



Solihull MBC

Local Validation Criteria

Validation Criteria¹

In order to properly assess a planning application, development management need the appropriate supporting information. Certain national requirements are mandatory, but local authorities have the discretion to have a local list of information requirements or validation criteria. The National Planning Policy Framework (Para. 193) includes general provisions that local validation criteria should comply with, which are reflected in the following statutory tests²:

(a) must be reasonable having regard, in particular, to the nature and scale of the proposed development; and

(b) may require particulars of, or evidence about, a matter only if it is reasonable to think that the matter will be a material consideration in the determination of the application.

Mandatory national information requirements*

The mandatory national information requirements are:

- The standard application form
- Location plan – which shows the site area and its surrounding context.
- Site Plan (or block plan) – which shows the proposed development in detail
- Plans and drawings of development
- Ownership certificate
- Agricultural holdings certificate
- Design and access statement (if required)
- Correct application fee.

The information requirements are not intended to add any additional burden to development, but to ease the fair and timely assessment of planning applications by being consistent and reducing delays. Any information provided is expected to be proportionate to the scale and nature of the development proposed. For example, it may be sufficient on smaller developments to include a few paragraphs in the Planning or Design & Access Statement, whereas more complex developments may require a separate report. The number of requirements increases with complexity and scale of planning applications and it would be rare that all validation criteria would be required for one application. Conversely, a case officer or consultee may request further information or clarification once an application has been validated if essential to the assessment of the proposal.

¹ N.B. The Town and Country Planning (Development Management Procedure) (England) (Amendment No. 3) Order 2012 (“the Order”) amends the principal order of 2010 to reduce the nationally-prescribed information requirements for outline planning applications and provide that local information requirements are only applicable to planning applications if they were published less than 2 years before the application in question was submitted.

² Section 62 (4A) of the Town and Country Planning Act 1990 and Article 29(4) (bb) of the Town and Country Planning (Development Management Procedure) (England) Order 2010.

Table 1. Summary of Local Validation Criteria

No.	Local Validation Requirement	Major residential	Major commercial	Can be inc. in D&A Statement	Other
1	Aerodrome Safeguarding Assessment				Impact on aerodrome
2	Agricultural Workers' Dwelling Assessment				New dwelling in the Green Belt for rural workers
3	Air Quality Assessment				As required
4	Building for Life Statement	✓		✓	
5	Character Assessment (Landscape/Townscape)	✓	✓	✓	
6	Community Infrastructure Levy (CIL) Question Form				As required
7	Crime Assessment	✓	✓	✓	To be referenced in Design & Access Statement.
8	Ecological/ Geological Assessment (Biodiversity/ Geodiversity)	✓	✓		Demolitions if appropriate.
9	Environment Statement (EIA)				EIA Regulations
10	Flood Risk Assessment	✓	✓		Flood Zone 2 or 3, Critical drainage area
11	Heritage Statement			✓	Affects heritage assets
12	Land Contamination Assessment				On contaminated land
13	Landscape and Public Realm Strategy	✓	✓		
14	Lighting Assessment				New lighting
15	Meeting Housing Needs (inc. Affordable Housing) Statement	✓			All new residential development of 3+ net dwellings
16	Noise and Vibration Impact Assessment	✓	✓		Significant noise impacts
17	Parking and Access Plan	✓	Usually		New/amended parking/access arrangements
18	Planning Statement	✓	✓		
19	Open Space, Children's Play, Sport, Recreation and Leisure Statement	✓	✓		Loss or provision of open space, playing pitches, recreation facilities etc.
20	Sequential Test & Economic Impact Assessment for Town Centre Uses				As required

21	Telecommunications				As required
22	Transport Assessment/Statement	✓	✓		Significant transport implications
23	Travel Plan	✓	✓		As required
24	Tree/Arboricultural Survey				Trees affected on-site
25	Tree Works Specification and Structural Survey				Works to trees in a Conservation Area or TPO
26	Viability Appraisal				As required
27	Waste Audit	✓	✓		Other significant applications

Table 2. Local Validation Criteria

Information (refers to whole of Borough unless otherwise stated)	Types of Application	Requirements	Policy Driver
<p>Aerodrome Safeguarding Assessment</p>	<p>Development involving buildings or works which would infringe on protected surfaces, obscure runway approach lights or have the potential to affect the performance of navigation aids, radio aids or telecom systems.</p> <p>Lighting and other development such as solar power systems that have the potential to distract pilots, and development with landscape schemes that have the potential to increase bird hazard risk.</p>	<p>See Safeguarding Advice Notes for further information.</p> <p>Written jointly by the AOA (Airport Operators Association) and GAAC (General Aviation Awareness Council) and supported by the CAA (Civil Aviation Authority).</p> <p>See also 'See also CAA CAP 738 (Safeguarding of Aerodromes), CAP 764 (CAA Policy and Guidelines on Wind Turbines) and CAP772 (Wildlife Hazard management at Aerodromes).</p>	<p>NPPF (Para. 41, 97 (footnote 17))</p> <p>Aviation Policy Framework (paragraphs 5.8 to 5.10)</p> <p>DfT/ODPM Circular 1/2003 - advice to local planning authorities on safeguarding aerodromes and military explosives storage areas.</p> <p>Annex 2 of the circular provides details of the system of safeguarding;</p> <p>Annex 3 lists the civil aerodromes which are officially safeguarded.</p> <p>Source: https://www.gov.uk/government/publications/safeguarding-aerodromes-technical-sites-and-military-explosives-storage-areas</p>
<p>Agricultural Workers' Dwelling Assessment</p>	<p>All applications for new dwellings for rural workers in the Green Belt.</p>	<p>The assessment should include:</p> <ul style="list-style-type: none"> • Functional testing – evidence of need for the rural worker to live permanently at or near their place of work in the countryside, • Financial testing – or some evidence that the enterprise will continue, • Assessment of possible alternative accommodation. 	<p>NPPF Para. 55</p>

Information (refers to whole of Borough unless otherwise stated)	Types of Application	Requirements	Policy Driver
Air Quality Assessment	Housing developments where (background 90% of National Air Quality Objective limit for a pollutant based on DEFRA air quality Data Archive, and/or development is within 10 metres of a road with 10000 or more vehicles per day and/or is within 10 metres of a pollutant source such as a petrol filling station.)	<p>Such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area.</p> <p>For proposals that:</p> <ul style="list-style-type: none"> • require an Environmental Impact Assessment, or require a Transport Assessment significantly alter the traffic composition in an area (i.e. bus stations, HGV Parks etc.) include proposals for new car parking (>300 spaces) or coach / lorry parks, • have an effect on sensitive areas such as ecological sites, or areas previously defined as having poor air quality. <p>Certain developments may only need a basic screening assessment of air quality. Others will need a full Air Quality Assessment using advanced dispersion modelling software. An appropriate methodology will need to be agreed with the relevant Local Authority Officer on a case by case basis.</p>	<p>NPPF Para. 122, 124</p> <p>PPG: Reference ID 32</p> <p>Local Plan Policy P14 ‘Amenity’ (v and viii)</p> <p>N.B. Currently no designated Air Quality Management Areas in Solihull.</p>
Building for Life Statement (NEW)	Major residential development proposals	<p>An assessment of the proposal against Building for Life 12. This is a set of 12 questions aimed to guide discussion and collaboration towards good urban design for housing developments.</p> <p>Further guidance can be found here. Should be within the Design and Access statement where required.</p>	<p>NPPF Para. 56, 61-64</p> <p>PPG: Reference ID 26</p> <p>Local Plan Policy P15 ‘Securing Design Quality’</p>

Information (refers to whole of Borough unless otherwise stated)	Types of Application	Requirements	Policy Driver
Character Assessment (Landscape/ Townscape) (NEW)	Any application which has the potential to have a material impact on the local character and distinctiveness of the Borough or important local landscape (Arden), canal and rail network. N.B. Heritage Assets to be dealt with in Heritage Statement	<p>Character Assessment needs to include:</p> <ul style="list-style-type: none"> • A description of the local character and distinctiveness (landscape and townscape), • An explanation of how the local character and distinctiveness have been taken into account and informed the proposal – this can include photos/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals, • An assessment of the likely impact of the proposal on the local character and distinctiveness of the Borough, • An explanation of how any adverse impacts have been mitigated or overcome. <p>Scope, complexity and expert input to be proportionate to the scale and impact of the proposal.</p> <p>Should be within the Design and Access statement where required.</p>	<p>NPPF Para. 131& 170</p> <p>PPG: Reference ID 26 PPG: Reference ID 18a PPG: Reference ID 8</p> <p>Local Plan Policy P16 ‘Conservation of Heritage Assets and Local Distinctiveness’.</p> <p>The Warwickshire Historic Landscape Characterisation (June 2010)</p> <p>The Warwickshire Historic Farmstead Characterisation Project (Aug 2010)</p> <p>The Warwickshire Landscape Guidelines SPG (Nov 1993)</p> <p>Solihull Characterisation Study Dec 2011)</p> <p>NCA Profile: 97 Arden</p>
Community Infrastructure Levy (CIL) Question Form (NEW)	If/When the Council starts to charge CIL, all applications that may be CIL liable.	<p>Fill out the following form and submit with the planning application:</p> <p>http://www.planningportal.gov.uk/uploads/1app/forms/cil_questions.pdf</p>	CIL Regulations 2010 (as amended)
Crime Assessment (NEW)	Major planning developments and non-	Should be included as part of a Design and Access Statement where appropriate and can include:	<p>NPPF Para. 69</p> <p>PPG: Reference ID 26</p>

Information (refers to whole of Borough unless otherwise stated)	Types of Application	Requirements	Policy Driver
	<p>majors with a significant risk of crime or fear of crime e.g. Hot Food Takeaway applications.</p>	<ul style="list-style-type: none"> • Potential crime or fear of crime associated with such developments and why, • An explanation of how the scheme has physically designed out crime and fear of crime, • How crime or fear of crime has been mitigated in other ways. 	<p>Local Plan Policy P15 ‘Securing Design Quality’ (vii)</p>
<p>Ecological/ Geological Assessment (Biodiversity/ Geodiversity)</p>	<p>Development where protected or priority species are known or strongly suspected to be present.</p> <p>Development likely to affect designated sites or priority habitats.</p> <p>Bat survey required for demolition of a building</p>	<p>An indication of any significant biodiversity or geological conservation interests and the location of protected species or their habitats of any protected species, together with an assessment of the potential of the proposed development to cause significant disturbance to an ecological site or a protected species.</p> <p>Assessment may include: Phase 1 Extended Survey Protected/priority species survey(s) NVC habitat assessment Geological Survey Biodiversity Offsetting Assessment Ancient woodland or veteran trees</p> <p>The results of the assessment will determine the impact of the proposed development upon the ecological/geological resource, and what long term maintenance, management and/or mitigation measures may be appropriate.</p> <p>In accordance with the mitigation hierarchy, but only as a last resort, offsite compensation may also be considered through a biodiversity offsetting scheme in accordance with the Warwickshire, Coventry and Solihull Biodiversity Offsetting Pilot.</p>	<p>NPPF Section 11</p> <p>PPG: Reference ID 8</p> <p>Circular 06/2005 Biodiversity and Geological Conservation – Statutory obligations and their impact within the Planning System</p> <p>Local Plan Policy P10 ‘Natural Environment’ ,P13 ‘Minerals’ and P14 ‘Amenity’ (ix)</p>

Information (refers to whole of Borough unless otherwise stated)	Types of Application	Requirements	Policy Driver
		<p>Please contact the Ecologist at SMBC for more information.</p> <p>See also CIEEM and Natural England websites for further guidance.</p>	
Environment Statement (EIA)	<p>Developments that are likely to have a significant effect on the environment by virtue of their nature, size and location and are listed under Schedule 1 of the EIA Regulations. Those included in Schedule 2 of the EIA Regulations may also require an EIA.</p>	<p>The Town & Country Planning (Environmental Impact Assessment) Regulations, as amended, set out the circumstances in which an Environmental Impact Statement (EIA) is required. An EIA may obviate the need for other more specific assessments.</p> <p>It may be helpful for the developer to request a 'screening opinion' (all applications over 0.5ha) from the LPA before submitting an application.</p>	<p>NPPF Sections 8 and 11 PPG Reference ID 4 and Annex: Indicative Screening thresholds</p> <p>The Town & Country Planning (Environmental Impact Assessment) England and Wales Regulations, 1999, as amended, In particular:</p> <p>Town and Country Planning (Environmental Impact Assessment) (Amendment) Regulations 2015</p>
Flood Risk Assessment	<p>All major planning developments.</p> <p>Development proposals of 1+ ha in Flood Zone 1, and for all new proposals in Flood Zones 2 or 3.</p> <p>Development proposed in 'critical drainage area'</p>	<p>FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account (greenfield run-off rates 100 year flood event risk + 30% for climate change).</p> <p>On all development sites larger than 1 ha, evidence should be provided to demonstrate how surface water discharge rates shall be limited to the equivalent site-specific greenfield run-off rate.</p> <p>FRA should identify opportunities to reduce the probability and consequences of flooding and should include the design of surface water management systems including Sustainable Drainage Systems (SuDS) and address the requirement for safe access to and from the development in areas at risk of flooding.</p>	<p>NPPF Para. 103-104 and PPG: Reference ID 7</p> <p>Local Plan Policy P11 'Water Management'</p> <p>Government advice – Flood risk assessment: local planning authorities</p> <p>Further advice available from Environment Agency and Council's Drainage Engineers.</p>

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		Wherever possible, sustainable drainage systems will be expected to contribute towards wider sustainability considerations, including amenity, recreation, conservation of biodiversity and landscape character, as well as flood alleviation and water quality control.	
Heritage Statement	<p>Any application affecting heritage assets or their setting.</p> <p>Heritage assets include listed buildings, conservation areas, scheduled ancient monuments or archaeological sites, registered park or garden and locally listed buildings or structures.</p>	<p>As a minimum, applicants are expected to consult the Solihull Historic Environment Record for information on the history of the building, site or area as well as the National Heritage List produced by Historic England, relevant local plan policies and conservation area appraisals (where available).</p> <p>Heritage Statement needs to include:</p> <ul style="list-style-type: none"> • A description of the heritage asset and its setting • An assessment of the significance of the heritage asset and its setting (e.g. to include Archaeological Statement if required). This should include photos/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals • An assessment of the likely impact of the proposal on the heritage asset and its setting • A mitigation strategy to address any impacts of the proposed development on the significance of the historic asset and its setting. <p>Where the proposed development will involve the demolition or significant alterations/repairs to a listed building a Schedule of Works will be required indicating the location, extent and significance of all items that will be removed as part of the</p>	<p>NPPF Section 12, Para. 128 PPG: Reference ID 18a</p> <p>Local Plan Policy P16 ‘Conservation of Heritage Assets and Local Distinctiveness’.</p> <p>The Warwickshire Historic Landscape Characterisation (June 2010)</p> <p>The Warwickshire Historic Farmstead Characterisation Project (Aug 2010)</p> <p>The Warwickshire Landscape Guidelines SPG (Nov 1993)</p> <p>Solihull Characterisation Study Dec 2011)</p> <p>Historic England’s Good Practice Advice in Planning Note No. 3 (March 2015)</p>

Information (refers to whole of Borough unless otherwise stated)	Types of Application	Requirements	Policy Driver
		<p>proposed development and how remaining items will be protected during building works.</p> <p>Scope, complexity and expert input for the Heritage Statement to be proportionate to the extent of the proposal and importance of the building, structure or site.</p> <p>Can be within the Design and Access statement where required. Refer to Historic England's Good Practice Advice in Planning Note No. 3 for further information.</p>	
Land Contamination Assessment	All developments creating additional floor space where contamination is known or suspected, e.g. former petrol filling stations.	Sufficient information should be provided to determine the existence or otherwise of contamination, its nature and the risks it may pose, and whether these can be satisfactorily reduced to an acceptable level. This should be in the form of a report which comprises a desk study, a walkover site reconnaissance, and a conceptual model identifying potential pollutant sources, pathways and receptors as a basis for assessing the risks and appraising the options for remediation.	<p>NPPF Para. 120-122 PPG Reference ID 33</p> <p>Local Plan Policy P14 'Amenity' (vi)</p>
Landscape and Public Realm Strategy (NEW)	All major planning developments that include any external space must be accompanied by a landscape strategy, plan and written statement detailing design approach proposed for both soft and hard landscaping.	<p>This should include details of both soft and hard landscaping:</p> <p><u>Soft landscaping</u>: the extent of the existing and proposed planting areas and the type of planting within them (trees, hedges, shrubs, grasses, bulbs etc.).</p> <p><u>Hard landscaping</u>: the use of surface materials, material palette if known, and boundary screen walls and fences.</p> <p>It should also include proposals for long-term maintenance and landscape management.</p>	<p>NPPF Para. 58 PPG Reference ID 26</p> <p>Local Plan Policies P10 'Natural Environment', P14 'Amenity', P15 'Securing Design Quality', P16 'Conservation of Heritage Assets and Local Distinctiveness', and P18 'Health and Well-being'</p> <p>Further advice from the Council's Landscape,</p>

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		<p>If a detailed landscaping scheme is submitted it should also include:</p> <p><u>Soft landscaping</u>: specify materials, species, tree and plant sizes, numbers and planting densities, levels, gradients and any earthworks required together with the timing of the implementation of the scheme.</p> <p><u>Hard landscaping</u>: public realm should contain a materials palette which includes hard landscaping and street furniture.</p>	Ecology and Urban Design team.
Lighting Assessment	All developments proposing or including significant new or amended external lighting.	<p>Details of external lighting and the proposed hours when it would be switched on.</p> <p>Include a layout plan with beam orientation, schedule of the equipment in the design, and any proposed mitigation measures.</p> <p>Schemes involving floodlighting need to provide an assessment that will cover such matters as: light spillage, hours of illumination, light levels, column heights, specification and colour, treatment for lamps and luminaries, the need for full horizontal cut-off; no distraction to the highway; levels of impact on nearby dwellings; use of demountable columns; retention of screening vegetation; use of planting and bunding to contain lighting effects.</p> <p>The assessment should include how the lighting may affect:</p> <ul style="list-style-type: none"> • Visual amenity, • Local character and distinctiveness, • Neighbouring amenity, • Heritage assets if present, • Designated nature conservation sites or S.41 priority habitats if present, 	<p>NPPF Para. 125 PPG Reference ID 31</p> <p>Local Plan Policies P10 ‘Natural Environment’, Local Plan Policy P14 ‘Amenity’ (ix), P15 Securing Design Quality, P16 ‘Conservation of Heritage Assets and Local Distinctiveness’</p>

Information (refers to whole of Borough unless otherwise stated)	Types of Application	Requirements	Policy Driver
		<ul style="list-style-type: none"> Protected or S.41 priority species if known or strongly suspected to be present, and how those effects will be mitigated. 	
Meeting Housing Needs (including Affordable Housing) Statement³	All residential developments of 3+ net dwellings or 0.2+ ha.	<p>Statement should include the following information:</p> <ul style="list-style-type: none"> Number of dwellings both market and affordable and percentage proposed as affordable, Tenure of affordable dwellings (rented stated as social rent or affordable rent and intermediate stated as shared ownership), Type of property proposed (house, apartment, bungalow etc.) and size (no. of bedrooms) by both market and affordable tenure, Gross internal area (square metres) by tenure and property type, Compliance of any standards (e.g. HCA DQS), Location of affordable and market housing is shown on a layout of the site, If the affordable housing and or market housing proposed is less than that is proposed within the Local Plan policy it should be accompanied by evidence in accordance with the policy as to why this is the case (see i-vi on page 68/69 of the Solihull Local Plan). If viability is stated as being an issue then this must be accompanied by a viability assessment (see below). 	<p>NPPF Para. 50</p> <p>Local Plan Policy P4 'Meeting Housing Needs'</p> <p>'Meeting Housing Needs including Affordable housing' SPD (2014)</p> <p>Further advice available from Council's Housing Strategy team.</p>

³ In November 2014 the Government issued a Ministerial Statement effectively excluding developments of ten homes or fewer, or 1,000 square metres or less, from the requirement to provide or contribute to affordable housing provision. On 31st July 2015, a High Court ruling quashed this national policy and the Council is therefore reverting to the requirements of Local Plan Policy P4. The Government are expected to appeal the decision, and if they are successful at the Court of Appeal, then the Council's position will be updated accordingly.

Information (refers to whole of Borough unless otherwise stated)	Types of Application	Requirements	Policy Driver
Noise and Vibration Impact Assessment	<p>All Major residential developments and other developments that may raise issues of disturbance to noise sensitive uses.</p> <p>If modelled level on SMBC noise mapping is in the 50-55 dBA contour and above or within 250 metres of an industrial area.</p>	<p>Include all proposed noise emissions, mitigation and insulation details.</p> <p>To be prepared by a suitably qualified acoustician.</p> <p>Vibration surveys in particular shall be conducted having regard to the advice, recommendations or requirements contained in British Standards BS 6472: 2008 <i>‘Guide to Evaluation of human exposure to vibration in buildings Part 1: Vibration sources other than blasting, Part 2: Blast-induced vibration</i> and BS 7385-2: 1993 <i>Evaluation and measurement for vibration in buildings Part 1: Guide for measurement of vibrations and evaluation of their effects on buildings Part 2 ‘Guide to damage levels from ground-borne vibration’.</i></p>	<p>NPPF Para. 123 PPG Reference ID 30</p> <p>Local Plan Policy P14 ‘Amenity’ (vii and viii)</p> <p>Further advice available from Council’s Environmental Health Officer.</p>
Parking and Access Plan	All applications including new or amended parking/access arrangements	To include details of existing and proposed access plus proposed parking layout.	<p>NPPF Para. 39-40</p> <p>Local Plan Policy P8 ‘Managing Travel Demand and Reducing Congestion, P15 Securing Design Quality, P16 ‘Conservation of Heritage Assets and Local Distinctiveness’</p> <p>Further advice available from Council’s Transport Policy team.</p>
Planning Statement	All major planning developments including major changes of use.	<ul style="list-style-type: none"> • Identify the context and need for the proposed development, • Assess how the proposed development accords with relevant national and local planning policies, • Show how the application has been informed by local community engagement and any amendments that have 	<p>No specific driver found in NPPF – but considered best practice.</p> <p>PPG Reference ID 20:</p>

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		<p>resulted from such consultation.</p> <p>N.B. Pre-application engagement with the community is encouraged where it will add value to the process and the outcome.</p>	All Local Plan Policies
Open Space (Children’s Play, Sport, Recreation and Leisure) Statement	<p>Major commercial developments</p> <p>Major residential developments</p> <p>When a proposal results in the loss of open space.</p> <p>Open space here includes space falling within the definitions of that term in the Town and Country Planning Act, i.e. ‘any land laid out as a public garden, or used for the purposes of public recreation, or land which is a disused burial ground.’</p>	<p>Plans should show any areas of existing or proposed open space within or adjoining the application site.</p> <p>Major commercial development proposals will be required to provide new open space and/or contribute to enhancement of the green infrastructure network.</p> <p>Major residential development proposals will be required to provide for and maintain appropriate open space, sports and recreational facilities as an integral part of new development.</p> <p>Applications involving loss of open space should include evidence that:</p> <ul style="list-style-type: none"> • It can be demonstrated that open space is surplus to requirements, • The needs/benefits of the development clearly outweigh the loss, • Mitigation and/or compensation proposals. <p>For applications regarding playing fields and playing pitches, refer to requirements under ‘Section E’ of Sport England’s ‘Planning for Sport’ Development Management Guide No. 3.</p>	<p>NPPF Para. 73-74 PPG Reference ID 37</p> <p>Local Plan Policy P10 ‘Natural Environment’, P15 Securing Design Quality, P18 ‘Health and Well-being’, P20 ‘Provision for Open Space, Children’s Play, Sport, Recreation and Leisure.’</p> <p>Solihull Green Spaces Strategy (2006) and Solihull Green Spaces Strategy Review (2014)</p> <p>Solihull Indoor Sports Facilities Strategy (2012)</p> <p>Solihull MBC Playing Pitch Strategy (2012)</p> <p>Solihull Green Infrastructure Study (2012)</p> <p>Sport England ‘Planning for Sport – Development Management’ Guide No. 3 (2014)</p>
Sequential Test and	Sequential test is required	PPG recommends the following checklist:	NPPF Para. 24-27

Information (refers to whole of Borough unless otherwise stated)	Types of Application	Requirements	Policy Driver
<p>Economic Impact Assessment for Town Centre Uses (including retailing, leisure and/or offices)</p>	<p>for applications for main town centre uses that are not in an existing centre and are not in accordance with the adopted Local Plan (excluding small scale rural development).</p> <p>Economic Impact Assessment is required for applications for town centre uses where:</p> <p>a) over 2,500m² gross floorspace would be provided, or would be likely to have significant adverse implications; and</p> <p>b) is not in accordance with an up-to-date development plan and</p> <ul style="list-style-type: none"> • the proposal is outside (including on the edge) of an existing centre, or • is in an existing centre but would substantially increase the attraction of that centre. <p>Town centre uses are</p>	<ul style="list-style-type: none"> • Has the suitability of more central sites to accommodate the proposal been considered? • Where the proposal would be located in an edge of centre or out of centre location, provide clear reasoning to justify this. • Is there scope for flexibility in the format and/or scale of the proposal? • If not in a town centre location, provide evidence that there are no suitable sequentially preferable locations. 	<p>PPG Reference ID 2b</p> <p>Local Plan Policy P2 ‘Maintain Strong, Competitive Town Centres’</p>

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	defined in the glossary of the NPPF.		
Telecommunications	All planning applications for mast and antenna development by mobile phone network operators	<p>Supplementary Information should include the area of search, details of any consultation undertaken, details of the proposed structure, technical justification, and information about the proposed development – plus an ICNIRP certificate or signed declaration.</p> <p>This can include photos/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals.</p> <p>Further guidance in the Code of Best Practice on Mobile Network Development in England 2013.</p>	NPPF Para. 44-46
Transport Assessment/Transport Statement	<p>All major planning developments.</p> <p>Minor developments with significant transport implications.</p> <p>The scope of minor developments with significant transport implications will be dependent on scale, type of development, location and particularly highway</p>	<p>Coverage and detail of the Transport Assessment should reflect the scale, nature and location of the development, and the extent of the transport implications.</p> <p>Applicants are advised to follow the guidance contained within the DfT 2007 'Guidance on Transport Assessments' as a guide.</p> <p>For smaller schemes, a Transport Statement should simply outline the transport aspects of the application. This can be included within the Design and Access Statement where applicable.</p> <p>Applicants should seek specialist advice and engage in pre-application discussions where appropriate.</p>	<p>NPPF Para. 32 PPG: Reference ID 42</p> <p>Local Plan Policies P7 'Accessibility and Ease of Access' and P8 'Managing Demand for Travel and Reducing Congestion'</p> <p>Further advice available from the Council's Transport Policy team.</p> <p>For proposals that may affect the Strategic Road Network also seek advice from Highways England.</p>

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	safety and/or network performance considerations.		
Travel Plan	Residential development above 50 dwellings (Residential Travel Plan). School developments. Major commercial developments. Other developments with significant transport implications.	The Travel Plan should show how the development complies with Policy P8 (b). This may include the following: <ul style="list-style-type: none"> • Site Design to support sustainable transport modes • Improvements to off-site infrastructure • Reducing the need to travel • Initiatives to support walking, cycling, using public transport, car-sharing • Parking Strategy • Freight and Deliveries • Promotion and Communication <p>For smaller developments, the approach to travel planning can be included within this transport statement. In some instances, the travel plan can be added as a condition.</p>	NPPF Para. 36 PPG: Reference ID 42 Local Plan Policies P7 ‘Accessibility and Ease of Access’ and P8 ‘Managing Demand for Travel and Reducing Congestion’ Vehicle Parking Standards and Green Travel Plans SPD Further advice available from Council’s Transport Policy Planner.
Tree/Arboricultural Survey	All planning applications where the application involves works that may affect any trees on or off the site. Prior notifications for demolition works that are likely to affect trees on or adjacent to the site.	All trees are a material consideration in planning. A tree survey in descriptive and plan form (in accordance with the provisions of B.S. 5837: Trees in relation to design demolition and construction – Recommendations) must be provided showing the condition, location and constraints of all trees on and adjacent to the site. Include a list of trees which are to be retained; removed and a schedule of any tree works/pruning to retained trees (in accordance with B.S.3998: 2010 Tree work – Recommendations.) Tree retention and removal plan illustrating root protection areas must be shown on a proposed layout plan.	Local Plan Policy P10 ‘Natural Environment’ P14 ‘Amenity’ (iv) P15 Securing Design Quality and P18 ‘Health and Well-being’

Information (refers to whole of Borough unless otherwise stated)	Types of Application	Requirements	Policy Driver
		<p>Arboricultural Impact Assessment and details of tree protection measures and method statement in accordance with BS5837 - 2012 'Trees in relation to design demolition and construction – Recommendations', must be provided.</p> <p>Applicants are encouraged to discuss proposals with an Arboriculturalist before submission.</p> <p>Refer to Natural England's Standing Advice on species protection where appropriate.</p>	
Tree Works Specification (and Structural Survey)	Where works are required to a protected tree (Tree Preservation Order or tree in Conservation Area).	<p>Give a detailed description of the proposed works, e.g. crown thinning, reduction, lifting, felling or the removal of dead or dying trees, and the reasons for it. Digital photographs of the existing tree(s) should be provided.</p> <p>The condition of the tree and any alleged damage to any property should be referred to. Written arboricultural advice relating to the health or safety of the tree(s) is also required.</p> <p>A structural engineer's or surveyor's report and arboriculturalist's report are required if the work is based on the claim that the tree(s) are causing structural/ subsidence damage.</p>	<p>PPG Reference ID: 36</p> <p>See Planning Portal Guidance note '1app' form national requirement</p> <p>Town and Country Planning Act, Sections 197-198</p>
Viability Appraisal (NEW)	For applications when policy-compliant development is not being proposed for viability reasons (e.g. see Meeting	The Viability Appraisal should include a sufficient level and detail of information for the Local Planning Authority to undertake an objective review of the scheme. Applicants should have regard to the checklist contained in Appendix C of the RICS guidance note, <i>Financial Viability in Planning</i> , so far as it is reasonable and	<p>NPPF Section Para. 173</p> <p>PPG Reference ID: 10</p>

Information (refers to whole of Borough unless otherwise stated)	Types of Application	Requirements	Policy Driver
	Housing Needs Statement above)	<p>appropriate in the circumstances. As a minimum, the Council will require:</p> <ul style="list-style-type: none"> • Details of the proposed scheme, including floor areas, types of units and numbers of units, • Estimate of sales values for residential and commercial property including values for affordable housing, • Market evidence in support of the sales values, • A calculation of the Gross Development Value, with evidence of how it has been derived, • A viability report and appraisal including details of all costs to be incurred, including acquisition costs, construction costs, abnormal costs, level of contingency, professional fees, marketing, letting and disposal fees, and finance/interest costs, • Development programme to show pre-build timescales, construction timescales, marketing and sales period and phasing assumptions, • The level of development profit, expressed as profit on cost and/or profit on value. 	
Waste Audit (NEW)	Major planning development and other significant planning applications likely to generate significant volumes of waste, such as flatted development below the majors' threshold.	<p>Waste audit should demonstrate that waste will be minimised as far as possible and that waste which is generated will be managed in an appropriate manner in accordance with the waste hierarchy.</p> <p>Construction phase:</p> <ul style="list-style-type: none"> • the anticipated nature and volumes of waste that the development will generate, • where appropriate, the steps to be taken to ensure the 	<p>National Planning Policy for Waste (2014) PPG Reference ID: 28</p> <p>Local Plan Policy P12 'Resource Management'</p>

Information (refers to whole of Borough unless otherwise stated)	Types of Application	Requirements	Policy Driver
		<p>maximum amount of waste arising from development on previously developed land is incorporated within the new development,</p> <ul style="list-style-type: none"> • any other steps to be taken to manage the waste that cannot be incorporated within the new development or that arises once development is complete, • the steps to be taken to ensure effective segregation of wastes at source including, as appropriate, the provision of waste sorting, storage, recovery and recycling facilities. <p>Operational phase –</p> <ul style="list-style-type: none"> • the steps to be taken to ensure effective segregation of wastes at source including, as appropriate, the provision of waste sorting, storage, recovery and recycling facilities. 	