC Arboricultural Officers 01543 308185 / 308207
Flood Risk Assessment	EIA Directive 2011/92/EC	In Flood zone 1 (Low Probability) any development site of 1 hectare or above will	Flood Risk Assessments should be undertaken by a suitably qualified professional, and be proportionate to the risk and scale, nature and location of the development. They will be	Environment Agency Flood Risk Standing Advice

	<p>Flood and Water Management Act 2010</p> <p>NPPF</p> <p>NPPG</p> <p>LPS Core Policy 3</p>	<p>require a Flood Risk Assessment.</p> <p>All Developments in Flood zones 2 and 3 must be accompanied by a Flood Risk Assessment.</p>	<p>expected to consider the various aspects relating to flood risk.</p> <p>Flood Risk Assessments should be supported by appropriate data and information, including historical information on previous flood events.</p>	<p>Environment Agency Climate Change Guidance</p> <p>Environment Agency 03708 506 506</p> <p>SCC Lead Local Flood Authority flood risk website</p> <p>NPPF Technical Guidance</p> <p>NPPG</p>
<p>Surface water Drainage Strategy</p>	<p>NPPF</p> <p>NPPG</p> <p>LPS: Core Policy 3 BE1</p> <p>Sustainable Design SPD</p> <p>River Mease SAC</p>	<p>All major developments should be accompanied by a sustainable drainage strategy.</p>	<p>Drainage strategies should include</p> <ul style="list-style-type: none"> • an existing site plan showing topography and how site currently drains; • proposed site showing how site will drain; • explanation of how the drainage hierarchy has been followed; • explanation of how flood risks will be mitigated; • surface water design for the site; • evidence that the site has an agreed point of discharge; calculations of current site run off; calculations of proposed site run off; likely forms of SuDS; • logical location of attenuation storage areas; • evidence of who will maintain and pay for the proposed system over the life of the development; and • explanation of how the site will adequately consider flood risk at all stages of development. 	<p>NPPG</p> <p>SCC Lead Local Flood Authority flood.team@staffordshire.gov.uk</p> <p>SCC SUDS Handbook https://www.staffordshire.gov.uk/environment/Flood-Risk-Management/SuDS-Handbook.pdf</p> <p>LDC Sustainable Design SPD</p>

Environmental Statement (Also known as EIA)	Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2017 (as Amended) NPPG	Usually these are only required for large-scale developments as defined in Schedule 1 and/or Schedule 2 of the Environmental Impact Assessment Regulations. Please liaise with Development Services if you are in any doubt whether you need an EIA or submit / request an EIA screening opinion.	Where an EIA is required, an Environmental Statement in the form set out in Schedule 4 to the regulations must be provided. Where an EIA is not required, the Local Planning Authority may still require environmental information to be provided. Applicants are advised to consult the NPPG as well as seeking a Screening Opinion from the Local Planning Authority to determine whether an EIA is required prior to application submission.	NPPG LDC Development Management 01543 308174
Open Space Assessment	NPPF NPPG Developer Contributions SPD	This is required for submission with any development proposals within an existing area of Public Open Space or for new major residential development.	An Open Space Assessment for development on existing Public Open Space, should seek to demonstrate through an independent assessment that existing Public Open Space land or buildings are surplus to local requirements. For development within existing Open Spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. Where open space and/ or associated facilities are proposed to be provided onsite or in-kind, applicants must define them in the application and provide a statement to accompany the planning application setting out: - <ul style="list-style-type: none"> • A maintenance specification for the works; and • How the facility will be initially installed and subsequently maintained to the submitted specification for at least 10 years. Where open space facilities cannot be provided entirely on-site or can only be provided on-site in part, you will be expected to make a financial contribution through a Planning Obligation. 	LDC Development Management 01543 308174 Developer Contributions SPD
Biodiversity Survey & Report	Habitat Directive 92/43/EEC (1992) The Conservation of Habitats and Species Regulations 2017 Wildlife and	Where a proposed development may: <ul style="list-style-type: none"> • Negatively impact on protected or priority species and/or habitats, • Would affect the biodiversity value of the area within the development boundary, 	Ecological surveys should take place at the appropriate time of year for the species or survey type, and be conducted by a suitably qualified and experienced (i.e. licensed) individual. All surveys must follow the methodology as prescribed by the appropriate Natural England Standing Advice Species Sheet. A study carried out at the wrong time of year; that was undertaken 2 years or more from the current date; or indicates that further species survey work is required, will not be accepted and will invalidate any	LDC Ecology Team 01543 308164 Natural England 0300 060 3900 Staffordshire Requirements for Biodiversity and

<p>Countryside Act 1981 (as amended 2010)</p> <p>Natural Environment and Rural Communities (NERC) Act 2006</p> <p>Protection of Badgers Act 1992.</p> <p>Habitats Regulations 2010</p> <p>NPPF</p> <p>NPPG</p> <p>Circular 06/2005: Biodiversity and Geological Conservation – Statutory Obligations and their Impact within the Planning System.</p> <p>The West Midlands Biodiversity Pledge</p> <p>Staffordshire Requirements for Biodiversity and Geological Conservation (2008)</p> <p>Biodiversity and Development SPD</p>	<ul style="list-style-type: none"> • Would impact (directly or indirectly, individually or in combination with other developments) on a statutory designated site (i.e. SSSI, SAC etc.) <p>In these circumstances information must be provided to display the full ecological impact of the development as well as well as show progression through the mitigation hierarchy (i.e. information, avoidance, mitigation, compensation) for each negative impact likely to occur.</p>	<p>application.</p> <p>Furthermore:</p> <ul style="list-style-type: none"> • All planning applications with the potential to destroy, damage or adversely affect any statutory or non-statutory site must be supported by an impact assessment, which displays progression through the mitigation hierarchy and details all methods of avoidance, mitigation and/or compensation to be incorporated within the development scheme to account for the negative impacts. • The presence and population of all protected and priority species and priority habitats which occur either within the development site or may be negatively impacted upon by the proposed development must also be described. For what is considered a protected or priority species/habitat please refer to the Biodiversity and Development SPD • All planning applications on sites where protected or priority species have been previously recorded or there is a likelihood they may be present must be supported by up to date surveys. • If protected or priority species or priority habitat is found to likely be negatively impacted upon by a proposed development the applicant must display adherence to the mitigation hierarchy • Planning applications which are not supported by an adequate survey effort or don't display adherence to the mitigation hierarchy are likely to be refused. <p>Applicants are advised to seek specialist expertise and to discuss their proposals with the Council's Ecology Team at an early stage in the design process.</p>	<p>Geological Conservation (2011)</p> <p>Natural England Standing Advice Decision Tree and Protected Species Sheets</p> <p>CIEEM guidance on Ecological Assessment and Report Writing</p> <p>Staffordshire Ecological Record</p>
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	LPS :Core Policy 13, NR3, NR6, NR7, NR8; LPA: NR10			
Playing Fields Assessment	NPPF NPPG	For new developments which affect playing fields.	The following information shall be submitted: <ul style="list-style-type: none"> the size of the playing field and the area affected by the proposals; an existing site plan to a recognised scale, showing the layout of winter and summer pitches; the current sports played and the usage of the site; a proposed site plan, showing how new buildings and works will impact on the layout of pitches; and information on any alternative sport and recreational provision. 	Sport England 03458 508508 Playing Field Development Checklist www.sportengland.org NPPG
Water Quality Assessment	Habitat Directive 92/43/EEC EU Water Framework Directive The Conservation of Habitats and Species Regulations 2017 Staffordshire Requirements for Biodiversity and Geological Conservation (2011)	For all applications (excluding Listed Building Consents and, Advertisements) which do not drain into the foul mains system.	The following information should be submitted to assess the impact of new development on the following watercourses and natural drainage systems including Black Brook, Fotherley Brook, River Tame, River Trent, Burntwood Brook, Ford Brook, Moreton Brook, River Blithe, River Mease and Cannock Extension Canal Special Area of Conservation – <ul style="list-style-type: none"> Existing Drainage Survey Proposed Drainage Scheme A Statement which demonstrates that proposals do not negatively impact on the water environment through excess abstraction or the release of pollutants. <p>Water Quality Assessments should be undertaken in liaison with Severn Trent Water Limited.</p>	Environment Agency 03708 506 506 LDC Spatial Policy 01543 308174 Natural England 0300 060 3900 Southern Staffordshire Water Flow Cycle study Severn Trent Water Limited
Cannock Chase Special Area of Conservation Impact Assessment	Habitat Directive 92/43/EEC The Conservation of Habitats and Species Regulations 2017	All applications which lead to a net increase in visitors; and residential units which are apartments, affordable housing or self-build housing which are exempt from CIL and are within the Cannock Chase Special Area of Conservation	The following information should be submitted to assess the impact of new development on the Cannock Chase Special Area of Conservation – <ul style="list-style-type: none"> Assessment of Local Open Space; Assessment of the number of additional visitors generated by the proposal to the Cannock Chase 	Environment Agency 03708 506 506 LDC Spatial Policy and Delivery 01543 308174 Natural England 0300 060 3900

	<p>Staffordshire Requirements for Biodiversity and Geological Conservation (2011)</p> <p>LPS: NR7, NR8</p> <p>Cannock Chase SAC – ‘Guidance to Mitigate’ (2015)</p>	Catchment area.	<p>SAC</p> <ul style="list-style-type: none"> • Alternative development sites in the area; and • Statement of alternatives to the Cannock Chase Visitor Experience. <p>Furthermore, a Planning obligation to financially mitigate the impact of the development on the Special Area of Conservation under Habitat Directive 92/43/EEC is required. For further info regarding the level of contribution please contact the Local Planning Authority. For other info regarding required details please see ‘Developer Contributions SPD’.</p>	
<p>River Mease Special Area of Conservation Impact Assessment</p>	<p>Habitat Directive 92/43/EEC</p> <p>The Conservation of Habitats and Species Regulations 2010 (as amended).</p> <p>Staffordshire Requirements for Biodiversity and Geological Conservation (2011)</p> <p>LPS: NR7, NR8</p>	<p>For all residential units which are apartments, affordable housing or self-build housing which are exempt from CIL applications within the River Mease catchment.</p>	<p>The following information should be submitted to assess the impact of new development on the River Mease Special Area of Conservation –</p> <ul style="list-style-type: none"> • Drainage strategy; and • Construction Environmental Management and Habitat Plan. <p>Furthermore, a Planning obligation to financially mitigate the impact of the development on the Special Area of Conservation under Habitat Directive 92/43/EEC is required. For further info regarding the level of contribution please contact the Local Planning Authority. For other info regarding required details please see ‘Developer Contributions SPD’.</p>	<p>LDC Spatial Policy 01543 308174</p> <p>LDC Ecology Team 01543 308164</p> <p>Natural England 0300 060 3900</p>

Transportation

Document	Policy Driver	When is Document Required	What Info is Required	Further Assistance?
Travel Plans	NPPF NPPG LPS:BE1, ST1	<p>A Travel Plan should be submitted alongside planning applications which are likely to have significant transport implications (see Transport Assessments below).</p> <p>The scope and need for a Travel Plan should be agreed with the Local Highway Authority (and the Highways Agency where there is a material impact on the Strategic Road Network) prior to the submission of an application.</p>	<p>A (draft) travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts. Details of how traffic implications of development will be managed, including details of the travel plan coordinator, the management arrangements for the plan – e.g. a steering group and the development timetable. The strategy should also include activities for marketing and promoting the plan to occupiers, users, visitors and residents of the site.</p> <p>In relation to proposals requiring a Travel Plan or Travel Plan Framework applicants need to ensure that this has been agreed prior to registration of the application. Unless there is agreement on the form and content of a Travel Plan then the application will not be validated.</p> <p>In some cases, for example where only Minimalist Travel Plans are required, it is possible to agree the content of the Travel Plan after the granting of consent. Unless the principle of a Minimalist Travel Plan has been agreed in writing with the County Council the application will not be validated.</p> <p>Applicants are advised to seek specialist expertise and to discuss their proposals with Staffordshire County Council (Highways) at an early stage in the design process.</p>	<p>NPPF</p> <p>NPPG</p> <p>GOV.UK Website</p> <p>Staffordshire County Council (Highways) 0300 111 8000</p>

<p>Transport Statement / Assessments</p>	<p>NPPF Manual for Streets. Circular 02/2013: The strategic road network and the delivery of sustainable development</p>	<p>All applications likely to generate very significant traffic movements associated with developments above set thresholds. All applications likely to have Public Right of Way implications.</p>	<p>Transport Assessments should: 1) illustrate accessibility to the site by all modes of transport including likely modal shift; 2) detail measures to improve access by public transport, walking and cycling, so as to reduce the need for parking; and 3) detail any necessary highway mitigation works. Guidance on the contents and thresholds for Transport Assessments and Traffic Statements are available in link below as set out in Appendix B of the DFT guidance: http://www.dft.gov.uk/pgr/regional/transportassessments/guidance Applicants are advised to seek specialist expertise and to discuss their proposals with Staffordshire County Council (Highways) at an early stage in the design process. When an application has transport implications, a Transport Assessment Verification form should be completed and applications should only be submitted in accordance with the specified requirements. Where the development proposals will have an impact on the Strategic Highway Network applicants should use this form to liaise with the Highways Agency, as well as Staffordshire County Council, to provide written confirm that the scope and detail of the TA work is appropriate. Where development proposals require work within the Strategic Highway Network boundary an agreed Stage 1 Road Safety Audit, a Non – Motorised User Audit and confirmation from the Highways Agency should also be provided within the application submission.</p>	<p>DFT Website NPPF NPPG Circular 02/2013: The strategic road network and the delivery of sustainable development Highways Agency (West Midlands) 0300 123 5000 Staffordshire County Council (Highways) 0300 111 8000 For any development that has significant transport implications see 'Guidelines for Transport Assessments and Travel Plans required by Staffordshire County Council for Private development Proposals – January 2008'. Staffordshire CC Rights of Way Officer 0300 111 8000</p>
<p>Parking / Access Arrangements</p>	<p>NPPF Manual for Streets. LPS:ST2 Sustainable Design SPD</p>	<p>All applications (including domestic householder) proposing built structures / extensions.</p>	<p>Details should be provided of the level of provision of parking (including the provision of cycles) to be provided along with the proposed access details. These should be sufficiently detailed and set out on a scaled drawing. The details should ensure that the access works required to accommodate development include all the necessary information required to support the design.</p>	<p>Please contact the Staffordshire County Council (Highways) (0300 111 8000) for details of current design standards for accesses and the need for any</p>

				supporting documentation. LDC Development Management 01543 308174 Manual for Streets 1 & 2. LDC Sustainable Design SPD
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Environmental Health

Document	Policy Driver	When is Document Required	What Info is Required	Further Assistance?	
Noise and Vibration Assessments and Appraisals	Noise Policy Statement for England, March 2010. DEFRA	All applications likely to have an impact on noise and/or vibration sensitive development(s).	Applicants are advised to seek specialist expertise and to discuss their proposals in the first instance with Council's Pollution Control Team at an early stage in the design and planning process to establish whether a Noise and Vibration Appraisal is required to be submitted alongside the planning application.	LDC Environmental Health 01543 308000	
	Environmental Protection Act 1990 (As amended)	All applications likely to have an impact on noise and/or vibration sensitive locations. All applications that introduce or expose noise and/or vibration sensitive development(s) into areas and locations where noise and/or vibration is likely to have an adverse impact.	Guidance, procedures, recommendations and information to assist in the completion of a suitable noise and/or vibration survey and assessment may be found in the policies and guidance set out in the adjacent column. Additional technical information in support of proposed noise surveys will be available from the Pollution Control Team.	Environmental Health Technical Planning Guidance: Noise & Vibration (2013)	
	NPPF			NPPG	
	NPPG				
	Environmental Health Technical Planning Guidance: Noise & Vibration (2013)	All planning applications for change of use of Listed buildings		Vibration surveys in particular shall be conducted having regard to the advice, recommendations or requirements contained in British Standards BS 6472: 2008 <i>Guide to Evaluation of human exposure to vibration in buildings</i> Part 1: <i>Vibration sources other than blasting</i> , Part 2: <i>Blast-induced vibration</i> and BS 7385-2: 1993 Evaluation and measurement for vibration in buildings Part 1: <i>Guide for measurement of vibrations and evaluation of their effects on buildings</i>	
	Minerals Policy Statement 2: Controlling and Mitigating the Environmental Effects of Minerals Extraction in England. 2005.				
	Calculation of Road Traffic Noise, 1988.				
Calculation of Railway Noise, 1995.					
World Health Organisation Guidelines for Community Noise.					
World Health					

	<p>Organisation Night Noise Guidelines for Europe.</p> <p>Clean Neighbourhoods Act 2005.</p> <p>Licensing Act 2003 (As amended).</p> <p>Noise Act 1996 (As Amended)</p> <p>British Standards BS4142, BS8233, BS7445.</p>			
Ventilation/ Extraction Details / Refuse collection	<p>NPPF</p> <p>NPPG</p> <p>Noise Policy Statement for England, March 2010.</p> <p>Environmental Health Technical Planning Guidance: Noise & Vibration (2013)</p> <p>LPS: BE1</p>	<p>All applications including the cooking of food (on more than a domestic scale) and all applications for commercial and industrial activities that produce fumes, vapors, gases, odours, particulate matter or use volatile chemicals.</p> <p>All applications for major housing and commercial developments.</p>	<p>Information should include:</p> <ul style="list-style-type: none"> • Elevations to show position, location and height (where external). • Proposed external finishes and fixings. • Manufacturer's specifications including maintenance requirements. • Exhaust velocity at terminus. • Silencing arrangements. • Means of vibration isolation. • Extraction fan acoustic performance (including noise emission in terms of sound power and sound pressure levels, and narrow-band and/or one-third octave band frequency spectra). • Predicted odour and/or particulate concentrations. <p>With regard to refuse disposal, areas and facilities should be identified to cater for commercial and domestic waste likely to arise from the development.</p>	<p>LDC Environmental Health 01543 308000</p> <p>LDC Operational Services: 01543 687570</p>
Lighting Assessment	<p>NPPF</p> <p>Environmental</p>	<p>All developments proposing external illumination e.g. floodlighting proposals</p>	<p>Details shall include</p> <ul style="list-style-type: none"> • the proposed external lighting, • the hours of use when the lighting would be 	<p>LDC Environmental Health 01543 308000</p>

	Health Technical Planning Guidance: External Artificial Lighting (2008) LPS: BE1		switched on, <ul style="list-style-type: none"> a layout plan encompassing the proposed beam orientation and light spillage, and future maintenance. 	
Land Contamination Assessment	NPPF Environmental Health Technical Planning Guidance: A guide for the redevelopment of land affected by Contamination in Staffordshire (3 rd Edition) (2008) LPS: BE1	All applications (excluding Householders, Advertisement and Heritage) where new development is proposed on land that is or may have been affected by contamination.	The land contamination assessment prepared by a suitably qualified professional, should include an extended assessment of contamination ; an assessment of the implications of the contamination on the development proposals; and mitigation.	LDC Environmental Health 01543 308000 Environment Agency 03708 506 506 Environmental Health Technical Planning Guidance: A guide for the redevelopment of land affected by Contamination in Staffordshire (3 rd Edition) (2008) http://www.defra.gov.uk/environment/quality/land/
Air Quality Assessment	Habitat Directive 92/43/EEC The Environment Act 1995. The Air Quality Standards Regulations 2010. NPPF Air Quality Strategy for England, Scotland, Wales and Northern Ireland	Applications that will give rise to emissions to air of pollutants for which there is a national air quality objective, or for which there may otherwise be a significant impact upon local air quality meeting the criteria set out below, including – <ul style="list-style-type: none"> New car parking areas with more than 100 spaces outside an Air Quality Management Area or more than 50 spaces inside an Air Quality Management Area. Proposals that will give rise to a change in traffic volumes of greater than +/- 5% in annual average daily traffic flows and/or peak daily traffic flows on roads with more than 5,000 annual average daily traffic flows. Proposals that will give rise to a change in vehicle speed of more than +/- 10 kph on roads with more than 5,000 annual average daily traffic flows. 	Applicants are advised to seek specialist expertise and to discuss their proposals with the Council's Environmental Health Team at an early stage in the design process. Guidance, procedures, recommendations and information to assist in the completion of a suitable air quality assessment may be found in the policies and guidance set out in the adjacent column. Additional technical information in support of proposed Air Quality Assessments will be available from the Environmental Health Team.	LDC Environmental Health 01543 308000 Environment Agency 03708 506 506 Natural England 0300 060 3900 http://www.defra.gov.uk/environment/quality/air/air-quality/laqm/guidance/policy/ Developer Contributions

	<p>2007</p> <p>LPS: BE1</p> <p>Developer Contributions SPD</p>	<ul style="list-style-type: none"> • Proposals that will increase the number of heavy duty vehicles by 200 or more movements per day, including in relation to construction and demolition activities. • Proposals for a bus station or goods vehicle park. • Proposal for any biomass installation or biomass-fuelled CHP plant. • CHP plant. • Incinerator plant. • Significant construction and demolition schemes. • Regular exposure of members of the public (including residential properties, schools, hospitals, care homes, playgrounds, gardens, shopping areas) at locations where annual, daily, 8 hours, 1 hour or 15 minutes air quality objective values will, or may be, breached. • Boiler and furnace plant capable of burning pulverised fuel, and/or solid matter at a rate of 45.4 hg per hour, and /or at a rate equivalent to 366.4 kW per hour any liquid or gaseous matter. • Applications for specified industrial and commercial operations that require an Environmental Permit. <p>A separate Air Quality Assessment may not be required where it will be submitted as part of a formal EIA for a major development.</p>	<p>Should the air quality assessment show a negative impact on air quality, it will be necessary to determine the financial costings associated to the level of emission generated by the development.</p>	<p>SPD – Section 6.7 & Appendix G</p> <p>https://www.gov.uk/government/publications/green-book-supplementary-guidance-air-quality</p>
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Wider Environment

Document	Policy Driver	When is Document Required	What Info is Required	Further Assistance?
Waste Audit / Site Waste Management Plan (SWMP)	<p>The Site Waste Management Plan Regulations 2008.</p> <p>NPPF</p> <p>Staffordshire County Council: Waste Local Plan</p>	<p>a) Waste Audit – strategic major applications (i.e. 50 dwellings or more, or 10,000sq.m. commercial floorspace)</p> <p>b) Site Waste Management Plan (SWMP) – strategic major applications (i.e. 50 dwellings or more, or 10,000sq.m. commercial floorspace) and demolition notification applications.</p>	<p>Information required should include details of the following:</p> <ul style="list-style-type: none"> • Management of waste generated by the development process, i.e. construction, demolition and excavation; • Management of waste arising when the site is operational • Use of recycled and renewable building materials in the construction of the development; • Provision for in-house storage, recycling, treatment and disposal of waste generated by the development once in use; • Access arrangements for collection of waste or waste derived end products generated by the development; • Provision for energy recovery from waste and use of waste derived energy within the new development (where feasible/appropriate). <p>Relevant applications should include a copy of the latest version of each SWMP prepared for the application site, or failing that, there should be a statement explaining why copies of the SWMP(s) cannot be provided.</p> <p>Applicants are encouraged to use the waste auditing and benchmarking tools/ SWMP templates developed by BRE and WRAP (examples of free templates provided in links adjacent).</p>	<p>Staffordshire County Waste Authority 0300 111 8000</p> <p>LDC Operational Services: 01543 308000</p>
Foul Sewerage Assessment	<p>Water Industry Act 1991</p> <p>NPPF</p> <p>LPS: BE1</p>	<p>For the construction of 10+ dwellings and major commercial / industrial properties.</p>	<p>A foul sewerage assessment should include</p> <ul style="list-style-type: none"> • a description of the type, quantities and means of disposal of any trade waste or effluent, where relevant. • Details of connections to foul and storm water sewers including details of the existing system to be shown on the application drawing(s). <p>NB In most circumstances surface water is not permitted to be connected to the public foul sewers.</p> <p>Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal.</p>	<p>Building Regulations Approved Document Part H</p> <p>BS6297</p> <p>LDC Building Control 01543 308000</p> <p>NPPG</p>

			<p>A foul drainage assessment should:</p> <ul style="list-style-type: none"> • a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to mains sewer is not practical then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot be connected to the public mains sewer system and that the alternative means of disposal is satisfactory. <p>If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will be required. If a connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.</p> <p>This section should be read in conjunction with the Utilities Statement below.</p>	
Utilities Statement	NPPF	This is required for strategic major applications (i.e. 50 dwellings or more, or 10,000sq.m. commercial floorspace)	Details to demonstrate that the availability of utility services has been considered; details to meet any utility company requirements for substations etc.; provision of new utility connections and/or upgrading of facilities, and routing of services.	NPPF NPPG

<p>Coal Mining Risk Assessment</p>	<p>NPPF</p>	<p>All applications which involve foundation construction (excluding householder) which fall within Development High Risk areas as defined by The Coal Authority and held by the Local Planning Authority.</p>	<p>A Coal Mining Risk Assessment should be prepared by a suitably qualified and competent person (see former PPG14 for definition). It should contain:</p> <ol style="list-style-type: none"> 1. Site specific coal mining information (including past/present/future underground mining, shallow coal workings, mine entries (shafts or adits), mine gas, within an area which has a current licence to extract coal, geological features, any recorded surface hazards, or within a former or present surface mining [old opencast] area). 2. Identify what risks these coal mining issues, including cumulative effects, pose to the proposed development. 3. Identify how coal mining issues have influenced the proposed development and what mitigation measures will be required to manage those issues and/or whether any changes have been incorporated into the development. 4. Confirm whether the prior written permission of the Coal Authority will be required for the site investigations and/or mitigation works; and indicate when this permission will be sought. <p>Any development that involves intrusive activities which intersect, disturb or enter any coal seams, coal mine workings or mine entries will require the prior written permission of The Coal Authority.</p> <p>NB - If an Environmental Statement is required by the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 as amended, it is suggested that the CMRA is included within the ES.</p>	<p>The Coal Authority website: www.gov.uk/planning-applications-coal-mining-risk-assessments</p> <p>The Coal Authority Planning and Local Authority Liaison Department 01623 637119</p> <p>Email: planningconsultation@coal.gov.uk</p>
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Other Documents

Document	Policy Driver	When is Document Required	What Info is Required	Further Assistance?
Planning and Sustainability Statement	NPPF, CP3, CP13, CP14 Sustainable Design SPD	All applications (except Advertisements and Householder) All new-build residential and commercial and changes of use to residential and commercial shall also make reference to the Sustainability Checklist within Appendix B of the Sustainable Design SPD.	The statement should identify the context and need for a proposed development and should include an assessment of how the proposed development accords with relevant national and local planning policies. For example, it should show how the development complies with and supports the following: <ul style="list-style-type: none"> • Key requirements of national policy guidance • Reference to the Key Planning Objectives set out the NPPF providing an assessment on how the development proposed will contribute towards meeting the objectives; and general principles / fundamental aims of the Development Plan. <p>It should also include details of consultations with the Local Planning Authority and wider community / statutory consultees undertaken prior to submission.</p> <p>Alternatively, a separate statement on community involvement may be appropriate.</p> <p>For qualifying developments P&S statements shall include reference to the questions set out within the Sustainability Checklist.</p>	NPPF LDC Spatial Policy 01543 308174 Sustainable Design SPD Appendix B
Statement of Community Involvement	NPPF	All major applications, and major change of use applications.	Statement should set out how the applicant has complied with the requirements for pre-application consultation set out in the Local Planning Authority's adopted Statement Of Community Involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.	LDC Spatial Policy 01543 308174 LDC Statement of Community Involvement

<p>Evidence to accompany applications for town centre uses / retail impact assessments</p>	<p>NPPF NPPG LPS: E1</p>	<p>A Sequential Assessment (para 86 of the NPPF) is required for planning applications for main town centres uses that are not in an existing centre and are not in accordance with an up to date development plan..</p> <p>An assessment addressing the impacts in paragraph 89 is required for all planning applications for retail and leisure developments over 1,000 square metres gross floorspace within Lichfield City; over 500 sqm gross floorspace within Burntwood; and over 100sqm gross floor space in any other centre.</p> <p>An impact assessment will also be required for applications in an existing centre, not in accordance with the development plan and which would substantially increase the attraction of the centre to an extent that the development could impact on other centres.</p>	<p>A Sequential assessment should look at whether there are any sequentially preferable sites that exist and to demonstrate why such sites are not practical in terms of their availability, suitability and viability. Further advice can be found in the Practice Guidance to the now replaced PPS4.</p> <p>Impact Assessments should assess (in summary):</p> <ol style="list-style-type: none"> 1) the impact on existing investment within centres, 2) the impact on the vitality and viability of town centres, 3) the impact on allocated sites outside town centres 4) impact of the proposal on in-centre trade/turnover and trade in the wider area, 5) current and future consumer expenditure capacity in the catchment area, 6) whether the proposal is of an appropriate scale and what impact it may have on locally important impacts. <p>NPPF – “Impact Assessment should include assessment of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made. For major schemes where the impact will not be realized in five years, the impact should also be assessed up to ten years from the time the application is made”</p>	<p>NPPF NPPG LDC Spatial Policy 01543 308174</p>
<p>Planning Obligations – draft heads of terms</p>	<p>NPPF NPPG. Developer Contributions SPD LPS: H1, H2, IP1,NR7</p>	<p>All major applications. However other relevant and necessary matters may be included within a Planning Obligation that cannot be secured through the normal planning process but are required in order for the development to be deemed acceptable in planning terms which would otherwise be refused.</p>	<p>Either</p> <ul style="list-style-type: none"> • a draft section 106 obligation based on the Local Planning Authority’s precedent, or • a statement of the proposed Heads of Terms, a location plan and land registry details, solicitor’s details and confirmation that the Local Planning Authorities fees in dealing with the matter will be met. 	<p>LDC Planning Solicitor 01543 308000 LDC Spatial Policy 01543 308174</p>

Viability Assessment	NPPF NPPG	Where an applicant is proposing that they cannot provide the full range of Section 106 requirements (including affordable housing), due to financial viability issues.	Appendix C of the RICSs Guide to Planning and Viability (GN 94/2012) – details what a viability assessment should comprise. The level and detail of information forming the viability assessment will vary considerably from scheme to scheme. In addition to the above you must also submit an accompanying report detailing the following information <ul style="list-style-type: none"> • Executive summary • Contents outline • Introduction and background • Description of site location • Planning policy context • Description of scheme • Market information summary • Build cost and programme • Methodology and approach • Outputs and results • Sensitivity analysis • Concluding statement <p>Any costs incurred as a result of the Council seeking independent advice regarding the viability assessments will be payable by the applicant.</p>	LDC Development Management 01543 308174
Affordable Housing Statement	NPPF NPPG Developer Contributions SPD	Residential developments of 15 Units (excluding Outline applications) or over unless Affordable Housing would render scheme unviable – A Planning Statement will be required if this is the case justifying in detail why unviable.	Details relating to <ul style="list-style-type: none"> • Number of Affordable Units; • Mix of Units inc; • Number of Bedrooms; • Floor Space of the Units; • Location of Units within the Site; Tenure; and • Details of any Registered Social Landlords acting as partners in the development. 	LDC Housing Services 01543 308000 LDC Spatial Policy 01543 308174 NPPF NPPG
Daylight / Sunlight Assessment	Sustainable Design SPD LPS: BE1	For developments which are likely to give rise to a loss of daylight / Sunlight to neighbours occupiers and users.	Information sufficient to enable assessment e.g. block plan showing neighbouring properties in relation to development.	BRE Digest 209 LDC Development Management: 01543 308174

Structural Survey	NPPF Sustainable Design SPD	All barn conversion proposals except where the barn has already been fully converted. A structural survey should also be submitted in respect of schemes which involve the demolition of a building / structure / Listed Building / Listed structure.	Structural Surveys should be carried out by qualified structural surveyors, and detail the existing structural condition of the building and any recommended remedial works to improve its condition if possible.	NPPF LDC Building Control 01543 30800
Statement of Agricultural Need	NPPF Rural Development SPD	All new agricultural development requiring planning permission.	Details submitted should include the size of the Agricultural Holding; details of any additional rented land (and duration/details of the rental agreement); any other buildings used on the land inc. floorspace and current use; details of what the building will be used for including floor areas; number of animals kept (where relevant); and details of employees.	NPPF NPPG Rural Development SPD
Telecommunication Supporting Info.	NPPF LPS: BE1	All applications, including prior notifications for any form of telecommunications development.	Plans/Elevations; details of other sites considered; pre-application consultations undertaken; general background information and ICNIRP Certification.	NPPF Code of Best Practice on Mobile Phone Network Development.
Community Infrastructure Levy	NPPF Developer Contributions SPD	All planning applications that comprise any of the following: <ul style="list-style-type: none"> • All extensions to super markets, neighbourhood convenience stores and retail warehousing in excess of 100 square metres (GIA) • The creation of new dwelling (not apartments) • New super markets • New retail warehousing • Neighbourhood convenience retail units 	The Community Infrastructure Levy (CIL) allows Local Authorities in England and Wales to set a financial levy on developments to provide for essential infrastructure to support planned growth. Lichfield's CIL Charging Schedule became effective in June 2016 for all planning permissions approved from this date. All submissions that are for the types of application in the adjacent column must be accompanied by a completed CIL Additional Information Requirement Form in order for the CIL Charging Authority to determine if an application is chargeable or not. This form is available from the the Council's website. Please note that an application cannot be validated	LDC Spatial Policy 01543 308174 NPPG

			without a completed CIL Question Form and applicants will be reminded at the point of validation if a form is missing from the submission.	
Employment Land Assessment	NPPF Core Policy 7	In relation to sites or buildings in an existing employment use (B Class use) where the developer wants the Local Planning Authority to take into account the marketing situation for the site and/or where the Local Planning Authority has identified that marketing will be a material consideration for a development proposal.	A statement identifying how a site and/or premises have been marketed for employment use including details of: (a) The date of the commencement of the marketing exercise (b) The names and addresses of the agents marketing the premises (c) The publicity material produced to market the premises (d) The availability of the marketing material (e) The terms on which the premises has been marketed (f) Details of all of the inquiries received in response to the marketing exercise	LDC Spatial Policy 01543 308174

Planning Application Validation Matrix

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

R – Required

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