



Stratford on Avon District Council

Planning Application Local List

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](#). For an application to become valid you **must** meet the correct National and Local Validation requirements:

NATIONAL REQUIREMENTS

As a minimum, you must provide the following documents for your planning application to be valid:

- The standard application form
- Most planning applications require two plans to be submitted as supporting documents:
 - **Location plan** – which shows the site area and its surrounding context. This can be purchased [online from one of the Planning Portal's accredited suppliers](#) either as part of the application process, or separately, and then attached to the application.
 - **Site Plan** (sometimes known as a block plan) – which shows the proposed development in detail and can be purchased from one of the [Portal's three accredited suppliers](#). Use a scale of 1:200 or 1:500.
 - **Floor Plans and Elevations.** Use a scale of 1:100.
- An ownership certificate A, B, C or D must be completed stating the ownership of the property.
- Agricultural holdings certificate – this is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application.
- Design and Access Statement (if required) – this should outline the design principles and concepts that have been applied to the proposed development and how access issues have been dealt with. [Find out more about design and access statements](#).
- [Community Infrastructure Levy \(CIL\) Liability Form](#) - This is required for every planning application.
- Correct application fee. [You can calculate the correct fee for your application by using the Portal's fee calculator](#). You can pay your fee:
 - Through the Planning Portal at the same time as submitting your application.
 - By 'BACS'. Include a copy of your receipt with your submission so that we can track your payment and record it as 'paid'.
 - Cheque - 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 01789 267575 with Debit or Credit Card details and quote the Planning Portal reference number.

For all plans, 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**.

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 on our requirements. References in the Table to 'Policy' are those of the [Stratford-on-Avon District Core Strategy 2011-2031](#).

To decide your application quickly, 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.

What Document?	When needed?	Minimum requirements
Affordable Housing Statement (Policy CS.18)	Where a proportion of affordable housing is required by Policy CS.18, whether on-site provision or off-site contribution.	The Statement should include an explanation and/or plans on how the proposal meets Policy CS.18 <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.
Agricultural/Rural workers Assessment (Policy AS.10)	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.	An agricultural/rural assessment provided by an appropriately qualified professional should satisfactorily demonstrate: 1: An essential functional need for the dwelling/extension 2: The financial soundness of the enterprise.
Agricultural Land Quality Assessment (Policy AS.10)	All major developments on greenfield land.	Straightforward assessments can be provided by using, for example, the MAGIC database .

<p>Archaeological Assessment (Policy CS.8)</p>	<p>Development on sites where there is potential for the site to contain heritage assets of archaeological interest.</p>	<p>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).</p> <p>The Desk Based assessment must include:</p> <ul style="list-style-type: none"> a) Description of the site, the potential for archaeology and its significance. b) Impact of the proposed development on this archaeology. c) Confirmation of the need (or otherwise) for field evaluation. 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. <p><u>Note:</u> 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).</p>
<p>Bin storage and collection plan / Refuse vehicle tracking (Policy CS.9)</p>	<p>All full and reserved matters applications for new dwellings or businesses.</p>	<p><u>Note:</u> Plans must include plans showing the location of bin stores for the proposed development and with 'carry' distances both to the bin store and from there to the roadside clearly shown and must show bins can be stored safely adjacent to the public highway on collection day.</p>
<p>Community Infrastructure Levy (CIL)</p>	<p>The CIL Additional Information Requirement Form is required to be submitted with all applications for full planning permission, including householder applications and reserved matters following an outline planning permission, and applications for lawful development certificates.</p> <p>For major developments, the above form</p>	<p>In order to calculate the potential CIL charges payable to Stratford-on-Avon District Council, a Community Infrastructure Levy (CIL) Calculator is available.</p> <p>The Planning Portal provides guidance on completing the forms and calculating floorspace.</p> <p>A general guide to CIL in Stratford-on-Avon District Council is also</p>

	should be accompanied with a working sheet, such as the one shown at Appendix A.	available on the website.
Connectivity Statement (Policy CS.26)	All new major developments will contribute to and be compatible with the provision of local fibre or other high speed broadband infrastructure.	Such statements should set out the anticipated 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 such networks.
Construction Management Plan (CMP) (Policy CS.26)	<p>All major developments</p> <p>Development in close proximity to sensitive areas (such as schools and dwellings, wildlife areas etc.)</p> <p>Development proposed where there is restricted access (e.g. single track roads accessing the site) and or restricted space on site.</p>	<p>Outline applications will not normally require a Construction Management Plan, which can be required by planning condition.</p> <p>There are 3 main elements of a CMP:-</p> <ol style="list-style-type: none"> 1. CMP – this looks at the impact on amenities of local residents of 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. 2. CEMP – Construction Environment Management Plan – which safeguards protected species and the local ecology. 3. 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. <p>The Construction Management Phase might require all or some of this information depending on circumstances.</p>
Contaminated Land Desktop Study/ Remediation Statement (Policy CS.9)	<p>All major developments.</p> <p>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. Guidance: Land affected by contamination.

<p>Design and Access Statement (DMPO 2015, Policy CS.9)</p>	<p>Applications for major developments.</p> <p>Applications for developments in a Conservation Area for 1 or more new dwellings, or for new building(s) with 100sqm or more floorspace.</p> <p>Applications for listed building consent.</p>	<p>A Design and Access Statement must provide the information as required within the Town and Country Planning Development Management Procedure Order (DMPO) 2015 and Planning Practice Guidance.</p> <p>You may wish to include street scene/contextual drawings.</p>
<p>Ecological/Geological Assessment (Policies CS.6, CS.7)</p>	<p>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>	<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/nature of any needed survey work. Charges may apply.</p>
<p>Electric Vehicle Charging Points (Policies CS.3, CS.26)</p>	<p>All applications for new/replacement dwellings and commercial developments where car parking is provided.</p>	<p>The Electric Vehicle Charging Points (EVCP) Plan should show one EVCP space per dwelling and 10% of spaces on commercial development. The charging connection to be provided should be at a minimum of 7kW.</p>
<p>Environmental Statement</p>	<p>Some developments require an Environmental Statement as a legal requirement.</p>	<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.</p>
<p>Financial Appraisal</p>	<p>Where you rely on financial considerations to justify the proposal, a financial appraisal will be required, for example where you are proposing the loss of a rural pub, a shop or "enabling development", that would not normally be acceptable in principle but is being put forward to meet other planning objectives e.g. to protect the future of a listed building.</p> <p>Financial Appraisals might also be needed in connection with proving the soundness of a</p>	<p><u>Note</u>: 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>

	farm or rural business where a rural workers dwelling is proposed (See also Viability Assessments).	
Flood Risk Assessment (Policy CS.4)	<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>A 'sequential test' may also be required.</p> <p>The responsibility for flood risk is split between the Environment Agency, Severn Trent Water and Warwickshire County Council, as Lead Local Flood Authority (LLFA).</p> <p>Major developments within flood zone 1 will be referred to Severn Trent Water and Warwickshire County Council, as Lead Local Flood Authority.</p> <p>Major developments within flood zone 1 which has critical drainage problems (as notified to the local planning authority by the Environment Agency) will be referred to the Environment Agency, Severn Trent Water and Warwickshire County Council, as LLFA.</p> <p>Major developments within flood zones 2 & 3 will be referred to the Environment Agency, Severn Trent Water and Warwickshire County Council, as Lead Local Flood Authority.</p> <p>Non-major developments in "high-risk" areas may be referred to Warwickshire County Council, as Lead Local Flood Authority.</p>
Foul Sewerage Details (Policies CS.4 and CS.9)	All proposals that include non-mains sewage disposal.	<p>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.</p> <p>The Environment Agency webpage 'Septic tanks and treatment plants: permits and exemptions' also provides useful information.</p>
Green Belt Statement	Any proposals that are deemed to be 'inappropriate development' in the Green Belt	It is good practice to submit a 'Green Belt Statement' with all applications in the Green Belt to explain how the proposal meets the

(Policy CS.10)	as set out in Policy CS.10 of the Core Strategy.	definition of 'not inappropriate' development. 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 the proposal.
Heritage Statement (Statement of Significance) (Policy CS.8)	Developments affecting a 'designated heritage asset', or 'non-designated heritage asset' or their settings (definition found in NPPF Annex 2: Glossary)	As a minimum, you should show that you have consulted the relevant historic environment record and that the heritage asset(s) has been assessed using appropriate expertise. 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. <u>Note:</u> You can ask us for " pre-application advice "; charges apply for this service. 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.
Housing Mix Statement (Policy CS.19)	All major residential developments when the proposed mix would not reflect that set out in Policy CS.19 the Core Strategy or adopted Development Requirements SPD.	Where the mix does not accord with Policy CS.19, the statement must explain and justify why the development is acceptable. <u>Note:</u> When the Council needs to seek independent advice on a suitable housing mix, costs will be paid for by the applicant. Confirmation of agreement to pay will normally be required at validation stage.
Landscaping Details (hard & soft) (Policies CS.5 and CS.9)	<ul style="list-style-type: none"> ▪ For all full applications for major development, reserved matters relating to landscaping and in circumstances where landscaping proposals are an integral part of the scheme. ▪ Outline applications for major 	<u>Note:</u> If you require further help with landscaping proposals, you can make a pre-application enquiry . Charges will apply for this advice.

	<p>development must include an indicative masterplan to show how the development and accompanying landscaping can be accommodated on the site.</p>	
<p>Landscape & Visual Impact Appraisal (LVIA) (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>These should be carried out by an appropriate professional in accordance with the "Guidelines for Landscape and Visual Impact Assessment 3rd Edition" published by the Landscape Institute and IEMA 2013 (or any subsequent revisions to the Guidelines). Guidance for development within or near to the Cotswolds AONB is also available from the Cotswolds Conservation Board.</p> <p><u>Note:</u> If you require further help with this type of application, you can make a pre-application enquiry. Charges will apply for this advice.</p>
<p>Lighting schemes and assessments (Policies CS.9 and CS.11)</p>	<p>Proposals involving floodlighting (Environmental Health), street lighting and illumination of advertisements (County Council).</p>	<p>See separate document: Validation – Environmental Health Considerations (Web-link to be inserted when available)</p> <p>The Cotswolds Conservation Board also provides advice in relation to lighting in the Cotswolds Area of Outstanding Natural Beauty.</p>
<p>Marketing Information (Policies CS.22 and CS.25)</p>	<p>For applications which involve:</p> <ul style="list-style-type: none"> ▪ loss of employment uses. ▪ removal of a planning condition limiting occupation of a dwelling to a rural worker; ▪ loss of community facilities, such as shops, pubs, medical and leisure; ▪ or seek to demonstrate the redundancy of a heritage asset (para.133 bullet 2 NPPF). 	<p>The type of marketing required for each proposal will be site specific 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</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>

Noise / Vibration / Air Quality Impact Assessment (Policies CS.9, CS.11 and AS.11)	For proposals generating or particularly sensitive to significant noise/vibration/air quality.	See separate document: Validation – Environmental Health Considerations (Web-link to be inserted when available)
Odour Impact Assessment (Policy CS.9)	For proposals generating or particularly sensitive to significant odour.	See separate document: Validation – Environmental Health Considerations (Web-link to be inserted when available)
Planning Obligations – heads of terms for S106 Agreements (Policy CS.27)	May be needed for developments of 6 or more houses and larger industrial/commercial schemes.	<p>Potential heads of terms include:</p> <ul style="list-style-type: none"> ▪ on/off site affordable housing provision ▪ local needs housing ▪ self-build housing ▪ open space provision/management ▪ remove extant planning permission ▪ travel plans <p>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:</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 S106 Agreement is completed.</p>
Planning Statement	<p>For all major developments.</p> <p>For other development where complex or multiple issues need to be addressed or explained or justifications provided for non-adherence to policy and guidance.</p>	<p>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. It can also seek to justify a proposal that is not in accordance with such policies.</p> <p>A statement may be used to provide evidence of need and/or personal</p>

		circumstances for an application (for example a gypsy/traveller site).
Public Open Space contributions (Policy CS.25)	<p>For all housing schemes of 6 or more dwellings in a designated rural area.</p> <p>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>	<p>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. The emerging Playing Pitch Strategy for the District will also be a material consideration once out to consultation and later adopted.</p> <p>'Parks & gardens and Amenity Greenspace' and 'Children and Young People's Equipped Play Facilities' under the CS25 typologies are to be provided onsite (or off-site where justified) and secured by S106. 'Unrestricted Natural Accessible Greenspace', 'Outdoor Sport' and 'Allotments and Community Gardens' to be secured only through CIL tariff.</p> <p>A plan should be provided showing the amount and specific areas of each type of public open space, as defined in Policy CS.25.</p> <p><u>Note:</u> A 'designated rural area' includes all parishes not listed in Policy CS.18 Part A.</p>
Retail Impact Assessment (Policy CS.23)	<p>For all comparison retail proposals over 1,000 sq.m for sites outside Stratford-upon-Avon town centre.</p> <p>For all convenience retail proposals over 2,500 sq. m for sites outside Stratford-upon-Avon town centre.</p> <p>May be required for any proposal where there is concern about their potential effect on existing centres.</p>	<p><u>Note:</u> 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>

Solar farm applications (Policy CS.3)	Any application for a new solar farm or extension to or increase in the period of use of an existing solar farm.	These applications have some particular additional requirements: <ul style="list-style-type: none"> ▪ Glint and glare assessment ▪ Sequential assessment Decommissioning statement/plan
Statement of Community Involvement (Policy CS.9)	For all major developments.	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. The statement should comply with the Council's requirements as set out in its Statement of Community Involvement .
Structural Survey (Policies CS.8 and CS.20)	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.	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.
Sunlight/daylight assessment (Policy CS.9)	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.	Regard should be given to how the proposal meets the Council's 'Extending your Home' Planning Advice Note (or replacement advice in the Development Requirements SPD).
Telecommunications Infrastructure Assessment (Policy CS.26)	Any development requiring an application for prior approval or planning permission for telecommunications infrastructure.	Refer to Appendix F of the Code of Best Practice on Mobile Network Development in England 2013 (or subsequent amendments).
Topographical/Site Survey	All major development sites to show existing site contours, spot heights, levels, boundary details, trees, buildings and features. Details	Where changes in land levels are proposed, Cross Sections of developments in relation to adjoining land uses can be useful in

	<p>of proposed land levels and floor levels for the site and adjoining land should also be provided.</p> <p>For any minor application where there is a significant variation in existing/proposed land levels across the site or proposed change to site levels.</p>	<p>determining the impact of a proposal and provide clarity about the scheme.</p>
<p>Transport Assessment (1)</p> <p>Transport Statement (2)</p> <p>Travel Plan (3)</p> <p>Visibility Splays (4)</p> <p>Parking Assessment (5)</p> <p>(Policy CS.26)</p>	<p>For any development generating or having a significant effect on vehicle, cycle or pedestrian movement.</p> <ol style="list-style-type: none"> (1) All major developments should be accompanied by a Transport Assessment. (2) Minor developments where substantial transport movements are expected should be accompanied by a Transport Statement. (3) Non-residential development that generates significant amounts of traffic should be accompanied by a Transport Statement. (4) Any application that includes a new vehicular access or significant intensification in the use of an existing access should include details of Visibility Splays. (5) Any application proposal which affect existing parking spaces (including on-street parking bays) and/or is likely to create changes in the demand for parking on site or on surrounding streets. 	<p>The Planning Practice Guidance sets out the content of a Transport Assessment and Transport Statement.</p> <p>If your application generates significant amounts of traffic a Travel Plan will be required.</p> <p>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).</p> <p><u>Note:</u> Applicants are advised to seek pre-application advice relating to Traffic, Transport and Highway matters from Warwickshire County Council (WCC) Development Group before submitting a formal application. Charges may apply.</p>

<p>Tree survey/ Arboricultural Impact Assessment and Arboricultural Method Statements (Policy CS.5)</p>	<p>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 (5 feet approx.) above ground level.</p> <p>In some circumstances Plans showing Root Protection Areas of existing trees may be required.</p> <p>In some circumstances Plans showing Tree Canopy Shading Zones may be required.</p>	<p>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). Submitted details should include a tree survey, impact assessment of the development proposals on the tree/s, tree protection plan, arboricultural method statement and possible mitigation proposals.</p> <p>The tree survey and assessment should cover all trees on a development site and trees adjacent to sites, where they are located within 15m of any operations.</p> <p>Where proposed buildings will be shaded by tree/s, a 'tree shading plan' should be provided.</p> <p>For further detailed advice, see BS 5837:2012 Trees in relation to design, demolition and construction – Recommendations</p>
<p>Ventilation/ Extraction Details (Policy CS.9)</p>	<p>Needed for developments involving the preparation/sale of hot food or other odour generating processes.</p>	<p>Validation – Environmental Health Considerations (including noise levels) (Web-link to be inserted when available)</p>
<p>Viability Assessment (Policies CS.18 and CS.27)</p>	<p>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>	<p>Appendix C of the RICS Guide to Planning and Viability (GN 94/2012) details what a viability assessment should include. The level and detail of information will vary from scheme to scheme.</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. Agreement to pay will normally be required at validation stage.</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. garage or new 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 and mains water drawings from provider
- Electrical Substations and similar infrastructure

- CCTV cameras
- Any external lighting
- Tree protection barriers
- Materials (samples or schedule)
- Cycle parking provision
- Electric Vehicle Changing Points

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 for other applications is set out below.

Advertisement Consent

Some [adverts](#) benefit from 'deemed consent', which means an application 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](#).

A helpful booklet is '[Outdoor Advertisements and Signs](#)'.

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

- Completed [application form](#).
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of north 2 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 (2 copies to be supplied unless the application is submitted electronically)
- The relevant [fee](#).

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](#).
- A copy of other plans and drawings or information necessary to describe the subject of the conditions which you are seeking to discharge (2 copies to be supplied)
- The relevant [fee](#).

Lawful Development Certificate ([existing and proposed](#))

- The [application form](#).
- 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](#).

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 ([listed buildings](#))

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

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

[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. We encourage you to get advice from a suitably qualified and experienced Conservation Architect for all but the simplest applications.

Works to trees protected by Tree Preservation Orders (TPOs)

A detailed specification of the proposed works. For example:

- 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](#).

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

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 Dead and/or Dangerous trees covered by TPOs or located with Conservation Areas

The removal of dead and/or dangerous TPO tree(s) or those trees located within 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.

Works to trees in Conservation Areas

Notification [forms](#).

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.

Hedgerow Removal Notifications

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

High Hedge Complaints

[Advice and forms](#)

Further information and guidance is also available in leaflets: '[High Hedges Complaints: Prevention and Cure](#)', and '[High hedges: Complaining to the Council](#)'.

How to send in your information

Submit assessments and information either through the [Planning Portal](#) or by email to planning.applications@stratford-dc.gov.uk. If you submit paper documents please supply 2 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:

- | | |
|---|------------------------------|
| ▪ Severn Trent Water | ▪ Parish/Town Councils |
| ▪ Historic England | ▪ Local Ward Member |
| ▪ Natural England | ▪ Sport England |
| ▪ Environment Agency | ▪ WCC – Ecology Team |
| ▪ Forestry Commission | ▪ WCC – Highways |
| ▪ Highways England | ▪ WCC – Infrastructure Team |
| ▪ Network Rail and/or High Speed Rail 2 (HS2) | ▪ WCC – Public Rights Of Way |
| | ▪ WCC Fire & Rescue |

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 householder 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.

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 by the Growth and Infrastructure Act), the Town and Country Planning (Development Management Procedure) (England) Order 2015, the National Planning Policy Framework published in 2012 and National Planning Policy Guidance.

There is a formal procedure for disputes between applicants and the local planning authority for 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 contact centre duty planning officer in the first instance. They can be contacted by phone on 01789 260340.

Appendix A – CIL Calculations Worked Example

Building	Description	No. Units	Level	Sq.m	Total	Total x No. Units
House Type A	Plots 1,2,3	3	Ground Floor	58	114	342
			First Floor	56		
House Type B	Plots 4,5,6,7,8	5	Ground Floor	74	144	720
			First Floor	70		
House Type C	Plots 9,10	2	Ground Floor	48	93	186
			First Floor	45		
House Type D	Plots 11,12,13,14,15,16	6	Ground Floor	62	122	732
			First Floor	60		
House Type E	Plots 17,18,19	3	Ground Floor	98	246	738
			First Floor	94		
			Second Floor	54		
House Type F	Plots 20,21,22,23,24,25,26,27	8	Ground Floor	57	112	896
			First Floor	55		
House Type G	Plot 28	1	Ground Floor	92	179	179
			First Floor	87		
House Type H	Plots 29,30,31	3	Ground Floor	64	126	378
			First Floor	62		
Single Garages		15	Single Storey	14	14	210
Double Garages		5	Single Storey	29	29	145
Bin Store		1	Single Storey	10	10	10
Bike Sheds		31	Single Storey	6	6	186
Total						4,732 sq.m