

# Local Validation Criteria

	Validation Item and Location Requirement	National Policy Driver	Types of application that require this information	What information is required and Links to Further Advice
1	<b>Affordable Housing Statement</b>  Borough wide	<a href="#">National Planning Policy Framework</a> , particularly Section 6	When 15 or more dwellings are proposed.	New residential development involving 15 or more dwellings (gross) to provide a target of 30% affordable dwellings on site. The on site provision should include 50% social rented, 25% affordable rented and 25% intermediate tenure.  If on site provision of affordable housing is not possible then the payment of a commuted sum in lieu of on site provision will be considered  <b>Further Advice</b>  Adopted Tamworth Local Plan 2001-2011 - Policy HSG11: Planning Obligations  Planning Obligations SPD
2	<b>Viability Assessment</b>  Borough Wide	<a href="#">National Planning Policy Framework</a> , particularly Section 6	Where an applicant is proposing that they cannot provide the full range of Section 106 requirements (including affordable housing), due to financial viability issues	The assessment should be based on an 'open book' approach and include the following; <ul style="list-style-type: none"> <li>• Purchase cost of the application site and when it was purchased</li> <li>• Detailed cost of construction including any abnormals and off site infrastructure</li> <li>• Predicted sale value/income from the finished site</li> <li>• Cost of Section 106 including affordable housing costs</li> <li>• % profit on cost both with and without the full Section 106 obligations</li> </ul> A template is attached for your convenience (see attached document)  In cases of dispute the Borough Council will request a check of the Viability Assessment by the District Valuer and will expect the applicant to fund their check.

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3	<b>Archaeological Assessment</b>  Borough Wide (on or adjacent to a heritage asset of archaeological interest)	<a href="#">National Planning Policy Framework</a> , particularly paragraph 128  DCLG Historic Environment Planning Practice Guide,	When any proposed development includes new building or ground disturbance on or adjoining a heritage asset of archaeological interest (regardless of the need for a Design and Access Statement).	If a Design and Access Statement is also required, the Archaeological Assessment must be included within it. Applicants are advised to discuss what is required with the Conservation Officer before any application is made.  <b>Further Advice</b>  See the <a href="#">Institute for Archaeologists</a> for standards and guidance about archaeological assessments and evaluation  Sites and Monuments Record
4	<b>Coal Mining Risk Assessment</b>  Borough Wide	<a href="#">National Planning Policy Framework</a> ,	All applications which involve foundation construction (excluding householder) which fall within the Coal Mining Development Referral Areas as defined by The Coal Authority and held by the Local Planning Authority.	A Coal Mining Risk Assessment should be prepared by a suitably qualified and competent person (see PPG14 for definition). It should contain: <ol style="list-style-type: none"> <li>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).</li> <li>2. Identify what risks these coal mining issues, including cumulative effects, pose to the proposed development.</li> <li>3. Identify how coal mining issues have influenced the proposed development and whether any other mitigation measures are required to manage those issues and/or whether any changes have been incorporated into the development.</li> <li>4. 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.</li> </ol> <p>Note - if an Environmental Statement is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended, it is suggested that the CMRA is included within the ES.</p>

5	<p><b>Design and Access Statement (DAS)</b></p> <p>Borough Wide</p>	<p><a href="#">National Planning Policy Framework</a>,</p> <p>Section 42 of the 2004 Town and Country Planning Act.</p> <p>Development Management Procedure Order 2010 (or as amended)</p>	<p>Required for all applications except for those listed below.</p> <ul style="list-style-type: none"> <li>• engineering or mining operations.</li> <li>• development of an existing dwellinghouse or development within the curtilage of a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse, where no part of that dwellinghouse or curtilage is within a conservation area, SSSI, or is a listed building.</li> <li>• a material change in the use of land or buildings, unless it also involves operational (built) development</li> <li>• extensions to the time limits for implementing existing planning permissions.</li> <li>• development of an existing flat for any purpose incidental to the enjoyment of the flat as such, where no part of that flat is within a conservation area, SSSI, or is a listed building.</li> <li>• the extension of an existing building used for non-domestic purposes where the floorspace created by the development does not exceed 100 square metres and where no part of the building or the development is within a conservation area, SSSI, or is a listed building.</li> <li>• the erection, construction, improvement or alteration of a gate, fence, wall or other means of enclosure, up to 2m high or the height of the existing means of enclosure, whichever is the higher, where no part of the building or the development is within a conservation area, SSSI, or is a listed building.</li> <li>• development on operational land (land used to carry out statutory undertakings or land in which an interest is held for that purpose (As defined in Section 263 (1) (a) (b) of the Town and Country Planning Act 1990)) consisting of the erection of a</li> </ul>	<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><a href="http://www.cabe.org.uk/AssetLibrary/8073.pdf">www.cabe.org.uk/AssetLibrary/8073.pdf</a></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>For outline applications the statement should justify the principles of design and access and detail the use, the amount of development, scale parameters, indicative layout and access points.</p> <p>For reserved matters proposals a DAS is required, demonstrating how the principles of the outline stage statement have been applied and adhered to.</p>
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			<p>building or structure up to 100 cubic metres in volume and 15m in height and where no part of the development is within a conservation area, SSSI, or is a listed building.</p> <ul style="list-style-type: none"> <li>• the alteration of an existing building where the alteration does not increase the size of the building and where no part of the building or the development is within a conservation area, SSSI, or is a listed building.</li> <li>• the erection, alteration or replacement of plant or machinery where, as a result of the development, the height of the plant or machinery would not exceed the greater of 15 metres above ground level, or the height of the original plant or machinery, and where no part of the development is within a conservation area, SSSI, or is a listed building; or</li> <li>• Section 73 (applications (to develop land without conditions previously attached)).</li> </ul> <p>N.B. Even where not required, applicants may consider submitting a DAS in order to fully demonstrate the appropriateness of the design of the proposal.</p>	
6	<p><b>Ecological/ Geological Assessment</b></p> <p>Nature conservation sites (NNR, SSSIs, SINC, LNRs or SLINCs), important wildlife habitats, key wildlife corridors and wildlife corridors, semi-natural open space.</p>	<p><a href="#">National Planning Policy Framework</a></p> <p>Circular 06/2005: Biodiversity and Geological Conservation – Statutory Obligations and their Impact within the Planning System.</p>	<p>Developments which have the potential to affect protected species and other important species will require an ecological survey and impact assessment.</p>	<p>Ecological (and geological) survey reports should include a description of the proposal; desk study and field survey (extended Phase 1 habitat survey and detailed (species) surveys as necessary) of the development site and any other areas likely to be affected by the proposals; evaluation of features and assessment of the likely impacts of the proposal; discussion of mitigation, compensation and enhancement measures – the mitigation strategy should be proportionate to the perceived impacts and should include clear, site-specific prescriptions rather than vague, general or indicative possibilities and should be feasible and deliverable. Surveys should be completed at an appropriate time of the year by suitably qualified and experienced ecological consultants and should comply with published guidance and best practice.</p> <p>A protected species is one which received legal protection through UK or European legislation, including:</p>

- [The Conservation of Habitats and Species \(Amendment\) Regulations 2012](#)
- [Wildlife and Countryside Act 1981 \(as amended\)](#),
- The Protection of Badgers Act 1992 (link)

Important habitats and species are defined as:

- Habitats or species which are the subject of national or local Biodiversity Action Plans (link: <http://www.bbcwildlife.org.uk/what-we-do/biodiversity/bap-update>)

Habitats or species listed by the Government as habitats or species of principal importance for the conservation of biodiversity in England (section 41, Natural Environment and Rural Communities Act 2006) (link: <http://www.naturalengland.org.uk/ourwork/conservation/biodiversity/protectandmanage/habsandspeciesimportance.aspx>)

#### **Further Advice**

Information on designated nature conservation sites can be found in the adopted Tamworth Local Plan 2001-2011, or can be obtained by contacting Staffordshire Wildlife Trust.

If a development is likely to impact on an internationally or nationally designated site, applicants are also advised to seek advice from Natural England about the scope of the assessment.

Further guidance on survey standards, evaluation and impact assessment, and mitigation standards can be obtained from:

[Institute of Ecology and Environmental Management](#)

[Bat Mitigation Guidelines \(Natural England, 2004\)](#)

[Great Crested Newt Mitigation Guidelines \(Natural England, 2001\)](#)

[Bat Surveys Good Practice Guidelines \(Bat Conservation Trust, 2012\)](#)

Guidance on deciding when a bat survey is required. (see attached document)

7	<b>Economic Statement</b>  Borough Wide	<a href="#">National Planning Policy Framework</a> , particularly Sections 1, 2 & 6	All Major applications, which include some commercial elements.	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 lie behind or be supported by the proposal should be included.  <b>Further Advice</b>  Adopted Tamworth Local Plan 2001-2011.  The Economic Development Manager can provide information and guidance which may assist in the preparation of the Economic Statement.
8	<b>Environmental Impact Assessment (EIA)</b>  Borough Wide	<a href="#">National Planning Policy Framework</a> , particularly Sections 8 & 11  Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011 (SI 2011 No. 1824)	Developments that are likely to have a significant effect on the environment by virtue of their nature, size and location and are listed under Schedule 1 of the EIA Regulations.  Developments included in Schedule 2 of the EIA Regulations may also require an EIA.	Where an EIA is required, an Environmental Statement in the form set out in Schedule 4 to the regulations must be provided. Where an EIA is not required, the Local Planning Authority may still require environmental information to be provided.  You should request a screening opinion prior to the submission of a planning application if the development area is over 0.5ha to determine if an EIA is required. A screening opinion can be obtained by writing to the Borough Council
9	<b>Flood Risk Assessment</b>  Development within Flood Zone 2 or 3	<a href="#">National Planning Policy Framework</a> and <a href="#">Technical Guidance</a> , particularly Section 10	A site specific flood risk assessment will be required for proposals of 1 hectare or greater in Flood Zone 1.  All proposals for new development (including minor development and change of use) in Flood Zones 2 and 3, or in an area within Flood Zone 1 that has critical drainage problems (as defined by the LPA or Environment Agency), unless otherwise agreed in writing by the Environment	A flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere. This should include sustainable drainage systems.  <b>Further Advice</b>  Flood Zone maps are available from the <a href="#">Environment Agency</a> .  The National Planning Policy Framework and accompanying Technical Guidance provides comprehensive guidance for applicants in relation to the

			<p>Agency'</p> <p>Critical areas are defined as:</p> <ul style="list-style-type: none"> <li>• any development proposals at risk of surface water flooding</li> <li>• any development proposals within 250m of an historic flooding location</li> <li>• any development proposals within a 'local flood risk area' defined by the Surface Water Management Plan when published</li> </ul>	<p>undertaking of flood risk assessments and the responsibilities for controlling development.</p>
10	<p><b>Flues &amp; Ventilation extraction details</b></p> <p>Borough Wide</p>	<p><a href="#">National Planning Policy Framework</a>, particularly Section 1</p>	<p>All applications including the cooking of food (on more than a domestic scale) and all applications for commercial and industrial activities that produce fumes, vapours, gases, odours, particulate matter or use volatile chemicals.</p>	<p>Information should include:</p> <ul style="list-style-type: none"> <li>• Elevations to show position, location and height (where external).</li> <li>• Proposed external finishes and fixings.</li> <li>• Manufacturer's specifications including maintenance requirements.</li> <li>• Exhaust velocity at terminus.</li> <li>• Silencing arrangements.</li> <li>• Means of vibration isolation.</li> <li>• Extraction fan acoustic performance (including noise</li> <li>• Emission in terms of sound power and sound pressure levels, and narrow-band and/or one-third octave band frequency spectra).</li> <li>• Predicted odour and/or particulate concentrations.</li> </ul>
11	<p><b>Heritage Statement</b></p> <p>Borough Wide</p>	<p><a href="#">National Planning Policy Framework</a>, particularly Section 12</p>	<p>Any application that affects a heritage asset and / or its setting.</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>A Heritage Statement for a listed building/ Archaeology application should include:</p> <ul style="list-style-type: none"> <li>• A statement of the archaeological, architectural, historical or other significance of the building, its site and its setting, including any pre-application research and evaluation.</li> <li>• A schedule of works affecting the building, its site and setting.</li> <li>• An assessment of the impact of the proposals on the special interest and character of the building, its site and setting and that of any adjacent heritage assets.</li> <li>• A justification for the proposals, in terms of the principles applied, together with any mitigations measures proposed.</li> <li>• Archaeological Assessments should refer to paragraphs 99-109 of</li> </ul>

			Conservation Areas Scheduled Monuments, Archaeological Sites, and registered parks and gardens; and any non designated assets which have a local architectural, historic, archaeological or artistic interest.	<p>the PPS5 Practice Guide, and include a Written Scheme of Investigation (Paragraphs 130-138 of the PPS5 Practice Guide).</p> <ul style="list-style-type: none"> <li>Should a Heritage Asset be proposed for demolition on economic grounds, a marketing report will be required.</li> </ul> <p>A Heritage Statement for development in or adjacent to a conservation area should include:</p> <ul style="list-style-type: none"> <li>An assessment of the impact of the development on the character and appearance of the area may be required.</li> </ul> <p>A Heritage Statement for an undesignated Heritage Asset should include:</p> <ul style="list-style-type: none"> <li>An assessment of the impact of the development on the character and appearance of the area may be required.</li> </ul> <p>Applicants are advised to <a href="#">discuss proposals</a> with either a planning officer or a conservation officer before any application is made.</p>
12	<b>Land Contamination Desk Study</b> Borough Wide	<a href="#">National Planning Policy Framework</a>	<p>Where the development site is known or suspected to be affected by land contamination (e.g. has previously been used for industrial purposes or is a landfill site).</p> <p>All developments vulnerable to the effects of contamination (residential housing, schools and pre school nurseries).</p>	The assessment should examine the likelihood of the presence of land contamination, its nature and potential risk to the proposed development, and what further measures are required to ensure the site is suitable for use. The minimum required is a report of a desk top study and site walk-over. Prior to the submission of a planning application for a Brownfield redevelopment, applicants are advised to contact the Environmental Protection Service to discuss what may be required to accompany the application.
13	<b>Landscaping Scheme</b> Borough Wide	<a href="#">National Planning Policy Framework</a> , particularly Section 11	All applications (excluding Householder, Listed Building Consent, Conservation Area Consent, Advertisements and change of use) plus where a development affects the setting of a designated heritage asset, should be accompanied by hard and soft landscaping details.	A landscaping scheme should be drawn to an appropriate scale (usually 1:100 or 1:200) and show full details of proposed landscaping. This should include details of proposed species, height at planting, spacing, densities, along with measures for the ongoing protection and maintenance of the landscaping.



14	<b>Lighting assessment</b>  Borough Wide	<a href="#">National Planning Policy Framework</a> , particularly Section 8	Schemes involving the provision of floodlighting on either recreational or commercial developments	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, the need for full horizontal cut-off; no distraction to the highway; levels of impact on nearby dwellings; use of demountable columns; retention of screening vegetation; use of planting and bunding to contain lighting effects.
15	<b>Noise impact assessment and sound insulation details</b>  Borough Wide	<a href="#">National Planning Policy Framework</a> ,	<p>Planning applications that raise issues of disturbance to new or existing residents, or are considered to be noise sensitive developments.</p> <p>Sound insulation details will be required for the following types of application:</p> <ul style="list-style-type: none"> <li>• change of use to A3, A4, A5 (also see Criterion 8)</li> <li>• conversion of buildings to residential use</li> <li>• new residential development adjacent classified roads</li> <li>• new residential development adjacent railway lines</li> <li>• new residential development adjacent existing industrial areas which contain B2 and/or B8 uses</li> <li>• new residential development near to existing A3, A4 or A5 uses</li> <li>• new B2 and/or B8 uses adjacent to existing residential development</li> <li>• any application for a nightclub or equivalent use</li> </ul> <p>Certain other developments such as day nurseries, play areas, smoking shelters, and educational / places of worship can generate noise and may warrant noise assessments and the introduction of noise mitigation measures but this will be determined more on a site by site basis</p>	<p>The Noise Impact Assessment should outline the potential sources of noise, and how these may have a negative effect on local amenity for either existing or proposed occupiers. The assessment should outline how the developer intends to overcome these negative effects.</p> <p><b>Further Advice</b></p> <p>Where noise is likely to be an issue, applicants are advised to contact the <a href="#">Environmental Protection Service</a> prior to the submission of a planning application.</p> <p>Further information on Use Classes guide can be found on the <a href="#">Planning Portal website</a></p>
16	<b>Parking and Access details (Parking Provision)</b>  Borough Wide	<a href="#">National Planning Policy Framework</a> , particularly Section 4	All applications where parking / access are part of the proposal.	<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</p>

				development include all the necessary information required to support the design.
17	<b>Photographs &amp; photomontages</b>  Borough Wide	<a href="#">National Planning Policy Framework</a> , particularly Sections 5, 11 & 12	Required for <ul style="list-style-type: none"> <li>• Telecommunications development</li> <li>• Wind turbine applications,</li> <li>• Major commercial and residential developments which will alter a streetscene</li> <li>• Proposals involving the demolition of an existing building or development affecting a conservation area or a listed building</li> </ul>	<b>Further Advice</b>  <a href="#">Telecommunications SPD</a>
18	<b>Planning Obligations Draft Heads of Terms</b>  Borough Wide	<a href="#">National Planning Policy Framework</a> , particularly Sections 1, 2, 4, 6, 8, 10, 11 & 12	Open space and play facilities - on sites of 20 dwellings or more, provision of open space will normally be required within the curtilage of the development site and/or the provision/enhancement of existing open space outside of the site.  Affordable Housing - to be provided when 15 dwellings or more are proposed  Education – a financial contribution to be made when there is insufficient capacity within existing schools	Where adopted Tamworth Local Plan or SPD guidance requires the provision of affordable housing, Tamworth Borough Council will need information for both the affordable housing and any open market housing.  Where a Section 106 is required, Draft Heads of Terms should be submitted. This should include details of the financial and non financial offer and details of your solicitor who will deal with the drafting of the Legal Agreement.  <b>Further Advice</b>  Further information on <a href="#">Section 106</a> can be found on the Borough Council website. Applicants should <a href="#">speak to the LPA</a> in pre-application discussions and confirm any planning obligations that may apply.  <a href="#">Adopted Tamworth Local Plan 2001-2011 Policy ENV13: Protection of Open spaces and Policy ENV14: Open Space for New developments</a>  <a href="#">Open Space for new residential development SPD</a>

19	<b>Planning Statement including Statement of Community Involvement</b>  Borough Wide	<a href="#">National Planning Policy Framework</a> , particularly Sections 1, 2, 4, 6, 8, 10, 11 & 12	A supporting planning statement will be required for all major applications, major change of use applications or listed building 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, regional and local planning policies. It should also include details of consultations with the Local Planning Authority and wider community/statutory consultees undertaken prior to submission. Alternatively, a separate statement on community involvement may also be appropriate. It should be reasonably brief and not normally exceed 20 pages.</p> <p><b>Further Advice</b></p> <p>Further guidance is available in the <a href="#">Statement of Community Involvement</a> document and the document mention in the second column.</p>
20	<b>Public Open Space and Playing Fields Assessment</b>  Borough Wide	<a href="#">National Planning Policy Framework</a> , particularly Section 8	<p>This is required for submission with any development proposals affecting</p> <ul style="list-style-type: none"> <li>• an existing area of open space</li> <li>• new developments affecting playing fields, or</li> <li>• new developments of 10 or more dwellings.</li> </ul>	<p>For development on existing open space the assessment should seek to demonstrate that existing open space land or buildings are surplus to local requirements. The assessment should show any areas of existing or proposed open space within or adjoining the application site.</p> <p>Where development affects playing fields the following information shall be submitted:</p> <ul style="list-style-type: none"> <li>• the size of the playing field and the area affected by the proposals;</li> <li>• an existing site plan to a recognised scale, showing the layout of winter and summer pitches;</li> <li>• the current sports played and the usage of the site;</li> <li>• a proposed site plan, showing how new buildings and works will impact on the layout of pitches; and</li> <li>• information on any alternative sport and recreational provision.</li> </ul> <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"> <li>• A maintenance specification for the works; and</li> <li>• How the facility will be initially installed and subsequently maintained to the submitted specification for at least 10 years.</li> </ul> <p>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>

21	<b>Refuse collection</b>  Borough Wide	<a href="#">National Planning Policy Framework</a> ,	All applications for major housing and commercial developments.	With regard to refuse disposal, areas and facilities should be identified to cater for commercial and domestic waste likely to arise from the development.  Applicants are advised to discuss proposals with The Borough Council – Waste Services before making any application.
22	<b>Sequential and Impact Assessment</b>  Borough Wide	<a href="#">National Planning Policy Framework</a> , particularly Section 2	<p>A sequential assessment will be required for main town centre uses that are not in an existing centre as defined within the adopted Tamworth Local Plan 2001-2011.</p> <p>An Impact Assessment will be required for all retail, leisure or office development outside of the town centre, as defined within the adopted Tamworth Local Plan 2001-2011, if it exceeds a threshold of 2500 sq m.</p>	<p>A Sequential Assessment should look at whether there are any sequentially preferable sites that exist and to demonstrate why such sites are not practical in terms of their availability, suitability and viability. Further advice can be found in the Practice Guidance to the now replaced PPS4.</p> <p>Impact Assessments should assess:</p> <ol style="list-style-type: none"> <li>1) the impact on existing investment within centres,</li> <li>2) the impact on the vitality and viability of town centres,</li> <li>3) the impact on allocated sites outside town centres</li> <li>4) impact of the proposal on in-centre trade/turnover and trade in the wider area,</li> <li>5) current and future consumer expenditure capacity in the catchment area,</li> <li>6) whether the proposal is of an appropriate scale and what impact it may have on locally important impacts.</li> </ol> <p>NPPF – “Impact Assessments should include assessment of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made. For major schemes where the impact will not be realized in five years, the impact should also be assessed up to ten years from the time the application is made”</p>
23	<b>Structural survey</b>  Borough Wide	<a href="#">National Planning Policy Framework</a> , particularly Section 12	<p>A structural survey will be required in the following circumstances:</p> <ol style="list-style-type: none"> <li>i) The demolition of a listed building(s), or</li> <li>ii) The conversion of a listed building</li> <li>iii) Demolition of buildings in a conservation area</li> </ol>	<p>This should demonstrate that they are capable of conversion without major alterations or rebuilding of the property, for example for barn conversion applications.</p>

24	<b>Telecommunications information</b>  Borough Wide	<a href="#">National Planning Policy Framework</a> , particularly Section 5	For all prior approval and full planning applications for telecommunications and mobile phone masts	<p>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. Also see section 19 for photomontages. Where new base stations are proposed on non-established telecoms sites, a list of alternative sites considered for the development is also required.</p> <p><b>Further Advice</b></p> <p><a href="#">Code of Best Practise on Mobile Phone Network Development</a> (DCLG)</p> <p><a href="#">Telecommunications SPD</a></p>
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25	<b>Transport assessment</b>  Borough Wide	<a href="#">National Planning Policy Framework</a> , particularly Section 4	All applications likely to generate very significant traffic movements.	<p>Transport Assessments should:</p> <ol style="list-style-type: none"> <li>1) illustrate accessibility to the site by all modes of transport including likely modal shift;</li> <li>2) detail measures to improve access by public transport, walking and cycling, so as to reduce the need for parking; and</li> <li>3) detail any necessary highway mitigation works. 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.</li> </ol> <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>Where development proposals require work within the Strategic Highway Network boundary an agreed Stage 1 Road Safety Audit, a Non – Motorised User Audit and confirmation from the Highways Agency should also be provided within the application submission.</p> <p>Loading areas and arrangements for manoeuvring, servicing and parking of vehicles should also be clearly identified.</p> <p><b>Further Advice</b></p> <p>Further information can be obtained from:</p> <p><a href="#">Guidance on Transport Assessments (DfT/CLG (2007))</a></p>
26	<b>Travel Plans</b>	<a href="#">National Planning Policy Framework</a> , particularly Section 4	<p>Travel Plan should be submitted alongside planning applications which are likely to have significant transport implications (see Transport Assessments below).</p> <p>The scope and need for a Travel Plan should be agreed with the Local Highway Authority (and the Highways Agency where there is a material impact on the Strategic Road Network) prior to the</p>	<p>A (draft) travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts. Details of how traffic implications of development will be managed, including details of the travel plan coordinator, the management arrangements for the plan – e.g. a steering group and the development timetable. The strategy should also include activities for marketing and promoting the plan to occupiers, users, visitors and residents of the site.</p>

			submission of an application.	<p>In relation to proposals requiring a Travel Plan or Travel Plan Framework applicants need to ensure that this has been agreed prior to registration of the application. Unless there is agreement on the form and content of a Travel Plan then the application will not be validated.</p> <p>In some cases, for example where only Minimalist Travel Plans are required, it is possible to agree the content of the Travel Plan after the granting of consent. Unless the principle of a Minimalist Travel Plan has been agreed in writing with the County Council the application will not be validated.</p> <p>Applicants are advised to seek specialist expertise and to discuss their proposals with Staffordshire County Council (Highways) at an early stage in the design process.</p>
27	<p><b>Tree survey / arboricultural statement</b></p> <p>Borough Wide</p>	<p><a href="#">National Planning Policy Framework</a>, particularly Section 11</p> <p><a href="#">Town and Country Planning Act 1990</a>, (Section 197-198),</p>	<p>All planning applications where the application involves works that may affect any trees on or off the site.</p> <p>All sites where there is a Tree Preservation Order or any proposals within a Conservation Area</p>	<p>All trees are a material consideration in planning. A Tree survey and plan as specified in BS.5837:2012 must be provided showing the location of all trees on site and within 8m of the proposed development.</p> <p>A list of trees which are desired to be removed and a schedule of any works to retained trees shall also be supplied.</p> <p>Where trees are protected by a Tree Preservation Order or Conservation Area legislation a report in full accordance with BS5837:2012 Trees in Relation to Construction 2005 Recommendations must be submitted.</p> <p>Give a detailed description of the proposed works, e.g. crown thinning, reduction/topping, lifting, felling or the removal of dead dying trees, and the reasons for it. Digital photographs of the existing tree(s) should be provided.</p> <p>A structural engineer's or surveyor's report and arboriculturist's report if the work required relates to subsidence damage.</p> <p>Applicants are encouraged to discuss proposals with the Tree Officer before submission.</p> <p><a href="#">Adopted Tamworth Local Plan 2001-2011 Policy ENV9:Protection of Trees, Woodlands and Hedgerows</a></p> <p><a href="#">Tree Preservation Orders :a guide to the law and good practise</a> (DCLG)</p>

28	<b>Utilities Statement</b>	<a href="#">National Planning Policy Framework</a> ,	This is required for strategic major applications (i.e. 50 dwellings or more or 10,000sq.m. commercial floorspace)	Details to demonstrate that the availability of utility services including gas water, electricity, foul drainage and water supply and/or upgrading of facilities, and routing of such services.
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