

## Wolverhampton Council Validation Checklists for Planning Applications

### Introduction

The Council has produced this checklist following guidance published by the Department of Communities and Local Government (DCLG) in December 2007 (“**The Validation of Planning Applications**”). The guidance outlines the benefits of a validation checklist in helping authorities to achieve good standards of performance, and providing applicants with greater certainty as to the nature and extent of information required in order to validate application. Before a checklist can be adopted certain procedures, including consultation with users of the planning service must be followed.

Once adopted if the information that is required by the checklist is not included with an application, the authority will be entitled to declare the application invalid and not register or process it. Conversely, applications which are validated are likely to contain sufficient information for a decision to be made and this should enable the Council to achieve a greater percentage of decisions within government timescales. However, it must be recognised that there may still be situations arising where a validated application will not contain all of the information required for a decision to be made and the Council reserves the right to ask for additional information. It may also be necessary in some cases to impose a condition on a planning permission that requires further information, or on occasions to refuse an application if the additional information that has been requested has not been received or is inadequate.

It should be noted that the checklist may be amended if planning requirements change.

Validation Checklists are specific to types of application and are in two parts.

**Part One** sets out minimum National requirements for all applications including relevant forms and plans. **Part Two** provides a list of additional local requirements which will need to be met in certain circumstances, dependant on factors such as the location or characteristics of the site and the scale and nature of the development.

Additional information is provided in the table attached in **Appendix 1** to clarify and indicate thresholds when requirements are likely to apply. However, the Council’s expectation is that applicants will seek to take advantage of pre-application advice.

## General Points

- Plans and elevations will be checked for consistency. Any significant discrepancies will result in the application being invalid.
- Wolverhampton Council welcomes the submission of planning application via the Planning Portal [www.planningportal.gov.uk](http://www.planningportal.gov.uk)
- Wolverhampton Council welcome pre-application discussions for applications and any doubts about what is required for validation can be clarified at that stage.
- If an application is submitted on paper, the original and three further copies (four in total) of application forms and all plans listed under part one, will be required for all planning applications and the original and two further copies (three in total) for advertisement consent. Additional copies may be requested if needed for consultation purposes, and the Council's officers will endeavour to indicate any such requirements at pre-application stage. Where possible it would be helpful for a disc containing all information submitted to also be supplied.

## Part One

### National Validation Criteria

This is what central government states all planning applications are required to have across the country to be a valid application.

Criteria	When Required	Description
Application Form	All applications	Original & 3 Copies
Location Plan 1:1250	All applications	Original & 3 Copies
Site Plan 1:500	All applications	Original & 3 Copies
Existing and Proposed drawings	All applications	Original & 3 Copies
A Complete Fee	See Fee Guidelines	Where Appropriate
Ownership Certificate	All applications except for Advertisement Consent	Original & 3 Copies
Agricultural Holdings Certificate	All applications including Householder Applications and Advertisement Consents	Original & 3 Copies
Design & Access Statement	All applications except: <ol style="list-style-type: none"> <li>1. Changes of use (not involving operational development)</li> <li>2. Householder Applications (outside a Conservation Area or not Listed)</li> <li>3. Advertisements</li> <li>4. Reserved Matters</li> <li>5. Engineering or Mining Operations</li> <li>6. Applications for Hazardous Substances Consent</li> </ol>	Original & 3 Copies

### Requirements for Outline Applications

These are requirements of Article 3(3), (4) and (5) of the Town and Country Planning (General Development Procedure) Order 1995 (as amended by the Town and Country Planning (General Development Procedure) (Amendment) (England) Order 2006). They set down the minimum level of detail that must be submitted with outline applications which should include:

- **Use** – the use or uses proposed for the development and any distinct development zones within the site identified.
- **Amount of development** – the amount of redevelopment for each use. For retail development this should be the gross retail floorspace expressed as square metres.
- **Indicative layout** – an indicative layout with the approximate location of buildings, routes and open spaces and, where appropriate, separate development zones proposed within the site boundary.
- **Scale Parameters** – an indication of the upper and lower limits for height, width and length of each building within the site boundary
- **Indicative access points** – an area or areas in which the access point or points to the site will be situated.

## **Part Two**

### **Wolverhampton's draft local validation criteria, by application type.**

These criteria are taken from the Communities and Local Government publication: The Validation of Planning Applications: guidance for Local Planning Authorities.

#### **Householder**

##### **Application for planning permission for works or extension to a dwelling**

- National criteria
- Parking and access details
- Scaled Drawings

##### **Application for planning permission for works to a dwelling in a Conservation Area**

- National criteria
- Conservation Area Appraisal
- Parking and access details
- Scaled Drawings

##### **Application for planning permission for works to a dwelling which is a listed building**

- National criteria
- Listed Building Appraisal
- Parking and access details
- Scaled drawings

#### **Full and outline applications**

##### **Application for planning applications**

- National criteria
- Scaled Drawings
- Refer to list below to see if your particular type of application requires any other additional information.

##### **Application for outline planning permission with some matters reserved**

- National criteria
- Scaled Drawings
- Refer to list below to see if your particular type of application requires any other additional information.

## **Application for outline permission with all matters reserved**

- National criteria
- Scaled Drawings
- Refer to list below to see if your particular type of application requires any other additional information.

## **Listed Building and Conservation Area Applications**

### **Application for Planning Permission and Conservation Area Consent for demolition in a Conservation Area**

- National criteria
- Conservation Area Appraisal
- Photographs and Photomontages
- Scaled Drawings
- Refer to list below to see if your particular type of application requires any other additional information.

### **Application for Planning Permission and Listed Building Consent for alterations, extension or demolition of a Listed Building**

- National criteria
- Listed Building Appraisal
- Planning Statement
- Photographs and Photomontages
- Scaled Drawings
- Refer to list below to see if your particular type of application requires any other additional information.

### **Application for Conservation Area Consent for demolition in a Conservation Area**

- National criteria
- Conservation Area Appraisal
- Photographs and Photomontages
- Scaled Drawings

### **Application for Listed Building Consent for alterations, extension or demolition of a Listed Building**

- National criteria
- Listed Building Appraisal
- Planning Statement
- Photographs and Photomontages
- Scaled Drawings

**Application for Listed Building Consent for alterations, extensions or demolition of a listed building and consent to display an advertisement(s)**

- National criteria
- Listed Building Appraisal
- Planning Statement
- Photographs and Photomontages
- Scaled Drawings

**Advertisement Applications**

**Application for Consent to Display Advertisement(s)**

- National criteria
- Scaled Drawings

**Application for Planning Permission and Consent to display and Advertisement(s)**

- National Criteria
- Scaled Drawings
- Refer to list below to see if your particular type of application requires any other additional information.

**Application for consent to display an Advertisement and Application for Listed Building Consent**

- National criteria
- Planning Statement
- Photographs and Photomontages
- Scaled Drawings

---

**Other Application Forms:**

**Application for Lawful Development Certificate for an Existing use or operation or activity including those in breach of a planning condition**

- National criteria
- Lawful Development Certificate supporting information
- Scaled Drawings

**Application for a Lawful Development Certificate for a Proposed use or development**

- National Criteria
- Scaled Drawings

### **Application for prior notification of proposed demolition**

- National criteria
- Photographs or Photomontages
- Scaled Drawings

### **Application for prior notification of proposed agricultural or forestry development – proposed building**

- Not applicable in Wolverhampton

### **Application for prior notification of proposed agricultural or forestry development – proposed road**

- Not applicable in Wolverhampton

### **Application for prior notification of proposed agricultural or forestry development – excavation/waste material**

- Not applicable in Wolverhampton

### **Application for prior notification of proposed agricultural or forestry development – proposed fish tank (cage)**

- Not applicable in Wolverhampton

### **Application for prior notification of proposed development in respect of permitted development by telecommunications code operators.**

- National criteria
- ICNIRP Statement
- Statement of Community Involvement
- Scaled Drawings

### **Application for Tree Works**

- National criteria

### **Application for Hedgerow Removal Notice**

- Not part of this exercise

### **Application for approval of reserved matters following outline approval**

- National criteria
- Scaled drawings
- Refer to list below to see if your particular type of application requires any other additional information.

## **Application for removal or variation of a condition following grant of Planning Permission**

- National criteria
- Scaled drawings
- Refer to list below to see if your particular type of application requires any other additional information.

## **Application for approval of details reserved by condition**

- National criteria
- Scaled Drawings
- Refer to list below to see if your particular type of application requires any other additional information.

## **Other additional information for certain types of application.**

Refer to this list if you have been advised to “refer to list below to see if your particular type of application requires any other additional information” in the above list.

### **Types of Applications:**

#### **Change of Use to A3, A4 or A5**

- Flues & Ventilation Extraction Details
- Noise Impact Assessment and Sound Insulation
- Parking and Access Details
- Planning Statement

#### **Change of Use to A1 or A2**

- Planning Statement

## Residential Development – Full, Outline and Reserved Matters

- [Affordable Housing Statement](#) is required when 15 or more dwellings are proposed
- [Air Quality Assessment](#) is required when traffic noise is increased as a result of congestion etc
- [Archaeological assessment](#) and archaeological evaluation report if the proposed development includes new building or ground disturbance on or adjoining a site of archaeological interest
- An [assessment of community meeting places](#) is required where proposals involve the loss of a community meeting place
- An [Ecological Assessment](#) is required if the proposal affects a designated nature conservation site, wildlife habitats, open space or legally protected species – In some circumstances this may be included in the information provided under an Environmental Statement.
- [Environment Impact Assessment](#) – Applications of a significant size and location
- A [Financial Appraisal](#) is required when all Section 106 requirements cannot be met
- [Flood risk assessment/drainage strategy](#) is needed if the site area is over 1.0ha, within zones 2 or 3 or the site is known to have drainage problems.
- [Land contamination report](#) would be needed if the application is for an area where contamination is known to exist, or the proposed development would be particularly vulnerable to the effects of contamination.
- [Landscaping scheme](#) – all major application that include any external space excluding outline applications.
- [Lighting scheme](#) – including light pollution assessment is needed where tall buildings are proposed.
- [Listed building appraisal](#) and [conservation area appraisal](#) is needed when the development affects a listed building, the setting of a listed building, the development is within a conservation area or affects the setting of a conservation area
- [Noise Impact Assessment](#) is needed if the application raises issues of noise disturbance or is considered to be a noise sensitive development
- [Open space assessment](#) will be needed if the loss of open space, playing fields, bowling greens etc are involved
- [Parking and Access Details](#) will be needed if parking/access is part of the proposal
- [Planning Obligations](#) – Dependant on application
- [Planning Statement](#) – will be required for all major, change of use and listed building applications
- [Safer Places Statement](#) – on all major developments
- [Site Waste Management](#) – on all major developments requiring demolition of buildings/structures.
- [Statement of Community Involvement](#) – on all major developments
- [Sustainable Communities Checklist](#) – on all major developments
- [Transport Assessment](#) is required for all major applications
- [Draft Travel Plan](#) – Any proposal that requires a transport assessment
- [Tree Survey](#) and [aboricultural statement](#) is needed if the application involves works that affect any tree within or adjacent to the application site.

## Commercial Applications – Full, Outline or Reserved Matters

- [Air Quality Assessment](#) is required when traffic noise is increased as a result of congestion etc
- [Archaeological assessment](#) and archaeological evaluation report if the proposed development includes new building or ground disturbance on or adjoining a site of archaeological interest
- A [crime report](#) will be required for applications to install roller shutters/grills and CCTV equipment to demonstrate that there is a proven, severe and persistent security or vandalism problem.
- An [Ecological Assessment](#) is required if the proposal affects a designated nature conservation site, wildlife habitats, open space or legally protected species – In some circumstances this may be included in the information provided under an Environmental Statement.
- An [assessment of community meeting places](#) is required where proposals involve the loss of a community meeting place
- [Environment Impact Assessment](#) – Applications of a significant size and location
- [Financial Appraisal](#) is required when all Section 106 requirements cannot be met
- [Flood risk assessment/drainage strategy](#) is needed if the site area is over 1.0ha, within zones 2 or 3 or the site is known to have drainage problems.
- [Impact assessment \(retail\)](#) is needed for all retail and leisure applications
- [Land contamination report](#) would be needed if the application is for an area where contamination is known to exist, or the proposed development would be particularly vulnerable to the effects of contamination.
- [Landscaping scheme](#) – all major application that include any external space excluding outline applications.
- [Lighting scheme](#) – including light pollution assessment is needed where floodlighting or tall buildings are proposed.
- [Listed building appraisal](#) and [conservation area appraisal](#) is needed when the development affects a listed building, the setting of a listed building, the development is within a conservation area or affects the setting of a conservation area
- [Noise Impact Assessment](#) is needed if the application raises issues of noise disturbance or is considered to be a noise sensitive development
- [Open space assessment](#) will be needed if the loss of open space, playing fields, bowling greens etc are involved
- [Parking and Access Details](#) will be needed if parking/access is part of the proposal
- [Planning Obligations](#) – Dependant on application
- [Planning Statement](#) – will be required for all major, change of use and listed building applications
- [Regeneration/Economic Impact Statement](#) – on all major proposals
- [Safer Places Statement](#) – on all major developments
- [Site Waste Management](#) – on all major developments requiring demolition of buildings/structures.
- [Statement of Community Involvement](#) – on all major developments
- [Sustainable Communities Checklist](#) – on all major developments
- [Transport Assessment](#) – on all major proposals
- [Draft Travel Plan](#) – Any proposal that requires a transport assessment
- [Tree Survey](#) and [arboricultural statement](#) is needed if the application involves works that affect any tree within or adjacent to the application site.

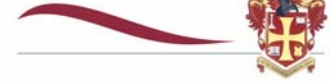
## Appendix 1: Wolverhampton's Draft Local Validation Criteria Documents

Listed below are the additional documents that will be included in the local validation criteria for Wolverhampton City Council. The list is followed by a full description of when the particular document will be needed and how to provide the document.

1	Affordable Housing Statement	18	Listed building appraisal and conservation area appraisal
2	Air Quality Assessment	19	Noise impact assessment and sound insulation
3	Archaeological assessment and evaluation	20	Parking and Access details
4	Community Meeting Place Assessment	21	Photographs and Photomontages
5	Crime Report	22	Planning Obligations
6	Draft Travel Plan	23	Planning Statement
7	Ecological Assessment	24	Public Open Space and Playing Fields
8	Environmental Impact Assessment	25	Regeneration Statement
9	Financial Appraisal	26	Safer Places Statement
10	Flood Risk Assessment/Drainage Strategy	27	Scaled Drawings
11	Flues & Ventilation Extraction Details	28	Site Waste Management
12	ICNIRP Statement for Telecommunications and mobile phone installations	30	Statement of Community Involvement
13	Impact Assessment (retail)	31	Structural Survey
14	Land Contamination	32	Sustainable Communities Checklist
15	Landscaping Scheme	33	Tall Buildings Report
16	Lawful Development Certificate supporting information	33	Transport Assessment
17	Lighting scheme including a light pollution assessment	34	Tree Survey/Aboriginal Statement



	<b>Criteria</b>	<b>When Required:</b>	<b>Description:</b>
<b>1</b>	Affordable Housing Statement	When 15 dwellings or more are proposed.	<p>Where Wolverhampton's Development Plan policies or SPD guidance require the provision of affordable housing, Wolverhampton City Council will need information for both the affordable housing and any open market housing.</p> <p>The statement should include the number and mix of residential units, the floor space of the residential units; plans showing the location of units and the number of habitable rooms and/or bedrooms; and the floor space of the units. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained.</p>
<b>2</b>	Air Quality Assessment	<p>For proposals that:</p> <ul style="list-style-type: none"> <li>• Include new housing and are within, or adjoining, an Air Quality Management Area; require an Environmental Impact Assessment or require a Transport Assessment</li> <li>• Result in increased traffic congestion</li> <li>• Create a change in traffic volumes or vehicle speed</li> <li>• Significantly alter the traffic composition in an area(i.e bus stations, HGV Parks etc)</li> <li>• Include proposals for new car parking (.300 spaces) or coach/lorry parks</li> <li>• Have an effect on sensitive areas such as ecological sites, or areas previously defined as having poor air quality.</li> </ul>	<p>Further advice can be obtained from the Council's Environmental Services Department and in Planning Policy Statement 23: Planning and Pollution Control.</p> <p>Information on air quality management areas can be found on the UK Air Quality Archive.</p>
<b>3</b>	Archaeological assessment and evaluation	<p>When any proposed development includes new building or ground disturbance on or adjoining a site of archaeological interest.</p> <p>To establish if the site falls within one of these and what is required within the documents, please contact the local authority's archaeologist.</p>	<p>The application must be accompanied by a desk-based archaeological assessment and evaluation report in accordance with Planning Policy Guidance 16: Archaeology and Planning.</p>



4	Community Meeting Place Assessment	Proposals which involve the loss of a community meeting place	Further information found in policy C3 of the UDP. The assessment should demonstrate that: there is no longer a need for the facility, there are other existing facilities in locations which are reasonably accessible by foot and would accommodate any community activities displaced by the proposed development, it is not possible to retain the facility due to economic viability
5	Crime Report	Installation of roller shutters/grills and CCTV equipment	Applicants will be required to provide evidence that there is a proven, severe and persistent security or vandalism problem.
6	Draft Travel Plan	Any non-residential development that requires a transport assessment and all residential schemes in excess of 10 dwellings.	A travel plan should outline how the transport implications of new development will be managed in order to ensure the least environmental, social and economic impact. Developers should state how new occupiers or customers of the development will be encourage to use alternative means of travel that do not involve private vehicle use.
7	Ecological Assessment	<p>Any development that may affect designated nature conservation sites (NNR's, SSSIs, LNRs or SLINCs), other wildlife habitats and open space or geological features is likely to require an ecological assessment.</p> <p>This includes developments that may affect species protected under the Conservation (Natural Habitats &amp; c.) Regulations 1994, Wildlife and Countryside and Rights of Way Act 2000 or the Protection of Badgers Act 1992, or other notable species.</p> <p>Applicants are advised to discuss what is required with the Planning Ecologist before an application is made.</p>	<p>An ecological assessment should include a records search/desk study, field survey, ecological evaluation and impact assessment and discussion of mitigation, compensation and enhancement measures. Field surveys should be carried out by suitably qualified ecologists at an appropriate time of the year and should follow standard methodologies where these exist.</p> <p>Further guidance on dealing with nature conservation and development is given in Planning Policy Statement 9 and the accompanying Circular 06/2005.</p>
8	Environmental Impact Assessment (EIA)	Developments that are likely to have a significant impact on the environment by virtue of their nature, size and location and are listed under Schedule 1 or 2 of the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 may require an Environmental Impact Assessment.	<p>See details of Schedule 1 and 2 developments of the Regulations from the Office of Public Sector Information.</p> <p>A screening opinion can be obtained, in writing, from Wolverhampton City Council by asking them if one is required.</p>

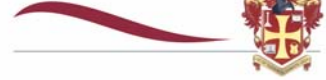
		A request for a screening opinion prior to the submission of a Planning Application should be provided, if the development area is over 0.5ha, to determine if an EIA is required.	
<b>9</b>	Financial Appraisal	When all Section 106 requirements cannot be met.	Applicant should provide a financial viability statement and will be required to fund the cost of independent assessment by a qualified property consultant appointed by the local planning authority.
<b>10</b>	Flood Risk Assessment	A flood risk assessment will be required if a development falls within flood zone 2 or 3 as defined by the Environment Agency. Additionally any development with a site area of 1 ha or more, or where the site is known to have drainage problems, will require a flood risk assessment to be supplied.	Flood Zone maps are available from the Environment Agency.  Planning Policy Guidance 25: 'Development and Flood Risk' provides comprehensive guidance for applicants in relation to the undertaking of flood risk assessments and the responsibilities for controlling development where it may be directly affect by flooding or would affect flooding elsewhere. This should include sustainable drainage systems.
<b>11</b>	Flues and Ventilations extraction details.	All applications relating to the sale or preparation of cooked food, launderettes and other uses where air conditioning or extraction equipment is required.	Should include details of the external appearance and technical specification including any noise generated and mitigation.
<b>12</b>	ICNIRP Statement for telecommunications and mobile phone installations	For all prior approval and full planning applications for telecommunications and mobile phone masts	All prior approval and full planning applications need to provide evidence of consultation with local schools and day nurseries. All applications must also be accompanied by a statement that the proposal, when operational, will meet the ICNIRP (International Commission on Non-Ionizing Radiation Protection) guidelines.
<b>13</b>	Impact Assessment (retail)	These are required for all retail and leisure developments over 2,500 sqm gross floor space, and may be required for smaller developments which are likely to have a significant impact on smaller centres. Impact assessments should also be provided for applications for other main town centre uses when they in an edge of centre or out of centre location and not in accordance with the development plan.	Applicant should demonstrate compliance with those policies included with local and national guidance.



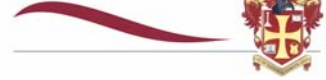
14	Land contamination report	Where contamination is known to exist, or the proposed development would be particularly vulnerable to the effects of contamination, and where the previous use of the site or adjacent land may have resulted in physical or chemical contamination below ground.	The report should examine the existence of contaminated land, its nature and risk to the proposed development, and what remedial measures are feasible to reduce the contamination to an acceptable level. In accordance with PPS23 & Environment Agency good practice, an initial risk assessment should be conducted, by carrying out a desktop study and site walk. This assessment should provide the basis of any further detailed assessment that may be required. Prior to submission of a planning application for a Brownfield redevelopment, applicants are advised to contact Wolverhampton's Environmental Health Department to discuss what may be required to accompany the application.
15	Landscaping Scheme	All major applications that include any external space (except outline applications) must be accompanied by a detailed scheme for landscaping. Outline applications accompanied by a Design and Access statement should include a landscape strategy.	This should include details of the planting of trees and/or shrubs, the use of surface materials and boundary screen walls and fences. The scheme shall specify materials, species, tree and plant sizes, numbers and planting densities, levels, gradients and any earthworks required together with the timing of the implementation of the scheme. It should include proposals for long-term maintenance and landscape management.
16	Lawful Development Certificate supporting information	For Lawful Certificate Applications where there is an existing use or development	A sworn affidavit is the preferred form of evidence. It is needed for our legal services department to ascertain whether the use/development warrants a certificate being issued to formalise the use/development. This is a document in which the signer swears under oath before a Solicitor or someone authorised to take oaths that the statement in the document are true. Other evidence can include receipts, invoices or rents books etc.
17	Lighting scheme including a light pollution assessment	Scheme involving the provision of floodlighting and tall building applications.	Need to provide details of the scheme involving floodlighting and provide an assessment that will cover such matters as, light spillage, hours of illumination, light levels, column heights, specification and colour, treatment for lamps and luminaries, no distraction to the highway, levels of impact on nearby dwellings, use of demountable columns, retention of screening vegetation.
18	Listed building appraisal and conservation area appraisal.	When the development affects a listed building, the development is within a conservation area or affects the setting of a conservation area.	The Design & Access Statement should include a schedule of works to the listed building(s); an analysis of the significant archaeology, history and character of the building/structure; the principles of, and justification for, the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of any adjacent listed buildings.



			<p>The scope and degree of detail necessary in the written justification will vary according to particular circumstances of each application.</p> <p>Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. Further advice can also be found in Planning Policy Guidance 15: Planning and the Historic Environment.</p>
<b>19</b>	Noise impact assessment and sound insulation details	<p>A Noise Impact Assessment prepared by a suitably qualified acoustician should support applications that raise issues of disturbance, or are considered to be a noise sensitive development.</p> <p>Sound insulation details will be required for the following types of application: change of use to A3, A4, A5; conversion of buildings to residential use; new residential development sites on classified roads, and adjacent to licensed premises, new commercial development within Use Classes B2 or B8 adjacent to existing residential development.</p>	<p>The assessment should outline the potential sources of noise generation, and how these may have a negative effect on local amenity. The assessment should also outline how the developer intends to overcome these issues. Where noise is likely to be an issue, applicants are advised to contact the Environmental Health Department of the Council prior to the submission of a planning application.</p>
<b>20</b>	Parking and Access details	All applications where parking/access are part of the proposal.	Should include details of any existing/proposed access, and a proposed parking layout.
<b>21</b>	Photographs and Photomontages	Where the proposal involves the demolition of an existing building or development affecting a conservation area, listed or local listed structure and all telecommunication mast applications	Should show how the developments can be satisfactorily integrated within the street scene. These should also be included in Design and Access Statements.
<b>23</b>	Planning Obligations	To be discussed on individual merits within the local planning authority.	<p>This should include, brief draft heads of terms for a Section 106 agreement or unilateral undertaking. Details of the applicant's solicitor should be provided in order for the draft obligation to be prepared and circulated. Further advice is available in Circular 05/05.</p> <p>Applicants should speak to the local planning authority in pre-application discussions and confirm any planning obligations that may apply.</p>



<b>24</b>	Planning Statement	A supporting planning statement will be required for all major, change of use or listed building applications.	Information will include how the proposed development accords with national and local policies.
<b>24</b>	Public Open Space and Playing Fields	When the loss of open space, playing fields, bowling greens etc are involved.	Plans should show any areas of existing or proposed open space within or adjoining the application site and an assessment of their quality and description of type of use.
<b>25</b>	Regeneration Statement	All major commercial schemes and tall buildings applications.	A supporting statement of any regeneration and economic benefits and costs from the proposed development, including: details of any new jobs that might be created or supported; the relative floor space totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might be supported by the proposal.
<b>26</b>	Safer Places Statement	All major applications	This should explain how crime prevention measures have been considered in the design of the proposal and how the design reflects the attributes of safe, sustainable places set out in national and local guidance.
<b>27</b>	Scaled Drawings	All types of applications	Drawings should all be drawn to an appropriate metric scale e.g 1:50, 1:100, 1:200, for listed buildings this may also include 1:20 with the scale annotated on the plan.  Plans should accurately show the direction of North.  Plans should be numbered.
<b>28</b>	Site Waste Management Plan	Major development requiring demolition of buildings/structures. Other applications if specified in pre-application advice.	Should follow the code of practice published by the DTI (now the Department for Business Enterprise and Regulatory Reform) in 2004 'Site Waste Management Plans: Guidance for Construction Contractors and Clients'.
<b>29</b>	Statement of Community Involvement	Telecommunications, all major applications. Other applications if specified in pre-application advice.	To demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals. Further advice can be found in the Council's 'Statement of Community Involvement' document.
<b>30</b>	Structural survey	A structural survey will be required in the following circumstances: i) the demolition of a listed building ii) demolition of a locally listed building iii) the conversion of a listed building	This should demonstrate that the building is either; not they capable of conversion or that it is capable of conversion without major alterations or rebuilding of the property.



31	Sustainable Communities Checklist	All major applications	Further advice can be found in the Council's SPD 'Planning for Sustainable Communities'
32	Tall Buildings Report	Any building which is significantly taller than those which surround it.	<p>The report should follow guidance set out in English Heritage/CABE document 'guidance on tall buildings', and include the following items:</p> <ul style="list-style-type: none"> <li>• Shadowing and Micro Climate Assessment</li> <li>• Television and Reception Assessment</li> <li>• Character appraisal of local context including; skylines, topography, views of landmark buildings.</li> </ul>
33	Transport Assessment	All Major Planning Applications	<p>Information needs to include all existing and proposed commercial and residential vehicular and pedestrian movements to and from the site. Loading areas and arrangements for manoeuvring, servicing and parking of vehicles should also be clearly identified. It should describe and analyse existing transport conditions, how the development would affect those conditions and any measures proposed to overcome any problems. Further advice is available in Planning Policy Guidance 13: Transport.</p>
34	Tree survey - Arboricultural statement	Where the application involves works that affect any trees on or off the site that are protected by Tree Preservation Order (TPO) or Conservation Area legislation or there are any trees which have a diameter exceeding 30cm measured at a height of 1.5m.	<p>A plan must be provided showing the location of all trees on the site and within influencing distance of the proposal. An accompanying report must be submitted in accordance with the recommendations of BS58737: 2005 Trees in Relation to Construction to include a survey of the trees, an arboricultural implications assessment, a concise list of trees which are desired to be retained/removed any other tree works and a method statement outlining how the trees will be physically protected during the works. Also a drawing new tree planting either as mitigation for proposed tree losses or new landscaping. Applicants are encouraged to discuss proposals with an Arboricultural Officer before submission.</p>