

# STAFFORDSHIRE MOORLANDS DISTRICT COUNCIL

## VALIDATION GUIDANCE NATIONAL AND LOCAL LISTS

[Adopted March 2016]

**The National Planning Policy Framework (March 2012) at Paragraph 193 requires this of local planning authorities in respect of information to support planning applications:**

***‘Local planning authorities should publish a list of their information requirements for applications, which should be proportionate to the nature and scale of development proposals and reviewed on a frequent basis. Local planning authorities should only request supporting information that is relevant, necessary and material to the application in question.’***

Document	When is document required, and relevant legislation/guidance	What information is required
<b>Application forms</b>	All applications  Part 3 of The Town and Country Planning (Development Management Procedures) (England) Order 2015	Completion of all sections, including Certificates, signed and dated
<b>Application fee</b>	On submission of all applications unless an exemption is claimed (which must be in writing and accompany the application).11.2	Fee structure is set out on the planning portal:  <a href="https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf">https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</a>  Planning fees vary depending on scale and nature of development. Some developments are exempt from fees.
<b>Certificate of Ownership and Agricultural Land Declaration</b>	On submission, all applications (except approval of reserved matters) must include the appropriate certificate (usually Certificate A or B). An Agricultural Land Declaration required irrespective of whether application site is in agricultural use.  Part 3 of The Town and Country Planning (Development Management Procedures) (England) Order 2015	Certificate A where the applicant is the owner, Certificate B where the applicant is part owner or the owner is known, Certificate C where the owner is not known to the applicant.

<p><b>Site location plan</b></p>	<p>On submission of all applications</p> <p>Part 3 of The Town and Country Planning (Development Management Procedures) (England) Order 2015</p>	<p>The location of the application site ideally showing the name of an adjacent road or roads.</p> <p>A plan identifying the land drawn to an identified scale (preferably at 1:1250 or 1:2500) and showing the direction of North.</p> <p>The application site edged clearly with a RED outline, showing all land required to carry out the development, for example access to the site from the public highway.</p> <p>A BLUE outline clearly showing other land in the ownership or control of the applicant which adjoins the application site.</p>
<p><b>Existing and proposed block layout plan</b></p>	<p>All applications except Agricultural Prior notifications or applications for non-material amendments (except where minor amendments to the site layout are proposed)</p> <p>Part 3 of The Town and Country Planning (Development Management Procedures) (England) Order 2015</p>	<p>Plans and drawings drawn to a recognised metric scale (1:100 or 1:200) and with a scale bar, key dimensions, the direction of North, original paper size and scale clearly marked. Plans should indicate the relationship of the application site to site boundaries and other buildings both on and off the site, together with roads, pathways etc</p>
<p><b>Existing and proposed floor plans, and existing and proposed roof plans</b></p>	<p>All applications except where the proposal does not relate to a building e.g. a change of use to a parcel of land. Floor plans are not required for Agricultural Prior Notifications although these are recommended</p> <p>Part 3 of The Town and Country Planning (Development Management Procedures) (England) Order 2015</p>	<p>A view of the property as though looking directly from above. Drawn to a recognised metric scale (e.g. 1:50 or 1:100), one for each floor, showing the arrangement of rooms and a roof plan to show any changes to the roofline. Floor plans must show both existing and proposed changes.</p> <p>Drawn material should generally be in black on a white background. Ideally applicants should avoid low contrast colours, hatching and artistic embellishment.</p>

<p><b>Existing and proposed elevations</b></p>	<p>All applications except where the proposal does not relate to a building e.g. a change of use to a parcel of land, or where exemption is sought e.g. where no changes are proposed to a building (although existing elevations will still be required)</p> <p>Part 3 of The Town and Country Planning (Development Management Procedures) (England) Order 2015</p>	<p>Views of the property as if looking directly from one side. Drawn to a recognisable metric scale (e.g. 1:50 or 1:100). Each elevation to show as current and with proposed changes. Must show the proposed type and colour of materials<sup>11.</sup>, style and finish and the relationship with other buildings e.g. if a semi-detached property. Dimensions should be provided if plans are not to recognisable scale</p>
<p><b>Existing and proposed site sections and finished floor and site levels</b></p>	<p>All applications involving a change of floor level and all applications involving new buildings</p>	<p>Illustrative drawings at 1:50 or 1:100 to show:</p> <ul style="list-style-type: none"> <li>• both existing and finished levels</li> <li>• details of foundations and eaves</li> <li>• relationship to existing site levels and neighbouring development</li> </ul>
<p><b>Listed buildings and their settings</b></p>	<p>All applications for listed building consent are likely to require an additional level of information in addition to basic requirements for applications set out above.</p> <p>Listed building consent is required for significant/structural internal alterations as well as any external changes. Please contact the Council to determine whether listed building consent is also needed for other buildings within the curtilage of a listed building at: <a href="mailto:planning@staffsmoorlands.gov.uk">planning@staffsmoorlands.gov.uk</a></p> <p>Planning (Listed Buildings and Conservation Areas) Act 1990</p> <p>Section 12 National Planning Policy Framework 2012</p>	<p>A Heritage Statement is required for all applications affecting a heritage asset (see local list for content).</p> <p>In addition to the basic requirements above you may be required to produce the following:</p> <ul style="list-style-type: none"> <li>• Proposed development shown in context with neighbouring properties at a scale of 1:50 or 1:100.</li> <li>• Drawings <u>of constructional</u> details at a scale of 1:5 or 1:2. This might include, for example, joinery details relating to windows, doors and shop fronts, stone and brick details and roof details (chimneys and eaves). It may also include new internal details such as floor and wall finishes and specifications</li> <li>• Structural survey</li> </ul>

		<ul style="list-style-type: none"> <li>• Viability assessment</li> <li>• Conservation Management Plan</li> </ul>
<b>Conservation Areas</b>	<p>In conservation areas and on sites adjacent to a conservation area boundary the Council will not accept outline applications. All applications must be in full and accompanied by detailed existing and proposed elevations, floor plans and roof plans. The Council may also request that any proposed scheme shows the proposal in its setting (showing the adjacent building), proposed materials, colours, finish and landscaping.</p> <p>The only exception to this would be where of change of use is proposed with no external alterations.</p> <p>Planning (Listed Buildings and Conservation Areas) Act 1990</p> <p>Section 12 National Planning Policy Framework 2012</p>	<p>You will be required to submit a Heritage Statement for all applications affecting a heritage asset (see local list for required content).</p> <p>In addition to the basic requirements set out above you may be required to produce the following:</p> <ul style="list-style-type: none"> <li>• The proposed development shown in context with neighbouring properties at a scale of 1:50 or 1:100.</li> <li>• Drawings of constructional details at a scale of 1:5 or 1:2. This might include for example joinery details relating to windows, doors and shop fronts, stone and brick details and roof details (chimneys and eaves)</li> <li>• Structural survey</li> <li>• Viability assessment</li> </ul>
<b>Design and Access Statements</b>	<p>All major applications, all applications for listed building consent, and those where any part of the development is in a conservation area and comprises one or more dwelling houses or the provision of a building or buildings where the created floor space exceeds 100 square metres.</p> <p>Exemptions include applications for waste development, a material change of use, engineering or mining operations</p> <p>Part 3 of The Town and Country Planning (Development Management Procedures) (England) Order 2015</p>	<p>The detailed requirements of a Design and Access Statement are set out in Article 9(3) of the T&amp;CP(GMP)O 2015 and must include full consideration of:</p> <ul style="list-style-type: none"> <li>• design principles and concepts applied</li> <li>• context appraisal and how design takes context into account</li> <li>• access policy and use of local policies</li> <li>• consultation on access</li> <li>• specific issues affecting access and how they are addressed</li> </ul> <p>The level of detail in the statement should be proportionate to the complexity of the application.</p>

LOCAL LIST ITEM	When is document required, and relevant legislation/guidance	What information is required
<b>Affordable Housing Statement</b>	<p>[Size of site exceeds 0.5 hectares or net number of houses proposed exceeds 15]</p> <p><i>Staffordshire Moorlands Core Strategy Development Plan Document March 2014 Policy H1 New Housing Development, Policy H2 Affordable and Local Needs Housing, Policy R2 Rural Housing, Policy SS5 towns</i></p> <p><i>NPPF Paragraphs 174 and 177</i></p>	<p>Statement to show:</p> <ul style="list-style-type: none"> <li>• total number of units and number of affordable units</li> <li>• bedrooms and numbers of dwellings by size to be affordable</li> <li>• levels and types of affordability or tenure</li> <li>• compliance with requirements of The Homes and Communities Agency</li> <li>• details of Registered Social Landlord</li> <li>• funding sources</li> </ul> <p><i>[Please contact Strategic Housing Team]</i></p>
<b>Agricultural Workers Dwelling</b>	<p><i>Core Strategy Development Plan Document March 2014 Policy R2 Rural Housing</i></p>	<p>Any proposal to vary a condition or legal agreement tying the occupancy of a dwelling to an agricultural worker, to be accompanied by proof that the dwelling is no longer needed for that purpose.</p> <p>Any proposal for a new dwelling for an agricultural worker in a rural area to be accompanied by proof of the need for such accommodation and proof that this cannot be met elsewhere.</p>
<b>Air Quality Assessment</b>	<p>Any site within or adjacent to a designated Air Quality Management Area (AQMA)</p> <p>An application that could give rise to air quality concerns</p> <p><i>Air quality in Planning Practice Guidance (updated March 14)</i></p>	<p>Assessment to show:</p> <ul style="list-style-type: none"> <li>• impact on air quality</li> <li>• possible mitigation measures</li> <li>• influence of air quality issues on design of development</li> <li>• design details of windows and ventilation equipment</li> </ul>

<p><b>Biodiversity, ecosystems and green infrastructure(Survey and Report)</b></p>	<p>Major developments</p> <p>Applications that</p> <ul style="list-style-type: none"> <li>propose the conversion or demolition of redundant buildings</li> <li>may impact on wildlife and biodiversity or on sites of importance for nature conservation e.g. Sites of Special Scientific Interest, nature reserves, Staffordshire wildlife sites</li> <li>involve the loss of more than 20 hectares of the best and most versatile agricultural land</li> <li>are for minerals and waste developments where land will be restored to agriculture</li> <li>need an Environmental Impact Assessment</li> </ul> <p><i>Section 40 The Natural Environment and Rural Communities Act 2006</i></p> <p><i>Biodiversity 2020</i></p> <p><i>EU Habitats and Wild Birds directives</i></p> <p><i>Natural environment in Planning Practice Guidance (updated in June 2014)</i></p> <p><i>Staffordshire Moorlands Core Strategy Development Plan Document March 2014 Policy C3 Green Infrastructure, Policy NE1 Biodiversity and Geological Resources, Policy SS6c Other Rural Areas Area Strategy</i></p>	<p>Report should be undertaken by a suitably qualified ecologist and will assess:</p> <ul style="list-style-type: none"> <li>the potential for protected species inhabiting the application site or using it for recreational purposes</li> <li>protection of species during construction</li> <li>alternatives investigated where the habitat will be lost</li> </ul> <p>Standing advice on protected species is published by Natural England and the Department for Environment, Food and Rural Affairs, at:</p> <p><a href="https://www.gov.uk/protected-species-and-sites-how-to-review-planning-proposals">https://www.gov.uk/protected-species-and-sites-how-to-review-planning-proposals</a></p> <p>For planning advice covering a protected species not listed in the standing advice contact Natural England at:</p> <p><a href="mailto:consultations@naturalengland.org.uk">consultations@naturalengland.org.uk</a></p> <p>For proposals likely to affect protected aquatic species and habitats, that may affect a river or canal, or that require an environmental impact assessment, contact the Environment Agency at:</p> <p><a href="mailto:enquiries@environment-agency.gov.uk">enquiries@environment-agency.gov.uk</a></p> <p>The Staffordshire Wildlife Trust can be contacted at:</p> <p><a href="mailto:highgate@staffs-wildlife.org.uk">highgate@staffs-wildlife.org.uk</a> Tel: 01384 221798</p>
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<b>Building for Life Criteria Assessment</b>	<p>For all major housing proposals. An assessment is encouraged (but not mandatory) for all residential development proposals.</p> <p><i>Core Strategy Development Plan Document March 2014 Policy Policy H1</i></p> <p><i>New Housing Development, Policy DC1 Design Considerations</i></p>	<p>A report providing an assessment of the development against the 20 Building for Life criteria as set out by the Design Council (CABE).</p> <p>General guidance is available from the Design Council on:</p> <p><a href="http://www.designcouncil.org.uk/knowledge-resources/guide/building-life-12-third-edition">http://www.designcouncil.org.uk/knowledge-resources/guide/building-life-12-third-edition</a></p>
<b>Coal Mining Risk Assessment</b>	<p>All non householder applications which fall within the Coal Mining Reporting Areas</p> <p><i>Article 18 the Town and Country Planning (Development Management Procedure) (England) Order 2015</i></p>	<p>Coalfields are divided into high and low risk areas; risk assessments are required for developments in high risk areas only. Risk assessments will cover site specific coal mining information, risks arising and mitigation measures.</p> <p>The Coal Authority is the responsible body and a statutory consultee on planning applications within the Reporting Area. Information about the Authority is available at:</p> <p><a href="https://www.gov.uk/government/organisations/the-coal-authority">https://www.gov.uk/government/organisations/the-coal-authority</a></p> <p>Guidance on risk assessments, which must be prepared by a competent person, is available from the Coal Authority at:</p> <p><a href="https://www.gov.uk/planning-applications-coal-mining-risk-assessments">https://www.gov.uk/planning-applications-coal-mining-risk-assessments</a></p>
<b>Energy/ Sustainability Statement</b>	<p>For residential schemes of [5 or more dwellings].</p> <p>For non-residential schemes of [500 square metres or more]</p> <p><i>Core Strategy Development Plan Document March 2014 Policy Policy SD1 Sustainable Use of Resources, SD2</i></p>	<p>A statement in compliance with Core Strategypolicies SD1, SD2 and SD3:</p>



	<p><i>Renewable and Low-Carbon Energy, and SD3 Carbon-Saving Measures in Development</i></p> <p><i>Natural Environment in Planning Practice Guidance</i> (updated June 2014)</p>	
<b>Environmental Statement</b>	<p>For all applications within Schedule 1 and Schedule 2 of The Town and Country Planning (Environmental Impact Assessment) Regulations 2011.</p> <p>Schedule 1 includes oil and chemical refineries, large scale intensive agriculture, major infrastructure, quarrying and waste incineration; an EIA is mandatory</p> <p>Schedule 2 includes intensive agriculture, energy, extractive sites and infrastructure; an EIA may be required depending on scale, location and impact</p>	<p>The Regulations set out the criteria to be used by local authorities in providing a screening opinion as to whether and EIA is required and a scoping opinion as to its content.</p>
<b>Flood Risk Assessment</b>	<p>All development over 1 hectare in Flood Zone 1, and all applications for new buildings, changes of use, or extended ground cover, in Flood Zones 2 and 3, require the preparation of a Flood Risk Assessment (FRA)</p> <p><i>Flood Risk and Coastal Change in Planning Practice Guidance</i> (updated April 2015)</p> <p><i>Core Strategy Development Plan Document March 2014 Policy Policy SD1 Sustainable Use of Resources, Policy SD4 Pollution and Flood Risk, Policy C3 Green Infrastructure</i></p>	<p>Guidance on the preparation of FRAs is available from the Government on:</p> <p><a href="https://www.gov.uk/flood-risk-assessment-for-planning-applications">https://www.gov.uk/flood-risk-assessment-for-planning-applications</a></p> <p>Staffordshire County Council are now responsible for all flood risk advice for Flood Zones 1 and 2. Contact:</p> <p><a href="mailto:hannah.hogan@staffordshire.gov.uk">hannah.hogan@staffordshire.gov.uk</a> or telephone 01543 334583</p> <p>The Environment Agency retains responsibility for development in Zone 3. The Environment Agency's <a href="#">flood risk assessment standing advice</a> is available from DEFRA. To contact the Environment Agency (EA) email <a href="mailto:enquiries@environment-agency.gov.uk">enquiries@environment-agency.gov.uk</a> or telephone 0370 8506 506</p>

<p><b>Heritage Statement</b></p>	<p>Where any part of the application site is within or adjoins a Listed Building, Conservation Area, historic park or garden or scheduled ancient monument or is of recognised archaeological interest.</p> <p><i>Core Strategy Development Plan Document March 2014 Policy Policy SD1 Sustainable Use of Resources, Policy DC2 The Historic Environment, Policy E3 Tourism and Cultural Development, Policy TCR1 Development in Town Centres, Policy DC1 Design Considerations</i></p> <p><i>Conserving and enhancing the historic environment in Planning Practice Guidance</i></p> <p><i>Paragraph 128 of the NPPF</i></p>	<p>The Heritage Statement needs to be ‘proportionate’ and ‘no more than sufficient’ and should include the following stages:</p> <ol style="list-style-type: none"> <li>1. Explain the significance of the affected asset</li> <li>2. Explain the impact of the proposals on that significance</li> <li>3. Avoid, minimise and mitigate the impact on the heritage asset</li> <li>4. Look for opportunities to better reveal or enhance significance</li> <li>5. Justify any harmful impacts</li> </ol> <p>Further information and clarification of the above can be found in Historic England document <i>Historic Environment Good practice Advice in Planning 2</i></p> <p>The statement should include drawings of the elevations and floor plans of any building or part of a building proposed to be altered or demolished at a scale of 1:100 or 1:50, with accompanying photographs (unless included as part of the application)</p> <p>In respect of underground features, following a written scheme of archaeological investigation and further works in the form of excavation may be required. Please contact the County Archaeologist:</p> <p><a href="mailto:Stephen.Dean@staffordshire.gov.uk">Stephen.Dean@staffordshire.gov.uk</a></p>
<p><b>Land Contamination</b></p>	<p>All applications where contamination is known or suspected or the development is in the vicinity of such land and ground</p>	<p>Vulnerable developments are those with a sensitive end use and include housing, schools, allotments, playing fields etc</p>

<b>Assessment</b>	<p>works are proposed</p> <p><i>Land affected by contamination in Planning Practice Guidance (updated March 2014)</i></p> <p><i>Part 2A Environmental Protection Act 1990</i></p> <p><i>Core Strategy Development Plan Document March 2014</i> <i>Policy Policy SD1 Sustainable Use of Resources</i></p>	<ul style="list-style-type: none"> <li>• For minor vulnerable development: where no contamination is suspected an environmental screening report is required. For non vulnerable development no report is required.</li> <li>• For minor, major or non vulnerable development where contamination is suspected or known a Phase 1 report is required.</li> <li>• The assessment of risk associated with land contamination is in respect of current and proposed uses. The assessment should: <ul style="list-style-type: none"> <li>• determine the existence or otherwise of contamination, its nature and the risks it may pose;</li> <li>• identify whether these can be satisfactorily reduced to an acceptable level such that the development may proceed and, if so, a draft methodology for achieving this; and</li> <li>• identify any restrictions that should apply to the future use of the site.</li> </ul> </li> </ul> <p>Guidance on the preparation of assessments is contained at:</p> <p><a href="http://randd.defra.gov.uk/Default.aspx?Menu=Menu&amp;Module=More&amp;Location=None&amp;Completed=0&amp;ProjectID=18341">http://randd.defra.gov.uk/Default.aspx?Menu=Menu&amp;Module=More&amp;Location=None&amp;Completed=0&amp;ProjectID=18341</a></p>
<b>Landscaping Scheme</b>	<p>All major applications.</p> <p><i>Core Strategy Development Plan Document March 2014</i> <i>Policy Policy DC1 Design Considerations, Policy SO9 Spatial Objectives, Policy DC2 The Historic Environment, Policy DC3 Landscape and Settlement Setting, Policy C3 Green Infrastructure, Policy NE1 Biodiversity and Geological</i></p>	<p>An indicative scheme on a plan of 1:100 or 1:200 to include schedules of new planting, areas of retained landscaping and their protection during construction, and provide details of:</p> <ul style="list-style-type: none"> <li>• boundary treatments</li> <li>• soft landscaping</li> <li>• hard landscaping</li> </ul>

	<i>Resources</i>	
<b>Lighting assessment</b>	<p>Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a listed building or a conservation area, or open countryside, where external lighting would be provided or made necessary by the development.</p> <p><i>Light pollution in Planning Practice Guidance (updated March 2014)</i></p> <p><i>Core Strategy Development Plan Document March 2014 Policy C2 sport, Recreation and Open Space</i></p>	<p>Details of external lighting, hours of operation and a plan showing levels of illumination and extent of light spillage. Assessments should be prepared by suitably qualified lighting engineers.</p>
<b>Loss of Employment</b>	<p><i>Core Strategy Development Plan Document March 2014 Policy SO6 Spatial Objectives</i></p>	<p>Information showing net loss of employment floor space and current number of employees.</p> <p>Statement and background information (eg viability, marketing) to demonstrate compliance with Local Plan Modifications Version Policy E4.</p>
<b>Noise Impact Assessment</b>	<p>All applications for developments that may be sensitive to noise, and applications that may cause noise disturbance to adjacent buildings</p> <p><i>Noise in Planning Practice Guidance (updated March 2014)</i></p> <p><i>Noise Policy Statement for England DEFRA 2010</i></p> <p><i>Core Strategy Development Plan Document March 2014 Policy SD2 Renewable/Low-Carbon Energy, Policy SD4 Pollution and Flood Risk, Policy C1 Creating Sustainable</i></p>	<p>An assessment, prepared by a suitably qualified acoustic engineer, to include exposure to noise (of the development or of neighbouring properties) and measures to mitigate the effects of noise.</p>

	<i>Communities, Policy R1 rural Diversification</i>	
<b>Open Space Assessment</b>	<p>All applications involving the loss of public and private open space including playing fields, recreation grounds and allotments.</p> <p><i>Open space, sports and recreation facilities, public rights of way and local green space in Planning Practice Guidance (updated March2014)</i></p> <p><i>Core Strategy Development Plan Document March 2014 Policy DC3 Landscape and Settlement Setting, Policy C2 Sport, Recreation and Open Space, Policy C3 Green Infrastructure</i></p>	An independent assessment that demonstrates that the land or buildings are surplus to requirements and do not need to be replaced elsewhere/do need to be replaced elsewhere and suitable proposals are included
<b>Parking</b>	<i>Core Strategy Development Plan Document March 2014 Policy TCR1 Development in the Town Centres, Policy DC1 Design Considerations, Policy T1 Development and Sustainable Transport</i>	Information relating to number of spaces, sizes of spaces and provision for disabled people based on an assessment of parking needs of the development and impacts on the surrounding road network.
<b>Planning Obligations/ Draft Heads of Terms</b>	<p>Major planning applications i.e. residential developments of 10 or more dwellings, or commercial developments exceeding 1000 sq m., i.e.: a proposal would involve a net increase in dwellings or a net increase in non-residential floor space and the Council's Supplementary Planning Document (SPD) 2006 would require financial contributions to be made*;</p> <p>Planning obligations may include</p> <ul style="list-style-type: none"> <li>• affordable housing</li> <li>• open space improvements</li> <li>• education</li> </ul>	<p>A full draft of the s106 Obligation should be submitted, at the time of the application, including Proof of Title and confirmation that the Council's reasonable costs will be met. The draft Head(s) of Terms should identify:</p> <ul style="list-style-type: none"> <li>• the level of financial contributions for each infrastructure area required by the Council's SPD</li> <li>• the basis on which affordable housing will be secured where it forms part of an application (this should be consistent with the affordable housing statement); and</li> <li>• the timing for submission and implementation of the travel plan and</li> </ul>

	<ul style="list-style-type: none"> <li>• highways improvements</li> <li>• a travel plan</li> </ul> <p>(See details under separate headings)</p> <p>In addition to the requirements of the SPD, a planning obligation may be required for another reason in order to make the development acceptable.</p> <p><i>Community Infrastructure Levy Regulations 2010</i></p> <p><i>Viability in Planning Practice Guidance (updated March 2015)</i></p> <p><i>National Planning Policy Framework Paragraph 204</i></p> <p><i>Core Strategy Development Plan Document March 2014</i> <i>Policy C1 Creating Sustainable Communities</i></p>	<p>penalties for failing to meet the necessary targets</p> <p>A draft agreement may be omitted with the agreement of the Local Planning Authority where it is clear that planning obligations are not viable.</p>
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<p><b>Pre-application Consultation Statement</b></p> <p><b>Statement of Community Involvement</b></p>	<p>S122 of the Localism Act 2011 requires consultation by applicants for certain applications under the Town and Country Planning (Development Management Procedure and s62A applications) (England) Amendment Order 2013 This applies to Nationally Significant Infrastructure Projects.</p> <p>A Statement of Community Involvement is required for all strategic major applications of:</p> <ul style="list-style-type: none"> <li>• 200 dwellings or more, or for more than 4 hectares of residential development</li> <li>• 10,000 sq m of commercial or industrial floorspace, or</li> </ul>	<p>Developers may use leaflets, public events, surveys, website publicity, exhibitions, a dedicated website, a post-paid or telephone comment facility, and surveys. The aim of this process is to promote discussion between developers and the community, including its elected representatives, as well as statutory consultees, to identify any issues of concern before a formal application is made. The engagement gives an opportunity for these to be resolved at an early stage, and the Council will want to scrutinise the efforts developers that have made to engage with local people once their application is submitted.</p> <p>The Council encourages developers to engage with the local</p>
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	<p>for more than 2 hectares of commercial land</p> <ul style="list-style-type: none"> <li>• Wind farms of at least two turbines</li> <li>• Turbines in excess of 15 metres in height</li> </ul> <p><i>Section 122 of The Localism Act 2011</i></p> <p><i>Section 61W of The Town and Country Planning Act 1990</i></p> <p><i>Before submitting an application in Planning Practice Guidance (updated March 2015)</i></p>	<p>community on all major applications, but this is not mandatory</p> <p>The Council's adopted SCI (December 2014) and subsequent consultation are available on the council website.</p>
<b>Structural survey</b>	<p>All applications for the conversion of buildings in rural areas, except where the building has previously been converted.</p> <p>All applications for the demolition or partial demolition of listed buildings or buildings within conservation areas</p> <p><i>Conserving and enhancing the historic environment in Planning Practice Guidance (updated April 2014)</i></p> <p><i>Rural housing in Planning Practice Guidance (updated March 2014)</i></p> <p><i>National Planning Policy Framework Para 51</i></p>	<ul style="list-style-type: none"> <li>• A full structural survey of any building proposed to be converted which assesses the existing structural state of the entire building above and below ground level, internally and externally, along with any minor and/or major structural repairs necessary, accompanied by a supporting photographic commentary; and</li> <li>• A description of the nature of works to the structure of any building to be converted in order to enable the proposed conversion to take place.</li> </ul>
<b>Sustainable Urban Drainage (SUDS)</b>	<p>All applications for development of more than 10 dwellings or equivalent non-residential or mixed development</p> <p><i>Flood and Water Management Act 2010</i></p> <p><i>Sustainable Drainage: Written statement by the Secretary of State for Communities and Local Government 18 December 2014</i></p>	<p>The applicant should provide sufficient information to enable the Council to:</p> <ul style="list-style-type: none"> <li>• Consult Staffordshire County Council as the lead local flood authority on the management of surface water</li> <li>• Satisfy itself that the proposed minimum standards of operation are appropriate, and</li> <li>• Ensure through the use of planning conditions or planning that there are clear arrangements in place for ongoing</li> </ul>

	<p><i>Core Strategy Development Plan Document March 2014 Policy SD4 Pollution and Flood Risk, Policy DC1 Design Considerations</i></p>	<p>maintenance over the lifetime of the development.</p> <p>DEFRA's non-statutory technical standards for the design, maintenance and operation of sustainable drainage systems are set out at:</p> <p><a href="https://www.gov.uk/government/publications/sustainable-drainage-systems-non-statutory-technical-standards">https://www.gov.uk/government/publications/sustainable-drainage-systems-non-statutory-technical-standards</a></p>
<p><b>Telecommunications provision</b></p>	<p>All applications proposing masts or telecommunications equipment which are exceptions to permitted development, and covering:</p> <ul style="list-style-type: none"> <li>• Electronic communications apparatus</li> <li>• Antenna</li> <li>• Radio mast or tower</li> <li>• Radio equipment housing</li> </ul> <p><i>Part 16 of Schedule 2 of The Town and Country Planning (General Permitted Development) (England) Order 2015</i></p> <p><i>Section 5 of the National Planning Policy Framework 2012</i></p>	<p>The applicant should include plans and elevations, details of other sites considered and general background information, and evidence of ICNIRP compliance</p>
<p><b>Town centre uses: sequential test and impact test</b></p>	<p>Required for all planning applications for retail and leisure developments over 2500 square metres gross, or any local floorspace threshold set by policy, that is not in an existing town centre or not in accordance with the Staffordshire Moorlands Core strategy Adopted March 2014</p> <p><i>Ensuring the vitality of town centres (updated March 2014) in Planning Practice Guidance</i></p> <p><i>Paragraphs 24-27 of The National Planning Policy Framework</i></p> <p><i>Core Strategy Development Plan Document March 2014 Policy</i></p>	<p>The Impact Test should assess:</p> <ul style="list-style-type: none"> <li>• The impact on existing investment within town centres</li> <li>• The impact on their vitality and viability</li> <li>• Impact on trade and turnover in the wider area</li> <li>• The appropriateness of scale of the proposal</li> <li>• Cumulative effect of recent developments</li> </ul>



	<p><i>T1 Development and Sustainable Transport, TCR1 Development in Town Centres, Policy TCR2 Retailing outside Town Centres, Policy E1 New Employment Development, Policy E3 Tourism and Cultural Development, Policy SS1 Development Principles</i></p>	<ul style="list-style-type: none"> <li>• Town centre vulnerability</li> </ul> <p>The Sequential Test should look at whether there are (sequentially) preferable sites that exist and to demonstrate why such sites are not practicable in terms of their availability, suitability and viability.</p>
<p><b>Transport Assessment or Transport Statement</b></p>	<p>All major applications where there are likely to be significant transport implications</p> <p><i>Travel plans, transport assessments and statements in decision-taking in Planning Practice Guidance (updated March 2014)</i></p> <p><i>Core Strategy Development Plan Document March 2014 Policy T1 Development and Sustainable Transport</i></p>	<p>Staffordshire County Council will advise during the pre-application process whether a Transport Assessment or Transport Statement will be required, depending on the depending on the sensitivity of the area, the scale of the development, the impact it will have on surrounding uses and the cumulative effects of developments. A scoping study is required from the applicant, prior to submission, to agree the content of the assessment.</p> <p><i>(Under former DoT guidance 2007 50 – 80 units require transport statement and above 80 units requires an assessment).</i></p> <p>The Statement identifies the measures that will be taken to deal with anticipated transport impacts of a development and to improve accessibility and safety for all modes of travel, particularly for alternatives to the car - such as walking, cycling and public transport. It is recognised that the production of a transport assessment is often an iterative process.</p> <p>For smaller developments a simplified Transport Statement is appropriate.</p> <p>Staffordshire County council as Highways Authority can advise. Their contact number is 0300 111 8000 or <a href="mailto:highways@staffordshire.gov.uk">highways@staffordshire.gov.uk</a></p>

<p><b>Travel Plan</b></p>	<p>All applications for developments that will generate significant amounts of transport movement e.g. non-residential development of [2500 square metres] or more.</p> <p><i>Travel plans, transport assessments and statements in decision-taking in Planning Practice Guidance (updated March 2014)</i></p> <p><i>NPPF Para 36</i></p> <p><i>Staffordshire Moorlands District Council Core Strategy Development Plan Document March 2014 Policy T1 Development and Sustainable Transport</i></p>	<p>The need for a travel plan will be agreed with the Council during the pre-application stage. Consideration will include scale and location of the development, and likely impact.</p> <p>Typically the travel plan will need to show:</p> <ul style="list-style-type: none"> <li>• Description of the location, size and type of organisation</li> <li>• Reason for the travel plan</li> <li>• Survey results/travel data/trip generation forecasts/public transport</li> <li>• Proposed measures including costs</li> <li>• Timetable for implementation</li> <li>• Monitoring and review proposals</li> </ul>
<p><b>Tree Survey/Arboricultural Statement</b></p>	<p>All applications where:</p> <ul style="list-style-type: none"> <li>• there are semi-mature or mature trees within or immediately adjacent to the application site</li> <li>• mature or semi-mature trees will need to be removed</li> <li>• there is a Tree Preservation Order or any proposal within a Conservation Area which requires the removal of trees</li> <li>• existing hedgerows protected by the Hedgerow Regulations 1997 would be removed or trimmed</li> </ul> <p><i>Tree Preservation Orders and trees in conservation areas in Planning Practice Guidance (updated March 2014)</i></p> <p><i>BS 5837:2012 Trees in relation to design, demolition and construction</i></p>	<p>The survey and assessment must be prepared by a suitably qualified arboriculturalist and should include as a minimum:</p> <ul style="list-style-type: none"> <li>• survey and assessment in accordance with British Standard 5837:2012</li> <li>• details of protection measures</li> <li>• details of special foundations or techniques</li> </ul>

	<i>NPPF Section 11</i>	
<b>Foul Sewage and Utilities Assessment</b>	<p>All strategic applications</p> <p><i>NPPF Paragraph14</i></p> <p><i>Staffordshire Moorlands District Council Core Strategy Development Plan Document March 2014 Policy DC1 Design Considerations</i></p>	<p>The submission of details to indicate that:</p> <ul style="list-style-type: none"> <li>• availability of utility services has been considered as part of the application</li> <li>• existing service providers and infrastructure have sufficient capacity to meet service demands</li> <li>• any environmental impacts (from provision of the services) have been identified and suitable mitigation measures proposed</li> </ul>
<b>Ventilation and Extraction Statement</b>	<p>Applications for uses within Classes A3, A4 or A5 of The Town and Country Planning (Use Classes) Order 1987 i.e.: applications where extraction equipment for the sale/preparation of cooked food or air conditioning is necessary/to be installed</p> <p><i>Noise Policy Statement for England March 2010</i></p>	<p>Assessment must be provided by a suitably qualified engineer to provide details of:</p> <ul style="list-style-type: none"> <li>• position and design of the ventilation and extraction equipment;</li> <li>• odour reduction or abatement techniques to be used; and</li> <li>• acoustic noise characteristics of the equipment proposed</li> </ul> <p>Advice is available from the Council's Environmental Health Service on: 0345 129 7777, or 01298 28400</p>
<b>Waste Management Plan</b>  <b>Waste storage and collection plan</b>	<p>May be required for strategic major applications i.e. those with 50 dwellings or more or 10,000 square metres of commercial or mixed floorspace (<i>this cannot now be mandatory but could be requested by the Council in relevant cases</i>)</p> <p>Applications for major developments i.e. for 10 or more dwellings, will be expected to demonstrate how refuse collection will be provided.</p> <p>All applications for new development, residential conversion, major extensions to existing buildings, re-developments, most</p>	<p>Staffordshire County Council is the planning authority for waste and will determine all planning applications for waste processing plants and disposal sites.</p> <p>Details of provisions that will be made to ensure the safe and hygienic storage of waste and its collection by the Council's refuse services. Provisions to be shown on any scale drawings and plans or be addressed within the appropriate sections of the application form. Applications to show:</p> <ul style="list-style-type: none"> <li>• proposed refuse and recycling storage points, preferably in</li> </ul>

	<p>changes of use, especially those providing hospitality services</p> <p><i>Environmental Protection Act 1990</i></p> <p><i>National planning policy for waste</i> October 2014</p> <p><i>Waste in Planning Practice Guidance</i></p> <p><i>Waste Management Plan for England 2013</i></p> <p><i>Staffordshire Moorlands Core Strategy Development Plan Document March 2014 Policy SD1 Sustainable Use of Resources, Policy DC1 Design Considerations</i></p>	<p>an enclosed store</p> <ul style="list-style-type: none"> <li>• sufficient storage space for waste and recyclable material for 14 days output and 7 days output for commercial developments)</li> <li>• access for collection</li> </ul>
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Notes:

1. The policy driver in statute for the information required in the submission of planning applications is The Town and Country Planning (General Management Procedures) Order 2015 (The T&CP (GMP) Order 2015) available at:  
<http://www.legislation.gov.uk/ukxi/2015/595/article/1/made>  
Particular reference is made to articles 7, 9, 13 and 14 (Ownership Certificates).
2. The main source of guidance for the submission of planning applications is the Government's Planning Portal, at:  
[http://www.planningportal.gov.uk/uploads/1app/1app\\_guidance\\_note\\_england\\_en.pdf](http://www.planningportal.gov.uk/uploads/1app/1app_guidance_note_england_en.pdf)
3. Help is available from the Planning Support Team of the Council at [0345 1290210]
4. 'Major development' has the meaning of Section 2 (1) of The Town and Country Planning (Development Management Procedure)(England) 2015 i.e.:
  - (a) the winning and working of minerals or the use of land for mineral-working deposits\*;

- (b) waste development\*;
- (c) the provision of dwellinghouses where—
  - (i) the number of dwellinghouses to be provided is 10 or more; or
  - (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c)(i);
- (d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- (e) development carried out on a site having an area of 1 hectare or more;

\* Please note applications for categories (a) and (b) and applications on County owned land and are dealt with by Staffordshire County Council

5. 'Strategic development' means developments of [50 dwellings or more] or [10,000 square metres or more of non-residential or mixed floorspace]