

Draft Planning Validation Requirements

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

Tamworth Borough Council, Development Management Services, Marmion House, Lichfield Street, Tamworth, B79 7BZ
Website: www.tamworth.gov.uk/planning Email: planning@tamworth.gov.uk Telephone: 01827 709709

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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. The Town and Country Planning (Development Management Procedure) (England) Order 2015 (SI 2015/595) requires that such lists are formally reviewed at least every two years.

This document sets out Tamworth Borough Councils requirements for a valid planning application. Tamworth Borough 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.

Planning Officers can advise on what additional **local list information** would be required to be submitted as part of a planning application at the **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. For further info regarding pre application discussions please view our website (<https://www.tamworth.gov.uk>)

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,
- Information to accompany the application as specified on the local list of information requirements, and
- Your development may be liable for a charge under the Community Infrastructure Levy if it involves new build floor area, including extensions or a new dwelling. You must therefore submit the national CIL form entitled “**Community Infrastructure Levy (CIL) - Determining whether a Development may be CIL Liable Planning Application, Additional Information Requirement Guidance**” at the same time as your planning application.

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 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 a document required?	What Information is Required?	Further Assistance
<p>Heritage Statement</p>	<p>National Planning Policy Framework (NPPF)</p> <p>National Planning Practice Guidance (NPPG)</p> <p>Tamworth Local Plan 2006-2031 Policy EN6 (Protecting the Historic Environment)</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,</p> <p>Conservation Areas, Scheduled Monuments, known archaeological sites; and any non-</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>Development Management Team: 01827 709709</p> <p>Staffordshire County Archaeologist 01785 277290</p> <p>NPPF</p> <p>NPPG</p>

		<p>designated assets which have a local architectural, historic, archaeological or artistic interest.</p>	<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 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>	
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<p>Design and Access Statement (DAS)</p>	<p>Section 42 of the 2004 Town and Country Planning Act.</p> <p>Town and Country Planning (Development Management Procedure) Order 2015 (as amended)</p> <p>Tamworth Local Plan 2006-2031 Policy EN5 (Design of New Development)</p> <p>NPPG</p> <p>NPPF</p>	<p>Required for all applications except for those listed below.</p> <p>Applicants are advised to refer to Article 9 of the Town and Country Planning (Development Management Procedure) Order 2015 (as amended) 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 dwelling/s in a conservation area; or • Provision of a new building/s in a conservation area where 100 sq.m. of new floor space is being provided. <p>Applications for a material change of use, engineering 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</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;</p> <p>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 and how the 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.</p> <p>For most straightforward planning applications, the DAS may only need to be a page long.</p>	<p>CABE publication “Design and Access Statements: how to write, read and use them”</p> <p>NPPG</p>
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		demonstrate the appropriateness of the design of the proposal.	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.	
Photographs & Photomontages	NPPF Tamworth Local Plan :Policy EN5 (Design of New Development) and Policy EN6 (Protecting the Historic Environment)	Required for <ul style="list-style-type: none"> • All new built developments in Conservation Areas; • Wind turbine applications; • Major commercial and residential developments which will alter a streetscene 	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.	NPPF TBC Development Management Team 01827 709709
Landscape Visual impact Assessment	NPPF Tamworth Local Plan 2006-2031 Policy EN1 (Landscape Character)	Required for <ul style="list-style-type: none"> • Wind turbine applications; and • Major commercial and residential developments which will alter the appearance of the landscape. 	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)	TBC Development Management Team 01827 709709 Guidelines for Landscape and Visual Impact Assessment (2013)

Green Environment

Document	Policy driver	When is a document required?	What information is required?	Further assistance required?
Tree Survey / Assessment	NPPF NPPG Tamworth Local Plan 2006-2031 Policy EN4 (Protecting and enhancing biodiversity)	All applications where there are semi-mature or mature trees or hedgerows within the site and/or or off-site trees within influencing distance 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, where trees are present on the site.	1. Tree survey and plan as specified in BS.5837:2012 2. Information on• 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. The information at 1 and 2 should be prepared by a suitably qualified and experienced Arboriculturalist.	TBC Tree Officer 01827 709709
Topographical Survey	NPPF NPPG Tamworth Local Plan 2006-2031 Policy EN4 (Protecting and enhancing biodiversity)	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.	TBC Development Management Team 01827 709709
Landscaping Scheme	NPPF NPPG Tamworth Local Plan 2006-	All applications (excluding Householder, Listed Building Consent, Advertisements and Change of Use) plus where a development effects	A landscaping scheme should be drawn to an appropriate scale (usually 1:100 or 1:200) and show full details of proposed	TBC Development Management Team 01827 709709 TBC Tree Officer 01827 709709

	2031 Policy EN4 (Protecting and enhancing biodiversity) and Policy EN5 (Design of new development)	the setting of a designated heritage asset, should be accompanied by hard and soft landscaping details.	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	
Flood Risk Assessment	EIA Directive 2011/92/EC Flood and Water Management Act 2010 NPPF NPPG Tamworth Local Plan 2006-2031 Policy EN4 (Protecting and enhancing biodiversity and Policy SU4 (Flood risk and water management))	In Flood zone 1 (Low Probability) any development site of 1 hectare or above will require a Flood Risk Assessment. All Developments in Flood zones 2 and 3 must be accompanied by a Flood Risk Assessment.	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 expected to consider the various aspects relating to flood Flood Risk Assessments should be supported by appropriate data and information, including historical information on previous flood events	Environment Agency Flood Risk Standing Advice Environment Agency Climate Change Guidance Environment Agency 08708 506 506 SCC Lead Local Flood Authority flood risk website NPPF Technical Guidance NPPG
Surface water Drainage Strategy	NPPF NPPG Tamworth Local Plan 2006-2031 Policy EN4 (Protecting and enhancing biodiversity) and Policy SU4 (Flood risk and water management)	All major developments should be accompanied by a sustainable drainage strategy.	Drainage strategies should include <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; 	NPPG SCC Lead Local Flood Authority flood.team@staffordshire.gov.uk SCC SUDS Handbook

			<ul style="list-style-type: none"> • 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. 	
Environmental Statement (Also known as EIA)	<p>Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011 (as Amended)</p> <p>NPPG</p>	<p>Usually these are only required for large-scale developments as defined in Schedule 1 and/or Schedule 2 of the Environmental Impact Assessment Regulations.</p> <p>Please liaise with the Development Management Team if you are in any doubt whether you need an EIA or submit / request an EIA screening opinion.</p>	<p>Where an EIA is required, an Environmental Statement in the form set out in Schedule 4 to the regulations must be provided.</p> <p>Where an EIA is not required, the Local Planning Authority may still require environmental information to be provided.</p> <p>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.</p>	<p>NPPG</p> <p>TBC Development Management Team 01827 709709</p>
Open Space Assessment	<p>NPPF</p> <p>NPPG</p>	<p>This is required for submission with any development proposals</p>	<p>An Open Space Assessment for development on existing Public Open Space, should</p>	<p>NPPG</p> <p>TBC Development Management</p>

	<p>Tamworth Local Plan 2006-2031 Policy EN3 (Open space and green and blue links), Policy EN4 (Protecting and enhancing biodiversity), Policy EN5 (Design of new development), Policy SU7 (Sport and recreation) and PolicyIM1 (Infrastructure and developer contributions) ,</p>	<p>within an existing area of Public Open Space.</p>	<p>seek to demonstrate through an independent assessment that existing Public Open Space land or buildings are surplus to local requirements.</p> <p>For development within Open Spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site.</p> <p>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: -</p> <ul style="list-style-type: none"> • A maintenance specification for the works; <p>and</p> <ul style="list-style-type: none"> • How the facility will be initially installed and maintained thereafter to the submitted specification. 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 	<p>Team 01827 709709</p>
<p>Biodiversity Survey & Report</p>	<p>Habitat Directive 92/43/EEC (1992)</p> <p>The Conservation of Natural</p>	<p>Where a proposed development may:</p> <ul style="list-style-type: none"> • Negatively impact on 	<p>Ecological surveys should take place at the appropriate time of year for the species or survey type, and be</p>	<p>TBC Development Management Team 01827 709709</p> <p>Natural England 0300 060 0723</p>

	<p>Habitats Regulations (Habitat Regs.) 1994 (as amended 2010)</p> <p>Wildlife and 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:</p> <p>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>Tamworth Local Plan 2006-2031 Policy EN3 (Open space and green and blue links), Policy EN4 (Protecting and enhancing biodiversity),</p>	<p>protected or priority species and/or habitats,</p> <ul style="list-style-type: none"> • Would affect the biodiversity value of the area within the development boundary, • Would impact (directly or indirectly, individually or in combination with other developments) on a statutory designated site (i.e. .AONB, SSSI etc.) <p>I</p> <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>conducted by a suitably qualified and experienced (i.e. licensed) individual.</p> <p>All surveys must follow the methodology as prescribed by the appropriate Natural England Standing Advice Species Sheet.</p> <p>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</p> <p>species survey work is required, will not be accepted and will invalidate any 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 	<p>Staffordshire Requirements for Biodiversity and Geological Conservation (2011)</p> <p>Natural England Standing Advice</p> <p>Decision Tree and Protected Species Sheets</p>
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			<p>also be described.</p> <ul style="list-style-type: none"> • 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>Playing Fields Assessment</p>	<p>NPPF NPPG Tamworth Local Plan 2006-2031 Policy SU7 (Sport and recreation)</p>	<p>For new developments which affect playing fields.</p>	<p>The following information shall be submitted:</p> <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 	<p>Sport England 0207 2731797 Playing Field Development Checklist www.sportengland.org NPPG</p>

			<p>and the usage of the site;</p> <ul style="list-style-type: none"> • a proposed site plan, showing how new buildings and works will impact on the layout of pitches; <p>and</p> <ul style="list-style-type: none"> • information on any alternative sport and recreational provision. 	
<p>Water Quality Assessment</p>	<p>Habitat Directive 92/43/EEC</p> <p>EU Water. Framework Directive</p> <p>Habitats Regulations 2010.</p> <p>Staffordshire Requirements for Biodiversity and Geological Conservation (2008)</p> <p>Tamworth Local Plan 2006-2031 Policy EN4 (Protecting and enhancing biodiversity), Policy SU4 (Flood risk and water management and Policy SU5 (Pollution, ground conditions and minerals and soils)</p>	<p>For all applications (excluding Listed Building Consents and, Advertisements) which do not drain into the foul mains system.</p>	<p>The following information should be submitted to assess the impact of new development on the following watercourses and natural drainage systems including Kettlebrook, River Tame, and River Anker,</p> <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>	

Transportation

Document	Policy Driver	When is document required	What Information is required	Further assistance
<p>Travel Plans</p>	<p>NPPF NPPG Tamworth Local Plan 2006-2031 Policy SU2 (Delivering sustainable transport)</p>	<p>A Travel Plan should be submitted alongside planning applications which are likely to have significant transport implications (see Transport Assessments below). 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.</p> <p>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>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 DfT Website Staffordshire County Council (Highways) 0800 232323 DfT Good Practice guidelines: Delivering Travel Plans through the Planning Process DfT, 2007 Making residential travel plans work</p>

<p>Transport Statement / Assessments</p>	<p>NPPF</p> <p>Manual for Streets.</p> <p>Circular 02/2013:The strategic road network and the delivery of sustainable development</p> <p>Tamworth Local Plan 2006-2031 Policy SU1 (Sustainable transport network), Policy SU2 (Delivering sustainable transport)and Appendix E (Travel Plans)</p>	<p>All applications likely to generate very significant traffic movements associated with developments above set thresholds.</p>	<p>Transport Assessments should:</p> <ol style="list-style-type: none"> 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. <p>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:</p> <p>http://www.dft.gov.uk/pgr/regional/transportassessments/guidanceonta</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>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.</p> <p>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.</p> <p>All detail planning applications (including reserved matters) for major developments shall be accompanied by a Stage 1 Road Safety Audit. (N.B. a major application includes 10 or more dwellings or development of more than 1000 square metres floor area</p> <p>All applications, providing roads intended for adoption, shall include drawings showing the tracked path of the largest vehicle that might use the highway e.g. fire appliance, refuse vehicle or bus</p>	<p>DFT Website</p> <p>NPPF</p> <p>NPPG</p> <p>Circular 02/2013:The strategic road network and the delivery of sustainable development</p> <p>Highways England (West Midlands) 0121 6788284</p> <p>Staffordshire County Council (Highways) 0800 232323</p> <p>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.</p>
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<p>Parking / Access Arrangements</p>	<p>NPPF Manual for Streets. Tamworth Local Plan 2006-2031 Policy SU1 (Sustainable transport network), Policy SU2 (Delivering sustainable transport) and Appendix C (Car parking standards)</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.</p> <p>The details should ensure that the access works required to accommodate development include all the necessary information required to support the design.</p> <p>Parking spaces and garage spaces shall be of a size to accommodate vehicles that would normally be expected to be used at the premises/site. Further guidance should be sought from the Highway Authority with regards to this matter</p>	<p>TBC Development Management Team 01827 709709</p> <p>Please contact the Staffordshire County Council (Highways) (0800 232323) for details of current design standards for accesses and the need for any supporting documentation</p>
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Environmental Health

Document	Policy Driver	When is Document Required	What Info is Required	Further Assistance?
<p>Noise and Vibration Assessments and Appraisals</p>	<p>Noise Policy Statement for England, March 2010. DEFRA</p> <p>Environmental Protection Act 1990 (As amended)</p> <p>NPPF</p> <p>NPPG</p> <p>Environmental Health Technical Planning Guidance: Noise & Vibration (2013)</p> <p>Calculation of Road Traffic Noise, 1988.</p> <p>Calculation of Railway Noise, 1995.</p> <p>World Health Organisation Guidelines for Community Noise.</p> <p>World Health 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> <p>Tamworth Local Plan 2006-2031 Policy EN5 (Design of new development) and Policy SU5 (Pollution, ground conditions and minerals and soils)</p>	<p>All applications likely to have an impact on noise and/or vibration sensitive development(s).</p> <p>All applications likely to have an impact on noise and/or vibration sensitive locations.</p> <p>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.</p> <p>All planning applications for change of use of Listed buildings</p>	<p>Applicants are advised to seek specialist expertise and to discuss their proposals in the first instance with Council's Public Protection 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.</p> <p>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 Public Protection Team.</p> <p>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 Part 1: Vibration sources other than blasting, Part 2: 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></p>	<p>TBC Public Protection Team 01827 709709</p> <p>Planning Guidance: Noise & Vibration (2013)</p> <p>NPPG</p>

<p>Ventilation/ Extraction Details / Refuse collection</p>	<p>NPPF NPPG Noise Policy Statement for England, March 2010. Environmental Health Technical Planning Guidance: Noise & Vibration (2013) Tamworth Local Plan 2006-2031 Policy EN5 (Design of new development) and Policy SU5 (Pollution, ground conditions and minerals and soils)</p>	<p>All applications including the commercial and industrial activities that produce fumes, vapors, gases, odours, particulate matter or use volatile chemicals. 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>TBC Public Protection Team 01827 709709 Lichfield and Tamworth Joint Waste Partnership</p>
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Lighting Assessment	<p>NPPF Environmental Health Technical Planning Guidance :External Artificial Lighting (2008)</p> <p>Tamworth Local Plan 2006-2031 Policy EN5 (Design of new development) and Policy SU5 (Pollution, ground conditions and minerals and soils)</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 switched on, • a layout plan encompassing the proposed beam, orientation and light spillage, and • future maintenance. 	<p>TBC Development Management Team 01827 709709</p>
Land Contamination Assessment	<p>NPPF Environmental Health Technical Planning Guidance: A guide for the redevelopment of land affected by Contamination in Staffordshire (3rd Edition) (2008)</p> <p>Tamworth Local Plan 2006-2031 Policy EN5 (Design of new development) and Policy SU5 (Pollution, ground conditions and minerals and soils)</p>	<p>All applications (excluding Householders, Advertisement and Heritage) where new development is proposed on land that is or may have been affected by contamination.</p>	<p>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.</p>	<p>TBC Public Protection Team 01827 709709</p> <p>Environment Agency 08708 506 506</p> <p>Environmental Health Technical Planning Guidance: A guide for the redevelopment of land affected by Contamination in Staffordshire (3rd Edition)(2008)</p> <p>http://www.defra.gov.uk/environment/quality/land/</p>

<p>Air Quality Assessment</p>	<p>Habitat Directive 92/43/EEC</p> <p>The Environment Act 1995.</p> <p>The Air Quality Standards Regulations 2010.</p> <p>NPPF</p> <p>Air Quality Strategy for England, Scotland, Wales and Northern Ireland 2007</p> <p>Tamworth Local Plan 2006-2031 Policy EN5 (Design of new development) and Policy SU5 (Pollution, ground conditions and minerals and soils)</p>	<p>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</p> <p>impact upon local air quality meeting the criteria set out below, including –</p> <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 <p>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.</p> <ul style="list-style-type: none"> • Proposals for a heavy goods vehicle park. • Significant construction and demolition schemes. <ul style="list-style-type: none"> • Regular exposure of members of the public (including residential properties, schools, hospitals, care homes, playgrounds, gardens, shopping areas) 	<p>Applicants are advised to seek specialist expertise and to discuss their proposals with the Council's Public Protection Team at an early stage in the design process.</p> <p>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.</p> <p>Additional technical information in support of proposed Air Quality Assessments will be available from the Public Protection Team.</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>TBC Public Protection Team 01827 709709</p> <p>Environment Agency 08708 506 506</p> <p>Natural England 0300 060 0723</p> <p>http://www.defra.gov.uk/environment/quality/air/airqualitylaqm/guidance/policy/</p> <p>https://www.gov.uk/government/publications/green-book-supplementaryguidance-air-quality</p>
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		<p>at locations where annual, daily, 8 hours, 1 hour or 15 minutes air quality objective values will, or may be, breached.</p> <ul style="list-style-type: none"> • 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>		
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Wider Environment

Document	Policy Driver	When is Document Required	What Info is Required	Further Assistance?
<p>Waste Audit / Site Waste Management Plan (SWMP)</p>	<p>The Site Waste Management Plan Regulations 2008.</p> <p>NPPF</p> <p>Staffordshire County Council:Waste Local Plan</p>	<p>a) Waste Audit - for all major applications</p> <p>b) Site Waste Management Plan (SWMP) - for all major applications, 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</p>	<p>Staffordshire County Waste Authority 01785 277294</p> <p>www.smartwaste.co.uk</p> <p>http://www.wrap.org.uk/node/1169/</p> <p>Lichfield and Tamworth Joint Waste Partnership</p>

			<p>provided in links adjacent).</p>	
<p>Foul Sewerage Assessment</p>	<p>Water Industry Act 1991. NPPF LPS: BE1</p>	<p>All applications for the construction of new dwellings and 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. • Details of connections to foul and storm water sewers including details of the existing system to be shown on the application drawing(s). <p>N.B. 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>A foul drainage assessment should include</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.</p> <p>Drainage details that will achieve Building</p>	<p>Building Regulations Approved Document Part H</p> <p>BS6297</p> <p>Severn Trent Water Limited</p> <p>South Staffordshire Building Control Partnership 01543 308157</p> <p>NPPG</p>

			<p>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. 100 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
Coal Mining Risk Assessment	<p>NPPF para 109 and 121</p> <p>Tamworth Local Plan 2006-2031 Policy EN5 (Design of new development) and Policy SU5 (Pollution, ground conditions and minerals and soils)</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>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 	<p>The Coal Authority website:</p> <p>www.gov.uk/planningapplications-coalmining-riskassessments</p> <p>The Coal Authority Planning and Local Authority Liaison Department 01623 637119 Email: planningconsultation@coal.gov.uk</p>

			<p>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> <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) (England and Wales) Regulations 2011 as amended, it is suggested that the CMRA is included within the ES.</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 Tamworth Local Plan 2006-2031 Policy SS2 (Presumption in favour of sustainable development)	All major applications	<p>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:</p> <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>	NPPF
Statement of Community Involvement	NPPF TBC Statement of Community Involvement	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.	TBC Statement of Community Involvement

<p>Evidence to accompany applications for town centre uses / retail impact assessments</p>	<p>NPPF NPPG Tamworth Local Plan 2006-2031 Policy EC1 (Hierarchy of centres for town centre uses) and Policy EC2 (Supporting investment in the town centre)</p>	<p>A Sequential Assessment (para 24 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 26 is required for all planning applications relating to retail and leisure developments</p> <ol style="list-style-type: none"> 1) Over 250 sq.m. gross within out of centre retail parks or strategic employment sites and employments allocations, as identified on the Local Plan policies map 2) Over 250 s.m. gross within 400 metres of the boundary of a local centre 3) Over 100 sq.m. gross of the boundary of a neighbourhood centre 4) Over 500 sq.m. on any other area outside the town centre <p>Where the proposal falls within one or more of the ranges specified the lowest threshold will be applied.</p> <p>An impact assessment will also be required for</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.</p> <p>Further advice can be found in the Practice Guidance to the now replaced PPS4. 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 realised in five years, the impact should also be assessed up to ten years from the time the application is made”</p>	<p>NPPF NPPG TBC Development Plan Team 01827 709709</p>
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		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.		
Planning Obligations – draft heads of terms	NPPF NPPG. Tamworth Local Plan 2006-2031 Policy IM1 (Infrastructure and developer contributions)	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.	Either <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, solicitors details and confirmation that the Local Planning Authorities fees in dealing with the matter will be met. 	TBC Development Management Team 01827 709709
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 	TBC Development Management Team 01827 709709

			Any costs incurred as a result of the Council seeking independent advice regarding the viability assessments will be payable by the applicant.	
Affordable Housing Statement	<p>NPPF NPPG Circular 6/98 Planning and Affordable Housing</p> <p>Tamworth Local Plan 2006-2031 Policy HG 1 (Housing), HG2 Sustainable urban extensions), HG4 (Affordable housing) and Policy IM1 (Infrastructure and developer contributions)</p>	Residential developments of 10 Units or over unless Affordable Housing would render scheme unviable – A Viability Statement will be required if this is the case justifying in detail why the scheme is unviable.	Details relating to 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.	<p>TBC Housing Service 01827 709709</p> <p>TBC Development Plan Team 01827 709709</p> <p>TBC Development Management Team 01827 709709</p>
Daylight / Sunlight Assessment	Tamworth Local Plan 2006-2031 Policy EN5 (Design of new development)	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.	<p>BRE Digest 2009</p> <p>TBC Development Management Team 01827 709709</p>
Structural Survey	NPPF	A structural survey should 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.	<p>NPPF</p> <p>South Staffordshire Building Control Partnership 01543 308157</p>

Telecommunication Supporting Info	NPPF	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, including coverage existing and proposed coverage maps and ICNIRP Certification	NPPF Code of Best Practice on Mobile Phone Network Development .
Employment Land Assessment	NPPF Tamworth Local Plan 2006-2031 Policy EC6 (Sustainable Economic Growth) and EC8 (Strategic Employment Sites)	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, for a period of not less than 12 months immediately prior to the submission of the planning application 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	TBC Development Plan Team 01827 709709

Planning application validation matrix

