



Planning Application Validation Checklist

April 2009



INTRODUCTION

In order for the Council to deal properly and efficiently with the planning applications it receives it is essential that the correct information is submitted with the application.

To support the use of the standard application forms, this Validation Checklist is intended to set out as clearly as possible the information required for different types of planning applications, in accordance with Government Advice in *The Validation of Planning Applications (December 2007)*.

There are a total of 26 different types of application forms to cover each potential application scenario at Stratford on Avon District Council. Copies of the standardised application forms are available from the following locations:

- Via the planning portal website www.planningportal.gov.uk
- Via the Council's website www.stratford.gov.uk

This Checklist set out the information and supporting documentation which is required to be supplied with the 26 different types of application - in order for the application to be validated. The level of information required will also vary depending on the scale and nature of the proposed development.

The guidance includes the statutory information required under the amended Town and Country Planning (General Development Procedure) Order 2008 – the National List of Requirements; and also the additional information which this Local Planning Authority requires validate an application - the Local List of Requirements.

The combined use of the National and Local List of Requirements provides more certainty of the type of information required at the outset and will help to ensure that the information requested is proportionate to the type and scale of application being made.

This Validation Checklist is divided into 3 sections:

Section 1 – This sets out the National and Local requirements for the validation of each of the 26 different types of application which can be submitted to this Local Planning Authority.

Section 2 – This provides Explanatory Notes for the National requirements.

Section 3 – This provides Explanatory Notes for the Local requirements together with links to useful sources of information and the relevant policy or guidance.

HOW TO USE THE VALIDATION CHECKLIST

- Use the Checklist in Section 1 to check the types of documents which may be required for the type of application you intend to submit.
- Check the detailed guidance notes for each type of plan/document required by the National List of Requirements by referring to Section 2.
- Check the detailed guidance notes for each type of document required by the Local List of Requirements by referring to Section 3.
- Tick the Checklist for the relevant application type to show which documents are being submitted with the application.
- If in doubt, contact the Planning Technician's team on 01789 260360 for advice.

Please note that any application submitted without the documentation identified in the National and Local List of Requirements for the relevant application type will not be validated and will result in the delay in the determination of your application. The statutory 8 or 13 week period for determination will only commence once all the relevant documentation has been received by the Local Planning Authority.

Pre application Advice

For large scale developments you are advised to discuss the level of information required for the application at pre-application stage with the Planning Services Section. For small scale development proposals the Council does offer a Planning Surgery to provide pre-application advice. Please contact 01789 260360 to make an appointment.

SECTION 1 – LOCAL AND NATIONAL VALIDATION REQUIREMENTS

This section sets out the local and national requirements for the validation of applications which may be submitted to this Local Planning Authority.

The full list of applications is as follows:

1. Householder application for Planning Permission for works or extension to a dwelling
2. Householder Application for Planning Permission for works or extension to a dwelling and Conservation Area Consent for demolition in a Conservation Area
3. Householder Application for Planning Permission for works or extension to a dwelling and Listed Building Consent
4. Application for Planning Permission
5. Application for Outline Planning Permission with some matters reserved
6. Application for Outline Planning Permission with all matters reserved
7. Application for Planning Permission and Conservation Area Consent for demolition
8. Application for Planning Permission and Listed Building Consent
9. Application for Planning Permission and Advertisement Consent
10. Conservation Area Consent for demolition in a Conservation Area
11. Listed Building Consent
12. Application for Advertisement Consent
13. Listed Building Consent and Advertisement Consent
14. Application for a Lawful Development Certificate for an existing use
15. Application for a Lawful Development Certificate for a proposed use or development
16. Application for prior notification of proposed agricultural development – proposed building
17. Application for prior notification of proposed agricultural development – proposed road
18. Application for prior notification of proposed agricultural development – proposed excavation/deposit of waste material
19. Application for prior notification of proposed agricultural development – proposed fish tank
20. Application for prior notification of proposed development in respect of permitted development by electronic communications code operators
21. Application for Hedgerow Removal Notice
22. Application for prior notification – proposed demolition
23. Application for Approval of Reserved Matters following outline approval
24. Application for removal or variation of a condition following grant of planning permission (Section 73 of the Town and Country Planning Act 1990)
25. Application for Approval of Details Reserved by Condition
26. Application for Tree Works: Works to Trees Subject to a Tree Preservation Order (TPO) or Notification of Proposed Works to Trees in Conservation Areas (CA)

1. Householder application for Planning Permission for works or extension to a dwelling

NATIONAL REQUIREMENTS

Your application must include the following:

- Completed standard application form
- Location Plan (scale of 1:1250 or 1:2500)
- Site Plan/Block plan (scale of 1:100 or 1:200)
- Existing and proposed elevations (scale of 1:50 or 1:100)
- Existing and proposed floor plans (scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (scale of 1:50 or 1:100) if a sloping site or where there is a change in ground levels
- Completed Ownership Certificate/Agricultural Holdings Certificate
- Design and Access Statement, if the site is within a SSSI, Conservation Area or AONB
- The appropriate fee

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically.

For more guidance on the content of the plans referred to above please refer to the Explanatory Notes in **Section 2** of this Validation Checklist.

LOCAL REQUIREMENTS

In addition to the information listed above the following information is likely to be required depending on the scale and nature of the development and where the site is located.

- Archaeological Assessment
- Conservation Area Appraisal/Heritage Statement
- Ecological Assessment/Protected Species Survey
- Energy and Sustainability Statement
- Flood Risk Assessment
- Green Belt Volume calculation
- Parking provision
- Photographs
- Planning Statement
- Sunlight/daylight assessment
- Tree Survey/Arboricultural Implications Study

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically.

For guidance on whether the above documentation is required for a specific development please refer to the Explanatory Notes in **Section 3** of this Validation Checklist.

2. **Householder Application for Planning Permission for works or extension to a dwelling and Conservation Area Consent for demolition in a Conservation Area**

NATIONAL REQUIREMENTS

Your application must include the following:

- Completed standard application form
- Location Plan (scale of 1:1250 or 1:2500)
- Site Plan/Block plan (scale of 1:100 or 1:200)
- Existing and proposed elevations (scale of 1:50 or 1:100)
- Existing and proposed floor plans (scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (scale of 1:50 or 1:100) if a sloping site or where there is a change in ground levels
- Completed Ownership Certificate/Agricultural Holdings Certificate
- Design and Access Statement, if the site is within a SSSI, Conservation Area or AONB
- The appropriate fee

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically

For more guidance on the content of the plans referred to above please refer to the Explanatory Notes in **Section 2** of this Validation Checklist.

LOCAL REQUIREMENTS

In addition to the information listed above the following information is likely to be required depending on the scale and nature of the development and where the site is located.

- Archaeological Assessment
- Conservation Area Appraisal/Heritage Statement
- Ecological Assessment/Protected Species Survey
- Energy and Sustainability Statement
- Flood Risk Assessment
- Green Belt Volume calculation
- Parking provision
- Photographs
- Planning Statement
- Structural Survey
- Sunlight/daylight assessment
- Tree Survey/Arboricultural Implications Study

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically.

For guidance on whether the above documentation is required for a specific development please refer to the Explanatory Notes in **Section 3** of this Validation Checklist.

3. Householder Application for Planning Permission for works or extension to a dwelling and Listed Building Consent

NATIONAL REQUIREMENTS

Your application must include the following:

- Completed standard application form
- Location Plan (scale of 1:1250 or 1:2500)
- Site Plan/Block plan (scale of 1:100 or 1:200)
- Existing and proposed elevations (scale of 1:50 or 1:100)
- Existing and proposed floor plans (scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (scale of 1:50 or 1:100) if a sloping site or where there is a change in ground levels
- Plans to a scale of not less than 1:20 to show all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details
- Completed Ownership Certificate/Agricultural Holdings Certificate
- Design and Access Statement, if the site is within a SSSI, Conservation Area or AONB
- The appropriate fee

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically

For more guidance on the content of the plans referred to above please refer to the Explanatory Notes in **Section 2** of this Validation Checklist.

LOCAL REQUIREMENTS

In addition to the information listed above the following information is likely to be required depending on the scale and nature of the development and where the site is located.

- Archaeological Assessment
- Conservation Area Appraisal/Heritage Statement
- Ecological Assessment/Protected Species Survey
- Energy and Sustainability Statement
- Flood Risk Assessment
- Green Belt Volume calculation
- Heritage Statement
- Parking provision
- Photographs
- Planning Statement
- Structural Survey
- Sunlight/daylight assessment
- Tree Survey/Arboricultural Implications Study

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically.

For guidance on whether the above documentation is required for a specific development please refer to the Explanatory Notes in **Section 3** of this Validation Checklist.

4. Application for Planning Permission

NATIONAL REQUIREMENTS

Your application must include the following:

- Completed standard application form
- Location Plan (scale of 1:1250 or 1:2500)
- Site Plan/Block plan (scale of 1:100, 1:200)
- Existing and proposed elevations (scale of 1:50 or 1:100)
- Existing and proposed floor plans (scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (scale of 1:50 or 1:100)
- Roof plans (scale of 1:50 or 1:100)
- Copy of other plans and drawings necessary to describe the application
- Completed Ownership Certificate/Agricultural Holdings Certificate
- Design and Access Statement
- The appropriate fee

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically

For more guidance on the content of the plans referred to above please refer to the Explanatory Notes in **Section 2** of this Validation Checklist.

LOCAL REQUIREMENTS

In addition to the information listed above the following information is likely to be required depending on the scale and nature of the development and where the site is located.

- Affordable Housing Statement
- Agricultural Assessment
- Air Quality Assessment
- Archaeological Assessment
- Conservation Area Appraisal/Heritage Statement
- Contaminated Land Survey
- Ecological Assessment/Protected Species Survey
- Energy and Sustainability Statement
- Environmental Statement
- Financial Appraisal/Marketing Exercise/Business Plan
- Flood Risk Assessment
- Foul Sewerage Details
- Green Belt Volume calculation
- Landscaping Details
- Lighting Assessment/Scheme
- Local Needs Survey
- Noise Impact Assessment
- Parking provision
- Photographs
- Planning Obligations
- Planning Statement
- Retail Impact Assessment/Sequential Test
- Statement of Community Involvement
- Structural Survey
- Telecommunications Information
- Transport Assessment
- Travel Plan
- Tree Survey/Arboricultural Implications Study
- Ventilation/Extraction details

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically.

For guidance on whether the above documentation is required for a specific development please refer to the Explanatory Notes in **Section 3** of this Validation Checklist.

5. Application for Outline Planning Permission with some matters reserved

NATIONAL REQUIREMENTS

Your application must include the following:

- Completed standard application form
- Location Plan (scale of 1:1250 or 1:2500)
- Site Plan/Block plan (scale of 1:100 or 1:200)
- Copy of other plans and drawings necessary to describe the application
- Completed Ownership Certificate/Agricultural Holdings Certificate
- Design and Access Statement, if required
- The appropriate fee

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically

For more guidance on the content of the plans referred to above please refer to the Explanatory Notes in **Section 2** of this Validation Checklist.

LOCAL REQUIREMENTS

In addition to the information listed above the following information is likely to be required depending on the scale and nature of the development and where the site is located.

- Affordable Housing Statement
- Agricultural Assessment
- Air Quality Assessment
- Archaeological Assessment
- Conservation Area Appraisal/Heritage Statement
- Contaminated Land Survey
- Ecological Assessment/Protected Species Survey
- Energy and Sustainability Statement
- Environmental Statement
- Financial Appraisal/Marketing Exercise/Business Plan
- Flood Risk Assessment
- Foul Sewerage Details
- Green Belt Volume calculation
- Landscaping Details
- Lighting Assessment/Scheme
- Local Needs Survey
- Noise Impact Assessment
- Parking provision
- Photographs
- Planning Obligations
- Planning Statement
- Retail Impact Assessment/Sequential Test
- Statement of Community Involvement
- Structural Survey
- Telecommunications Information
- Transport Assessment
- Travel Plan
- Tree Survey/Arboricultural Implications Study
- Ventilation/Extraction details

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically.

For guidance on whether the above documentation is required for a specific development please refer to the Explanatory Notes in **Section 3** of this Validation Checklist.

6. Application for Outline Planning Permission with all matters reserved

NATIONAL REQUIREMENTS

Your application must include the following:

- Completed standard application form
- Location Plan (scale of 1:1250 or 1:2500)
- Site Plan/Block plan (scale of 1:100 or 1:200)
- Copy of other plans and drawings necessary to describe the application
- Completed Ownership Certificate/Agricultural Holdings Certificate
- Design and Access Statement if required
- The appropriate fee

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically

For more guidance on the content of the plans referred to above please refer to the Explanatory Notes in **Section 2** of this Validation Checklist.

LOCAL REQUIREMENTS

In addition to the information listed above the following information is likely to be required depending on the scale and nature of the development and where the site is located.

- Affordable Housing Statement
- Agricultural Assessment
- Air Quality Assessment
- Archaeological Assessment
- Conservation Area Appraisal/Heritage Statement
- Contaminated Land Survey
- Ecological Assessment/Protected Species Survey
- Energy and Sustainability Statement
- Environmental Statement
- Financial Appraisal/Marketing Exercise/Business Plan
- Flood Risk Assessment
- Foul Sewerage Details
- Green Belt Volume calculation
- Lighting Assessment/Scheme
- Local Needs Survey
- Noise Impact Assessment
- Photographs
- Planning Obligations
- Planning Statement
- Retail Impact Assessment/Sequential Test
- Statement of Community Involvement
- Structural Survey
- Telecommunications Information
- Transport Assessment
- Travel Plan
- Tree Survey/Arboricultural Implications Study
- Ventilation/Extraction details

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically.

For guidance on whether the above documentation is required for a specific development please refer to the Explanatory Notes in **Section 3** of this Validation Checklist.

7. Application for Planning Permission and Conservation Area Consent for demolition

NATIONAL REQUIREMENTS

Your application must include the following:

- Completed standard application form
- Location Plan (scale of 1:1250 or 1:2500)
- Site Plan/Block plan (scale of 1:100 or 1:200)
- Existing and proposed elevations (scale of 1:50 or 1:100)
- Existing and proposed floor plans (scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (scale of 1:50 or 1:100)
- Roof plans (scale of 1:50 or 1:100)
- Completed Ownership Certificate/Agricultural Holdings Certificate
- Design and Access Statement if required
- The appropriate fee

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically

For more guidance on the content of the plans referred to above please refer to the Explanatory Notes in **Section 2** of this Validation Checklist.

LOCAL REQUIREMENTS

In addition to the information listed above the following information is likely to be required depending on the scale and nature of the development and where the site is located.

- Affordable Housing Statement
- Agricultural Assessment
- Air Quality Assessment
- Archaeological Assessment
- Conservation Area Appraisal/Heritage Statement
- Contaminated Land Survey
- Ecological Assessment/Protected Species Survey
- Energy and Sustainability Statement
- Environmental Statement
- Financial Appraisal/Marketing Exercise/Business Plan
- Flood Risk Assessment
- Foul Sewerage Details
- Green Belt Volume calculation
- Landscaping Details
- Lighting Assessment/Scheme
- Local Needs Survey
- Noise Impact Assessment
- Parking provision
- Photographs
- Planning Obligations
- Planning Statement
- Retail Impact Assessment/Sequential Test
- Statement of Community Involvement
- Structural Survey
- Telecommunications Information
- Transport Assessment
- Travel Plan
- Tree Survey/Arboricultural Implications Study
- Ventilation/Extraction details

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically.

For guidance on whether the above documentation is required for a specific development please refer to the Explanatory Notes in **Section 3** of this Validation Checklist.

8. Application for Planning Permission and Listed Building Consent

NATIONAL REQUIREMENTS

Your application must include the following:

- Completed standard application form
- Location Plan (scale of 1:1250 or 1:2500)
- Site Plan/Block plan (scale of 1:100 or 1:200)
- Existing and proposed elevations (scale of 1:50 or 1:100)
- Existing and proposed floor plans (scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (scale of 1:50 or 1:100)
- Plans to a scale of not less than 1:20 to show all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details
- Roof plans (scale of 1:50 or 1:100)
- Completed Ownership Certificate/Agricultural Holdings Certificate
- Design and Access Statement
- The appropriate fee

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically

For more guidance on the content of the plans referred to above please refer to the Explanatory Notes in **Section 2** of this Validation Checklist.

LOCAL REQUIREMENTS

In addition to the information listed above the following information is likely to be required depending on the scale and nature of the development and where the site is located.

- Affordable Housing Statement
- Agricultural Assessment
- Air Quality Assessment
- Archaeological Assessment
- Conservation Area Appraisal/Heritage Statement
- Contaminated Land Survey
- Ecological Assessment/Protected Species Survey
- Energy and Sustainability Statement
- Environmental Statement
- Financial Appraisal/Marketing Exercise/Business Plan
- Flood Risk Assessment
- Foul Sewerage Details
- Heritage Statement
- Green Belt Volume calculation
- Landscaping Details
- Lighting Assessment/Scheme
- Local Needs Survey
- Noise Impact Assessment
- Parking provision
- Photographs
- Planning Obligations
- Planning Statement
- Retail Impact Assessment/Sequential Test
- Statement of Community Involvement
- Structural Survey
- Telecommunications Information
- Transport Assessment
- Travel Plan
- Tree Survey/Arboricultural Implications Study

Ventilation/Extraction details

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically.

For guidance on whether the above documentation is required for a specific development please refer to the Explanatory Notes in **Section 3** of this Validation Checklist.

9. Application for Planning Permission and Advertisement Consent

NATIONAL REQUIREMENTS

Your application must include the following:

- Completed standard application form
- Location Plan (scale of 1:1250 or 1:2500)
Location plan must also identify the position of the advertisement(s)
- Site Plan/Block plan (scale of 1:100 or 1:200)
- Existing and proposed elevations (scale of 1:50 or 1:100)
- Existing and proposed floor plans (scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (scale of 1:50 or 1:100) if a sloping site or where there is a change in ground levels
- Roof plans (scale of 1:50 or 1:100)
- Advertisement drawing (scale 1:50 or 1:100)
- Completed Ownership Certificate/Agricultural Holdings Certificate
- Design and Access Statement, if required
- The appropriate fee

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically

For more guidance on the content of the plans referred to above please refer to the Explanatory Notes in **Section 2** of this Validation Checklist.

LOCAL REQUIREMENTS

In addition to the information listed above the following information is likely to be required depending on the scale and nature of the development and where the site is located.

- Affordable Housing Statement
- Agricultural Assessment
- Air Quality Assessment
- Archaeological Assessment
- Conservation Area Appraisal/Heritage Statement
- Contaminated Land Survey
- Ecological Assessment/Protected Species Survey
- Energy and Sustainability Statement
- Environmental Statement
- Financial Appraisal/Marketing Exercise/Business Plan
- Flood Risk Assessment
- Foul Sewerage Details
- Green Belt Volume calculation
- Landscaping Details
- Lighting Assessment/Scheme
- Local Needs Survey
- Noise Impact Assessment
- Parking provision
- Photographs
- Planning Obligations
- Planning Statement
- Retail Impact Assessment/Sequential Test
- Statement of Community Involvement
- Structural Survey
- Telecommunications Information
- Transport Assessment
- Travel Plan
- Tree Survey/Arboricultural Implications Study
- Ventilation/Extraction details

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically.

For guidance on whether the above documentation is required for a specific development please refer to the Explanatory Notes in **Section 3** of this Validation Checklist.

10. Conservation Area Consent for demolition in a Conservation Area

NATIONAL REQUIREMENTS

Your application must include the following:

- Completed standard application form
- Location Plan (scale of 1:1250 or 1:2500)
- Site Plan/Block plan (scale of 1:100 or 1:200)
- Existing and proposed elevations (scale of 1:50 or 1:100)
- Any other plans which are necessary to describe the subject of the application
- Completed Ownership Certificate

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically

For more guidance on the content of the plans referred to above please refer to the Explanatory Notes in **Section 2** of this Validation Checklist.

LOCAL REQUIREMENTS

In addition to the information listed above the following information is likely to be required depending on the nature of the building to be demolished.

- Archaeological Assessment
- Conservation Area Appraisal/Heritage Statement
- Photographs
- Planning Statement
- Structural Survey

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically.

For guidance on whether the above documentation is required for a specific development please refer to the Explanatory Notes in **Section 3** of this Validation Checklist.

11. Listed Building Consent

NATIONAL REQUIREMENTS

Your application must include the following:

- Completed standard application form
- Location Plan (scale of 1:1250 or 1:2500)
- Site Plan/Block plan (scale of 1:100 or 1:200)
- Existing and proposed elevations (scale of 1:50 or 1:100)
- Existing and proposed floor plans (scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (scale of 1:50 or 1:100) if a sloping site or where there is a change in ground levels
- Plans to a scale of not less than 1:20 to show all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details
- Completed Ownership Certificate
- Design and Access Statement

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically

For more guidance on the content of the plans referred to above please refer to the Explanatory Notes in **Section 2** of this Validation Checklist.

LOCAL REQUIREMENTS

In addition to the information listed above the following information is likely to be required depending on the scale and nature of the development and where the site is located.

- Heritage Statement
- Photographs
- Planning Statement
- Structural Survey

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically.

For guidance on whether the above documentation is required for a specific development please refer to the Explanatory Notes in **Section 3** of this Validation Checklist.

12. Application for Advertisement Consent

NATIONAL REQUIREMENTS

Your application must include the following:

- Completed standard application form
- Location Plan (scale of 1:1250 or 1:2500)
Location plan must also identify the proposed position of the advertisement(s))
- Existing and proposed elevations (scale of 1:50 or 1:100)
- Advertisement drawing (scale 1:50 or 1:100)
- The appropriate fee

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically

For more guidance on the content of the plans referred to above please refer to the Explanatory Notes in **Section 2** of this Validation Checklist.

LOCAL REQUIREMENTS

In addition to the information listed above the following information is likely to be required depending on the type of advertisement(s) proposed.

- Photographs
- Planning Statement

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically.

13. Listed Building Consent and Advertisement Consent

NATIONAL REQUIREMENTS

Your application must include the following:

- Completed standard application form
- Location Plan (scale of 1:1250 or 1:2500)
Location plan must also identify the proposed position of the advertisement(s)
- Site Plan/Block plan (scale of 1:100 or 1:200)
- Existing and proposed elevations (scale of 1:50 or 1:100)
- Existing and proposed floor plans (scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (scale of 1:50 or 1:100) if a sloping site or where there is a change in ground levels
- Plans to a scale of not less than 1:20 to show all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details
- Advertisement drawing (scale 1:50 or 1:100)
- Completed Ownership Certificate
- Design and Access Statement
- Appropriate fee

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically

For more guidance on the content of the plans referred to above please refer to the Explanatory Notes in **Section 2** of this Validation Checklist.

LOCAL REQUIREMENTS

In addition to the information listed above the following information is likely to be required depending on the scale and nature of the development.

- Heritage Statement
- Photographs
- Planning Statement
- Structural Survey

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically.

For guidance on whether the above documentation is required for a specific development please refer to the Explanatory Notes in **Section 3** of this Validation Checklist.

14. Application for a Lawful Development Certificate for an existing use

NATIONAL REQUIREMENTS

Your application must include the following:

- Completed standard application form
- Location Plan (scale of 1:1250 or 1:2500)
- Such evidence verifying the information included in the application
- A statement setting out the applicant's interest in the land, the name and address of any other person known to the applicant to have an interest in the land and whether any such person has been notified of the application.
- Any other information which is considered relevant to the application
- Appropriate fee

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically

For more guidance on the content of the plans referred to above please refer to the Explanatory Notes in **Section 2** of this Validation Checklist.

LOCAL REQUIREMENTS

In addition to the information listed above the following information is likely to be required depending on the nature of the application.

- Existing elevations (scale of 1:50 or 1:100)
- Existing floor plans (scale of 1:50 or 1:100)
- Existing site survey plan (scale of 1:50 or 1:100)
- Other supporting information (eg sworn affidavit(s))
- Photographs
- Planning Statement

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted

electronically.

For guidance on whether the above documentation is required for a specific development please refer to the Explanatory Notes in **Section 3** of this Validation Checklist.

15. Application for a Lawful Development Certificate for a proposed use or development

NATIONAL REQUIREMENTS

Your application must include the following:

- Completed standard application form
- Location Plan (scale of 1:1250 or 1:2500)
- Such evidence verifying the information included in the application
- A statement setting out the applicant's interest in the land, the name and address of any other person known to the applicant to have an interest in the land and whether any such person has been notified of the application.
- Any other information which is considered relevant to the application
- Appropriate fee

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically.

For more guidance on the content of the plans referred to above please refer to the Explanatory Notes in **Section 2** of this Validation Checklist.

LOCAL REQUIREMENTS

In addition to the information listed above the following information is likely to be required depending on the scale and nature of the development.

- Completed Additional Information Sheet for Applications for Certificates of Lawful Proposed Development
- Existing and proposed elevations (scale of 1:50 or 1:100)
- Existing and proposed floor plans (scale of 1:50 or 1:100)
- Existing site survey plan (scale of 1:50 or 1:100)
- Copy of other plans and drawings necessary to describe the application
- Planning Statement

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically.

For guidance on whether the above documentation is required for a specific development please refer to the Explanatory Notes in **Section 3** of this Validation Checklist.

16. Application for prior notification of proposed agricultural development – proposed building

NATIONAL REQUIREMENTS

Your application must include the following:

- A completed form or written description of the proposed development and the materials to be used
- A plan indicating the site
- The appropriate fee

LOCAL REQUIREMENTS

In addition to the information listed above the following information is likely to be required depending on the scale and nature of the development.

- Existing and proposed elevations (scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (scale of 1:50 or 1:100) if a sloping site or where there is a change in ground levels
- Existing and proposed floor plans (scale of 1:50 or 1:100)
- Landscaping details
- Photographs
- Planning Statement

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically.

For guidance on whether the above documentation is required for a specific development please refer to the Explanatory Notes in **Section 3** of this Validation Checklist.

17. Application for prior notification of proposed agricultural development – proposed road

NATIONAL REQUIREMENTS

Your application must include the following:

- A completed form or written description of the proposed development and the materials to be used
- A plan indicating the site
- The appropriate fee

LOCAL REQUIREMENTS

In addition to the information listed above the following information is likely to be required depending on the scale and nature of the development.

- Site Plan/Block Plan showing position and dimensions of proposed road (scale of 1:50 or 1:100)
- Landscaping details
- Planning Statement

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically.

For guidance on whether the above documentation is required for a specific development please refer to the Explanatory Notes in **Section 3** of this Validation Checklist.

18. Application for prior notification of proposed agricultural development – proposed excavation/deposit of waste material

NATIONAL REQUIREMENTS

Your application must include the following:

- A completed form or written description of the proposed development and the materials to be used
- A plan indicating the site
- The appropriate fee

LOCAL REQUIREMENTS

In addition to the information listed above the following information is likely to be required depending on the scale of the development.

- Landscaping Details
- Planning Statement

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically.

For guidance on whether the above documentation is required for a specific development please refer to the Explanatory Notes in **Section 3** of this Validation Checklist.

19. Application for prior notification of proposed agricultural development – proposed fish tank

NATIONAL REQUIREMENTS

Your application must include the following:

- A completed form or written description of the proposed development and the materials to be used
- A plan indicating the site
- The appropriate fee

LOCAL REQUIREMENTS

In addition to the information listed above the following information is likely to be required depending on the scale of the development.

- Site Plan/Block Plan showing position and dimensions of proposed fish tank (scale of 1:50 or 1:100)
- Planning Statement

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically.

For guidance on whether the above documentation is required for a specific development please refer to the Explanatory Notes in **Section 3** of this Validation Checklist.

20. Application for prior notification of proposed development in respect of permitted development by electronic communications code operators

NATIONAL REQUIREMENTS

Your application must include the following:

- A completed form or written description of the proposed development and the materials to be used
- A plan indicating the proposed location of the development
- The appropriate fee
- Evidence that the developer has given notice of the proposed development in accordance with A.3(1) of Part 24 of Schedule 2 to the General Permitted Development Order 1995
- Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an aerodrome evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome operator in accordance with A.3(2) of Part 24 of Schedule 2 to the General Permitted Development Order 1995

LOCAL REQUIREMENTS

In addition to the information listed above the following information is likely to be required depending on the type of development proposed.

- Landscaping Details
- Planning Statement
- Telecommunications Information

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically.

For guidance on whether the above documentation is required for a specific development please refer to the Explanatory Notes in **Section 3** of this Validation Checklist.

21. Application for Hedgerow Removal Notice

Your application must include the following:

- A completed form or the form set out in Schedule 4 to the Hedgerow Regulations 1997
- A plan which clearly shows the location and length of the hedgerow(s) to be removed (scale 1:2500). A different scale can be used so long as it shows clearly the location and length of the hedgerow or hedgerows that you wish to remove
- Evidence of the date of planting (if known)

LOCAL REQUIREMENTS

In addition to the information listed above the following information is likely to be required depending on the nature and extent of the hedgerow to be removed.

- Arboricultural implications report
- Heritage Statement
- Protected Species Survey
- Landscaping details

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically.

For guidance on whether the above documentation is required for a specific development please refer to the Explanatory Notes in **Section 3** of this Validation Checklist.

22. Application for prior notification – proposed demolition

NATIONAL REQUIREMENTS

Your application must include the following:

- A completed form or written description of the proposed development
- A statement that the applicant has displayed a site notice in accordance with A.2(b)(iii) of Part 31 of Schedule 2 to the General Permitted Development Order 1995
- The appropriate fee

LOCAL REQUIREMENTS

In addition to the information listed above the following information is likely to be required depending on type of building to be demolished

- Protected Species Survey
- Photographs
- Planning Statement
- Structural Survey

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically.

For guidance on whether the above documentation is required for a specific development please refer to the Explanatory Notes in **Section 3** of this Validation Checklist.

23. Application for Approval of Reserved Matters following outline approval

NATIONAL REQUIREMENTS

Your application must include the following:

- Completed form or application in writing containing sufficient information to enable the authority to identify the outline planning permission in respect of which it is made
- Such particulars as are necessary to deal with the matters reserved in the outline planning permission
- Site Plan/Block plan (scale of 1:100 or 1:200)
- Existing and proposed elevations (scale of 1:50 or 1:100)
- Existing and proposed floor plans (scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (scale of 1:50 or 1:100)
- Roof Plans (scale 1:50 or 1:100)
- Appropriate fee

NB Three copies of the application and three copies of the plans and drawings submitted with it (unless the local planning authority indicate that a lesser number is required or the application is submitted electronically)

LOCAL REQUIREMENTS

In addition to the information listed above the following information is likely to be required depending on the scale and nature of the development and where the site is located.

- Affordable Housing Statement
- Agricultural Assessment
- Air Quality Assessment
- Archaeological Assessment
- Conservation Area Appraisal/Heritage Statement
- Contaminated Land Survey
- Ecological Assessment/Protected Species Survey
- Energy and Sustainability Statement
- Environmental Statement
- Financial Appraisal/Marketing Exercise/Business Plan
- Flood Risk Assessment
- Foul Sewerage Details
- Green Belt Volume calculation
- Landscaping Details
- Lighting Assessment/Scheme
- Local Needs Survey
- Noise Impact Assessment
- Photographs
- Planning Obligations
- Planning Statement
- Retail Impact Assessment/Sequential Test
- Statement of Community Involvement
- Structural Survey
- Telecommunications Information
- Transport Assessment
- Travel Plan
- Tree Survey/Arboricultural Implications Study
- Ventilation/Extraction details

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically.

For guidance on whether the above documentation is required for a specific development please refer to the Explanatory Notes in **Section 3** of this Validation Checklist.

24. Application for removal or variation of a condition following grant of planning permission (Section 73 of the Town and Country Planning Act 1990)

NATIONAL REQUIREMENTS

Your application must include the following:

- Completed standard application form
- Completed Ownership Certificate/Agricultural Holdings Certificate
- Design and Access Statement if required
- The appropriate fee

NB Only 1 copy of the application form is required although 4 copies of the Design and Access Statement are required unless the application is submitted electronically.

For more guidance on the content of the plans referred to above please refer to the Explanatory Notes in **Section 2** of this Validation Checklist.

LOCAL REQUIREMENTS

In addition to the information listed above the following information is likely to be required depending on the nature of the condition to be removed or varied.

- Location Plan (scale of 1:1250 or 1:2500)
- Site Plan/Block plan (scale of 1:100 or 1:200)
- Existing and proposed elevations (scale of 1:50 or 1:100)
- Existing and proposed floor plans (scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (scale of 1:50 or 1:100)
- Affordable Housing Statement
- Agricultural Assessment
- Air Quality Assessment
- Archaeological Assessment
- Conservation Area Appraisal/Heritage Statement
- Contaminated Land Survey
- Ecological Assessment/Protected Species Survey
- Energy and Sustainability Statement
- Environmental Statement
- Financial Appraisal/Marketing Exercise/Business Plan
- Flood Risk Assessment
- Foul Sewerage Details
- Green Belt Volume calculation
- Landscaping Details
- Lighting Assessment/Scheme
- Local Needs Survey
- Noise Impact Assessment
- Photographs
- Planning Obligations
- Planning Statement
- Retail Impact Assessment/Sequential Test
- Statement of Community Involvement
- Structural Survey

- Telecommunications Information
- Transport Assessment
- Travel Plan
- Tree Survey/Arboricultural Implications Study
- Ventilation/Extraction details

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically.

For guidance on whether the above documentation is required for a specific development please refer to the Explanatory Notes in **Section 3** of this Validation Checklist.

25. Application for Approval of Details Reserved by Condition

There are NO NATIONAL REQUIREMENTS for applications for the approval of details reserved by condition except that they should be made in writing. However, you may submit the following:

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically)

NB Only **2 copies** (including the original) of the completed form and plans/drawings are required for applications relating to conditions attached to **householder permissions** or **Listed Building Consent**.

LOCAL REQUIREMENTS

In addition to the information listed above the following information is likely to be required depending on the nature of the details reserved by condition:

- Photographs
- Planning Statement

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically.

For guidance on whether the above documentation is required for a specific development please refer to the Explanatory Notes in **Section 3** of this Validation Checklist.

26. Application for Tree Works: Works to Trees Subject to a Tree Preservation Order (TPO) or Notification of Proposed Works to Trees in Conservation Areas (CA)

For works to trees protected by a **Tree Preservation Order**, you **MUST** provide the following:

- completed and dated application form, with all [mandatory] questions answered;
- sketch plan showing the location of all tree(s);
- a full and clear specification of the works to be carried out;
- statement of reasons for the proposed work; and
- evidence in support of statement of reasons, where required by the standard application form.

For works to trees in **Conservation Areas**, it is important to supply precise and detailed information on your proposal. You may, therefore, wish to provide the following:

- completed and dated form, with all questions answered;
- sketch plan showing the precise location of all tree(s); and
- a full and clear specification of the works to be carried out.

Whether the trees are protected by a TPO or in a conservation area, please indicate which of the following types of additional information you are submitting:

- photographs.
- report by a tree professional (arboriculturist) or other.
- details of any assistance or advice sought from the Local Planning Authority officer prior to submitting this form
- Ecological Assessment (Bat Survey)

Application for planning conditions

For such applications, the application **MUST** be in writing and be accompanied by the relevant fee.

NB. There are no standard application forms for this type of application

SECTION 2 – EXPLANATORY NOTES FOR NATIONAL REQUIREMENTS

APPLICATION FORMS

From 6 April 2008, all planning applications need to be presented on a standard application form, which is available electronically via the Councils website, via the Planning Portal or in paper form. With the exception of applications which are submitted electronically 4 copies of the application form must be submitted with each application.

Advice on Description of Proposed Development

- Keep the description as accurate and concise as possible.
- For proposed changes of use, it is best to include reference to the existing and proposed use classes. Words like 'commercial' or 'industrial' are vague without this clarification.
- Only put works that require permission in the description, e.g. do not include reference to a fence if it is permitted development.
- Where applying for permission for a development that has already taken place, use the word 'retrospective' in the description, e.g. "Erection of 2 storey side extension (retrospective)."
- Where applying for a revision or amendment to earlier approved plans, make this clear in the description, e.g. "Erection of 2 storey side extension (revised scheme to existing permission ref. 00/00000/FUL)."
- For listed building consent applications, a detailed description of the works is required, but long descriptions should be included as an attached schedule of proposed works.

Advice on Calculation of non-residential floorspace

For applications for planning permission the standardised application forms requests details of the non residential floorspace

The net additional floorspace is calculated by subtracting any floorspace to be lost from the proposed new floorspace, eg.:

Floorspace to be lost	500 sq.m
New floorspace proposed	1000 sq.m

Net additional floorspace	500 sq.m.

LOCATION PLANS

All applications must be accompanied by a Location Plan.

Content:

- based on an up-to-date map (Ordnance Survey or equivalent) at a scale of 1:1250, or 1:2500 (1:5000 will also be required for isolated rural properties).
- at least A4 in size (may need to be larger for isolated rural properties);
- show the direction of north;
- clearly and accurately show the site, the number or name of the property, the surrounding road network, road names and adjacent buildings;
- The application site must be edged clearly and accurately with a red line and shall only include land which is relevant to the application. The red line must also include all land necessary to carry out the proposed development (including points of access, landscaping, parking and open space);
- A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site;
- 4 copies (including the original copy)

SITE PLAN (BLOCK PLAN)

The Site Plan should be drawn at a scale of 1:100 or 1:200, (or 1:500 for very large sites) and should accurately show the following:

- the direction of North;
- the proposed development in relation to the site boundaries and other existing buildings on the site, with key dimensions annotated;
- all buildings, roads and footpaths on land adjoining the site, including access arrangements;
- the position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- the extent and type of any existing and proposed hard surfacing;
- any existing and proposed boundary treatments including walls or fencing;
- 4 copies (including the original copy)

Note: For applications involving the creation of a new access the visibility splays available from the access should also be shown on the Site Plan.

For **Outline** applications where layout, scale and access are reserved for future consideration, the application must still include the following:

- **Use** – the use or uses proposed for the development and any distinct development zones within the site identified.
- **Amount of development** – the amount of development proposed for each use.
- **Indicative layout** – an indicative layout with separate development zones proposed within the site boundary where appropriate.
- **Scale parameters** – an indication of the upper and lower limits for height, width and length of each building within the site boundary.
- **Indicative access points** – an area or areas in which the access point or points to the site will be situated.

ELEVATION DRAWINGS

Existing elevations as well as proposed elevations are required where an existing building is being altered, extended or replaced. Proposed elevation drawings are also required for new buildings, conversions and telecommunication development.

Content-

- Should be drawn at a scale of 1:50 or 1:100 (1:200 will be accepted for very large proposals);
- All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case;
- Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property;
- for extensions, show accurately the whole of the building to be extended;
- for extensions to terraced or semi-detached houses, show accurately at least a substantial part of adjoining house(s);
- 4 copies (including the original copy)

For **advertisement** applications, detailed drawings of the signs at at a scale of 1:50 or 1:100 (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable])

FLOOR PLANS

Proposed floor plans are required for all extensions, new buildings, conversions and changes of use. Existing floor plans are required for extensions, conversions and changes of use.

Content:

- at a scale of 1:50 or 1:100;
- explains the proposal in detail, including annotation showing new floor areas;
- Where existing buildings or walls are to be demolished these should be clearly shown;
- The drawings submitted should show details of the existing building(s) as well as those for the proposed development;
- New buildings should also be shown in context with adjacent buildings (including property numbers where applicable);
- 4 copies (including the original copy)

LEVELS AND SITE SECTIONS

Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for **all** applications involving new buildings.

In the case of **householder applications**, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

Plans and sections to show existing and proposed levels will also be required for:

- all proposals which involve changes to ground levels; and
- all proposals for sites sloping at steeper than 1:10.

Content:

- Existing and proposed levels indicated on the Site Survey and Site Layout Plans (see above);
- Sections sufficient to describe existing levels and proposed levels at a scale of 1:50 or 1:100 (or 1:200 for very large schemes);
- 4 copies (including the original copy)

ROOF PLANS

A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and their location are typically specified on the roof plan.

Roof plans are required for infill proposals (developments which would fill a gap in an existing built up frontage) and proposals of 5 or more houses.

Content:

- at a scale of 1:50 or 1:100;
- 4 copies (including the original copy)

OWNERSHIP CERTIFICATES

All applications for planning permission must include 4 copies of the appropriate certificate of ownership.

Certificate A - if you are the owner of the whole of the application site and the land is not subject to an agricultural tenancy.

Certificate B - if you are not the owner of any part of the application site and the owner(s) are known. A notice to owners of the application site must be completed and served in accordance with Article 6 of the GDPO before submitting the application and state the date of service on the Certificate.

Certificate C or D - If the ownership of part of the land is not known.

Note: 'owner' means a person with a freehold interest or a leasehold interest with an unexpired period of not less than 7 years.

- 4 copies are required (including the original copy)

AGRICULTURAL HOLDINGS CERTIFICATES

This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. This certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, or express consent to display an advertisement.

- 4 copies are required (including the original copy)

FEE

The correct fee must be submitted where a fee is necessary.

DESIGN AND ACCESS STATEMENTS

A Design and Access Statement must accompany applications for both outline and full planning permission unless they relate to one of the following:

- A material change of use of land and buildings, (unless it also involves operational development);
- Engineering or mining operations;
- Householder developments.

However, at Stratford on Avon, Design and Access Statements are required for householder applications where any part of a dwellinghouse or its curtilage falls within one of the following designated areas:

- Site of Special Scientific Interest (SSSI)
- Conservation Area
- Area of Outstanding Natural beauty (AONB)

Design and Access Statements should be appropriate to the scale of the proposal e.g. householder developments will normally only require brief statements while statements supporting major development proposals will need to be extensive. A short form is available for use with householder applications (<http://www.stratford.gov.uk/planning/planning-900.cfm>).

Design Statements should:

- Explain the design principles and design concept;
- State what pre-application consultations have taken place on the issue of design, and explain how this has informed the design process;
- Outline how the design principles are reflected in the development's layout, density, scale, visual appearance and landscape;
- Explain how the design relates to its site and wider area and to the purpose of the proposed development;
- Explain how the development will meet the specific design guide/statement objectives and other relevant planning policies relating to design;
- Include a summary where this would be of value in public consultation;
- Include appropriate photographs, plans and drawings; and

Applications for listed building consent will also be required to be accompanied by a Design and Access Statement. In particular, such a statement should address:

- the special architectural or historic interest of the building;
- the particular physical features of the building that justify its designation as a listed building; and
- the building's setting.

The access part of the statement does not extend to details of the internal layout of buildings. However, it will require an assessment of how all users, including disabled people, will have equal and convenient access to the development, including to the building(s) and the spaces around them. The statement should:

- Explain the overall approach to access in the proposal, explaining how Local Plan policies have been taken into account; and
- State what pre-application consultations have taken place on the issue of access, and explain how this has informed the design process.

The Commission for Architecture and the Built Environment (CABE) has published detailed guidance on Design and Access Statements (<http://www.cabe.org.uk/AssetLibrary/8073.pdf>).

- 4 copies are required (including the original copy)

SECTION 3 – EXPLANATORY NOTES FOR LOCAL REQUIREMENTS

1. AFFORDABLE HOUSING STATEMENT

Criteria- Required for proposals for residential development, including changes of use, which are at or above the following thresholds (either by number of units or by site size):

Affordable Housing Thresholds		
	No of Units Proposed	Site Area
Population of 3,000 or more	15 or more	0.5 ha or more
Population of 3,000 or less	10 or more	0.4 ha or more

Notes- Should include:

- A schedule detailing the total number, type and floorspace (expressed as the gross internal floor area measured in square metres) and number of bedrooms of each dwelling unit. The schedule should also distinguish between affordable and market sale units;
- A plan showing the distribution and location of affordable housing units within the site;
- A statement explaining the proposed arrangements for the provision of affordable housing including details of pre-application discussions with partner housing associations where applicable; and
- A statement of intended conformity with relevant design and accessibility standards.

The normal requirement is for at least 35% of the total number of dwellings provided to be affordable housing. For further details, see the policies below.

Local Plan Policy- COM.13

<http://www.stratford.gov.uk/localplan/Local%20Plan%20Review.pdf>

Supplementary guidance- Meeting Housing Needs

<http://www.stratford.gov.uk/planning/planning-697.cfm>

2. AGRICULTURAL ASSESSMENT

Criteria- Required for:

- All proposals for agricultural worker's dwellings;
- All proposals to remove an agricultural occupancy condition from a farm dwelling;
- Farm diversification proposals; and
- Proposals for agricultural buildings where the agricultural need for the proposed building(s) is questioned.

Notes- For agricultural workers' mobile homes or dwellings, the Assessment must address the criteria set out in Planning Policy Statement 7 (Sustainable Development in Rural Areas). For proposals for permanent dwellings, it will need to include details of the most recent 3 years accounts, and must demonstrate that the agricultural activity has been profitable for at least one of the 3 years.

For proposals to remove an agricultural occupancy condition, a Marketing Exercise will be required (see separate section below).

For farm diversification proposals, the Assessment must refer to the role of the proposals in implementation of the Whole Farm Plan.

Further advice is available in:

A Farmer's Guide to the Planning System

(<http://www.communities.gov.uk/publications/planningandbuilding/farmerguide>) and

Planning Policy Statement 7 (Sustainable Development in Rural Areas)

(<http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/planningpolicystatements/planningpolicystatements/pps7/>)

Local Plan Policy- CTY6, CTY, 4, CTY.4A

<http://www.stratford.gov.uk/localplan/Local%20Plan%20Review.pdf>

3. AIR QUALITY ASSESSMENT

Criteria- Required for:

- Proposals for residential development or development which would generate any heavy goods vehicle movements adjoining or within the **Air Quality Management Areas (AQMA)** at Studley*; or
- Proposals that may have a significant impact on air quality, i.e. all developments at or above the following **trigger thresholds**:

* As of 10/2007 there is one declared AQMA in the District, at Studley - covering the A439 Alcester Road for a distance of 200m south of the Barley Mow roundabout. Further AQMAs are anticipated in Stratford upon Avon and Henley in Arden. Thresholds for the provision of Air Quality Assessments will be set for these AQMAs if and when they are adopted.

Thresholds for Air Quality Assessments

Land Use / Description of Development	Use Classes	Gross Floor Area	Site area
Food retail	A1	1,000 m ²	0.2 ha
Non-food retail	A1	1,000 m ²	0.8 ha
Business including offices	B1, A2	2,500 m ²	0.8 ha
General Industrial	B2	6,000 m ²	2.0 ha
Distribution & Warehousing	B8	10,000 m ²	2.0 ha
Residential	C3	100 Dwellings	2.0 ha
Other	100 vehicle movements per day OR 20 freight movements per day		

Notes- The assessment should indicate the projected change in air quality resulting from the proposed development and should outline appropriate mitigation measures as necessary. Developers are advised to contact the Council's Environmental Protection Team on 01789 260817 for advice.

Further advice is available in PPS 23 - Planning and Pollution Control (<http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/planningpolicystatements/planningpolicystatements/pps23/>)

Local Plan Policy- PR.8

<http://www.stratford.gov.uk/localplan/Local%20Plan%20Review.pdf>

4. ARCHAEOLOGICAL ASSESSMENT

Criteria- Required for development on or adjoining archaeological remains, where the works would disturb ground.

SAMs are listed in the Local Plan and are shown on the Local Plan Proposals Map. The majority of archaeological sites are not Scheduled; known archaeological sites are recorded in the Warwickshire Historic Environment Record held by Warwickshire Museum which may be consulted by appointment.

Notes- Whilst an applicant may not be required to include an archaeological assessment to validate their application, it should be noted that it will not always be possible to identify the need for an archaeological assessment prior to the submission and registration of an application. An assessment may therefore be required at a later stage in the application process. The Planning Archaeologist at Warwickshire Museum Field Services (01926-412734; planningarchaeologist@warwickshire.gov.uk) can provide advice before a proposal is submitted; this can prevent delays later in the process. The Museum's website contains further information: <http://www.warwickshire.gov.uk/Web/corporate/pages.nsf/Links/6C782E9FDA75A32F80256B7B0048BD75>

Assessments should include the nature and significance of the archaeology, the implications of the proposed development and details of any proposed archaeological work or mitigation measures.

Government guidance on archaeology is contained in Planning Policy Guidance Note 16: Archaeology and Planning (<http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/planningpolicystatements/planningpolicyguidance/245454>).

Local Plan Policy- EF.11, EF.11A and EF.11B
<http://www.stratford.gov.uk/localplan/Local%20Plan%20Review.pdf>

5. CONSERVATION AREA APPRAISAL/HERITAGE STATEMENTS

Criteria for Conservation Area Appraisals-

Proposals within a Conservation Area should include an assessment of the appearance of the proposed development within the context of its historic setting and the street-scene, together with an assessment of the effect of the development on the character and appearance of the Conservation Area.

Any proposals to demolish an historic building or a building within a Conservation Area will need to be accompanied by a structural survey and a detailed justification of the proposed demolition together with an assessment of the impact on the special character of the area.

The statement of justification should be based on the following criteria as set out in paragraph 3.19 of Planning Policy Guidance 15:

- The condition of the building, the cost of repairing and maintaining it in relation to its importance and to the value derived from continued use
- The adequacy of efforts made to retain the building in use, including evidence that the building has been offered on the open market at a realistic price
- The merits of alternative proposals for the site

The Conservation Area Appraisal should refer to the relevant Conservation Area report (<http://www.stratford.gov.uk/planning/planning-321.cfm>). Government advice is contained in Planning Policy Guidance Note 15 (<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicyguidance8>)

Criteria for Heritage Statements-

For applications for listed building consent, a Heritage Statement may be required which shall include a schedule of works to the listed building(s), an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings.

For applications either related to or impacting on the setting of heritage assets the Heritage Statement shall include plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, historic battlefields and scheduled ancient monuments and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings.

There may also be situations where an application for Hedgerow Removal may require a Heritage Statement for example where it forms part of a significant historic landscape or area of archaeological potential.

The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made.

Local Plan Policy- EF. 12, EF.13, EF.14

<http://www.stratford.gov.uk/localplan/Local%20Plan%20Review.pdf>

Supplementary Guidance- various Conservation Area reports (<http://www.stratford.gov.uk/planning/planning-321.cfm>)

6. CONTAMINATED LAND SURVEY

Criteria- Sites with a history of any use which may have caused land contamination, e.g. garages, industry, depots, intensive farming.

Notes- Applicants must consider the condition of the land on the development site with regard to contamination. Knowledge of previous, and historical, use of the land will give an indication of the likelihood of

contaminants being present. If present, it may be necessary for contamination to be dealt with to allow the proposed development to go ahead.

Government guidance on archaeology is contained in Planning Policy Statement 23 Planning and Pollution Control (<http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/planningpolicystatements/planningpolicystatements/pps23/>)

Local Plan Policy- PR.8

<http://www.stratford.gov.uk/localplan/Local%20Plan%20Review.pdf>

7. ECOLOGICAL ASSESSMENT (BIODIVERSITY STATEMENT) /PROTECTED SPECIES SURVEYS

Criteria- Any application for development that could reasonably be considered to affect biodiversity* must be accompanied by an Ecological Assessment detailing the current ecological features at the site, the potential impacts upon these features from the development and actions to mitigate and/or compensate for said impacts. Details of ongoing management and maintenance that will deliver biodiversity enhancements should also be provided.

Biodiversity should be considered to include statutorily protected species, local biodiversity action plan (LBPA) habitats and species, wildlife habitats and corridors, nationally and locally designated sites (e.g. SSSI, LNR, SINC).

An Ecological Assessment is required for:

- All proposals for new development within 8 metres of Sites of Special Scientific Importance (SSSIs), Local Nature Reserves (LNRs), Local Biodiversity Action Plan (LBAP) habitats and Sites of Importance to Nature Conservation (SINCs);
- All proposals involving works to traditional agricultural buildings;
- All proposals involving development on or within 8 metres of streams or rivers;
- All proposals where there is a pond within the ownership boundary
- All proposals which would affect protected species.

A Bat Survey is required for:

- All proposals for the conversion of rural buildings
- All proposals which would affect the roofspace of existing buildings (including domestic extensions and loft conversions where planning permission is required);
- All proposals involving tunnels, mines, kilns, icehouses, air raid shelters, cellars and similar underground ducts and structures;
- All proposals involving works to bridge structures; and

- All proposals which would involve the felling of, or substantial works to, mature trees.

Notes- There are a number of protected species which may be affected by development proposals. Annex A of Circular 06/2005 (<http://www.communities.gov.uk/publications/planningandbuilding/circularbiodiversity>) contains a list of protected species. The species most commonly triggering the need for survey work in Stratford on Avon District are badgers, barn owls, bats and great crested newts, but there are many others as well.

It will not always be possible to identify the need for an ecological assessment prior to the submission and registration of an application. Therefore an assessment may be required at a later stage in the application process. In order to avoid the delays which this would cause, applicants are advised to contact the Warwickshire Museum Ecologist (tel. 01926 418060) for advice before submitting the application if they are in any doubt. The Museum's web-site contains further information (<http://www.warwickshire.gov.uk/web/corporate/pages.nsf/9e8f852722d30395802569bc00470cd4/64d04e9e2ac76a5480256a960046ed12?OpenDocument>).

Barn Owls, bats, bat roosts and nesting birds are protected under the 1981 Wildlife and Countryside Act and badgers are protected under the 1992 Badgers Act. If signs of Barn Owls, bats or badgers are found, work should stop whilst Natural England is consulted. In addition, if nesting birds are present, work which might affect them should not be carried out during the nesting season (approximately March – September).

A DEFRA License is also required for any development which would affect a protected species.

Government advice is contained in PPS9 (<http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/planningpolicystatements/planningpolicystatements/pps9>) DCLG Circular 05/2006 (<http://www.communities.gov.uk/publications/planningandbuilding/circularbiodiversity>) and its accompanying Good Practice Guide (<http://www.communities.gov.uk/publications/planningandbuilding/planningbiodiversity>)

Local Plan Policy- EF6, EF7, EF7A

<http://www.stratford.gov.uk/localplan/Local%20Plan%20Review.pdf>

8. ENERGY and SUSTAINABILITY STATEMENT (including Sustainable Drainage and Water Conservation)

Criteria- Required for

- All development requiring planning permission to create new floor space

Detailed guidance on what should be included within the Energy Statement is contained within the Council's adopted Supplementary Planning Document – Sustainable Low Carbon Buildings. Information Sheets are also available from the Planning section.

Energy Statements should include details of:

- Sustainable drainage and water conservation measures;
- Site layout and building design to conserve energy;
- Renewable energy measures;
- Consideration of Building Regulations; and
- Consideration of other sustainable construction issues.

A form is available from the Planning section to simplify the process of producing Energy Statements for Householder applications.

The Council will expect larger schemes to incorporate renewable energy production equipment to reduce the overall predicted carbon dioxide emissions by at least 10%. The Energy Statement will therefore need to include detailed information and emission calculations on the renewable energy measures proposed. This applies to:

- Development of 1 or more dwelling units, of any size, that involves significant building or re-building works.
- Development for any non-residential use involving a floor area over 100m² that involves significant building or re-building works.

Government advice is contained in PPS1 Climate Change supplement
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/153119>

Local Plan Policy- PR.6, DEV.7, DEV.8

<http://www.stratford.gov.uk/localplan/Local%20Plan%20Review.pdf>

Supplementary Document- Sustainable Low Carbon Buildings
(<http://www.stratford.gov.uk/planning/planning-1405.cfm>)

9. ENVIRONMENTAL STATEMENTS

Criteria-

The Town and Country Planning (Environmental Impact Assessment) Regulations (SI 1999/293), as amended, set out the circumstances in which an Environmental Impact Assessment (EIA) is required. EIA may obviate the need for other more specific assessments.

Where an EIA is required, Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement. The information in the Environmental Statement has to be taken into consideration when the local planning authority decides whether to grant planning consent.

For large scale development you are advised to request a 'screening opinion' (i.e. to determine whether EIA is required) from the Local Planning Authority before submitting a planning application. In cases, where a full EIA is not required, the local planning authority may still require environmental information to be provided.

For further information, see Government Circular 2/99, Environmental Impact Assessment (<http://www.communities.gov.uk/publications/planningandbuilding/circularenvironmentalimpact>)

10. FINANCIAL APPRAISALS/MARKETING EXERCISE/BUSINESS PLAN

Criteria-

Development Appraisals will normally be required where:

- The applicant is submitting that the development is necessary in order to enable or retain development which would meet planning objectives, e.g. retention of a listed building; or
- The applicant is submitting that the development would not be viable if it must meet the normal requirements for planning obligations (and that the development is desirable in order to meet a planning objective).

Marketing Exercises will normally be required for applications which involve:

- Loss of community facilities;
- Loss of significant employment uses; or
- Removal of a planning condition limiting occupation of a dwelling to an agricultural worker (see Agricultural Assessments section above).

The Marketing Exercise may be supplemented by a Financial Appraisal which indicates the profit and loss performance of the business over the last 3 years and its projected profitability.

Business Plans will be required for proposals for mixed use residential/employment (live/work) units proposed under Local Plan Policy CTY.2A.

Notes- Marketing exercises must be genuine and will normally need to be undertaken over a period of at least 6 months at an appropriate price reflecting the limitations of the property. Full details of the exercise, including any interest raised, must be submitted.

The Financial Appraisal will need to show projected development costs. A template for such appraisals is available from the planning section.

Local Plan Policy- COM.16, SUA.7, SUA.9, MRC.4, CTY.2A
<http://www.stratford.gov.uk/localplan/Local%20Plan%20Review.pdf>

11. FLOOD RISK ASSESSMENT (FRA)

Criteria- Required for:

- Development proposals of 1 hectare or more in Flood Zone 1; and
- All proposals for new development located in Flood Zones 2 or 3 as designated by the Environment Agency.

The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.

Notes-

- **Flood maps** can be seen on the Environment Agency's web-site (http://www.environment-agency.gov.uk/subjects/flood/826674/829803/858477/?version=1&lang=_e). The Planning Service can also provide this information.

Government advice on Flood Risk Assessments is contained in Planning Policy Statement 25, Development and Flood Risk, (<http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/planningpolicystatements/planningpolicystatements/pps25/>) and its companion **practice note** (<http://www.communities.gov.uk/publications/planningandbuilding/developmentflood>).

Local Plan Policy- PR.7, DEV7

<http://www.stratford.gov.uk/localplan/Local%20Plan%20Review.pdf>

12. FOUL SEWERAGE DETAILS

Criteria- All proposals including non-mains sewage disposal must include the Environment Agency's Foul Drainage Assessment Form which is available from :

(<http://www.environment-agency.gov.uk/aboutus/512398/908812/1351053/>) or by contacting the District Council Planning Service (01789 260304).

A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. The assessment must also demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory.

Government advice on what should be included in a non-mains drainage assessment is given in DCLG Circular 3/99 (<http://www.communities.gov.uk/publications/planningandbuilding/circularplanningrequirement>) and *Building Regulations Approved Document Part H* and in BS6297.

If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s).

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.

Local Plan Policy PR.8

<http://www.stratford.gov.uk/localplan/Local%20Plan%20Review.pdf>

13. GREEN BELT VOLUME CALCULATION

Criteria- Required for all extensions and replacement dwellings in the Green Belt.

Notes-

- Workings out must be shown, so that the calculation can be verified.
- 'Volume' is gross, measured externally.
- The Green Belt covers the north-west part of Stratford on Avon District, from Stratford upon Avon and Alcester up to Earlswood and Hockley Heath. The settlements of Henley in Arden and Studley are excluded from the Green Belt.

- Green Belt Policy allows for extensions to existing dwellings of up to 30% of the volume of the building as it existed in 6 March 1975 (when the Green Belt was designated) or when built if built after 1975.

Local Plan Policy- PR.2, COM12

<http://www.stratford.gov.uk/localplan/Local%20Plan%20Review.pdf>

14. LANDSCAPING DETAILS

Soft and hard landscape proposals form an integral part of the external design of new developments yet these elements are often left as an afterthought or are shown purely illustratively on plans and sketches. Realising the details and quality of the proposals may then prove difficult to achieve once planning permission has been granted. By submitting professionally prepared landscape details from the outset, applicants can also help to avoid requests for additional information and amendments and the delay that these entail.

Criteria –

Applications for **full planning permission** involving erection of buildings or engineering works must be submitted with an accompanying landscape master plan including drawings and a supporting design statement. The drawings should include accurate plotting and labelling of existing trees and hedges that are to be retained or removed, as well as details of new hard and soft landscape proposals

In terms of **soft landscape** details the following information is required:

- Planting plan, plant schedule, (showing plant species, size and numbers/density) written specification of cultivation operations (eg soil preparation, herbicide, including quality of workmanship and materials for establishment of the planting)

In terms of **hard landscape** details the following information is required:

- Existing and proposed finished levels, proposed hard surface treatment (eg paving or gravel type, colour, size) and edging, boundary treatments and forms of enclosure (eg walls, railings, fence types). Standard elevation details should illustrate these as well for the avoidance of doubt.

Management and maintenance of landscape areas

- A schedule of landscape maintenance, including a table of monthly operations and a brief description of these maintenance operations, is likely to be required for a period of 5 years after planting has been implemented (not required for domestic gardens)

Applications for **outline permission**, where landscaping is to be approved as a reserved matter, may also require the submission of a landscape master plan as supporting information or, depending on the type of scheme, indicative planting areas so that the potential for future landscape details, in particular sufficient space, can be assessed. Please check with the Planning section before submitting your application.

Local Plan Policy- DEV2

<http://www.stratford.gov.uk/localplan/Local%20Plan%20Review.pdf>

15. LIGHTING ASSESSMENT/SCHEME

Criteria- Required for:

- Floodlit outdoor uses such as sports pitches or golf driving ranges; and
- Other uses which would require extensive outdoor lighting, particularly in unlit areas.

Notes- While lighting can be beneficial for security and other reasons, it can also cause substantial nuisance. The information needed to assess the impact of a proposed installation includes the following:

- A statement as to why the lighting is required;
- The proposed frequency of use;
- The hours of illumination;
- The number of lights and the specifications of the lamp fixtures, including cross sections and mounting angles;
- The height of the lighting columns (if applicable) and the area to be lit;
- Diagrams showing the beam orientation and projected intensity of illumination of the site and surroundings; and
- Analysis of the character of the site and surroundings (with regard to lighting) and the impact of the proposals on that character.

The Institute of Lighting Engineers produce guidance on the reduction of light pollution (http://www.ile.org.uk/uploads/File/02_lightreduction.pdf).

Local Plan Policy- PR.8

<http://www.stratford.gov.uk/localplan/Local%20Plan%20Review.pdf>

16. LOCAL NEEDS SURVEY

Criteria-

- All proposals being promoted to meet local needs under Local Plan Policy COM.1 must include details that clearly establish the local need for the proposed development.
- All housing proposals promoted under Local Plan Policies COM.1 and CTY.5 require a full housing needs survey.

Notes- Details can be found in the supplementary guidance documents listed below:

Local Plan Policy- COM.1, COM.13, CTY.5

<http://www.stratford.gov.uk/localplan/Local%20Plan%20Review.pdf>

Supplementary Document/Guidance-

- Local Choice: Meeting the Needs of Rural Communities (<http://www.stratford.gov.uk/planning/planning-1408.cfm>)
- Meeting Housing Needs (<http://www.stratford.gov.uk/planning/planning-697.cfm>)

17. NOISE IMPACT ASSESSMENT

Criteria - Required:

1. Where noise sensitive development (residential, educational, religious or similar uses) is proposed next to an employment use falling within the following categories:
 - Class B2 (General Industry);
 - Class B8 (Storage and Distribution);
 - Classes A3, A4 and A5 (Food and Drink);
 - Class C1 (Hotels);
 - Class D2 (Assembly and Leisure);
 - unclassified noisy uses such as night clubs, taxi businesses, filling stations and scrapyards; or
 - Major roads (motorways or A roads).
2. Where any of the development types listed above are proposed adjoining noise sensitive development.

Notes-

The Noise Assessment should be prepared by a suitably qualified acoustician and include

- measurement of the existing background noise levels at the site;
- measurement of existing sources or the prediction of noise from future sources; and
- evaluation of the actual or predicted value against the most relevant criteria and assessing whether complaints from local residents are likely to occur.

We strongly recommend that when you commission an assessment, the consultant contacts a member of the Environmental Protection Team on 01789 260817. A list of Noise consultants is available on the Institute of Acoustics website (www.ioa.org.uk/searchmem.asp).

Government guidance on noise is contained in PPG24 - Planning and Noise (<http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/planningpolicystatements/planningpolicyguidance/229228/>).

Local Plan Policy- PR.8

<http://www.stratford.gov.uk/localplan/Local%20Plan%20Review.pdf>

18. PARKING PROVISION

Applications may be required to provide details of existing and proposed parking provision. These details should also be shown on the Site Layout Plan.

19. PHOTOGRAPHS

Criteria-Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.

For listed building consent applications or applications for Conservation Area Consent the photographs should be dated and cross-referenced to a plan

Perspectives or photomontages provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. They can also be used to show the impact of new works on historic features.

20. PLANNING OBLIGATIONS

Criteria- Normally will not apply to developments of less than 5 houses or 250m² of commercial or industrial floorspace.

Notes- Potential planning obligations may include: -

- On/Off Site Affordable Housing Provision
- Local Market Housing
- Self-Build Housing
- Community Infrastructure Contribution
- CCTV Contributions
- Education Contributions
- Green Space Provision
- Highway Works Provision/Contributions
- Library Contribution
- Open Space Provision/Contributions
- Public Art Contribution
- Rescind Extant Planning Permission
- Transport and Travel Plans
- Transport Contributions

For applications where a legal agreement/planning obligation (for example a Section 106 Agreement or a unilateral undertaking under Section 106) will be required you will need to supply the following information with the planning application:

- (i) statement of the anticipated planning obligations (Heads of Terms).
- (ii) proof of title;
- (iii) in the event that there are any charges, mortgages or other securities secured on the land or leases, the names and addresses of the Chargees/Mortgagees/holders of the security and/or lessees (since it will be necessary for any such to be joined as parties to the agreement and/or consent to its terms or execute a Consent to Dealing as appropriate);
- (v) a unilateral undertaking;
- (vi) an undertaking to pay a contribution towards the Council's legal costs and those of any other Authority (such as the County Council) in connection with the preparation and sealing of a Section 106 agreement regardless of whether or not the planning permission is granted;

- (vii) in the event that you or your clients are represented by solicitors, the relevant contact address and name of person dealing with the matter.

Government advice on planning obligations is contained in Circular 05/2005 – Planning Obligations.

Local Plan Policy- IMP.4, IMP.5

<http://www.stratford.gov.uk/localplan/Local%20Plan%20Review.pdf>

Supplementary Guidance/Documents-

- Planning Obligations (<http://www.stratford.gov.uk/planning/planning-603.cfm>)
- Meeting Housing Needs (<http://www.stratford.gov.uk/planning/planning-697.cfm>)
- Developer Contributions towards Transport Schemes in Stratford upon Avon (<http://www.stratford.gov.uk/planning/planning-1408.cfm>)
- Provision of Open Space (<http://www.stratford.gov.uk/planning/planning-697.cfm>)

21. PLANNING STATEMENT

A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. The statement should also seek to justify a proposal that is not in accordance with such policies.

For development proposals affecting existing playing field or sports pitches the following information should be included within the Planning Statement

- Reason for development
- Reason for location of proposed development
- Alternative locations considered
- A reasoned justification under Planning Policy Guidance Note 17 paragraph 15 to state why in the applicant's opinion development affecting a playing field should be allowed.
- Details of the actions taken on behalf of the applicant to comply with the advice in paragraph 10 of Planning Policy Guidance Note 17 where development affects open space, sport and recreation facilities.
- Relevant Development Plan Policies and Government Guidance.
- History of development proposal and playing field including use of the site e.g. when and who by including any community use of a school site.
- Area in hectares of playing field land to be lost
- Area in hectares of any replacement playing field land
- Information on any assessment considered to support a view that the open space, sports and recreation facilities affected by the development are surplus to requirements

- With respect to developments of new housing or employment sites a statement assessing the sports and recreation needs of the new development and how these are to be accommodated.
- With regard to cases made under criteria iii of paragraph 15 (our policy E4) providing a like for like replacement in terms of quantity and quality in an appropriate location. Details are needed to compare the quality, accessibility to users and management arrangements.

22. RETAIL IMPACT ASSESSMENT (including SEQUENTIAL TEST)

Criteria- Retail Impact Assessments are required for:

- Where the proposed development comprises more than 1000 sq.m gross floorspace on a site outside Stratford upon Avon town centre.

Notes- The objective of a Retail Impact Assessment is to identify the likely impact of the retail element of a proposed development upon the vitality and viability of existing city or town centres and designated shopping areas.

The overall Assessment should set out the following:

- The need for the development;
- That the development is of an appropriate scale;
- That there are no alternative sites within or adjacent to the town centre that are suitable and available for the proposed form of development
- That there are no unacceptable impacts on existing centres;
- That the location is accessible by a choice of means of transport.

The assessment should include an evaluation of the Local Plan policies relevant to the proposal and assess its compliance with those policies. Consideration should also be given to any retail capacity studies published by the Local Planning Authority.

Government guidance on retailing is contained in PPS6 – Planning for Town Centres

(<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicystatement11>).

Local Plan Policy- STR.1, COM.3, COM.19, SUA.6-8, MRC.1, CTY.14
<http://www.stratford.gov.uk/localplan/Local%20Plan%20Review.pdf>.

23. STATEMENT OF COMMUNITY INVOLVEMENT

Applications may need to be supported by a statement setting 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.

Criteria-

- All proposals being promoted to meet local needs under Local Plan Policies COM.1, COM.13 and CTY.5 must include a statement detailing the involvement of the community in the development of the proposals.
- Applicants for larger developments are encouraged to consult with the local community prior to making a planning application, and to provide details of this consultation.

Notes- Proposals being promoted under Policy COM.1 will also require a survey establishing the local need for the proposals (see 'Local Needs Survey' section)

Local Plan Policy- COM.1, COM.13, CTY.5

<http://www.stratford.gov.uk/localplan/Local%20Plan%20Review.pdf>

Supplementary Documents- Statement of Community Involvement (<http://www.stratford.gov.uk/planning/planning-1502.cfm>), Local Choice: Meeting the Needs of Rural Communities (<http://www.stratford.gov.uk/planning/planning-1408.cfm>)

24. STRUCTURAL SURVEY

Criteria-

- Required for all applications for the conversion of existing rural buildings.
- Required for all proposals to demolish or substantially alter listed buildings and important buildings in conservation areas.

Notes- Structural surveys must be carried out by a qualified building surveyor or other suitably qualified person.

For conversions, the survey will need to indicate the structural soundness of the building and the extent of rebuilding, remedial works and alterations which would be necessary in order to carry out the proposed conversion.

In the case of proposed demolitions and major alterations, the survey will need to identify defects and indicate the extent of rebuilding, remedial works and alterations which would be necessary in order to restore the building.

Local Plan Policy- CTY.2, CTY.2A, EF.12-14

<http://www.stratford.gov.uk/localplan/Local%20Plan%20Review.pdf>

Supplementary Guidance-

District Design Guide Annex A 'Conversion of Traditional Agricultural Buildings' (<http://www.stratford.gov.uk/planning/planning-323.cfm>)

Conservation Area reports

(<http://www.stratford.gov.uk/planning/planning-321.cfm>)

25. SUNLIGHT /DAYLIGHT ASSESSMENT

Criteria-

Where a proposed extension or building is likely to affect the quality of sunlight/daylight enjoyed by adjacent residential properties, the submitted block plan and floor plans should accurately show the position of the affected window(s) of the neighbouring property.

Local Plan Policy- DEV1, COM12

<http://www.stratford.gov.uk/localplan/Local%20Plan%20Review.pdf>

26. TELECOMMUNICATIONS INFORMATION

Criteria- Required for All proposals for mobile phone antennas or similar.

Notes- The required information includes:

- Area of Search
- Statement of alternative sites and designs considered;
- Maps showing the existing and projected coverage for the proposal and alternative proposals considered;
- Certificate of compliance with the (International Commission on Non-Ionizing Radiation Protection) guidelines;
- Distance to nearest school or educational establishment
- Distance to nearest residential property
- Radio Frequency Assessment at nearest residential property
- Confirmation of whether beam of greatest intensity intrudes onto school or educational establishment
- Details of pre-application consultations.

Government advice on telecommunication development is contained in Planning Policy Guidance 8 - Telecommunications)

(<http://www.communities.gov.uk/publications/planningandbuilding/ppg8>)

Further information can also be found in the Government's Code of Best Practice on Mobile Phone Network Development (<http://www.communities.gov.uk/publications/planningandbuilding/codebest>)

Local Plan Policy- DEV.12

<http://www.stratford.gov.uk/localplan/Local%20Plan%20Review.pdf>

27. TRANSPORT ASSESSMENT

Criteria- Warwickshire County Council, as Highways Authority, require a Transport Assessment for developments of: -

- 100 or more dwellings;
- 1,000sqm and above of gross retail floor space (Use Class A1);
- 2,500sqm and above of gross office space (Use Class B1);
- 5,000sqm and above of gross industrial space (Use Class B2);
- 10,000sqm and above of gross warehousing floor space (Use Class B8);
- Leisure use developments.

Transport Assessments may also be required for developments that fall below these thresholds that for reasons of site location or other particular circumstances, the Highway Authority considers such a development could have a significant impact in transport terms.

The Highways Agency (HA) is responsible for the Strategic Road Network (SRN). The HA's policy is outlined in DfT Circular 02/2007 and supplemented by the DfT/CLG "Guidance on Transport Assessment".

Where developments are likely to have significant transport implications, Transport Assessments (TA), or where appropriate Transport Statements (TS), should be prepared and submitted alongside the relevant planning applications for development. This should be accompanied by a Travel Plan (TP) with clear and measurable targets, monitoring arrangements, and means of enforcement.

If in doubt about the need for a TA or a TS for a development affecting the SRN please contact the Highways Agency.

Notes- A Transport Assessment normally has three elements:

- An assessment of travel characteristics;
- Measures that could influence travel to the development; and
- A description of the transport impact of the development and how this will be mitigated.

The assessment should illustrate accessibility to the site by all modes of travel and the likely percentage split of journeys. It should also give details of proposals to improve access by public transport, walking and cycling, to reduce the need for parking associated with the development and to mitigate any transport impact. The assessment should also consider the possible impact on safety, congestion and the local community (e.g. overflow parking).

Warwickshire County Council guidance on transport issues is given in Transport and Roads for Development (<http://www.warwickshire.gov.uk/Web/corporate/pages.nsf/Links/66E2E21FED4C834580256F230037E675>).

Local Plan Policy- IMP.6, DEV.4, DEV.5

<http://www.stratford.gov.uk/localplan/Local%20Plan%20Review.pdf>

28. TRAVEL PLAN

Criteria-

- Required for all developments where a Transport Assessment is required (see above).
- May also be required for extensions to existing buildings or operations of sufficient size to increase the overall floor space to above the normal threshold or where the threshold has already been exceeded.

Notes-

Travel Plans should consider the traffic implications of journeys by staff to and from work, business travel, travel by visitors, deliveries and movements of fleet vehicles. A travel plan must include targets for reducing the use of cars, a strategy for achieving the target and a process of monitoring progress. Penalties for not meeting the targets will normally be imposed.

Travel Plans will normally be incorporated into a Section 106 legal agreement (see Planning Obligations above).

Local Plan Policy- IMP.7

<http://www.stratford.gov.uk/localplan/Local%20Plan%20Review.pdf>

Supplementary Guidance-

Warwickshire County Council Practice Note on Travel Plans for Developers ([http://www.warwickshire.gov.uk/web/corporate/pages.nsf/\(DisplayLinks\)/E8A55CA86B64F6DE80256FDC0039CF04](http://www.warwickshire.gov.uk/web/corporate/pages.nsf/(DisplayLinks)/E8A55CA86B64F6DE80256FDC0039CF04))

29. TREE SURVEY/ARBORICULTURAL IMPLICATION STUDY

Stratford-on-Avon District Council considers that trees contribute greatly to the character of our towns, villages and the greater landscape and with proper consideration trees can be successfully integrated into development. In order to successfully achieve this, trees must be considered from the start of the development process and this Council will be seeking detailed information relating to trees on development sites as part of the supporting information for planning applications.

In exercising its statutory duties and implementing its policies relating to trees, this Council will be guided by the revised British Standard BS 5837:2005 *Trees in Relation to Construction – Recommendations*. These Standards provides guidance for a balanced approach on deciding which trees are appropriate for retention, the effect of the trees on design considerations and on means of protecting trees during development.

Criteria- Required for all developments involving

- building or engineering works where there are trees within or adjoining the application site which are have a stem of more than 75mm (3 inches) diameter at 1.5 metres above ground level.

Notes-

Tree Surveys/Arboricultural Implications Study shall include the following details:

- an accurately measured land survey with spot heights of ground levels;
- accurate plotting of trees and hedges and their canopies on the site layout plan, indicating any trees proposed to be removed;
- approximate location of trees on adjacent land which might influence the site and
- for all trees above 75mm stem diameter, the information below should be submitted (as required in section 4.2.6. BS5837:2005): -
 - Tree reference number
 - Species
 - Height (approx.) in metres
 - Stem diameter in millimetres when measured at 1.5m above ground level
 - Branch spread (canopy) in metres measured at compass points in 4 directions
 - Height in metres of crown clearance above adjacent ground level
 - Age class (young, middle aged, mature, over-mature, veteran)
 - Physiological condition (good, fair, poor, dead)
 - Structural condition

- Preliminary management recommendations
- Estimated remaining contribution in years
- Category grading R or A to C*.

***Category Description**

R	In such a condition that it would be lost in 10 years and should be removed.
A	Of high quality and value, in such a condition as to be able to make a substantial contribution.
B	Of moderate quality and value, in such a condition as to make a significant contribution.
C	Of low quality and value.

Once the trees have been categorised, they should be plotted on a **Tree Constraint Plan**. This is a plan which illustrates the influence which trees on or adjacent to the site will have on the proposed layout. Those trees for retention should be plotted on a **Tree Protection Plan** which should also indicate **Root Protection Areas** (see sections 5 and 6 of BS5837:2005). This is the minimum area in metres square which should be left undisturbed around each retained tree and shall be fenced off with protective barriers of a design prescribed in section 9 of BS5837:2005.

In the event that the a proposed development requires specific measures to ensure the appropriate protection and long term retention of trees on or adjacent to a site, then it will be necessary to submit for consideration an **Arboricultural Method Statement** as well as the Tree Protection Plan. Such statements would be required where for example site access is constrained; special engineering works required for driveway construction etc. It explains when and how specific works adjacent to trees should be undertaken. The Arboricultural Method Statement should comply with sections 7-12 of BS5837:2005.

The design and approval for a development is not the end of the process. Adequate site supervision and management is required to ensure that the agreed plans are executed successfully. It may be necessary for the developer to retain an arboriculturalist from design stage; through to implementation stage ensuring that tree protection measures are maintained on site.

Applying British Standard BS 5837:2005 *Trees in Relation to Construction – Recommendations* can help to successfully integrate trees into new development schemes. It will allow for the retention of appropriate trees, which will provide for an informed layout design. The careful implementation of the design will result in trees making an important contribution to our built environment.

Further information is available from the Council's Landscape Team (contact via 01789 260360).

Local Plan Policy- EF.9, EF.10

<http://www.stratford.gov.uk/localplan/Local%20Plan%20Review.pdf>

30. VENTILATION/EXTRACTION DETAILS

Criteria-

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for the following purposes:

- Use Class A3 (i.e. Restaurants and cafes – use for the sale of food and drink for consumption on the premises),
- Use Class A4 (i.e. Drinking establishments – use as a public house, wine-bar or other drinking establishment),
- Use Class A5 (i.e. Hot food takeaways – use for the sale of hot food for consumption off the premises),
- Use Class B1 (General business) and B2 (General industrial).

This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

Local Plan Policy PR.10,DEV.1

<http://www.stratford.gov.uk/localplan/Local%20Plan%20Review.pdf>