



Stratford on Avon District Council

Planning Application Local List

What we need for a valid planning application

We want your application to be valid and complete right from the start, so we can get working on it straight away. If your application includes all the information we need and is easy to understand, it will make it easier for us to give you a faster decision. Government information and validation requirements are in the Planning Practice Guidance: click [here](#) for further information.

For an application to become valid you must meet the correct National and Local Validation requirements:

National Requirements

Application Form

These are available for you to complete [here](#) or from the Council's website [here](#). The application form includes Ownership Certificates and Agricultural Land Declarations that must also be completed.

Plans

The plans you need include:

1. Location Plan (to show us where the site is). Must be based on an up-to-date map. Use a scale of 1:1250 or 1:2500 showing at least two named roads and show the north point. The application site should be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, access visibility splays, landscaping, car parking and open areas around buildings). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
2. Site/Block Plan – Show the whole of the proposal (show the relationship of the proposal to existing buildings and features on the site and to adjacent land uses, buildings, features and highways). Include the access to the site from a public road, any buildings, significant trees/hedges or other features within or adjacent to the site or close to the boundary of the site. Use a scale of 1:200 or 1:500.
3. Floor Plans and Elevations of all new and altered buildings including any buildings to be demolished (to show us the precise details of what you propose). Plans and elevations of the site/buildings as existing should also be provided. Use a scale of 1:100, with 1:20 for specific details such as window details on Listed Buildings. Photos, section and axonometric (3D) drawings, illustrative sketches and streetscenes can also be useful.

To help both us and our consultees to understand your proposals, please:

- use recognised metric scales;
- draw a 'scale bar' and state the page size that the scale should be read at to avoid any confusion when plans are copied;
- Clearly identify the north point;
- Give your plans a reference number and date.

For further guidance click [here](#).

CIL Liability Form

This is required for every planning application now that the CIL Charging Schedule has been adopted by the Council. The Form is available via the Council's website.

Fee

This can be calculated by following the link [here](#). You can pay your fee in the following ways:

- Through the Planning Portal at the same time as submitting your application.
- 'BACS'. Please include a copy of your receipt with your submission so that we can track your payment.
- Cheque - please make payable to Stratford on Avon District Council and write clearly on the cheque the application to which it relates (full site address and/or planning portal number).
- Telephone – please telephone 01789 267575 and quote the Planning Portal reference number.

Local Requirements

Supporting Assessments and Information

The documents listed in the table below may be required to help us understand the consequences of your application for the economy, environment and community. This varies for different scales and types of development. Additional information requested by the Council must be reasonable, particularly with regard to the nature and scale of the proposed development and we must give clear guidance on where you can get further information or answers to queries.

In order for us to determine your application in a timely manner, we need you to provide all the required information up front as part of your application submission. This avoids the need to ask for further plans or statements later on during the application process, which would cause delay.

For more information on other National Requirements, such as **requirements for outline applications**, please click [here](#).

In this document 'major development' means:

- One where the number of dwellings proposed is 10 or more or with a site area for the dwellings is of 0.5 hectares or more.
- *For all other uses* where the floor space proposed is 1,000 square metres or more, or the site area is 1 hectare or more.

What Document?	When needed? (set out in bold) <i>Minimum requirements (set out in italics)</i>
Affordable Housing Statement (Policy CS.18)	<ul style="list-style-type: none"> • Where a proportion of affordable housing is required by Policy CS.18, whether on-site provision or off-site contribution. <p><i>The Statement should include an explanation and/or plans as to how the proposal meets Policy CS.18</i></p> <p><u>Note:</u> When the Council needs to seek independent advice on affordable housing provision, costs will be paid for by the applicant. Confirmation of agreement to pay will normally be required at validation stage.</p>
Agricultural/Rural workers Assessment (Policy AS.10)	<ul style="list-style-type: none"> • All rural workers dwelling proposals including extensions to existing tied dwellings. • Some proposals for new/expanded agricultural/rural businesses, particularly those that are contrary to planning policy.

	<p><i>An agricultural/rural assessment provided by an appropriately qualified professional should satisfactorily demonstrate:</i></p> <ol style="list-style-type: none"> <i>1: An essential functional need for the dwelling/extension</i> <i>2: The financial soundness of the enterprise.</i> <p><u>Note:</u> When the Council needs independent advice on your agricultural assessment (e.g. all new dwellings), costs will be paid for by the applicant. Agreement to pay will normally be required at validation stage.</p>
<p>Agricultural Land Quality Assessment (Policy AS.10)</p>	<ul style="list-style-type: none"> • All major developments on greenfield land. <p><i>Straightforward assessments can be provided by using, for example, the MAGIC database, click here.</i></p>
<p>Air Quality Impact Assessment and Damage Cost Calculation (Policy CS.9 and CS.26)</p>	<ul style="list-style-type: none"> • Development on sites where there is a risk of significant air quality effect, either from a new development causing an air quality impact, or by creating exposure to high concentrations for new residents. <p><i>See Development Requirements SPD Part R: Air Quality for further details.</i></p> <p><i>Stratford-on-Avon District Air Quality and Planning Technical Guidance December 2018 is available on the Council's website.</i></p>
<p>Archaeological Assessment (Policy CS.8)</p>	<ul style="list-style-type: none"> • Development on sites where there is potential for the site to contain heritage assets of archaeological interest. <p><i>Provide a desk-based archaeological assessment and, if necessary, a field evaluation. This assessment and/or field evaluation must be carried out by a Qualified Archaeologist who is a registered member of the Chartered Institute for Archaeologists (CIFA).</i></p> <p><i>The Desk Based assessment must include:</i></p> <ol style="list-style-type: none"> <i>a) Description of the site, the potential for archaeology and its significance.</i> <i>b) Impact of the proposed development on this archaeology.</i> <i>c) Confirmation of the need or otherwise for field evaluation.</i> <i>d) Advise the Council on the most appropriate way to avoid or minimise conflict between the conservation of any archaeology and any aspect of the proposed development.</i> <p><u>Note:</u> <i>The Historic Environment Record held by Warwickshire County Council must be accessed to inform the Assessment. This must be the most up to date record held by Warwickshire County Council and not the free access on-line version. (Assessments must quote the unique HER ref. number) Click here for link.</i></p>
<p>Bin storage and collection plan (Policy CS.9)</p>	<ul style="list-style-type: none"> • All developments for new dwellings or businesses must include plans showing the location of bin stores in relation to the proposed development and on bin collection day with 'bin carry' distances clearly shown. <p><u>Note:</u> <i>Plans should show bins can be stored adjacent to the public highway on collection day.</i></p>

<p>Connectivity Statement (Policy CS.26)</p>	<ul style="list-style-type: none"> • All new major developments will contribute to and be compatible with the provision of local fibre or other high speed broadband infrastructure. <p><i>Statements should set out the connectivity requirements of the development, known data networks nearby and their anticipated speed (fixed copper, 3G, 4G, fibre, satellite, microwave, etc.), and a description of how the development will connect with or contribute to any networks.</i></p>
<p>Construction Management Plan (Policy CS.26)</p>	<ul style="list-style-type: none"> • All major developments • Development in close proximity to sensitive areas (such as schools and dwellings etc). • Development proposed where there is restricted access (e.g. single track roads accessing the site) and or restricted space on site. <p>Outline applications will not normally require a Construction Management Plan, which can be required by condition.</p> <p><i>There are 3 main elements of CMP:-</i></p> <ol style="list-style-type: none"> 1. <i>CMP – this looks at the impact on amenities of local residents in relation to noise, fumes, vibration, hours of working, parking congestion, visual harm from temporary buildings etc, including the control of dust and dirt, waste handling, noise emissions and hours of operation.</i> 2. <i>CEMP – Construction Environment Management Plan – which safeguards protected species and the local ecology.</i> 3. <i>CTMP – Construction Traffic Management Plan – which looks at highway safety and congestion implications including parking, unloading and storage of plant and materials, security, wheel-washing facilities.</i> <p><i>The Construction Management Plan might require all or some of this information depending on circumstances.</i></p>
<p>Contaminated Land Desktop Study/ Remediation Statement (Policy CS.9)</p>	<ul style="list-style-type: none"> • All major developments. • For land where there is the possibility of contamination from mineral working, waste disposal, previous development or use or where remediation is required. <p>See separate document: Validation – Environmental Health Considerations click here for link.</p>
<p>Climate Change (Development Requirements SPD Part V) (Policies CS.2, CS.3, CS.4, CS.5, CS.6, CS.7, CS.9, CS.19, CS.20, CS.22, CS.25, CS.26, AS.1-9, AS.10 and AS.11)</p>	<ul style="list-style-type: none"> • Climate Change Checklist Click here for the Link. <p>The Checklists are set out in appendices to SPD Part V as follows:</p> <ul style="list-style-type: none"> • Appendix 1: New build dwellings and non-residential developments where over 20 square metres of additional floorspace is proposed. • Appendix 2: Conversion and change of use of buildings. • Appendix 3: Householder developments where over 20 square metres of additional floorspace is proposed. <p>A completed checklist must accompany all qualifying applications.</p>
<p>Design and Access Statement (DMPO 2015,</p>	<ul style="list-style-type: none"> • Applications for major developments. • Applications for developments in a Conservation Area for 1 or more new dwellings, or for new building(s) with 100sqm or more floorspace.

<p>Policy CS.9)</p>	<ul style="list-style-type: none"> • Applications for listed building consent. <p>A Design and Access Statement must provide the information as required within the DMPO and Planning Practice Guidance</p> <p>Click here for link.</p> <p>You may wish to include street scene/contextual drawings.</p>
<p>Ecological/ Geological Assessment</p> <p>(Policies CS.6, CS.7)</p>	<ul style="list-style-type: none"> • Where there is a potential impact on protected areas, habitat, geology, or protected species (for example, to demonstrate the presence or absence of protected species such as bats, badgers, great crested newts etc). <p>The presence of legally protected species can have a significant impact on your proposals. You are recommended to contact the County Ecology team before submitting an application to establish the extent and nature of any survey work. Charges may apply.</p> <p>Click here for the Warwickshire ecology website and here for a link to Planning Practice Guidance.</p>
<p>Environmental Statement</p>	<ul style="list-style-type: none"> • Where an Environmental Statement is a legal requirement. <p>You are advised to formally request a screening opinion from the Council prior to the submission of a planning application if your development falls within the nationally set criteria which can be found here.</p>
<p>Financial Appraisal</p>	<ul style="list-style-type: none"> • Where financial considerations are relied upon to justify the proposal a financial appraisal will be required. <p>The loss of a rural pub or shop, “enabling development” or reduced financial contributions, are typical examples.</p> <p>Note: When the Council needs its own independent advice on your financial appraisal, costs will be paid for by the applicant. Confirmation of agreement to pay will normally be required at validation stage.</p>
<p>Flood Risk Assessment</p> <p>(Policy CS.4)</p>	<p>If the development involves:</p> <ul style="list-style-type: none"> • land in flood zone 2 or 3 including minor development and change of use. • more than 1 hectare (ha) in flood zone 1. • less than 1 ha in flood zone 1, but including a change of use in development type to a more vulnerable class (e.g. from commercial to residential), where the occupation could be affected by sources of flooding other than rivers (e.g., surface water drains, canals, reservoirs). • an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency. <p>Refer to Environment Agency website here.</p> <p>A ‘sequential test’ may also be required.</p> <p>There is a lot of useful information in the national PPG click here.</p> <p>The responsibility for flood risk is split between the Environment Agency (EA), Severn Trent Water STW) and Warwickshire County Council, as Lead Local Flood Authority (LLFA).</p>

	<p>Major developments within flood zone 1 will be referred to STW and LLFA.</p> <p>Major developments within flood zone 1 which has critical drainage problems (as notified to the local planning authority by EA) will be referred to the EA, STW and LLFA.</p> <p>Major developments within flood zones 2 & 3 will be referred to the EA, STW and LLFA.</p> <p>Non-major developments in "high-risk" areas may be referred to LLFA.</p>
<p>Foul Sewerage Details</p> <p>(Policies CS.4 and CS.9)</p>	<ul style="list-style-type: none"> • All proposals that include non-mains sewage disposal. <p><i>Applications for developments relying on anything other than connection to a public sewage treatment plant should be supported by sufficient information to understand the potential implications for the water environment and public health. Planning Practice Guidance gives advice here.</i></p> <p>The Environment Agency webpage 'Septic tanks and treatment plants: permits and exemptions' provides much useful information, click here.</p>
<p>Green Belt Statement</p> <p>(Policy CS.10)</p>	<ul style="list-style-type: none"> • Any proposals that are deemed to be "inappropriate development" in the Green Belt as set out in Policy CS.10 of the Core Strategy. <p><i>It is good practice to submit a Green Belt Statement with all applications in the Green Belt to explain how the proposal meets the definition of 'not inappropriate' development.</i></p> <p><i>Where the proposal is 'inappropriate development' the Statement should set out the site specific Very Special Circumstances which are considered to override the harm to the Green Belt, and any other harm caused by your proposal.</i></p> <p>Link to the Core Strategy is here.</p>
<p>Heritage Statement (Statement of Significance)</p> <p>(Policy CS.8)</p>	<ul style="list-style-type: none"> • Must accompany developments affecting a 'designated heritage asset', or 'non-designated heritage asset' or their settings (definition found in NPPF Annex 2: Glossary here). <p><i>'Historic England's 'Statements of Heritage Significance: Analysing Significance in Heritage assets', (October 2019) provides essential advice. The headings in Historic England's advice must be taken into account.</i></p> <p><i>The level of detail should be proportionate to the asset's significance and sufficient to understand the potential impact of the proposal on their significance.</i></p> <p><u>Note:</u> You can ask for "pre-application advice", charges apply for this service. Application forms and advice available here.</p> <p>Applications for Listed Building Consent can require much more detail than other applications and we encourage you to get advice from a suitably qualified and experienced Conservation Architect for all but the simplest applications.</p>

<p>Housing Mix Statement (Policy CS.19)</p>	<ul style="list-style-type: none"> • All major residential developments when the proposed mix would not reflect the SHMA and the mix set out in the Core Strategy. <p><i>Where the mix does not accord with Policy CS.19 the statement must explain and justify why the development is acceptable.</i></p>
<p>Landscaping Details (hard & soft) (Policies CS.5 and CS.9)</p>	<ul style="list-style-type: none"> • Required for all full applications for major development. • Outline applications for major development must include an indicative masterplan to show how the development and accompanying landscaping can be accommodated on the site. <p>'RPA's and other constraints must be plotted around each category A,B,C tree on all drawings, in accordance with 'BS 5837:2012' (or subsequent amendments).</p> <p>Soft landscape details involve the following information:</p> <ul style="list-style-type: none"> • planting plan, • written specification describing quality standards, • a schedule of species, plant sizes and densities. • existing landscape features such as trees, hedges that are to be retained accurately plotted. • existing and proposed levels (including cross sections of SUDS and relationship between existing trees/hedges levels and new levels) <p>Hard landscape details involve the following information:</p> <ul style="list-style-type: none"> • existing and proposed finished levels • hard surfacing materials- details of manufacturer, type, design, colour. Samples may be required for approval. • the position & elevation of all site enclosures (walls, railings, fences) • street furniture, play equipment, bin areas, lighting, utility service infrastructure eg substations. <p>Management & maintenance details (for major dev structural landscape areas & POS spaces i.e. not private gardens):</p> <ul style="list-style-type: none"> • A schedule of landscape maintenance operations, including a brief description of each for up to 5 years after planting. • A landscape management plan including a plan of management responsibility for each different area, written details of long term objectives and maintenance schedules. <p>Core Strategy policies CS.5 and CS.9 can be found here.</p> <p><u>Note:</u> If you require further help with landscaping proposals, you can make a pre-application enquiry. Charges will apply for this advice. Further information is available here.</p>

<p>Landscape & Visual Impact Appraisal (Policy CS.5)</p>	<p>May be required for:</p> <ul style="list-style-type: none"> • Major developments. • Minor developments, within or would be visible from the Cotswolds Area of Outstanding Natural Beauty or a Special Landscape Area. <p><i>Landscape and Visual Impact Appraisals in accordance with the "Guidelines for Landscape and Visual Impact Assessment 3rd Edition" published by the Landscape Institute and IEMA 2013 (or any subsequent advice). General policy guidance is available here. Guidance with regard to development within or near to the Cotswolds AONB is also available from the Cotswolds Conservation Board here.</i></p> <p><u>Note:</u> If you require further help with this subject a chargeable pre-application enquiry service is available – further advice here.</p>
<p>Lighting schemes and assessments (Policies CS.9 and CS.11)</p>	<ul style="list-style-type: none"> • Proposals involving street lighting, floodlighting and illumination of advertisements. <p><i>See separate document: Validation – Environmental Health Considerations (Web-link to be inserted when available)</i></p> <p><i>The Cotswolds Conservation Board also provides advice in relation to lighting in the Cotswolds Area of Outstanding Natural Beauty: click here.</i></p>
<p>Marketing Information (Policies CS.22 and CS.25)</p>	<p>For applications which:</p> <ul style="list-style-type: none"> • involve the loss of employment uses. • relate to the removal of a planning condition limiting occupation of a dwelling to a rural worker. • involve the loss of community facilities, such as shops, pubs, medical and leisure. • seek to demonstrate the redundancy of a heritage asset (para.133 bullet 2 NPPF available here). <p><i>The marketing required for each proposal will be bespoke but a general rule should be a minimum of 6 months advertising at a realistic sale price and/or rental charge, accompanied by details of the nature of the advertising, the results and the reasons given for not proceeding. The exact nature of marketing can be refined through a pre-application consultation. For Pubs the CAMRA guide to Public House viability provides some excellent guidance and can be found here.</i></p> <p><u>Note:</u> When the Council needs its own independent advice on your marketing information, costs will be paid for by the applicant. Confirmation of agreement to pay will be required at validation stage.</p>
<p>Noise/ Vibration Impact Assessment (Policies CS.9, CS.11 and AS.11)</p>	<ul style="list-style-type: none"> • For proposals generating or particularly sensitive to significant noise/vibration. <p><i>See separate document: Validation – Environmental Health Considerations (Web-link to be inserted when available)</i></p>
<p>Odour Impact Assessment (Policy CS.9)</p>	<ul style="list-style-type: none"> • For proposals generating or particularly sensitive to significant odour. <p><i>See separate document: Validation – Environmental Health Considerations (Web-link to be inserted when available)</i></p>

<p>Planning Obligations – heads of terms</p> <p>(Policy CS.27)</p>	<ul style="list-style-type: none"> • May be needed for developments of 6 or more houses and larger industrial/commercial schemes. <p><i>Potential heads of terms include:</i></p> <ul style="list-style-type: none"> • on/off site affordable housing provision • local market housing • self-build housing • community infrastructure contribution • CCTV contribution • education contribution • green space provision • highway works provision/contribution • library contribution • open space provision/contribution • police contribution • public health provision/contribution • rescind extant planning permission • travel plans • public transport contribution • street tree management and maintenance <p><i>For applications where 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></p> <ol style="list-style-type: none"> 1. Heads of Terms (anticipated planning obligations) 2. Your solicitor’s contact details 3. Confirmation that you will pay the Council’s reasonable legal costs of drafting/negotiating the Section 106 Obligation. <p>Your planning permission will not be issued until the Planning Obligation is completed.</p>
<p>Planning Statement</p>	<ul style="list-style-type: none"> • For all major developments. <p><i>This should identify the context and need for a proposed development and should include an assessment of how the proposed development accords with relevant national and local planning policies.</i></p> <p><i>A statement can also seek to justify a proposal that is not in accordance with such policies.</i></p> <p><i>A statement may be used to provide evidence of need and/or personal circumstances related to an application for example a gypsy/traveller site.</i></p>
<p>Public Open Space contributions</p> <p>(Policy CS.25)</p>	<ul style="list-style-type: none"> • For all housing schemes of 6 or more dwellings in a designated rural area. • For all housing schemes of 11 or more dwellings or a combined gross floorspace of 1,000sq.m not in a designated rural area. <p><i>A statement showing how both on and off-site public open space provision has been calculated, having had regard to the criteria and requirements of both the Policy CS.25 and the Council’s Open Space, Sport and Recreation Assessment Update September 2014: Further information available here.</i></p> <p><u>Note:</u> A ‘designated rural area’ constitutes all parishes not listed in Policy CS.18 Part A.</p>

<p>Retail Impact Assessment (Policy CS.23)</p>	<ul style="list-style-type: none"> • For all comparison retail proposals over 1,000 sq.m for sites outside Stratford-upon-Avon town centre. • For all convenience retail proposals over 2,500 sq. m for sites outside Stratford-upon-Avon town centre. <p><u>Notes:</u> RIA may also be required for proposals with potential to affect existing centres. When the Council needs its own independent advice on your impact assessment, costs will be paid for by the applicant. Confirmation of agreement to pay will normally be required at validation stage.</p>
<p>Solar farm applications (Policy CS.3)</p>	<ul style="list-style-type: none"> • Any application for a new or extension to an existing solar farm. <p><i>These applications have some particular additional requirements:</i></p> <ul style="list-style-type: none"> • <i>Glint and glare assessment</i> • <i>Sequential assessment</i> • <i>Decommissioning statement/plan</i>
<p>Statement of Community Involvement (Policy CS.9)</p>	<ul style="list-style-type: none"> • For all major developments. <p><i>This should include details of consultations with the Local Planning Authority, as well as with consultees and Parish/Town Councils, Ward Member(s) and any other local community representatives.</i></p> <p><i>The statement should comply with the Council's requirements as set out in its Statement of Community Involvement, for further information click here.</i></p>
<p>Street Trees (CS.2 and CS.5)</p>	<ul style="list-style-type: none"> • Major developments should, where possible, incorporate street trees along the primary routes. <p><i>Any trees proposed within the public highway will need to be adopted by WCC and a Commuted Sum secured for their future management and maintenance. The Commuted Sum will be secured via s106 Agreement.</i></p> <p>See Planning Obligations –heads of terms (Policy CS.27) above.</p>
<p>Structural Survey (Policies CS.8 and CS.20)</p>	<ul style="list-style-type: none"> • For all proposals to demolish or substantially alter listed buildings. • For all applications for conversion of existing rural buildings to housing, offices and similar uses. <p><i>Structural surveys must be carried out by a qualified building surveyor. Conversion schemes should demonstrate that the building(s) will not require significant alterations or rebuilding for the conversion to take place. Schemes involving demolition and/or major alterations 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.</i></p> <p><i>For listed buildings it should be demonstrated how the works have been informed by conservation principles.</i></p> <p><i>Conversion schemes must demonstrate that the building is capable of conversion and will not require significant alterations or rebuilding. Where alteration to floors is proposed the survey must include a thorough assessment of the building's foundations, including depth and</i></p>

	<p><i>extent of proposed excavations (this is likely to require a Listed Building Consent in its own right).</i></p>
<p>Sunlight/ daylight assessment (Policy CS.9)</p>	<ul style="list-style-type: none"> • May be required where the potential impact upon current levels of sunlight and/or daylight enjoyed by occupants of adjoining or near properties could be significantly affected. <p><i>Regard should be given to how the proposal meets the Council's 'Extending your Home' Planning Advice Note: click here for details.</i></p>
<p>Tele-communications Infrastructure Assessment (Policy CS.26)</p>	<ul style="list-style-type: none"> • Any development requiring an application for prior approval or planning permission for telecommunications infrastructure. <p><i>Refer to Appendix F of the Code of Best Practice on Mobile Network Development in England 2013 (or subsequent amendments).</i></p>
<p>Topographical Survey</p>	<ul style="list-style-type: none"> • For all major development sites to show existing and proposed land levels and floor levels for the site and adjoining land. • For any minor application where there is a significant variation in existing/proposed land levels across the site.
<p>Transport Assessment Transport Statement Access Statement Travel Plan Visibility Splays (Policy CS.26)</p>	<ul style="list-style-type: none"> • For any development generating or having a significant effect on vehicle or pedestrian movement. • All major developments should be accompanied by a Transport Assessment. • Any development that generates significant amounts of transport movements. • Any application that includes a new vehicular access or significant intensification in the use of an existing access should include details of Visibility Splays. <p><i>The Planning Practice Guidance sets out the content of a Transport Assessment and Transport Statement for further information click here.</i></p> <p><i>If your application generates significant amounts of traffic a Travel Plan will be required, click here.</i></p> <p><i>If your application involves the creation of a new vehicular access or the significant intensification or alteration of an existing access, you should provide an Access Statement together with a scaled plan demonstrating the extent of visibility splays that can be achieved and whether this will require the removal of any roadside hedge, wall or tree(s). The plan should be drawn in accordance with Manual for Streets (Chapter 7.7 and 7.8) for further information click here.</i></p> <p><i>Any application involving a new un-adopted road must be accompanied by a Stage 1 Safety Audit; an independent highway engineer will assess the audit at the applicants cost.</i></p> <p>Note: Applicants are advised to seek pre-application advice from WCC Development Group. Charges may apply. Useful information available here - follow the link to Highway pre-app guidance and LTP information is available here.</p>

<p>Tree survey/ Arboricultural Impact Assessment and Arboricultural Method Statements</p> <p>(Policy CS.5)</p>	<ul style="list-style-type: none"> • All developments involving building, demolition or engineering works where there are trees within or adjoining the application site which have a stem of more than 75mm (3 inches approx.) diameter at 1.5 metres above ground level. <p><i>Tree surveys should be prepared by a suitable professional in accordance with the British Standard 'BS 5837:2012 Trees in relation to design, demolition and construction – Recommendations' (or subsequent amendments to this), to include survey, impact and mitigation proposals. It should cover all trees on a development site and trees within 15m of any operations.</i></p> <p><i>Where proposed buildings will be shaded a 'tree shading plan' should be provided.</i></p> <p><i>For further detailed advice, see BS 5837:2012 Trees in relation to design, demolition and construction – Recommendations</i></p> <p><u>Note:</u> If you require further help, you can make a pre-application enquiry to our assistant planners' team. Charges will apply for this advice. For further information click here.</p>
<p>Ventilation/ Extraction Details</p> <p>(Policy CS.9)</p>	<ul style="list-style-type: none"> • Needed for developments involving the preparation/sale of hot food or other odour generating processes. <p><i>Validation – Environmental Health Considerations (including noise levels)</i> <i>(Web-link to be inserted when available)</i></p>
<p>Viability Assessment</p> <p>(Policies CS.18 and CS.27)</p>	<ul style="list-style-type: none"> • Any development where the applicant cannot provide the full range of S106 requirements (including affordable housing) or Community Infrastructure Levy (CIL) due to financial viability issues. <p><i>Appendix C of the RICS Guide to Planning and Viability (GN 94/2012) details what a viability assessment should comprise. The level and detail of information will vary from scheme to scheme. Additional information available here and in the NPPF here.</i></p> <p><u>Note:</u> When the Council needs its own independent advice on your viability assessment, this will be paid for by the applicant.</p> <p>Agreement to pay will normally be required at validation stage, with full payment to be received prior to the appointment.</p>

Most common cause of delay in validation? Getting your 'red line' wrong!

What should be included in the red line on a location plan:

- An application for a new extension to a house (or any other building) should show a red line around the whole property i.e. the whole of the house and garden and drive, all the way to the road, not just around the proposed extension.
- An application for a new access or amendment to the access (e.g. widening) requires the red line to include all land needed for the visibility splay. Notice should be served on the highway authority or any other landowner accordingly.
- An application from a private road – if the proposal is likely to intensify the use of the private road or require vehicular access (e.g. new parking or dwelling(s)) the red line should include the private road up to the public highway. Notice on third parties should be served accordingly i.e. on the owner(s) of the private road. If the application site is from a private road and the proposal would not increase traffic movements along it (e.g. adding a conservatory to an existing dwelling) there is no need to include the private road in the red line.
- An application which relies on an existing access would not need to include the highway verge. The red line should go around the curtilage of the site. If the County Highways Authority requires works to widen the access to make the proposal acceptable, a revised red line and application form will be required, with a new certificate B and notice served on the County Highways Authority. We will then "re-start" the 8-week time period from the date we receive these new plans.

Optional information

We will not ask for some details in order to validate your application however, it may save you time and money if these are provided up front so as to reduce the need for amended plans or planning conditions.

The details may include the positioning, design or specification of:

- Fire hydrants
- Electrical Substations and similar infrastructure
- CCTV cameras
- Any external lighting
- Tree protection barriers
- Materials (samples or schedule)
- Cycle parking provision

Other types of application

Planning applications are the most common type of applications we deal with. However, there are other types. The information we require in relation to other applications is set out below.

Advertisement Consent

Some adverts benefit from 'deemed consent', which means consent is not needed, depending on the size, position and illumination of the advert. Others will always need consent. This is set out in detail in The Town and Country Planning (Control of Advertisements) (England) Regulations 2007: for details click [here](#).

The planning portal has helpful guidance on adverts: for details click [here](#).

A helpful booklet is 'Outdoor Advertisements and Signs': for details click [here](#).

If you need advertisement consent, applications should include the following:

- Completed application form ([here](#)).
- 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. This should include details of any illumination (1 copy to be supplied unless the application is submitted electronically)
- The relevant fee (See [here](#) for current fees)

Discharge of Conditions

Applications for the approval of details controlled by a condition on a current permission should be made in writing and should include the following:

- Completed application form ([here](#))
- A copy of other plans and drawings or information necessary to describe the subject of the conditions which you are seeking to discharge (1 copy to be supplied)
- The relevant fee (See [here](#) for current fees)

Lawful Development Certificate applications (existing and proposed)

The national requirements are set out [here](#).

- The application form ([here](#))
- whether the application relates to:
 - a use
 - a building operation
 - a condition not complied with
- the date that the use (or breach of condition) started, or the date on which the building was substantially complete
- any use class the applicant considers to be applicable
- in the case of a breach of condition, details of the relevant application
- the reasons the applicant thinks he is entitled to a Lawful Development Certificate
- any other relevant information
- a plan identifying the land
- a certificate as to the applicant's interest (ownership, tenancy etc) in the land
- The relevant fee (See [here](#) for current fees)

Paragraph 005 of the Planning Practice Guidance gives advice on Lawful Development Certificates: "an application needs to describe precisely what is being applied for (not simply the use class) and the land to which the application relates. Without sufficient or precise information, a local planning authority may be justified in refusing a certificate."

Lawful development applications for proposed dwelling extensions need floor and elevation plans to be included.

It is the applicant's responsibility to provide sufficient information to demonstrate that the development is lawful.

Lawful Development Certificate applications (listed buildings)

The national requirements are set out [here](#).

Similar to above, it is up to the person applying for a Certificate of Lawfulness of Proposed Works to provide the proper evidence to show that the proposed works do not require listed building consent.

If the local planning authority has evidence, or reasonable grounds to believe, that the applicant's claim is not correct it may refuse to grant a Certificate of Lawfulness of Proposed Works.

Listed Building Consent applications

[Click here](#) for application forms.

You can check if your property is listed by calling our contact centre on 01789 260303 or visiting the Historic England website [here](#).

Listed Buildings are a very special part of our history. They can be ruined by thoughtless development, and so it is illegal to alter them without proper consent. Your plans must be detailed

and absolutely clear what will be retained and what will be altered or replaced.

Applications for Listed Building Consent can require much more detail than other applications and we encourage you to get advice from a suitably qualified and experienced Conservation Architect for all but the simplest applications.

You can ask us for “pre-application advice” click [here](#). Charges apply to this service.

Further information on the content of Listed Building applications can be found on the Council’s website [here](#).

Minerals and Waste applications

These are the responsibility of Warwickshire County Council. For more information click [here](#).

Works to trees protected by Tree Preservation Orders (TPOs)

Detailed specification of the proposed works e.g.

- Species
- % crown thinning;
- lateral reduction in metres/height reduction in metres;
- amount of crown lifting required e.g. by ‘x’ metres or to ‘x’ metres above ground level;
- felling and
- proposals for replacement planting

Reasons for the proposed works must be stated on the application [form](#).

The removal of deadwood is exempt from the need to seek consent unless the amount of deadwood for removal is substantial.

Where the health of the TPO tree is the reason for the proposed work, the application must be accompanied by an arboriculturalist’s report which provides evidence and justifies the need for the proposed arboricultural works.

If you consider that the TPO tree is contributing to structural damage/subsidence of a property, then specific survey details/monitoring information need to be submitted with the application.

Specific information is required to justify works to trees due to condition or alleged structural damage. There is a lot of very helpful information to assist in making this type of application on the planning portal [here](#).

Other guidance: NPPG, Section 7 [here](#) and SDC Web pages [here](#).

Works to Dead and/or Dangerous trees covered by TPOs

The removal of dead and/or dangerous TPO tree(s) can be dealt with by providing the Local Authority with 5 working days’ notice in writing together with evidence which clearly illustrates that the tree(s) is either dead and/or dangerous. A tree surgeon’s report and/or photographs will be sufficient for assessment purposes.

Further information is available [here](#) and on the SDC Website [here](#).

If you require further help with this type of application, you can make a pre-application enquiry to our assistant planners’ team. Some charges will apply for this advice.

Works to trees located in Conservation Areas

Application forms are available [here](#).

Detailed specification of the proposed arboricultural works is required e.g.

- Species
- % crown thinning;
- lateral reduction in metres/height reduction in metres;
- amount of crown lifting required e.g. by ‘x’ metres or to ‘x’ metres above ground level;

- felling and proposals for replacement planting.

Works to Dead and/or Dangerous trees located in Conservation Areas

Application forms available [here](#).

The removal of deadwood is exempt from the need to seek consent unless the amount of deadwood for removal is substantial.

The removal of dead and or dangerous tree(s) in a Conservation Area can be dealt with by providing the Local Authority with 5 working days' notice in writing together with evidence which clearly illustrates that the tree(s) is either dead and/or dangerous. A tree surgeon's report and/or photographs will be sufficient for assessment purposes.

There is a lot of very helpful information to assist in making this type of application: Planning Portal [here](#).

Hedgerow Removal Applications

Useful advice can be found on SDC web page [here](#).

If you require further help with this type of application, you can make a pre-application enquiry to our assistant planners' team. Some charges will apply for this advice.

Hedgerow Removal Appeals

If the Council makes a decision that you disagree with relating to your application for removal of a hedgerow then you may appeal against this. For further information, click [here](#).

Other useful advice can be found on SDC web page countryside hedgerows [here](#).

If you require further help with this type of application, you can make a pre-application enquiry to our assistant planners' team. Some charges will apply for this advice.

High Hedge Complaints

Further information and guidance can be found in the leaflets:

'High Hedges Complaints: Prevention and Cure', and 'High hedges: Complaining to the Council' both are available from the Communities and Local Government website [here](#) and [here](#).

Other useful advice can be found on SDC web page High Hedges [here](#).

How to send in your information

Submit assessments and information either through the Planning Portal by following the link [here](#) or by email to planning.applications@stratford-dc.gov.uk. If you submit paper documents please supply 3 copies of each – in exceptional cases, such as applications spanning more than one Parish/Town Council area, we may require more copies. Please always quote your application reference number (if known) and/or planning portal reference.

The application process

Consultees may comment on your proposal. You may wish to contact relevant consultees before making your application. Examples include:

- Adjoining Councils
- Historic England
- Natural England
- Environment Agency
- Forestry Commission
- Highways England
- Network Rail and/or High Speed Rail 2 (HS2)
- Parish/Town Councils
- Sport England
- Warwickshire County Council – ecology team
- Warwickshire County Council – development group (highways)
- Warwickshire County Council – infrastructure team
- Warwickshire County Council – public rights of way team

Community Involvement is encouraged prior to submitting your application and might include:

- Community/Local Groups with possible exhibition
- Contact neighbours to the site
- Parish/Town Council Liaison
- Presentation to Review Panel (e.g. Midlands Advisory Design)
- Public Drop-In-Session/Workshop
- Public Meeting
- Ward Member Liaison (NB: officers of the District Council will need to be present)

Pre-Application Advice is available for major developments, listed buildings and other minor developments (except house extension applications), as well as for tree advice and landscape assessments. The advice will tell you about planning policies that will influence the Council's decision on your development, previous planning applications on your site, additional information we will need to decide on an application, and confirm this in writing. Taking this advice can increase the chances and the speed of you getting approval to develop. There are charges for this service. Click [here](#) for details.

For other minor developments such as small house extensions and general design information is available [here](#).

A **Planning Performance Agreement** (PPA) is encouraged for all major developments. It is an agreement between the applicant and the Council and can be used to give both parties more certainty on timescales. It can set out the dates you intend to submit any additional information, and the date by which the council intends to issue a decision, or take a report to committee. If a PPA is to be used, it must be signed by you and the Council before your planning application is valid.

Making the application

If you get your application **right**, we can start work right away, and get you a decision as fast as possible.

If you get your application **wrong** and it is not valid, here is how we can fix it: Council staff will contact you (or your agent), as early in the process as possible. We will tell you what we think is needed to complete your application. If you need help to make the changes, we will help and guide you whenever possible, but may need to advise you to seek specialist help from an independent consultant or use our own paid services.

You can choose to:

*Withdraw the application and we will return everything you have sent us.

*Get Help from a Planning Consultant to act as your Agent, or help from an Architect or Planning/Conservation specialist.

*Pay for additional help from Stratford District Council specialists in town planning, landscape assessment, conserving buildings and protecting trees, charged at £50 - £100 for each hour. Check availability by emailing planning.applications@stratford-dc.gov.uk

How to contact us

During our opening hours: Monday to Wednesday: 8.45 am to 5.15 pm. Thursday, Friday: 8.45 am to 5.00 pm

Our contact centre staff can provide factual information and our planning duty officer can provide general planning advice (not site-specific advice). Contact 01789 260340.

The legal bits

This document has been prepared in accordance with the Town and Country Planning Act 1990 (as amended), the Town and Country Planning (Development Management Procedure) (England) Order, the National Planning Policy Framework and National Planning Policy Guidance.

There is a formal procedure for disputes between applicants and the local planning authority regarding resolution of validation criteria: details available [here](#).

Applicants can appeal to the Planning Inspectorate to decide what documents are required to validate an application. However, this Council supports informal negotiation whenever possible, and recommends that applicants make use of our pre-application service when appropriate.

The Council is not responsible for the content of external websites.

There are many other types of application. This advice covers the most common types. If you need to discuss any other type of application, please speak to the duty planning officer in the first instance.

If you need to contact us ring: 01789 260340.