July 2026

Stratford on Avon District Council

What we need for a valid planning application

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. Theapplication 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.

Biodiversity Net Gain

From 12th February 2024 in England a minimum 10% biodiversity net gain is required under a statutory framework introduced by Schedule 7A of the Town and Country Planning Act 1990 (inserted by the Environment Act 2021) for all major developments and from the 2nd April 2024 for all minor developments, unless an **exempt development.**

The following will therefore need to be submitted with the planning application, where development would be subject to the biodiversity gain condition:

- a statement confirming whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition
- the pre-development biodiversity value of the on-site habitat on the date of application (or an earlier date) including the completed metric calculation (showing the calculations, the publication date and version of the biodiversity metric used to calculate that value)
- where the applicant wishes to use an earlier date, the proposed earlier date and the reasons for that date
- a statement confirming whether the biodiversity value of the on-site habitat is lower on the date of application (or an earlier date) because of the carrying on of activities ('degradation')
- where unauthorised degradation has taken place between 30 January 2020 and the submission of the planning application, the relevant date should be immediately before these activities were carried out
- a description of any irreplaceable habitat on the land, that exists on the date of application (or an earlier date)
- a plan drawn to an identified scale (including the direction of north), showing on-site habitat existing on the date of application (or an earlier date), and any irreplaceable habitat.

Applicants can refer to these details in accompanying documents, rather than duplicate this information within the application form.

In the planning application form, applicants will confirm whether this information accompanies the application.

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. In addition, we have a local requirement (details below under CIL Liability figure) to provide the calculations and rates used to demonstrate the CIL liability.

Fee

This can be calculated by following the link here. You can pay your fee in the followingways:

- 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 is it needed? *Minimum requirements (set out in italics)*
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 as to how the proposal meets Policy CS.18. All affordable housing statements should include confirmation that the applicant is prepared to enter into a planning obligation based on the Authority's model S106 clauses. For full and Reserved Matters applications, the affordable housing statement must also include evidence that the estate layout and detailed design of all dwellings proposed as affordable homes has been discussed with, and is considered satisfactory by, a named partner Registered Provider. *Note: 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.** • **Proposals for new/expanded agricultural, horticultural or forestry businesses, particularly those that are contrary to planning policy.** • **Proposals for new buildings or extensions to existing in connection with agriculture, horticulture or forestry.** *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.* Note: When the Council needs independent advice on your agricultural assessment (e.g. all new dwellings), the Council will pay for the initial independent advice, where subsequent advice is required (e.g additional information is required/ received including rebuttal comments) then this will be paid for by the applicant. Agreement to pay will be required prior to any additional information being accepted. • Where more than one application is made on the same site (i.e resubmissions), then any further advice required will be paid for by the applicant and agreement will usually be required at the point of validation.
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,* click *here*.
Air Quality Impact Assessment and Damage Cost Calculation **(Policy CS.9 and CS.26)**	• **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.** *See Development Requirements SPD Part R: Air Quality for further details relating to which types of development will require an AQA.* *Stratford-on-Avon District Air Quality and Planning Technical Guidance December 2018 is available on the Council's website.*

Archaeological Assessment **(Policy CS.8)**	• **Development on sites where there is potential for the site to contain heritage assets of archaeological interest.** *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).* *The Desk Based assessment must include:* *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.* *Note: 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 HERref. number) Click here for link.*
Bin storage and collection plan. **(Policy CS.2 and CS.9)** **Part P Development Requirements SPD**	**All developments for new dwellings or new businesses must include plans showing the location of bin stores in relation to the proposed development and on bin collection day with either 'bin carry' distances or 'bin collection' points clearly shown.** - Developments where bin store access is required by a waste collection vehicle should include a bin lorry Mercedes Econic 4 axle mid wheel steer vehicle 11.73m long and 2.49m wide, to demonstrate that a collection vehicle can access and egress the site in a forward gear. - Plans should show that the development will be capable of providing bin storage to meet the requirements set out in Part P of the Council's Development Requirements SPD. • *Note: Plans should show bins can be stored adjacent to the public highway on collection day.*

Biodiversity Net Gain Plan **And Biodiversity Net Gain Statement** **(Environment Act 2021)** **(Policies CS.6, CS.7)** **National Planning Practice Guidance**	***The National Requirements for Biodiversity Net Gain are set out in the National Requirements Section above.*** **The following Local Requirements are expected to be submitted:** **All Applications for Planning Permission for "Major Development" which includes:** (i) residential developments with 10 or more dwellings, or where the site area is greater than 0.5 hectares. **or "small Site Development", which includes:** (i) For residential: where the number of dwellings to be provided is between one and nine inclusive on a site having an area of less than one hectare, or where the number of dwellings to be provided is not known, a site area of less than 0.5 hectares. (ii) For non-residential: where the floor space to be created is less than 1,000 square metres OR where the site area is less than one hectare The Biodiversity Net Gain Statement should set out the Baseline Metric Output as existing for the entire site within the red line of the application, based on the latest Statutory Biodiversity Metric or Small Sites Metric Biodiversity Metric (whichever is applicable). The following details will also be required (unless otherwise amended by relevant Legislation): - Quantify the pre and post development biodiversity value of the site using the statutory Biodiversity metric or Small Sites Biodiversity Metric (whichever is appropriate) with an explanation of the condition scores as set out in the DEFRA guidance. Plans of the site pre and post development (and of any areas on which off-site mitigation or compensation is proposed) must be provided together with Excel copies of the completed relevant metrics to demonstrate how the metric conclusions were reached. Evidence, including surveys, to justify the baseline date should be submitted, including where different from the survey date. The metric spreadsheet must include full calculations that lead to the final biodiversity unit scores. Summarised information will not be accepted. Surveys should be carried out no more than 12 months before the application date. - The statement should set out how 10% Biodiversity Net Gain can be achieved, ensuring that the proposed habitat is provided onsite in the first instance followed by either a combination of onsite and partial offsite or completely offsite.

	- Demonstrate that the trading rules have been adhered to. - Demonstrate that proposals have followed the 'mitigation hierarchy': avoiding habitat loss where possible; minimising the extent of negative impacts that cannot be avoided; restoring degraded ecosystems where negative impacts cannot be avoided or minimised; compensating for any residual negative impacts and ensuring at least 10% net gain. This will need to demonstrate how good design of the site has ensured that the biodiversity impact has been minimised as much as possible. - For Full Planning Applications or Reserved Matters: The BNG statement should also detail how the proposed Biodiversity Net Gain habitats could be implemented, managed, maintained, monitored and funded for a minimum of 30 years. If habitat is cleared before an application is submitted, the baseline habitat value of the site will be taken to be its biodiversity value immediately before the carrying on of the activities, as per Schedule 14 of the Environment Act 2021. Ecological surveys and assessments must be carried out by qualified ecologists following best practice guidance.
Biodiversity Net Gain- (Exempt BNG sites) **CS.6** **NPPF Paragraph 193 (a)**	**All sites (excluding householders) which are considered to be exempt from national Biodiversity Net Gain requirements.** Policy CS.6 of the Core Strategy sets out that proposals will be expected to minimise impacts on biodiversity and, where possible secure a net gain in biodiversity. Statement to be submitted to demonstrate what measures being taken to deliver Net Gain to Biodiversity on site. Statement will need to demonstrate mitigation hierarchy Mitigation Hierarchy – NPPF Para 193 (a).
Biodiversity and Geodiversity Statement/ Preliminary Ecological Appraisal/ Preliminary Roost Assessment/ **(Policies CS.6, CS.7)**	**All planning applications which are likely to affect a protected or nationally, regionally or locally important species and / or protected or nationally, regionally or locally important habitats or geological features.** Where applications require a Preliminary Ecological Appraisal which identifies that further predetermination surveys would be required, these will also be required in order to make the application valid. Those that have ecological land-take will also need to undertake a Biodiversity Impact Assessment to demonstrate biodiversity net gain and show how the proposal will integrate into any wider green infrastructure network. Details of which circumstances will require a Protected Species Survey to be carried out by an appropriately licensed surveyor can be found on the

	Warwickshire County Council Website, as follows: • Householder Trigger List • Non-Householder Trigger List • Habitat Trigger List
BREEAM Pre-assessment certification **(CS.2)**	**All non-residential development should be compliant with BREEAM 'Good' standard.** Pre-assessment certification for the relevant scheme should be prepared or approved by a registered assessor.
CIL Liability Figure **(Policy CS.27)**	• **Every planning application requires a CIL Liability Figure to provide the calculations and rates used to demonstrate the CIL liability. This is in addition to the CIL Liability Form in the National Requirements above.** *tails of the Council's Community Infrastructure Levy are available to view here:* *otential CIL charges payable of development is Stratford-on-Avon can be calculated here.*
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.** *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.*

Construction Management Plan **(Policy CS.26)**	• **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.** Outline applications will not normally require a Construction Management Plan, which can be required by condition. *There are 3 main elements of CMP:-* 1. *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.* 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.* *The Construction Management Plan might require all or some of this information depending on circumstances.* *The Construction Management Plan will need to be compiled in accordance with the Council's Construction Management Plan Template which is available to view here:* Construction Management Plan template April 2022.pdf
Contaminated Land Desktop Study/ Remediation Statement **(Policy CS.9)**	• **All major developments** • **Applications (excluding householder) on sites, or sites next to those, with a history of industrial/commercial use, landfill/waste management or agricultural use** The potential for contamination is a material planning consideration, and the government has indicated that it considers that the redevelopment of sites is the most appropriate and cost effective time to deal with contamination issues. A desk top study assessment to consider the possibility of soil contamination and gas migration will be necessary should be submitted with the application. There may also need to be ground investigations, work to correct any problems and further monitoring required. This may be required with the planning application or where appropriate via a pre-commencement condition. Click here for link. All contamination assessment's must be carried out in accordance with the Environment Agency's Land Contamination Risk Management (LCRM) (Land contamination risk management (LCRM) - GOV.UK) and follow established

	industry guidance and best practice. All assessment must be carried out by competent persons (as defined within NPPF and LCRM) with relevant experience and qualifications.
Climate Change Checklist (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)	• **Climate Change Checklist:** The Checklists are set out in appendices to SPD Part V as follows: • Appendix 1: New build dwellings and non-residentialdevelopments 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. A completed checklist **must** accompany all qualifying applications. Click here for the link to the Climate Change Checklist.
Design and Access Statement **(DMPO 2015, Policy CS.9)**	• **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.** • **Applications for listed building consent.** A Design and Access Statement must provide the information as required within the DMPO and Planning Practice Guidance Click here for link. You may wish to include street scene/contextual drawings.
Environmental Statement **(Town and Country Planning (Environmental Impact Assessment) Regulations 2017)**	• **Where an Environmental Statement is a legal requirement.** 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.
Financial Appraisal **(Policies**	• **Where financial considerations are relied upon to justify the proposal a financial appraisal will be required.** The loss of a rural pub or shop, “enabling development” or reduced financial

CS.22 and CS.25)	contributions, are typical examples. ***The Local Planning Authority will publish all Financial Appraisals, unless the applicant has requested confidentiality.*** Where an exemption from publication is sought, it will need to be demonstrated that the information to be excluded is commercially sensitive. This might include information relating to negotiations, such as ongoing negotiations over land purchase, and information relating to compensation that may be due to individuals. The aggregated information should be clearly set out to the satisfaction of the decision maker. In circumstances where an exemption is sought, an executive summary will still be required to be submitted that will be made publicly available. *The Executive Summary may need updating as the application progresses.* *The relevant Ward Member for the area can see the unredacted Financial Appraisal, under s100F of the LGA 1972. Confidentiality matters are covered by the Member Code of Conduct.* *For applications that are considered at Planning Committee, note that Committee Members will be made aware that a Financial Appraisal is available and that they can view it as decision-takers, subject to Confidentiality matters in accordance with the Council's Code of Conduct.* Note: When the Council needs its own independent advice on your viability assessment, this will be paid for by the applicant. 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, with full payment to be received prior to the appointment.
Flood Risk Assessment **(Policy CS.4)**	**If the development involves:** • **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.** Refer to Environment Agency website here. A 'sequential test' may also be required. There is a lot of useful information in the national PPG click here.

	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). Major developments within flood zone 1 will be referred to STW and LLFA. 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. Major developments within flood zones 2 & 3 will be referred to the EA, STW and LLFA. Non-major developments in "high-risk" areas may be referred to LLFA.
Foul Sewerage Details **(Policies CS.4 and CS.9)**	• **All proposals that include non-mains sewage disposal.** *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.* The Environment Agency webpage 'Septic tanks and treatment plants: permits and exemptions' provides much useful information, click here .
Green Belt Statement **(Policy CS.10)**	• **Any proposals that are deemed to be "inappropriate development" in the Green Belt as set out in Policy CS.10 of the Core Strategy.** *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.* *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.* • Link to the Core Strategy is here.
Heritage Statement (Statement of Significance) **(Policy CS.8)**	• **Must accompany developments affecting a 'designated heritage asset', or 'non-designated heritage asset' or their settings (the definition which can be found in NPPF Annex 2: Glossary here).** *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.* *A Heritage Statement is an assessment of the significance of heritage assets and/or their settings affected by a development, and of the impacts of that development upon them. Where a proposal affects the significance of a heritage*

	asset, including its setting, a Heritage Statement shall be provided. The Heritage Statement should be undertaken to an extent proportionate to the significance of the asset effected, and should be prepared by an appropriate expert. *The Statement should, as a minimum, refer to the Historic Environment Record (HER) in the first instance, and should assess the significance of the heritage assets affected, including any contribution made by the assets setting, and the impact that the proposal is likely to have on their significance.* *The Statement should also ensure that the relevant policies with the National Planning Policy Framework, Stratford-on-Avon Core Strategy (2011-2031) and (where relevant) the Neighborhood Development Plan are referred to.* *'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, <u>especially under Section 3 The structure of Statements of Heritage Significance</u>.* <u>Note:</u> You can ask for "pre-application advice", charges apply for this service. Application forms and advice available <u>here.</u> 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 the SHMA and the mix set out in the Core Strategy.** *Where the mix does not accord with Policy CS.19 the statement must explain and justify why the development is acceptable.*
Landscaping Details (hard & soft) **(Policies CS.5 and CS.9)** **Part L Development Requirements SPD**	• **Required for all full applications for major development.** • **Outline applications for major development must include an indicative masterplan to show how the quantum of development proposed and accompanying landscaping and Public Open Space can be accommodated on the site.** '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). **In respect of Full applications for Major applications:** **Soft landscape details** involve the following information: • 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) **Hard landscape details** involve the following information: • 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. **Management & maintenance details (for major dev structural landscape areas & POS spaces i.e. not private gardens)**: • 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. Core Strategy policies CS.5 and CS.9 can be found here. • Note: 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.
Landscape & Visual Impact Appraisal **(Policy CS.5)**	**May be required for:** • **Major developments.** • **Minor developments (excluding householder applications), within or where they would be visible from the Cotswolds Area of Outstanding Natural Beauty or a Special Landscape Area.** *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.* Note: If you require further help with this subject a chargeable pre- application enquiry service is available – further advice here.
Lighting schemes and assessments	• **Proposals involving street lighting, floodlighting, significant external lighting and illumination of advertisements** • **New residential next/near to existing lighting source** • **Applications in light sensitive areas (eg Cotswold AONB and Special Landscape Areas) where external lighting will be required.**

(Policies CS.9 and CS.11)	A light impact assessment should provide details of external lighting and the proposed hours when the lighting would be switched on. The report should comply with the ILP guidelines in the link below. These details shall include a layout plan with beam orientation and a schedule of the equipment, the design, plus the expected level of luminance and glare. Where a proposal involves the scheme for the installation of Floodlights for an area (e.g. a Sports Pitch), these details shall include a Light Contour diagram based on a layout of the proposed facility in its context, and showing projected lux levels including 'backlight', which where there are differences in ground levels, is to be superimposed on a topographical survey of the site and its immediate environs. Lighting assessments will also be required to detail the level of luminance for all illuminated advertisements. *Advice available here.* *The Cotswolds Conservation Board also provides advice in relation to lighting in the Cotswolds Area of Outstanding Natural Beauty: click here.*
Marketing Information **(Policies CS.22 and CS.25)**	**For applications which:** • **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).** *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.* Note: 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.
Mineral Assessment Report **MCS5 and DM10 of the Adopted Warwickshire Minerals Local Plan (2018-2032)**	**All major applications for non-mineral development in a Mineral Safeguarding Area, as identified on the adopted Warwickshire Minerals Local Plan (2018-2032) except for those which meet the exemptions criteria as set out in Appendix 3 of the adopted Minerals Local Plan, which can be found here: here**

Noise/ Vibration Impact Assessment
 	
(Policies CS.9, CS.11 and AS.11)
	• **Proposals generating or particularly sensitive to significant noise/vibration including:**
	  ○ **Applications for industrial uses (including some uses in Use Class E) adjacent or close to residential properties;**
	  ○ **Restaurants/cafes which have an extract system**
	  ○ **Air conditioner/condensers**
	  ○ **New residential next/near to existing noise source**
	
	Noise Assessments should be prepared by suitably qualified acousticians. They should usually outline the existing noise environment, the potential noise sources from the development, or the noise sources likely to affect the development. The noise assessment should also demonstrate that there is sufficient sound insulation or provide mitigation measures to avoid any harm to the adjacent residents.
	
	Reference should be made to relevant British Standards as appropriate.
	
	Further guidance on noise assessments for planning also containing links to further technical guidance can be found here.

Odour Impact Assessment **(Policy CS.9)**	• **For proposals generating or particularly sensitive to significant odour.** Where a development is likely to generate significant odour, such as some agricultural and industrial processes an odour impact assessment will be necessary. Assessment will also be required for sensitive developments proposed near such sites. This is the case even if a permit is required from the Environment Agency to control odour. Please also see guidance for extract ventilation below. Environment Agency Guidance, here AQM Guidance, here.

Planning Obligations – heads of terms **(Policy CS.27)**	• **May be needed for developments of 6 or more houses and larger industrial/commercial schemes.** *Potential heads of terms include:* • *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* *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:* *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.* Your planning permission will not be issued until the Planning Obligation is completed.
Planning Statement	• **For all major developments.** *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.* *A statement can also seek to justify a proposal that is not in accordance with such policies.* *A statement may be used to provide evidence of need and/or personal circumstances related to an application for example a gypsy/traveller site.*

Public Open Space contributions **(Policy CS.25) Part L of the Development Requirements SPD**	• **For all housing schemes of 10 or more dwellings.** *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 Policy CS.25, Part L of the Development Requirements SPD and the Council's Open Space, Sport and Recreation Assessment Update September 2014: Further information available here.*
Retail Impact Assessment **(Policy CS.23)**	• **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.** Notes: 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.
Self-Build Housing **(Policy CS.9 & CS.25, NPPF Para 8, 72 and 124-131)**	• **All self-build developments** *These applications will normally involve development on a plot by plot basis therefore any outline application will need to establish the overall character of the development and the delivery of all 'off-plot' elements. This will require a 'Design Code' or similar and demonstrably good design along with all details of POS, road networks etc to be committed at outline stage.* *The type of 'off-plot' information likely to be needed can be found here.*
Solar farm applications **(Policy CS.3)**	• **Any application for a new or extension to an existing solar farm.** *These applications have some particular additional requirements:* • *Glint and glare 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, for further information click here.*

Street Trees **(Policy CS.2 and CS.5)** **Part M of the Development Requirements SPD** **Para 146 of the NPPF**	• **Full Applications and Reserved Matters Applications for major developments should, where possible, identify on plans the details and location of street trees along the primary and secondary routes.** *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.* • See Planning Obligations –heads of terms (Policy CS.27) above.
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.** • **for all proposals for structural repair and/or alteration of Listed buildings.** *Structural surveys must be carried out by a qualified building surveyor/ engineer. 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.* *For listed buildings it should be demonstrated how the works have been informed by conservation principles. In instances where the structure of a listed building may be affected, whether due to repairs or alteration, it is usually necessary to have a report from a (conservation accredited) structural surveyor/ engineer explaining condition, the proposed interventions, and justification/explanations on need.* *Where alteration to floors is proposed the survey must include a thorough assessment of the building's foundations, including depth and extent of proposed excavations (this is likely to require a Listed Building Consent in its own right).* *Conversion schemes must demonstrate that the building is capable of conversion and will not require significant alterations or rebuilding.*
Sunlight/ daylight assessment **(Policy CS.9)**	• **Where there is a potential adverse impact upon current levels of sunlight and/or daylight enjoyed by occupants of adjoining or near properties could be , or where there is a need to demonstrate that there would be an adequate daylight and sunlight provided to new units.** **The council will expect the impact of the development to be assessed following the methodology set out in the most recent version of Building Research Establishment's (BRE) "Site layout planning for daylight and**

	sunlight: A guide to good practice". *Regard should be given to how the proposal meets Part F of the Council's Development Requirements SPD: click here for details.*
Surface Water Drainage Strategy **(Policy CS.4)**	**All planning applications for:** • **major development proposals; and** • **development with surface water drainage in an area at risk of flooding such as flood zones 2 or 3, or at risk of surface water flooding.** Details of the proposed surface water drainage strategy for the site including the provision of sustainable drainage systems. This must consider: • What are the existing surface water drainage arrangements for the site, including existing rates and volumes of run-off • What are the proposals for restricting discharge rates and managing surface water from the site using SuDS • How have the multifunctional benefits of SuDS been considered, such as integration with other aspects of the development, for example open space or green infrastructure, so as to ensure an efficient use of the site. • How has climate change been accounted for and what opportunities exist to mitigate flood risk Warwickshire County Council in its role as Lead Local Flood Authority (LLFA) has produced its Flood Risk Guidance for Development which further outlines the information required by the LLFA in order to scrutinise proposals. This includes information such as plans, calculations and details.
Tele- communications 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 Survey	• **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.**
Transport Assessment **Transport Statement** **Access Statement** **Travel Plan Visibility**	• **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**

Splays **(Policy CS.26)**	**intensification in the use of an existing access should include details of Visibility Splays.** *The Planning Practice Guidance sets out the content of a Transport Assessment and Transport Statement for further information click here.* *If your application generates significant amounts of traffic a Travel Plan will be required, click here.* *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.* *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.* • 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.
Tree survey/ Arboricultural Impact Assessment and Arboricultural Method Statements **(Policy CS.5)**	• **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.** *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.* *Where proposed buildings will be shaded a 'tree shading plan' should be provided.* *For further detailed advice, see BS 5837:2012 Trees in relation to design, demolition and construction – Recommendations* •
Ventilation/ Extraction Details **(Policy CS.9)**	• **Needed for developments involving the preparation/sale of hot food any other proposals which will incorporate a ventilation/extraction system.** Details of the position and design of ventilation and extraction equipment should be submitted, together with odour abatement techniques (if necessary) and acoustic noise characteristics.

	Noise assessments should be undertaken in line with BS 4142 to assess the noise level at the closest noise sensitive receptor. Odour : For odour from kitchen extraction systems a risk assessment following the EMAQ document below should be accompany the application. EMAQ - Control of Odour and Noise from Commercial Kitchen Exhaust Systems - 2018: Available here. • Heating & Ventilation Contractors Association Specification for Kitchen Ventilation Systems DW/172: Available here.
Viability Assessment **(Policies CS.18 and CS.27)**	• **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.** *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 in the NPPF here, and the NPPG here..* ***The Local Planning Authority will publish all FVAs, unless the applicant has requested confidentiality.*** *Where an exemption from publication is sought, it will need to be demonstrated that the information to be excluded is commercially sensitive. This might include information relating to negotiations, such as ongoing negotiations over land purchase, and information relating to compensation that may be due to individuals. The aggregated information should be clearly set out to the satisfaction of the decision maker. In circumstances where an exemption is sought, an executive summary will still be required to be submitted that will be made publicly available.* *The Executive Summary may need updating as the application progresses.* *The relevant Ward Member for the area can see the unredacted FVA, under s100F of the LGA 1972. Confidentiality matters are covered by the Member Code of Conduct. For applications that are considered at Planning Committee, note that Committee Members will be made aware that an FVA is available and that they can view it as decision-takers, subject to Confidentiality matters in accordance with the Council's Code of Conduct.* Note: When the Council needs its own independent advice on your viability assessment, this will be paid for by the applicant. Agreement to pay will be required at validation stage, with full payment to be received prior to the appointment.

Requirements for other types of applications

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.

- Completed 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 must be accompanied by floor and elevation plans to a recognised scale.

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

Certificate of Lawfulness for proposed Works to a listed Building
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. **Applications for Certificates of Lawfulness of Proposed Works cannot be submitted in respect of works which have already been carried out**.

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

Completed application form (**here**).

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

The following documents will be required for all LBC applications:

- Completed application form and ownership certificate
- Location Plan
- Block Plan (at 1:500 or 1:200)
- Design and Access Statement
- Heritage Statement
- Schedule of Works

- Site Photographs showing elements that will change under the proposed works.

Dependent on the nature of works proposed (i.e external, internal works, or works that will result in removal or changes to internal details or other key architectural details) the following will be required for validation:

- Existing and Proposed External Elevations at 1:50 scale
- Existing and proposed floorplans at 1:50 scale
- Existing and Proposed Roof Plans at 1:50 scale
- Existing and Proposed Internal Sections at 1:20 or 1:10 scale.
- Joinery and Other Architectural Features: Detailed Elevation and Section Drawings (Internal or External) at 1:20, 1:10, 1:2 or full size, as appropriate
- Existing and Proposed Ceiling Plans 1:50 (showing any decorative mouldings, ceiling roses or cornices)
- Structural Report and calculations (prepared by a Conservation Accredited Structural Engineer).

All work to a listed building that will affect its character as a building of special architectural or historic interest will require Listed Building Consent from the Local Planning Authority. These works include any alterations, extensions or demolition. This requirement applies to all types of work (including repairs) and to all parts of the building covered by the listing if its special interest will be affected. Listed Building Consent may also be required for any works to other buildings within the curtilage of the listed building.

Prior to submitting any application to the Local Planning Authority, it is encouraged to seek advice from suitably qualified professionals, such as conservation architects, heritage consultants, planners, and contractors with the skills and experience to design and execute works appropriate for older buildings. Traditional and modern construction techniques and materials are different. Anyone lacking knowledge and experience with older buildings will be less able to identify suitable solutions or specify appropriate and cost-effective works. Whilst Stratford-on-Avon District Council cannot recommend any individuals or businesses, Historic England provides information on the trades and professions that may be able to help you: **How to Find the Right Professional Help | Historic England**

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**.

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.

Information to assist in making this type of application is available on 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**.

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**.

Further Guidance

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

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 and house extension applications, landscape assessments and urban design. 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.

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.