

Dear Members

Planning Committee - Site Visit

A meeting of the Planning Committee will be held in the **Craddock Room, Civic Suite, Civic Centre, Riverside, Stafford** on **Wednesday 11 August 2021** to deal with the business as set out on the agenda.

Please note that this meeting will be recorded.

The Committee will meet at the rear of the Civic Centre and depart at **9.30am** to visit the sites as set out in the agenda and re-convene at the Civic Centre at approximately **11.00am** to determine the applications.

Members are reminded that contact officers are shown in each report and members are welcome to raise questions etc in advance of the meeting with the appropriate officer.



Head of Law and Administration

PLANNING COMMITTEE

(SITE VISIT)

11 AUGUST 2021

**Chairman - Councillor B M Cross
Vice-Chairman - Councillor E G R Jones**

A G E N D A

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MEMBERSHIP

Chairman - Councillor B M Cross

A G Cooper	P W Jones
B M Cross	W J Kemp
A P Edgeller	B McKeown
A D Hobbs	G P K Pardesi
J Hood	M Phillips
E G R Jones	

(Substitutes - F Beatty, A T A Godfrey, R Kenney, C V Trowbridge)

ITEM NO 3

ITEM NO 3

PLANNING COMMITTEE - SITE VISIT - 11 AUGUST 2021

Ward Interest - Nil

Planning Applications

Report of Head of Development

Purpose of Report

To consider the following planning applications, the reports for which are set out in the attached **APPENDIX**:-

		Page Nos
20/32128/FUL	Rowley House Nursing Home, 26 Rowley Avenue, Stafford	4 - 16
The application was called in by Councillor C V Trowbridge		
Officer Contact - John Holmes, Development Manager Telephone 01785 619302		
19/31487/COU	Land at Hixon Airfield Industrial Estate	17 - 29
The application is a Large Scale Major Development which is exempt from the Scheme of Delegation and has been called in by Councillor B McKeown		
Officer Contact - Richard Wood, Development Lead Telephone 01785 619324		

Previous Consideration

Nil

Background Papers

Planning application files are available for Members to inspect, by prior arrangement, in the Development Management Section. The applications including the background papers, information and correspondence received during the consideration of the application, consultation replies, neighbour representations are scanned and are available to view on the Council website.

Application: 20/32128/FUL

Case Officer: Teresa Dwight

Date Registered: 7 April 2020

Target Decision Date: 2 June 2020
Extended To: 5 February 2021

Address: Rowley House Nursing Home, 26 Rowley Avenue,
 Stafford ST17 9AA

Ward: Rowley

Parish: -

Proposal: Extension over existing wing

Applicant: Mr T Sanghera

Recommendation: Approve subject to conditions

REASON FOR REFERRAL TO COMMITTEE

This application has been called in by Councillor C V Trowbridge (Ward Member for Rowley) for the following reason:

"N1 design - the dominant and overbearing nature of the proposed development will have a significant adverse impact upon neighbouring properties and Rowley Avenue"

CONTEXT

1. Rowley House was originally a large two storey detached house that was subsequently converted to a nursing home in January 1982 under planning permission 81/12557/FUL. The building has been extended on a number of occasions, including an increase in the number of bed spaces from 34 to 38 in January 2003 (application reference 02/43185/FUL).
2. The site is located between, and opposite residential properties, along Rowley Avenue, to the north of properties along Sandown Croft, and to the east of properties accessed off Rowley Avenue, albeit the latter properties are located to the rear of the nursing home.
3. The character of the wider area of the site consists of a mix of development types and forms consisting of large detached dwellings in spacious plots, infill residential development, together with non-residential development. The latter includes Rowley Hall Hospital at the far end of Rowley Avenue; Maple Court Care Home situated off Rotherwood Drive; and Blessed William Howard secondary school. The area is also characterised by established tree cover.

4. The site is within the defined settlement boundary of Stafford as shown on the Inset Plan to The Plan for Stafford Borough 2011-2031.
5. This is a full application for the construction of a 2-storey/first floor rear extension over an existing wing to the existing nursing home, together with a two storey stairwell.
6. The first floor extension now proposed will be constructed over a previously approved single storey extension, thereby creating a new two storey element to the rear aspect of the nursing home and will provide a total of 9 additional bedrooms. The proposal also incorporates a two-storey element to provide an internal stairwell connecting the first floor bedrooms to the western/rear elevation.
7. The main section of the proposed extension will have a hipped roof with an approximate maximum eaves height of 6.4 m and a ridge level height of 8.5 m. The existing single storey eaves height is approximately 2.5m and the ridge height approximately 6.8m. The height of the ridge, following amendment, sits below that of the main part of the nursing home by approximately 0.75m. The additional 2-storey stairwell element will measure approximately 6.6m wide x 1.3m deep x 7.8m maximum height (6.4m maximum eaves height).
8. Existing access arrangements will be unaffected and the existing parking provision of 19 spaces has been amended as a result of the Highway Authority identifying an under provision of 6 spaces on the originally submitted scheme.

OFFICER ASSESSMENT

Main issues

9. The main issues in determining this matter are firstly; the principle of the proposed development; secondly, the impact of the proposal upon the character and appearance of the area; thirdly, the impact of the proposal upon the living conditions of neighbouring occupiers at numbers 1–3 Sandown Croft and 27, 28 and 30 Rowley Avenue; and fourthly the impact upon the local road network. All issues have regard to the provisions of the Development Plan and other material considerations.

The decision-making framework and materiality

10. Section 70(2) of the Town and Country Planning Act 1990 and section 38(6) of the Planning and Compulsory Purchase Act 2004 requires that decisions should be undertaken in accordance with the provisions of the Development Plan, unless material considerations indicate otherwise.
11. The Development Plan is The Plan for Stafford Borough 2011-2031 (PSB); and the Supplementary Planning Document on Design (Design SPD), together with the National Planning Policy Framework (NPPF), Planning Practice Guidance (PPG) and the National Design Guide (NDG).

Principle of the proposed development

12. Spatial Principle 3 (SP3) and Spatial Principle 7 (SP7) of the PSB seeks to focus the majority of development within certain identified settlements via a hierarchy, with Stafford occupying the highest position.
13. Other overarching policies, such as SP1, N1, N4, N8 and the Design SPD support development provided, in part, it does not harm the character and appearance of the area, does not adversely harm residential amenity, and does not harm the natural environment. Policies T1 and T2 promote sustainable transportation, adequate parking provision, and development that does not materially impair highway safety or traffic movement. These objectives are also reflected within the NPPF, PPG, and NDG.
14. PSB Policy Stafford 1 – *Stafford Town* under the heading of housing seeks an increase in the range and type of housing including a greater number of specialist houses and extra care provision for the elderly.
15. Policy C3 supports the diversity of needs across the Borough through the provision of a number of housing types, which includes residential care homes, together with extensions to existing facilities. In this regard, the considerations of impact upon amenity, traffic movements, and compatibility with the character of the area, are set out under point c of the policy.
16. The NPPF seeks to ensure that there is an effective use of land and the provisions of developmental types to accommodate all aspects of society. This objective is also set within the PPG and NDG, subject to considerations including design, context, and amenity.
17. The application property currently operates as a residential/nursing home located within the built-up area of Stafford and occupies a highly sustainable location. Therefore, it is considered that the principle of the proposed development is deemed acceptable to the aforementioned criteria, other relevant policies of the PSB, together with national guidance.

Policies and Guidance - The Plan for Stafford Borough 2011-2031

- | | |
|---|---|
| <input type="checkbox"/> SP1 | Presumption in favour of sustainable development |
| <input type="checkbox"/> SP3 | Stafford Borough sustainable settlement hierarchy |
| <input type="checkbox"/> SP7 | Supporting the location of new development |
| <input type="checkbox"/> T1 | Transport |
| <input type="checkbox"/> T2 | Parking and manoeuvring facilities |
| <input type="checkbox"/> C3 | Specialist housing |
| <input type="checkbox"/> N1 | Design |
| <input type="checkbox"/> N4 | The natural environment and green infrastructure |
| <input type="checkbox"/> N8 | Landscape character |
| <input type="checkbox"/> Stafford 1 | Stafford Town |
| <input type="checkbox"/> Supplementary Planning Document - Design | |

National Guidance

- ☐ National Planning Policy Framework (NPPF)
- ☐ Planning Practice Guidance (PPG)
- ☐ National Design Guide (NDG)

Impact upon the character and appearance of the area

18. Part of the purpose of design is to consider context and respond accordingly. This position is reflected within national guidance as well as policies N1 and SP7 of the PSB. The impact of the proposed development upon the host building (i.e. the existing nursing home) is also a consideration. Consideration of context is also set out at paragraph 20 (NDG), within the PPG and under section 12 of the NPPF.
19. The character and appearance of the area includes the existing nursing home, which is a sizeable two storey building, set within residential development. Numbers 1, 2 and 3 Sandown Croft as well as 30, 27 and 28 Rowley Avenue are sizeable two-storey dwellings. The disposition of the proposed extension to the neighbouring dwellings maintains a sense of openness that is set by the distances between the residential properties and the existing nursing home, including the current single storey extension within the site.
20. The overall height of the resulting two-storey element is below that of the 'main building' and this differential and subservience to the main part of the nursing home is maintained by the hipped roof form, which assisted by the stairwell reduces the massing of the resulting development. As the extension 'sits a top' of an earlier extension the development is set back from the main side elevations, the overall development would not erode the sense of spaciousness of the site, or represent a form of over-development.
21. Allowing for the design, scale, and form of the resulting two-storey extension, together with the dominance of two-storey buildings in the area, it is considered that the proposed development would not be out of character with the area or harm the host building. The proposal therefore accords with policies SP1, SP7, N1, C3 and the Design SPD, together with national guidance.

Impact upon residential amenity

22. Sustainable development (paragraph 8 of the NPPF) encompasses three overarching objectives, including a social objective, within which falls the consideration of amenity. Consequently, it is accepted that privacy and the protection of residential amenity constitutes a material consideration in the decision-making process and is an important design objective.
23. This position is reflected within policy N1 of the PSB under principle e; in that design should take account of the amenity of adjacent residential areas or operations of existing activities. This position is also embraced within policy SP7; whereby, development within defined settlement boundaries should not adversely affect the residential amenity of the locality.

24. Specific guidance in respect of extensions to nursing homes is set out in policy C3 that supports extensions to such operations provided...*the development does not have an adverse impact on the amenity of adjoining properties through excessive noise, light pollution, loss of privacy and excessive traffic movements (c.iii).*
25. The Design SPD sets out a series of principles and guidelines applicable to all development (i.e. residential and commercial) in the Borough. However section 8 Guideline 6 sets separation distances to maintain privacy only in respect of extensions and alterations to dwellings and not commercial properties. However, the separation distances do provide an appropriate starting point to assess the proposed developments impact upon residential amenity as the proposal provides for bedroom accommodation.
26. The need to ensure adequate levels of amenity/well-being as part of developmental form and design is set out in section 12 of the NPPF, paragraph 123 of the NDG and Paragraph: 006 Reference ID: 66-006-20190722 of the PPG.
27. There is recognition that within suburban environments where other non-residential uses are present that there will be a degree of impact upon the amenity afforded to neighbouring properties, particularly from above ground floor level. Such views tend to be oblique and where these views are direct their impact is mitigated by adequate separation distances created by gardens/amenity areas or by design solutions.
28. In this instance the proposed development incorporates bedroom windows on the north and south elevations at second floor level and 1 toilet window on the north elevation and two on the west elevation.
29. The Design SPD recommends a distance of 21m between opposing principal windows and 12m between 2 or more storey structures (reduced to 8m for a single storey structure), where the principal window faces a wall with no principal window.
30. The proposed first floor extension contains 4 first floor principal bedroom windows to the southern side elevation facing towards neighbouring properties along Sandown Croft; 4 first floor principal bedroom windows in the northern side elevation facing towards adjacent neighbouring properties along Rowley Avenue; and non-principle stairwell and wc windows to the western rear elevation facing dwellings accessed off Rowley Avenue. The proposed extension is a minimum of 14.5m from the site boundary and 18m from the side of the rear garden curtilage to 30 Rowley Avenue. Distances to neighbouring properties exceed 21m to this side. The proposed development therefore is compliant with the requirements of the Design SPD.
31. To the southern side, the opposition distance is a minimum of approximately 20m to the side elevation of 1 Sandown Croft which contains no principal windows. Approximate distances of 21.5 m to side of the conservatory (which is not a principal room as defined in the Design SPD) and 18.5m to the side of the site boundary/rear garden are also achieved to this neighbour.

32. The Design SPD distances are in the context of windows. The 18.5m distance to the closest part of the private rear amenity space to this neighbour is also considered sufficient in the context of privacy from overlooking and in context of overshadowing (the proposed extension is not in close proximity to the site boundary and there is an intervening shared driveway and a combination of soft and hard boundary screening in place.). This is considered acceptable and neighbour amenity is not considered to be unduly affected.
33. To the west/rear, the proposed extension is a minimum distance of approximately 16.5m from the closest part of the front elevation to 27 Rowley Avenue, which is slightly oriented away from the proposal. The rear of the proposal does not contain any principal windows. At approximately 3.3m, the proposal is closer to the site boundary than existing as a result of the 1.3m depth of the proposed stairwell extension. However, there are no breaches of the Design SPD guidelines in the context of recommended distances and given that outlook is over the frontage, there is no potential for overshadowing or overlooking of the most sensitive sections of this neighbour's (rear) garden. This situation is considered acceptable and neighbour amenity is not considered to be unduly affected in these circumstances.
34. With regard to the impact of the proposed development upon light/ overshadowing as noted above the Design SPD considers this matter in terms of separation distances, which the development achieves. The PPG considers appropriate levels of sunlight and daylight under the heading of *Effective use of land* at Paragraph: 007 Reference ID:66-007-20190722

All developments should maintain acceptable living standards. What this means in practice, in relation to assessing appropriate levels of sunlight and daylight, will depend to some extent on the context for the development as well as its detailed design.

35. Allowing for the east-west axis of development, height of the proposed extension, and the separation between the proposal and the neighbouring dwellings, it is considered that the proposal will not have a materially harmful impact upon light to the neighbouring properties.
36. The Environmental Health Officer has raised no objections to the proposal subject to conditions to safeguard neighbouring residential occupiers from nuisance from noise and general disturbance during construction works. Of these, the restriction of site works and site deliveries are acceptable. The request that any equipment which must be left running outside the allowed working hours shall be inaudible at the boundary of occupied residential dwellings does not meet the tests for a lawful condition set out in the Guidance, and the request to control noise nuisance is addressed by public health legislation and not via the planning acts.
37. It is considered that the proposed development by reason of its design, form, composition and siting will not harm the amenity of the occupiers of 1 – 3 Sandown Croft or 27, 28, 30 Rowley Avenue and the proposal therefore accords with the PSB and NPPF.

Adequacy of parking and access

38. The proposal does not seek to alter the access onto Rowley Avenue. However as a result of the Highway Authority calculating a shortfall of 6 spaces, the applicant submitted a revised parking layout. Three new spaces are located to the west of the originating staff spaces (i.e. forming a block of 6) with an additional space to the east of the block of 6. These spaces are accessed off Sandown Croft. Two further spaces are added to the existing spaces to the front of the nursing home and are accessed off Rowley Avenue.
39. Annex B to policy T2 of the PSB sets car parking standards for a number of development types and for nursing homes requires 1 space per resident staff, plus 1 space per non-resident staff present at peak working times, plus 1 space per 3 bed spaces for visitors. The standards also seek the provision of an ambulance space in a position which would not impede site access but located as close as possible to the main entrance.
40. The plans do not show an ambulance space; however, it is considered that the site can accommodate an ambulance to the site frontage without impeding the site access, particularly as the proposal does not alter the existing site frontage.
41. The Highway Authority in their response to the revised parking arrangement notes that the number of spaces provided meet the parking standards set out in the PSB and raise no objection subject to conditions relating to when the spaces are first brought into use and the submission and agreement of a Construction Environmental Management Plan (CEMP). The consultation response did note in relation to 'the block of 6' that..."The additional parking next to the loading area, due to their layout, can only be used by staff that start and finish a shift [all]together, as some parking bays are not accessible, at all time".

Whilst this arrangement is not ideal, it is not uncommon, the Highway Authority do not raise an objection to the layout.

Other Issues

Impact upon trees

42. Policies N1 and N4 of the PSB look to ensure that the natural environment will be protected. Allowing for the sylvan nature of the area the Tree Officer was consulted on the proposals and reported that no trees will be significantly impacted as a result of the proposed development and that some relatively minor cutting back of the trees on the western boundary will likely be required to facilitate construction. This work will not have a long term negative impact on health or aesthetic value and that the additional minor increase in footprint will have a negligible effect on the rooting zone of nearby trees, especially when considering the historical impact that the existing building would have already had.

43. Consequently, there is no objection to the proposed development in arboricultural terms subject to a condition requiring that a schedule of tree works be submitted and approved in writing prior to the commencement of any construction related activity and that the tree works to be carried out by an Arboricultural Association approved contractor, or an appropriately insured and qualified person to BS3998:2010 standard, in complete accordance with the schedule of tree works.
44. It is therefore considered that the proposed works comply with policies N1 and N4 of the PSB.

The planning balance and concluding comments

45. The proposed development by reason of its use, design, form, composition, scale and mass would not harm the character and appearance of the area or the residential amenity afforded to local residents. In addition, the development will not harm the natural environment or highway safety. Therefore the proposal accords with policies SP1 (Presumption in favour of sustainable development); SP3 (Stafford Borough sustainable settlement hierarchy); SP7 (Supporting the location of new development); T1 (Transport); T2 (Parking and manoeuvring facilities); C3 (Specialist housing); N1 (Design); N4 (The natural environment and green infrastructure); N8 (Landscape character); Stafford 1 (Stafford Town), together with the Supplementary Planning Document on Design to The Plan for Stafford Borough 2011-2031, and advice contained within the National Planning Policy Framework, National Planning Guidance, and the National Design Guide.

Consultations

Highway Authority:

There are no objections on Highway grounds to the proposed development subject to the following conditions being included on any approval:

Due to Government restrictions it has not been possible to carry out a site visit.

The application is for the extension of an existing care home with the proposal to increase to increase the capacity to 37 single and 3 double bedrooms with 3 permanent members of staff. The access onto the highway will not be altered and with the numbers provided the number of parking spaces provided meets the Borough Councils parking Standards.

Conditions

The development hereby permitted shall not be brought into use until the access, parking, servicing and turning areas have been provided in accordance with the approved plans.

Prior to the commencement of any construction, including demolition, a Construction Environmental Management Plan (CEMP) shall be submitted to, and approved in writing by, the Local Planning Authority. The approved management plan shall include details relating to construction access, hours of construction, routing of HGV's, delivery times and the location of the contractors compounds, cabins, material storage areas and contractors parking and a scheme for the management and suppression of dust and mud from construction activities including the provision of a vehicle wheel wash. It shall also include

a method of demolition and restoration of the site. All site operations shall then be undertaken strictly in accordance with the approved CEMP for the duration of the construction programme.

Reasons

To comply with the Plan for Stafford Borough 2014

In the interest of Highway Safety

Tree Officer:

I can confirm that no trees will be significantly impacted as a result of the proposed development.

Some relatively minor cutting back of the trees on the western boundary is probably going to be required to facilitate construction, however this will not have a long term negative impact on health or aesthetic value.

The additional minor increase in footprint will have a negligible effect on the rooting zone of nearby trees, especially when considering the historical impact that the existing building would have already had.

There is existing hard standing within the garden area which is likely to be utilised for material storage etc.

Therefore I have no objection to the proposal and require only one tree related condition as follows:

A schedule of tree works shall be submitted and approved in writing with the local planning authority prior to the commencement of any construction related activity. Those tree works shall then be carried out by an Arboricultural Association approved contractor, or an appropriately insured and qualified person to BS3998:2010 standard; with no additional works allowed before the completion of development without the written consent of the local planning authority.

Environmental Health Officer:

With regard to the above application, the following conditions are recommended in order to safeguard any nearby residential occupiers from undue disturbance during development:

1. All works, including demolition, site works and construction shall only take place between the hours of 8.00 am and 6.00pm Monday to Friday; 8.00am to 2.00pm Saturdays and not at all on Sundays or bank holidays.
2. Deliveries to the site shall only take place between the hours of 8.00am and 6.00pm Monday to Friday; 8.00am to 2.00pm Saturdays and not at all on Sundays or bank holidays. Delivery vehicles shall not park on the access highways to the site.
3. Any equipment which must be left running outside the allowed working hours shall be inaudible at the boundary of occupied residential dwellings.

Natural England:

No objections

Cannock Chase SAC Officer:

The application is for a Class C2 development and is exempt from the 'SAC Payment'.

Neighbours: Original consultation (11 consulted)

9 objections were received, 5 of which came from 2 addresses. 3 further objections were received on amended drawings. The matters raised are summarised as follows:

- ☐ Impact upon amenity (noise, loss of light, light pollution)
- ☐ Infill development
- ☐ Impact upon the character of the area
- ☐ Design
- ☐ Parking
- ☐ Increase in traffic

Neighbours: Consultation 31.03.2021 (Revised Parking Layout Plan)

3 representations received, all of which object to the proposed development. Summary of matters raised:

- ☐ Unrealistic space for parking and how cars will be able to manoeuvre as area is used for deliveries
- ☐ Loss of privacy / Area visible from my front bedroom window
- ☐ Sandown Close is a private road
- ☐ Scheme harm road safety
- ☐ Harm access for emergency vehicles
- ☐ One space appears to be in front of patio doors
- ☐ Overdevelopment

Site notice: 01.05.2020

Expiry date: 22.05.2020

Relevant Planning History

83/15492/FUL Change Of Use To Nursing/Rest Home. Approved.

84/16674/FUL Extensions To Existing Nursing Home. Approved.

85/17040/FUL Extension To Form Sun Lounge. Approved.

90/25515/FUL Single Storey Conservatory. Approved.

90/26004/FUL Extension To Residential Nursing Home. Approved.

95/32163/FUL Extension To Residential Nursing Home To Increase Occupancy From 34 To 38 Beds. Approved.

97/35546/FUL Extensions To Residential Nursing Home To Increase Occupancy. Approved. From 34 To 38 Beds. Approved.

02/43185/FUL Extensions To Residential Nursing Home From 34 Beds To 38 Beds - Renewal Of Application 35546. Approved.

Recommendation

Approve subject to the following conditions:

1. The development hereby permitted shall begin not later than 3 years from the date of this permission
2. The development hereby permitted shall be carried out in complete accordance with the following approved plans except where indicated by a condition attached to this permission in which case the condition shall take precedence:

Site Location Plan

Drawing No. G002621/04 - Existing floor plans

Drawing No. G002621/05 - Existing elevations

Drawing No. G002621/06a - Proposed floor layouts

Drawing No. G002621/07a - Proposed elevations

Drawing No. G002621/08a - Proposed block plan

3. The external finishes of the development hereby permitted shall match in colour, tytle, bonding and texture those of the existing building
4. All works (including demolition), site works and construction shall only take place between the hours of 08.00 and 18.00 Monday to Friday and 08.00 and 14.00 Saturdays and not at any time on Sundays, Bank or Public or holidays.
5. No deliveries to the site in connection with the development hereby approved shall occur except between the hours of 08:00 and 18:00 Monday to Friday and 08:00 and 14:00 on Saturdays and not at any time on Sundays, Bank or Public holidays
6. No development (including demolition) shall take place until a Construction Environmental Management Plan (CEMP) has been submitted to and approved in writing by the Local Planning Authority. The CEMP shall include: details relating to construction access; hours of construction; delivery times and the location of the contractors compounds, cabins, material storage areas and contractors parking; and a scheme for the management and suppression of dust and mud from construction activities including the provision of a vehicle wheel wash. It shall also include a method of demolition and restoration of the site. All site operations shall be carried out in complete accordance with the approved CEMP for the duration of the construction programme
7. No development (including demolition) shall commence until a schedule of tree works has been submitted to and approved in writing by the Local Planning Authority and shall include details of the arboricultural consultant to be employed during the construction works and the development shall be carried out in complete accordance with the approved details.

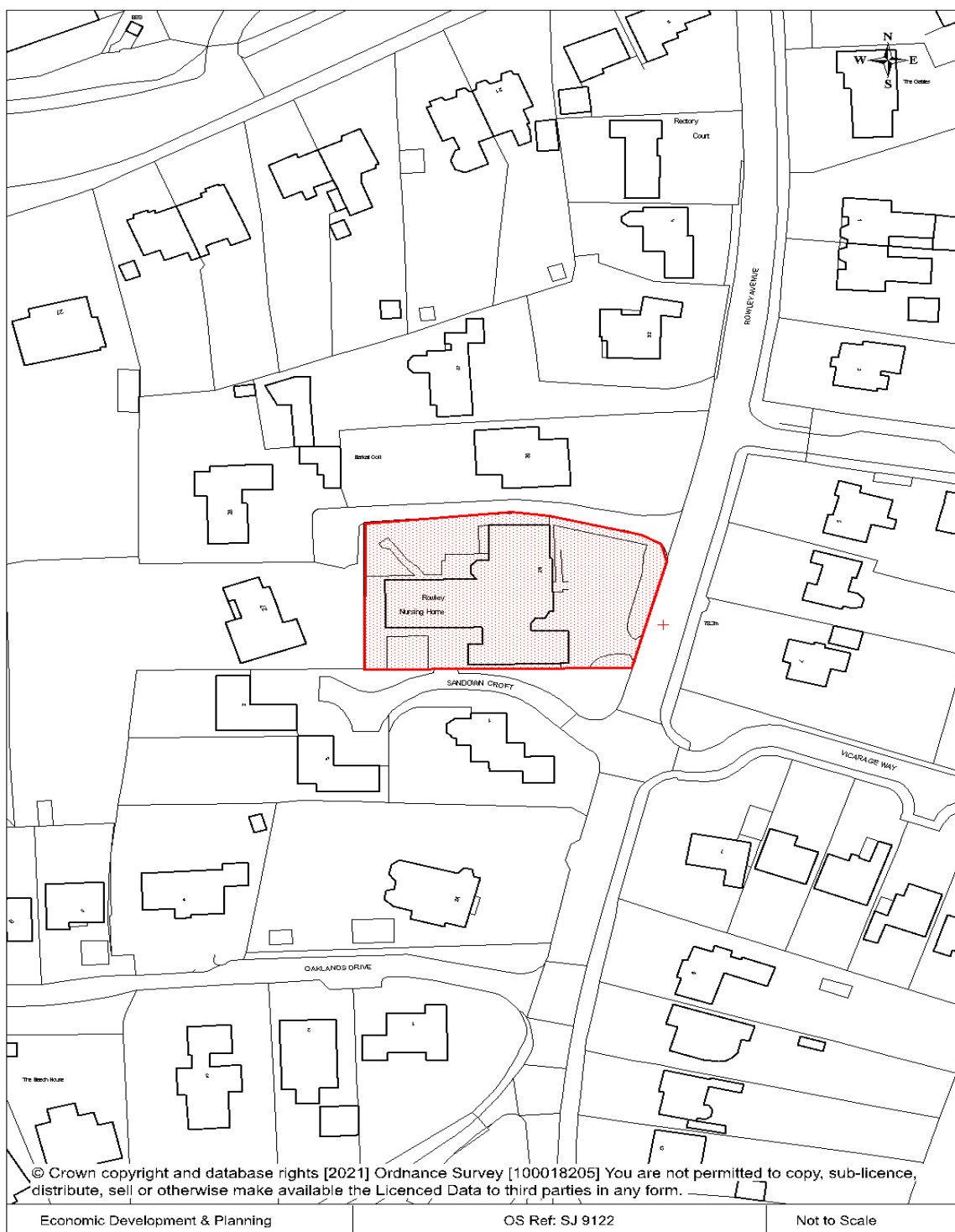
The reasons for the Council's decision to approve the development subject to the above conditions are:

1. To comply with the requirements of Section 91 of the Town and Country Planning Act 1990 (as amended).
2. To define the permission
3. To ensure a satisfactory appearance to the development in the interests of the visual amenities of the area and to comply with policies N1, C3, and SP7 of The Plan for Stafford Borough 2011-2031.
4. To safeguard the amenities of the occupiers of neighbouring properties and residents of the Nursing Home and to comply with policies N1, C3, and SP7 of The Plan for Stafford Borough 2011-2031
5. To safeguard the amenities of the occupiers of neighbouring properties and residents of the Nursing Home and to comply with policies N1, C3, and SP7 of The Plan for Stafford Borough 2011-2031
6. In the interests to protect amenity, highway safety, and managing waste throughout the development works and to comply with policies N1, C3, SP7, and T2 of The Plan for Stafford Borough 2011-2031.
7. In the interest of the visual amenities of the area and to comply with policies N1, N4, SP7, and C3 of The Plan for Stafford Borough 2011-2031

Informative(s)

- 1 In accordance with the requirements of Article 31 of the Town and Country Planning (Development Management Procedure) (England) (Order) 2010, as amended, and the National Planning Policy Framework, the Council has worked in a positive and proactive way in determining the application and has granted planning permission.
- 2 The Applicant is advised that under Part 1 of the Wildlife and Countryside Act 1981 disturbance to nesting birds, their nests and eggs is a criminal offence. The nesting season is normally taken as being 1st March - 30th September. The Developer should take appropriate steps to ensure nesting birds, their nests and eggs are not disturbed and are protected until such time as they have left the nest.

20/32128/FUL
Rowley House Nursing Home
26 Rowley Avenue
Stafford



Application:	19/31487/COU
Case Officer:	Mark Alford
Date Registered:	21 November 2019
Target Decision Date:	20 February 2020
Extended To:	-
Address:	Land at former airfield, Hixon
Ward:	Haywood and Hixon
Parish:	Hixon
Proposal:	Change of use of concrete runway for storage of vehicles and associated perimeter fencing and landscape improvements
Applicant:	Jonathan Lloyd Developments
Recommendation:	Approve subject to conditions.

Reason for referral to Committee

This application is for a large-scale major development which is exempt from the scheme of delegation, and has been called-in by Councillor B McKeown (Ward Member for Haywood and Hixon) for the following reason:

"Site is outside industrial area as defined in Hixon Neighbourhood Plan and plan for Stafford".

Context

1. The Application Site (the Site) extends to some 3.17 hectares in area, consisting of hardstanding (i.e. part of the concrete runways) and grassed areas associated with the former airfield. The storage area itself is located on the concrete runway and is approximately 300 metres in length by 45 metres in depth, totalling some 1.35 hectares in area.
2. To the east of the Site is the north-eastern boundary of a vehicle storage area granted planning permission in July 2017 (application reference 16/25315/COU). To the south of the Site beyond a grassed area are industrial and commercial buildings associated with the designated Hixon Airfield Industrial Estate. The nearest dwellings are on Stowe Lane at a distance of some 280 and 320 metres from the eastern boundary of the Site. Other residential properties are located some 500 metres to the north-east of the Site in Stowe-by-Chartley.

3. Temporary planning permission for a period to 30 September 2020 was previously granted on the Site in August 2016 under application reference 16/24279/FUL for the storage of aggregates associated with roadworks (incorporating fencing).
4. Planning permission is sought for the change of use of the concrete runway area to accommodate the storage of commercial vehicles (vans, lorries, coaches, trailers etc.). Whilst the Application does not propose any additional buildings on the Site, the scheme does include perimeter fencing akin to that approved under application reference 16/25315/COU. The submitted plans show that trees and shrubs would be planted on the north and south sides of the former runway, and there would be larger areas of tree and shrub planting and sections of earth mounding (i.e. a bund) up to 1.5m high that would also be planted, at the eastern end. Provision is included for keeping the public footpath route at the eastern end unobstructed including a relocated pedestrian gate. No lighting is proposed.
5. Access to the storage area is via the industrial estate to New Road, as per the earlier application.
6. The Site is outside any defined settlement boundary or developmental limits of any designated industrial estate as shown on the Inset Plans to The Plan for Stafford Borough 2011-2031 and the Hixon Neighbourhood Plan. The Site in policy terms is within the open countryside. The Site does constitute previously developed land (i.e. a brownfield site) as set out in the Glossary to the National Planning Policy Framework.

OFFICER ASSESSMENT

Planning policy framework and material considerations

7. Section 38(6) of the Planning and Compulsory Purchase Act 2004 requires that proposals be determined in accordance with the development plan unless material considerations indicate otherwise. In this case the development plan consists of parts 1 and 2 of The Plan for Stafford Borough 2011-2031 (the PSB) adopted in 2014 and 2017 respectively, and the Hixon Neighbourhood Plan made on 22 November 2016 (the HNP).
8. Other material considerations include, albeit not limited, to the National Planning Policy Framework (the Framework) and associated Planning Practice Guidance (the Guidance), together with the National Design Guide (the Guide). At the local level, other material considerations include the Supplementary Planning Document on Design (2018) (the SPD).

Main issues

9. The main issues in determining this application are firstly; the principle of the proposed development; secondly, effect of the proposed development upon the character and appearance of the area; and thirdly, impact upon residential amenity.

The principle of the proposed development

10. The PSB contains overarching policies and principles, all of which are set under the umbrella of the purpose of the planning system being to contribute to the achievement of sustainable development as set within Strategic Principle 1 (SP1) and section 2 of the Framework.
11. Spatial Principle 6 (SP6) the PSB gives support to rural sustainability through protecting and enhancing the environmental assets and character of the Borough whilst sustaining the social and economic fabric of its communities that can be achieved by the appropriate re-use of redundant buildings. Whereas; SP7 supports in principle development in the open countryside where, in part, where it is considered with the objectives of policy E2 of the PSB, and does not harm the environmental quality of the area that is reflected within policies N1 and N8 of the PSB.
12. Whilst, neither SP6 nor SP7 reference the re-use previously development land; it is considered that a similar principle of sustainability underlies these two repurposing elements.
13. Both the PSB and the HNP are silent on policies relating to storage uses. However, policy E2 indicates support in principle for such uses in areas outside defined settlement boundaries, and in turn defined industrial estates, by noting that *All development in these areas should, where appropriate and feasible...make use of...previously developed land before proposing new buildings of development of Greenfield land.*
14. At the national level, the Framework supports economic development and the re-use of previously developed land. The Framework at section 6 (*Building a strong, competitive economy*) under the heading of Supporting a prosperous rural economy at paragraph 84 notes that...*The use of previously developed land, and sites that area physically well-related to existing settlements, should be encouraged where suitable opportunities exist.* By extension, this position is also pertinent to sites for proposals that are well related to existing industrial sites.
15. It is therefore considered that the principle of the development accords with the overarching policies and principles of the PSB and the Framework, subject to the impact of the proposed development upon the character and appearance of the area and residential amenity

National Planning Policy Framework -Paragraphs 8, 11, 12, 104, Annex 2: Glossary.

The Plan for Stafford Borough

SP1 Presumption in Favour of Sustainable development

SP6 Achieving Rural Sustainability

SP7 Supporting the Location of New Development

E2 Sustainable Rural Development

Hixon Neighbourhood Plan

Impact upon the character and appearance of the area

16. The character of the immediate area to the north, east, and west of the Site is flat, open land set down to arable use around the former airfield infrastructure. Whereas; the Site is adjacent a vehicle storage and auction site; with the Industrial Estate as a backdrop is to the south of the Site.
17. As noted above the landscape is flat and quite featureless as a result of the construction of the airfield, and it is acknowledged that it has a low visual amenity value. However, the placement of vehicles on the Site will have an impact upon the character and appearance of the area, and visually will impact been seen from the rear of the nearest residential properties, which are those fronting Stowe Lane, some 260m from the Site.
18. Other residential properties are located much further away (over 500m) to the north-east in Stowe-by-Chartley village and would have only very distant views of the development. Users of the public footpath would have close views of the development where its route passes through the site. This route continues into the built-up industrial estate to the south, and to the north, views from the public right of way of the site would in time be softened by the mature planting.
19. The site would be substantially screened from other sensitive locations to the south and south east by the industrial estate itself, and to the north by the tree-lined former railway trackbed running south west/north east which serves to enclose the old airfield and contain views of it in and out.
20. However, allowing for the bunding and associated planting, together with the adjoining vehicle storage and auction site, it is considered that the proposed development would not have a significant adverse impact on the character and appearance of the area. Therefore, the proposal complies with policies SP1, N1, N8, and SP7 of the PSB, the HNP, together with national guidance.

Policies and Guidance:-

National Planning Policy Framework
Paragraphs: 127, 128, 130, 170, 172.

The Plan for Stafford Borough

- SP1 Presumption in Favour of Sustainable Development
- N1 Design
- N8 Landscape Character

Impact upon residential amenity

21. As cited above, the nearest dwellings are in Stowe Lane to the east of the site and about 260m distant. The Environmental Health Officer has made no comments on the application and it is considered that there would be no worsening of any incidence of noise in the area when the close proximity of the existing uses in the industrial estate are taken into account.
22. It would therefore be unlikely that residential amenity in these terms would be harmed and the proposed development complies with policies N1 and N8 of the PSB, together with paragraphs 170 and 180 of the Framework.

Policies and Guidance:-

National Planning Policy Framework
Paragraphs 170, 180.

The Plan for Stafford Borough
SP1 Presumption in Favour of Sustainable Development
N1 Design

Other Issues

Adequacy of access, highway safety, and parking provision

23. Vehicular access is shown to utilise existing arrangements and the Highway Authority does not consider that there would be excessive traffic generation to prejudice the current state of highway safety.
24. No parking space is shown for the four employees expected. However, the PSB has no specific standard for the storage of commercial vehicles and it is considered that it would be likely that there would be available area on the site for employee car parking given the relatively large space needed to be kept clear for manoeuvring the stored commercial transport. The Highway Authority does not raise any concern for the absence of such parking space.
25. No objection is raised on highway safety or parking grounds and the proposal accords with policies T1, and T2 of the PSB, together with national guidance.

Policies and Guidance:-

National Planning Policy Framework
Paragraphs 108,109

The Plan for Stafford Borough
T1 Transport
T2 Parking and Manoeuvring Facilities

Surface water drainage

26. The main site is within the Environment Agency's Flood Zone 1, the zone of least flood risk. The submitted drainage strategy concludes that, no comments. Whereas, the Local Lead Flood Authority does not wish to comment as the existing impermeable areas would not be increased.
27. It is therefore considered that the proposed development accords with policies SP1 and N2 of the PSB and national advice within the Framework.

Policies and Guidance:-

National Planning Policy Framework
Paragraphs: 148, 155, 163, 164.

The Plan for Stafford Borough

SP1 Presumption in Favour of Sustainable Development

N2 Climate Change

Biodiversity

28. The site is assessed to be hydrologically connected to the Pasturefields Salt Marsh Special Area of Conservation (SAC) and Site of Special Scientific Interest (SSSI) via surface and groundwater sources.
29. The Council's Appropriate Assessment under the Habitat Regulations includes the need to secure specific details of surface drainage and Natural England concurs with this conclusion, requiring that they should be secured by a planning condition on a consent.

Policies and Guidance:-

National Planning Policy Framework
Paragraphs 170, 175, 176, 177.

The Plan for Stafford Borough

SP1 Presumption in Favour of Sustainable Development

N4 The Natural Environment and Green Infrastructure

N5 Sites of European, National and Local Nature Conservation Importance

Public rights of way

30. Public footpath Hixon 22 passes from the north through the eastern end of the main site, clear of the defined vehicle storage compound, and divides to continue into the industrial area south eastwards as well as to the south west as public footpath Hixon 18 along the access road. The landscaping scheme makes provision for the route with a gap shown in the proposed mounding and a relocated pedestrian gate shown in the boundary fencing.

31. It is therefore unlikely that the public rights of way would be obstructed but the advice of the Public Rights of Way Officer and The Ramblers would be covered in an informative attached to a consent.

The planning balance and conclusion

32. Whilst the proposed development will cause some harm to the character and appearance of the area, and impact upon aspects of amenity, allowing for the scale of the proposed development, landscaping and neighbouring uses, it is considered on balance that the proposed development accords with the quoted policies of the development plan and national guidance.

Consultations

Highway Authority:

- No objection.
- It is considered that this development will not generate a significant number of additional vehicles and therefore will not have a major effect on the highway.

Natural England:

26 August 2020:

- We note that your authority, as competent authority, has undertaken an appropriate assessment of the proposal in accordance with Regulation 63 of the Conservation of Species and Habitats Regulations 2017 (as amended) in relation to the Pasturefields salt marsh Special Area of Conservation.
- We are a statutory consultee on the appropriate assessment stage of the Habitats Regulations Assessment process.
- Your authority has concluded that the adverse effects arising from the proposal could be avoided subject to the proposed avoidance measures being secured by the appropriately worded conditions
 - Having considered the assessment Natural England advises that we concur with the assessment conclusions.
- Appropriate planning conditions are attached to any planning permission to secure these measures.

1 May 2020:

- On the basis of the information provided, in order to assist your authority in screening for the likelihood of significant effects of air pollution, it is our advice that the proposal is unlikely to have a significant effect on any European site, and can therefore be screened out from any requirement for further assessment.
- Full consideration of the potential water supply and water dependency pathways between the development site and Pasturefields Salt Marsh SSSI and SAC is needed to ensure that any potential impacts are addressed.

Environment Agency:

- Having reviewed the information submitted, we have assessed the scheme as having low environmental risk.
- No comments.

Local Lead Flood Authority:

- The proposed development will only be acceptable if a detailed surface water drainage scheme is secured by a condition on a planning permission.

Health and Safety Executive:

- Do not advise against granting permission on safety grounds

Environmental Health Officer:

- The development may adversely impact nearby residences; conditions requiring the following are recommended:

Staffordshire County Council Rights of Way Officer:

- The application recognises the existence of Public Footpath Nos 19 and 22 Hixon Parish and also Public Footpath No 32(a) Stowe By Chartley Parish all of which run through the application site.
- It appears that the proposals for the site will directly impact on all the public rights of way footpaths.
- The attention of the applicant should be drawn to the existence of the paths and to the requirement that any planning permission given does not construe the right to divert, extinguish or obstruct any part of the public paths.
- A Diversion Order needs to be secured for the paths if they are to be obstructed.
- The applicants must seek the local highway authority's permission before installing any structure such as gates on the public right of way.
- It is important that users are still able to exercise their public rights safely and that the paths are reinstated if any damage to the surface occurs as a result of the planning permission being granted for the site.

The Ramblers:

- As long as the footpath is kept open and free from obstructions during the construction of the compound, no comments.

Parish Council (Hixon):

6 January 2020:

- The scheme will greatly increase the volume of traffic along New Road both in terms of cars driven by the people employed at the new employment sites and the delivery lorries and vans visiting these sites.

- The traffic at the A51/New Road junction at peak times, particularly in the evening when traffic is leaving Hixon, is extremely bad with queues going back over the rail bridge into Hixon - i.e. a queue of in excess of half a mile on frequent occasions.
- Any approval should have a condition to improve the junction of the A51/New Road junction with traffic lights or an alternative suitable solution agreed with Highways.

19 December 2019:

- The site is outside the industrial development area as defined in the Hixon Neighbourhood Plan.
- This application is a replica of planning application 16/24410 which was recommended for refusal for the following reasons:
 - a) Excessive, prominent, unsightly, incongruous and intrusive
 - b) Harm to visual amenity
 - c) It would not assist rural sustainability
 - d) It would not protect environmental character
 - e) It would not be in accordance with environmental protection policies
 - f) It would not be sustainable development
 - g) It would not support Policies SP6(i) and SP7 (ii) and (iii), would conflict with Policies E2(d) and (g) in the Stafford Plan as well as paragraph 17 of the National Planning Policy Framework.
- It will have minimal benefit to the local community.
- It will not satisfy the employment aspirations of local young people.
- This application will not provide the quality or quantity of employment opportunities that would out-weigh the visual and environmental impact in the community;
- If permitted, it will blight the landscape for years to come and will detract from the rural character of Hixon and Stowe-by-Chartley
- There is the serious threat of ground pollution caused by leaking fuel, oil and hydraulic fluids from the scrap vehicles
- There does not appear to be a drainage strategy supplied with the application documents that should include pollution control measures
- Harm to heritage value of former World War II airfield

Neighbours:

33 notified; 10 replies/representations received from 10 addresses. 1 in support providing the road surfaces in the area are improved. 9 object. The material issues are summarised below:

- Visual intrusion
- Excessive traffic
- Encroachment onto green space
- Ground pollution
- Harm to wildlife
- Conflict with Hixon Neighbourhood Plan
- Noise

Site Notices:

Expiry dates 27 December 2019

Adverts:

Expiry dates 1 January 2020

Relevant Planning History

Part of current site

16/24279/FUL - Continued use of former runway for storage of aggregates for roadworks – expired 30 September 2020.

Other former airfield land

20/32514/FUL - Temporary change of use of land to develop a temporary compound to facilitate off-site ground investigation works – To be determined.

18/29781/COU - Temporary change of use of former runway to develop a temporary compound to facilitate off-site ground investigation works to cease before August 2020 - approved 22 May 2019; not implemented.

16/25315/COU – Change of use of former airfield runway for storage of commercial vehicles and up to six commercial vehicle auctions per year; office/sales/facilities building; landscaping works – approved 27 July 2017; implemented.

16/24410/FUL – (Substantially the same site to above) Change of use of former airfield runway for storage of commercial vehicles and up to six commercial vehicle auctions per year, plus construction of building to provide office/sales area and toilet facilities and associated landscaping and perimeter fencing – application withdrawn from consideration; no decision made.

Recommendation

Approve subject to the following conditions:

1. The development to which this permission relates must be begun not later than the expiration of three years beginning with the date on which this permission is granted.
2. The approved plans are drawing nos. 4163-01B; 4163-02F; 4163-03D and 4163-04.
4. No development shall begin until a detailed surface water drainage design has been submitted to and approved in writing by the Local Planning Authority in consultation with the Lead Local Flood Authority. The design shall be in accordance with the overall strategy and key design parameters set out in the Drainage Strategy report (Waterco File Ref: 12287-Drainage Strategy-02, dated 11-12-20), and the design shall demonstrate:
 - Surface water drainage system(s) designed in accordance with national and local standards, including the non-statutory technical standards for sustainable drainage systems (DEFRA, March 2015).

- SuDS design to provide adequate water quality treatment in accordance with the Simple Index Approach and SuDS treatment design criteria (The SuDS Manual, CIRIA C753, 2015).

- Demonstration of a viable point of discharge.

- Limiting the discharge rate for all events to 66.9l/s and providing the attenuation storage necessary to limit flows to 66.9l/s for all events up to and including the 100-year plus 20% climate change event.

- Detailed design (plans, network details and calculations) in support of any surface water drainage scheme, including details on any attenuation system, and the outfall arrangements. Calculations should demonstrate the performance of the designed system for a range of return periods and storm durations inclusive of the 1 in 1 year, 1 in 30 year, 1 in 100 year and 1 in 100 year plus climate change return periods.

- Plans illustrating flooded areas and flow paths in the event of exceedance of the drainage system. Site layout and levels should provide safe exceedance routes and adequate access for maintenance.

- Provision of an acceptable management and maintenance plan for surface water drainage to ensure continued performance of the system for the lifetime of the development. This should include a schedule of required maintenance activities and frequencies, and contact details for the organisation responsible for carrying out these duties.

Thereafter, the use shall not commence unless and until the approved surface water drainage scheme has been constructed and completed.

5. The landscaped planting scheme shown on the approved drawings shall be carried out and completed within eight months of the first use hereby permitted of the site. Any plants or trees which die, become diseased or are removed within five years of planting shall be replaced in the current or subsequent planting season.
6. Notwithstanding the provisions of the Town and Country Planning (Use Classes) Order 1987 as amended, this permission only relates to the open storage of vehicles. It does not grant or imply consent for any other Use Class B8 (storage or distribution) use, nor for the auction or sale of the stored vehicles.
7. No external tannoy or public address systems shall be installed or used without the prior written permission of the Local Planning Authority.
8. The storage of vehicles hereby permitted shall only be carried out within the fence enclosed area shown on the approved plans. It shall not be carried out anywhere else on the site.

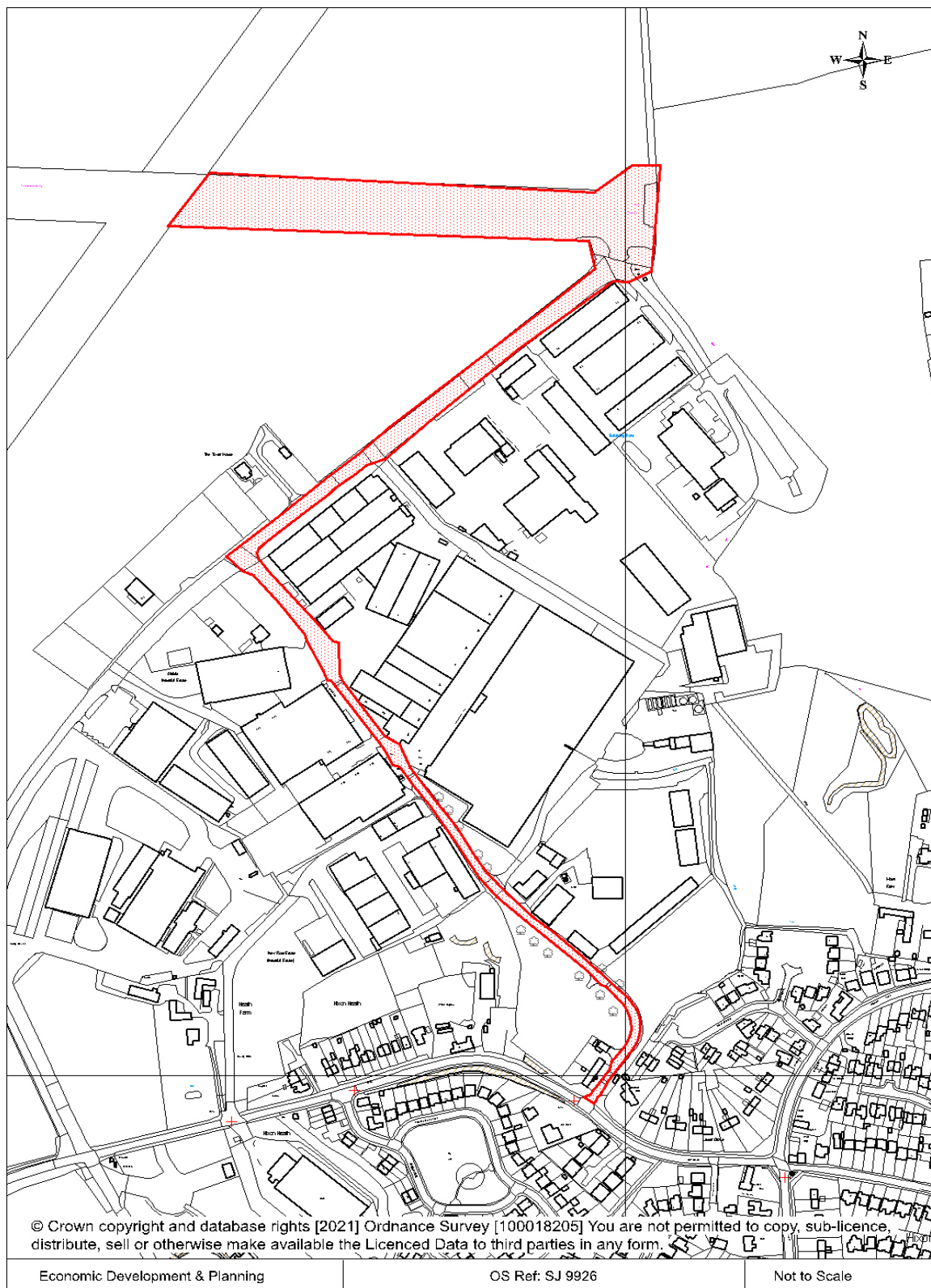
The reasons for the Council's decision to approve the development subject to the above conditions are:

1. To comply with the requirements of Section 51 of the Planning and Compulsory Purchase Act 2004.
2. To define the permission.
3. To ensure the satisfactory appearance of the development (Policies N1 g and h of The Plan for Stafford Borough).
4. To reduce the risk of surface water flooding to the development and properties downstream for the lifetime of the development (Policy N2 of The Plan for Stafford Borough)
5. To ensure the satisfactory appearance of the development (Policies N1 g and h of The Plan for Stafford Borough).
6. To define the permission.
7. To safeguard the area from undue noise. (Policy N1e of The Plan for Stafford Borough).
8. To define the permission.

Informative(s)

- 1 In accordance with the requirements of Article 31 of the Town and Country Planning (Development Management Procedure) (England) (Order) 2010, as amended, and the National Planning Policy Framework 2019, the Council has worked in a positive and proactive way in determining the application and has granted planning permission.
- 2 The attention of the applicant is drawn to the observations of the Public Rights of Way, The Ramblers and the Lead Local Flood Authority on this application. All comments received can be viewed online through the planning public access pages of the Council's website (www.staffordbc.gov.uk).

19/31487/COU
Land At Hixon Airfield Industrial Estate
Stafford



PLANNING COMMITTEE - SITE VISIT - 11 AUGUST 2021

Ward Interest - Nil

Draft Planning Application Validation Criteria

Report of Head of Development

Purpose of Report

To seek approval to adopt the updated version of the Validation criteria as set out in the **APPENDIX** having made amendments after the completion of an 8 week consultation period.

Recommendation

To adopt the updated validation criteria as set out in the **APPENDIX**.

1 Detail

1.1 Every Local Planning Authority must publish a local Validation Criteria that sets out the information requirements for planning applications.

1.2 The existing criteria was published in 2019 and there is a requirement to review and consult on any amendments.

1.3 A draft criteria was sent out for consultation for a period of 8 weeks. And feedback was received. Any further local or national legislation/policy changes will be updated as and when without further consultation.

1.4 Summary of amendments made are as follows:

- New National Planning Policy Framework (NPPF) paragraphs updated throughout the document
- Internal hyperlinks added to aid with navigating the document
- **Title Page** Date amended to August 2021
- **Page 1** Note added around neighbourhood plans used when assessing planning applications
- **Page 2** Addition of planning support email

- **Page 2** Addition of revision date of July 2021 for NPPF
- **Page 4** Added details of a document that may help with design and access statements
- **Page 5** Do not scale information added
- **Page 5** Addition of request for drawing numbers where possible and that plans are named appropriately
- **Page 5** Addition of text Plans should be submitted as a PDF document to enable electronic measurement of plans
- **Pages 5-9** Addition of scales we use “ideally” added to all “What scale should the plan be drawn to”
- **Pages 6-9** Amendment to say only one copy of documents is now required
- **Page 6** Note added to state HM Land Registry plans not acceptable due to copyright
- **Page 6** Addition of text in bold The application site should be edged clearly with a **single solid** red line
- **Page 6** Added details around diverting a right of way/public footpath
- **Page 6 Addition of text in regard to car parking**
Car parking spaces should be shown if car parking will be affected by an increase in bedrooms or conversions/ extensions that amend the current parking provision.
- **Page 7** Addition of text in bold
They should clearly show the proposed works in relation to what is already there, **full elevations of any existing building to be altered/extended should be shown**
Addition of text The property boundary should be shown clearly where the property attaches to another house/building not within the boundary.
- **Page 8** Addition of text Where carparking is affected internal layouts need to be shown
- **Page 9** Addition of text Any overhang should be shown so measurements are consistent across plans
- **Part 1 Page 11** Added detail around asking for a registered provider to be provided.

- **Part 4 Page 13** Added detail about Great Crested Newts and All Major applications will need to show how Biodiversity Net Gain has been considered. The submitted ecological assessment will now be required to have a specific section titled “Net Gain for Biodiversity” and clearly show how the site has been assessed using the most up to date DEFRA Biodiversity metric. This will demonstrate the baseline value of the site (before development) and the post-development value.
The Biodiversity Metric 2.0 - JP029
(<https://www.gov.uk/government/organisations/natural-england>)
- **Part 6 Page 16** Addition of below text
The Cannock Chase SAC Partnership adopted Delivery Implementation Plans (DIPs) to bring forward the Strategic Access Management Monitoring Measures (SAMMMs) during 2020. As a result the payment zone is anticipated to change from 0-8km to 0-15km in April 2022 as well as the financial contribution per house of £159 increasing. Prior to April 2022 please follow the advice below but from April 2022 please consult with the Cannock Chase SAC Project Officer for more details
- **Part 7 Page 18** Addition of text under types of application Unless it falls on the Coal Authority published exemptions list. This can be found via the link: Planning applications: Coal Mining Risk Assessments - GOV.UK
(www.gov.uk)
- **Part 11 Page 23** Added Registered Battlefields to List of Heritage Assets
Added paragraph It may be helpful engage in pre-application consultation with Heritage England for scheduled monuments and in such instances archaeological assessments/heritage statements would generally be required <https://historicengland.org.uk/listing/what-is-designation/scheduled-monuments/>

*Replace paragraph

For information as to whether a Heritage Statement may be required in or around the principal historic settlements please see Staffordshire County Council's website:

For Historic Environment Assessments...(link no longer works)

With- For information as to whether a Heritage Statement may be required in or around the principal historic settlements please search the Staffordshire County Council website for 'Historic Environment Assessments' and 'Extensive Urban Survey'

*Replace paragraph

To discuss the potential for development to impact upon archaeological deposits or to consult the Staffordshire Historic Environment Record (HER) please contact the Historic Environment Team at Staffordshire County Council her@staffordshire.gov.uk ...(link no longer works)

With- To discuss the potential for development to impact upon archaeological deposits or to consult the Staffordshire Historic Environment Record (HER) please contact the Historic Environment Team at Staffordshire County Council her@staffordshire.gov.uk or search the Staffordshire County Council website for 'Historic Environment Record' for further information.

*Replace paragraph

Please note that the Staffordshire County Council Historic Environment Team charge a small fee for pre-application advice, see...(link no longer works)

With- Please note that the Staffordshire County Council Historic Environment Team charge a small fee for pre-application advice, search the Staffordshire County Council website for 'Historic Environment Advice and Guidance' for more

- **Part 13 Page 27** Addition of solar farms to types of applications that need this information

Addition of: Further Advice

Reference to the Cannock Chase AONB Views and Setting Guide will provide assistance in preparing Landscape and Visual Impact assessments and enable appropriate decisions on matters such as siting, scale and mitigation within the vicinity of Cannock Chase AONB

<https://www.cannock-chase.co.uk/wp-content/uploads/2020/07/Cannock-Chase-AONB-Design-Guide-Jul-2020.pdf>

<https://www.cannock-chase.co.uk/wp-content/uploads/2020/07/Cannock-Chase-AONB-Views-and-Setting-Guide-Rev.-03-low-res-FINAL-1.pdf>

- **Part 14 Page 27** Addition of below to further advice

For applications in the setting of Cannock Chase AONB reference to the Cannock Chase AONB Views and Setting Guide is recommended

- **Part 15 Page 29** Addition of below to further advice

The AONB Design Guide includes advice on proposed lighting within the AONB.

- **Part 19 Page 31** Addition and amendments as noted below in bold

If the proposed development will result in the open space being reduced or built upon applications must include an assessment that:

- (a) **clearly shows the open space, buildings or land to be surplus to requirements; or**
- (b) **the loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or**

(c) the development is for alternative sports and recreational provision, the benefits of which clearly outweigh the loss of the current or former use.

- Amendment to read sports facilities
On-site or off-site Provision
- Where open space and/or associated facilities **and/or sport facilities** are proposed to be provided on-site or off-site the application must define them and provide a statement that includes:
- Amendment to read Financial Contributions
Where open space **and/or associated facilities and/or sport facilities** cannot be entirely provided on site, a financial contribution will be required through a Planning Obligation (Section 106 Agreement)
- **Part 32 Page 44** addition of link to Southern Staffordshire Outline Water Cycle Study and the Strategic Flood Risk Assessment 2014.
- Changed Forward Planning to new team name Strategic Planning and Placemaking team throughout

1.5 Items that couldn't be updated/amended:

- Unable to include detail around works that are permitted development as these cannot be considered as part of a planning application. If an applicant wants to confirm whether works are permitted development this would be done via submitting an application for a Lawful Development Certificate Proposed.
- Cannot specify what is required for visibility splays as the document needs to cover all applications however it does refer applicants to the highways standing advice.

Previous Consideration

Nil

Background Papers

File available in Development

Contact Officer

Vicki Barraclough, Development Business Manager, 01785 619327

Planning Application Validation Guidance and Local Validation Criteria

August 2021

Development Management

To be used for all applications except
Discharge of Conditions and Lawful
Development Certificates.

A quick guide for Householders is included in
the Annex

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Introduction

Before we can make an assessment on your planning application, you need to provide us with forms, plans and other information. The information that you need to provide depend on the type of application that you're making. These Validation Criteria explain the information that we need for all applications (known as the National Validation Requirements) and the information that we ask for at Stafford Borough Council (known as the Local Validation Requirements). Where we ask for additional information, we will only do so if we really need it. The amount of information that we normally need depends on the scale of the proposal. Once we have all of the information, your application can be registered as valid and we can start the assessment process.

The Plan for Stafford Borough sets out the policy context for the local validation criteria.

Legislation

The following pieces of legislation are used to validate applications:

- The Town and Country Planning Act 1990 (as amended by the Planning and Compulsory Purchase Act 2004)
- The Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO)

The Regulation that we work to, when asking for further information is:

- Regulation 4 of the Town and Country Planning (Applications) Regulations 1988. This enables a Local Planning Authority to direct applicant's to supply any further information, plans and drawings that are necessary to make a decision. Applications for Outline permission are slightly different – for more information see page 6.

This includes providing any reasonable evidence to answer any queries.

If you are not happy with the information that we are asking for, you can challenge the request (details of how to do this are set out in the DMPO).

Policy

Each piece of information that we ask for is linked to a piece of national or local policy. This explains why we are asking for that particular detail.

These policies are for the validation of an application please note that further policies including the Local Plan for Stafford Borough and Made Neighbourhood Plans are also used when considering planning applications once valid.

Pre-application Discussions

The National Planning Policy Framework (NPPF) that was introduced in March 2012 and revised in July 2018, February 2019 and July 2021 says that we have a key role to play in encouraging applicants (or their agents) to take maximum advantage of the pre-application stage of the planning process.

If we can identify any potential issues with your application before it is made, this helps to avoid delays in making a decision.

If you are thinking about making a planning application and would like some advice before you apply, please contact Development Support on 01785 619 327 or via email at planning@staffordbc.gov.uk.

How to use the Validation Criteria

If you are making a Householder application, which is for things like an extension or conservatory, our quick guide for Householders can be found in the **ANNEX**.

For other applications, you will need to make sure that you provide all of the information in the National Requirements (see pages 7-12). You then need to look through the Local Requirements to identify the additional information needed. The requirements are listed alphabetically, but the column headed 'Types of application that require this information' will tell you whether your application type is included.

For all types of information (plans, forms and all other documents), unless you are making your application electronically, we need two copies of everything to be provided.

Photographs

Whilst we no longer require photographs and a plan showing where the photographs were taken from and their direction, providing photos helps us to spot anything on site that you might need to supply more information on.

Making an Application Valid

If the information listed for your application type is not provided then we won't be able to make your application valid and start work on our assessment. If we receive your application and some information is missing, we will contact you.

Where an application is submitted, its receipt will be acknowledged in writing. However, if we consider that the application is invalid, we will let the applicant know what extra information we need.

Please note that if plans are not consistent with each other, and we cannot reasonably assess the proposal that is being made, we won't be able to validate the application.

Guidance for Outline Applications

Applications for outline planning permission generally don't need to include details of any proposed 'reserved matters' unless the matters include layout, scale or access.

If we receive an application for outline planning permission, but decide that the application should not be considered separately from all or any of the reserved matters, we must notify the applicant within one month from the receipt of the application that further details are needed.

Information must include:

- Use - the use or uses proposed for the development and any distinct development zones within the site identified.
- The amount of development proposed for each use (for retail this should be the gross retail floorspace expressed as square metres).
- Indicative access points

In addition, major applications for outline permission should also include a Design and Access Statement.

Please note that applications for a change of use cannot be made under an outline application

National Requirements

Application Forms

All planning applications need to be made using a standard application form. Each application type has its own standard form, which can be found on our web-site (which links to the Planning Portal, the Government website for Planning).

How many copies are needed?

Applications can either be submitted electronically through the Planning Portal or in paper copies. Please bear in mind that if a paper application is completed, you will need to provide 2 copies before your application can be made valid.

Design and Access Statement

A Design and Access Statement must accompany Listed Building applications, applications for one or more dwellings or building(s) with a floor space of 100m² or more in a Conservation Area and major applications, for example 10 houses or more, floorspace 1,000m² or site area of 1 hectare or more, for both outline and full planning permission.

A Design and Access Statement is a concise report supporting a planning application that should explain and justify the proposal in a structured way. The Design and Access Statement should cover both the design principles and concepts that have been applied to the proposed development, and how issues related to access to the development have been dealt with.

For Listed Buildings, the statement should address:

- the special architectural and historic interest of the building
- the particular physical features of the building that justify its designation as a Listed Building; and
- the building's setting.

The legislative requirements are set out in Regulation 3A of the Planning (Listed Buildings and Conservation Areas) Regulations 1990.

It may help to review Design Council/CABE guidance document Design and Access Statements: How to write, read and use them.

Fee

An application cannot be made valid without the correct fee.

Fees are set nationally and vary depending on the type and size of the application. The full list of charges can be found on our website.

Please note, if your application is approved and conditions are included that we need to discharge, there will be a further fee.

Plans

We cannot accept “do not scale” on any plans and if this is present you will be asked for it to be removed before the application can be validated.

Please provide where possible drawing numbers for each plan and name them appropriately.

Plans should be submitted as a PDF document to enable electronic measurement of plans.

We can accept scales of 1:5, 1:50, 1:100, 1:200, 1:500, 1:1000, 1:1250, 1:2500, 1:1, 1:2 and 1:20 however the plans need to show the right amount of detail and therefore suggested scales are noted below for each type of plan.

Location Plan

All applications must include a location plan based on an up to date map.

What scale should the plan ideally be drawn to?

Either 1:1250 or 1:2500. Very occasionally we might need a different scale plan but we will let you know if this is the case.

What should the plan show?

Wherever possible at least two named roads and the surrounding buildings. The buildings should be numbered or named so that the exact location of the application site is clear.

The application site should be edged clearly with a single solid red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. The red edge is required to be drawn to the nearest adopted highway as per the below guidance.

<https://www.gov.uk/guidance/making-an-application>

A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

If the location plan that you provide uses an Ordnance Survey map base, the plan must include your Ordnance Survey copyright licence. Please note we are unable to accept HM Land Registry Plans due to copyright.

How many copies are needed?

One copy for applications submitted via any method

Site Plan

What scale should the plans ideally be drawn to?

The site plan should be drawn at a scale of 1:500 or 1:200

What should the plan show?

- The direction of north
- The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries
- All buildings, roads and footpaths on land adjoining the site, including access arrangements
- All public rights of way crossing or adjoining the site (including footpaths, bridleways, restricted byway or byway open to all traffic)

For further information on applying to divert a footpath please use this link
<https://www.staffordshire.gov.uk/environment/RightsofWay/Legal/Advice-for-Applicants-wanting-to-submit-a-Public-Path-Diversion-Order.aspx>

- The position of all trees on the site, and those on adjacent land that could influence or be affected by the development
- The extent and type of any hard surfacing
- Details of boundary treatments (walls, fences, railings, hedges, landscaping) and where this is proposed and existing
- Car parking spaces should be shown if car parking will be affected by an increase in bedrooms or conversions/ extensions that amend the current parking provision.

How many copies are needed?

One copy for applications submitted via any method.

Block Plan

A block plan is a larger scale version of the location plan, showing the same application boundary with a greater level of information.

What scale should the plans ideally be drawn to?

The scale should be 1:100 or 1:200 and they should show the site boundaries.

What should the plan show?

Site boundaries

The type and height of boundary treatment (walls, fences, hedges)

The position of any building or structure on the other side of the boundaries

How many copies are needed?

One copy for applications made electronically, through the Planning Portal, or 2 copies for paper applications.

Existing and Proposed Elevations

What scale should the plans ideally be drawn to?

The scale should be 1:50 or 1:100

What should the plans show?

They should clearly show the proposed works in relation to what is already there, full elevations of any existing building to be altered/extended should be shown.

The property boundary should be shown clearly where the property attaches to another house/building not within the boundary.

All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included.

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

How many copies are needed?

One copy for applications submitted via any method.

Existing and Proposed Floor Plans

What scale should the plans ideally be drawn to?

The scale should be 1:50 or 1:100

What should the plans show?

They should explain the proposal in detail.

Where carparking is affected internal layouts need to be shown.

The position of any development on lower floors should be outlined on upper floor plans.

Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers or names where applicable).

How many copies are needed?

One copy for applications submitted via any method.

Existing and Proposed Site Sections, and Finished Floor and Site Levels

What scale should the plans ideally be drawn to?

The scale should be 1:50 or 1:100

What should the plans show?

They should show a cross section(s) through the proposed building(s).

In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels, to include details of foundations and eaves, and how encroachment onto adjoining land is to be avoided.

Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. The plans should show existing site levels and finished floor levels (with levels related to a fixed offsite datum point) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings.

Levels should also be taken into account in the formulation of design and access statements.

For householder development, the levels may be clear from floor plans and elevations, but particularly in the case of sloping sites, you will need to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.

How many copies are needed?

One copy for applications made electronically, through the Planning Portal, or 2 copies for paper applications.

Roof Plan

A roof plan is used to show the shape of the proposed roof.

What scale should the plans ideally be drawn to?

Usually roof plans are drawn at a scale smaller than the scale used for the floor plans.

What should the plans show?

Roofing materials

Rooflights/Vents and their location

Any overhang should be shown so measurements are consistent across plans

How many copies are needed?

One copy for applications submitted via any method.

Agricultural Holdings Certificate

This certificate is required whether or not the site includes an agricultural holding. It is included in the standard application form.

All agricultural tenants must be notified prior to the submission of the application.

This certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, works to trees covered by Tree Preservation Orders, or express consent to display an advertisement.

Ownership Certificates

All applications for planning permission, except for approval of reserved matters, must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property. The certificates are included in the standard application forms.

For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest, the unexpired term of which is not less than 7 years.

Notice

Where an application is for land that is not wholly owned by the applicant, it will be necessary to complete Certificate B (or on occasion Certificate C or D) and serve Notice 1 on owners of the application site.

Local Requirements

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
1	Affordable Housing Statement	<p>National Planning Policy Framework paragraphs 62,63,64,65</p> <p>Circular 6/1998 Planning and Affordable Housing</p> <p>Plan for Stafford Borough: Policy C2</p>	<p>When 12 or more dwellings are proposed at Stafford, Stone, Eccleshall, Gnosall Woodseaves, Barlaston, Tittensor, Yarnfield, Hixon, Great Haywood, Little Haywood/Colwich, Haughton and Weston.</p> <p>When 10 or more dwellings are proposed across all other areas of the Borough</p>	<p>New residential development of 12 or more dwellings at Stone, Eccleshall, Gnosall Woodseaves, Barlaston, Tittensor, Yarnfield to provide 40% affordable dwellings.</p> <p>New residential development of 12 or more dwellings at Stafford, Hixon, Great Haywood, Little Haywood/Colwich, Haughton and Weston to provide 30% affordable dwellings.</p> <p>New residential development of 10 or more dwellings across all other areas of the Borough to provide 30% affordable housing.</p> <p>An independent economic viability assessment must be provided if a lower figure is being proposed as part of a new development.</p> <p>If known please provide details of a Registered Provider associated with the application.</p> <p>Further Advice</p> <p>Stafford Borough Council Health and Housing Group: 01785 619 000</p> <p>Stafford Borough Strategic Planning and Placemaking Team: 01785 619000</p>

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
2	Agricultural Need Statement	National Planning Policy Framework paragraphs 84, 174 Plan for Stafford Borough: Policy E2	New agricultural buildings and agricultural workers dwellings	<p>The statement must include:</p> <ul style="list-style-type: none"> • The size of the agricultural holding • Details of any additional rented land and duration of the rental agreement • Details of any other buildings used on the land, including floorspace and current use • Details of what the building will be used for, including floorspace • Number of animals kept (where relevant) • Number of employees and their hours worked <p>Further Advice</p> <p>Stafford Borough Council Development Management: 01785 619 337</p>
3	Air Quality Assessment	National Planning Policy Framework paragraph 186 Plan for Stafford Borough: Policy N5	<p>In, or adjacent to an Air Quality Management Area, all applications for new housing development, industrial, commercial and leisure development</p> <p>Where the development could itself result in the designation of an Air Quality Management Area</p>	<p>Applications must be supported by information that enables full consideration of the impact of the proposal on the air quality of the area</p> <p>Where Air Quality Management Areas cover regeneration areas, developers should provide an Air Quality Assessment as part of their planning application.</p>

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
			<p>Where the grant of planning permission would conflict with, or render unworkable, elements of a local authority's Air Quality Action Plan</p> <p>Within 50m of the edge of M6 carriageway</p>	<p>Further Advice</p> <p>Stafford Borough Council Pollution Control Officer: 01785 619 402</p>
4	Biodiversity Survey and Report	<p>National Planning Policy Framework paragraphs 43, 174 and 180</p> <p>Plan for Stafford Borough: Policy N1, N4, N5 Wildlife and Countryside Act 1981</p> <p>Conservation of Habitats and Species Regulations 2017</p> <p>Protection of Badgers Act 1992</p>	<p>Where a proposed development may have possible impacts on wildlife and biodiversity</p> <p>Renewals of existing consents should include an update on any information provided with the original application</p> <p>Major applications</p>	<p>Information must be provided on existing biodiversity interests and possible impacts on them.</p> <p>Where proposals are being made for mitigation and/or compensation measures, information to support those proposals will also be needed.</p> <p>Where appropriate, accompanying plans should indicate any significant wildlife habitats or features, and the location of any habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation of Habitats and Species Regulations 2017.</p> <p>Applications for development that will affect areas designated for their biodiversity interests are likely to need to include assessments of the impacts and proposal for long term maintenance and management. This information might form part of an Environmental Statement, where one is necessary.</p>

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
				<p>Certain proposals which include work such as the demolition/conversion of buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts.</p> <p>Stafford Borough is now participating in the Great Crested Newt District Licensing Scheme delivered through the NatureSpace Partnership.</p> <p>Please see https://naturespaceuk.com/ for further information on the scheme.</p> <p>All Major applications will need to show how Biodiversity Net Gain has been considered. The submitted ecological assessment will now be required to have a specific section titled “Net Gain for Biodiversity” and clearly show how the site has been assessed using the most up to date DEFRA Biodiversity metric. This will demonstrate the baseline value of the site (before development) and the post-development value.</p> <p>The Biodiversity Metric 2.0 - JP029 (naturalengland.org.uk)</p> <p>Advice should include a requirement for a Staffordshire Ecological Records search of the</p>

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
				<p>application site and a minimum 500 metre buffer, and presentation of this information. This will help planning officers to assess whether a sufficient biodiversity survey and assessment has been carried out.</p> <p>Further Advice</p> <p>Stafford Borough Council Biodiversity Officer 01785 619 676</p> <p>British Standard 42020 Biodiversity</p> <p>Chartered Institute of Ecology and Environmental Management (CIEEM) on ecological survey https://cieem.net/i-am/resources-hub/?filter_resource_type=9&filter_topic=95 and assessment https://cieem.net/i-am/resources-hub/?filter_resource_type=9&filter_topic=65</p> <p>Natural England Standing Advice www.naturalengland.org.uk/</p>

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
5	Business Case	Policy E6	Opportunities for tourism and new visitor accommodation	<p>Demonstration that the financial viability of the use can be sustained in the long term</p> <p>The business case should identify a local need for the facility and include:-</p> <p>Costings of the initial set up including property acquisition where relevant;</p> <p>Projected net profits after deducting overheads</p>
6	Cannock Chase Special Area of Conservation (SAC) Statement of willingness to provide a proportional financial contribution towards the Strategic Access Management and Monitoring Measures	National Planning Policy Framework 2018 paragraph , 176, 181 Plan for Stafford Borough Council: Policy N6; ODPM Circular 06/2005	Applications for 10 or more (net) new dwellings within 0-8km of Cannock Chase Special Area of Conservation (see map)	<p>The Cannock Chase SAC Partnership adopted Delivery Implementation Plans (DIPs) to bring forward the Strategic Access Management Monitoring Measures (SAMMMs) during 2020. As a result the payment zone is anticipated to change from 0-8km to 0-15km in April 2022 as well as the financial contribution per house of £159 increasing. Prior to April 2022 please follow the advice below but from April 2022 please consult with the Cannock Chase SAC Project Officer for more details.</p> <p>Regulation 63 of the Conservation of Habitats and Species Regulations 2017 requires the Council undertake and complete a Habitat Regulations Assessment (HRA), including Appropriate Assessment (AA), where it is considered that approving an application will or may possibly result in a negative impact upon a Special Area of Conservation (SAC);</p>

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
	(SAMMM) for Cannock Chase Special Area of Conservation (SAC)			<p>directly or indirectly, alone or in combination. Where a negative impact is found to be caused to a SAC proportional mitigation must be provided by the applicant and secured by the Council or else the applicant will need to be refused.</p> <p>The Council has sufficient evidence to demonstrate that an increase of 1 net dwelling or more within a 15km zone of influence around Cannock Chase SAC will have a negative impact on the site.</p> <p>The Strategic Access Management and Monitoring Measures (SAMMM) is a 15 year program of mitigation works agreed by the Cannock Chase SAC Partnership in combination with Natural England. The SAMMM is sufficient to mitigate for all planned new dwelling developments within 15km of the SAC over the Local Plan period.</p> <p>To provide for the SAMMM, a proportional financial contribution (of £159 per dwelling) shall be collected from all applications for 10 or more net-dwellings where the development lies within 0-8km of Cannock Chase SAC (whole of in-part).</p> <p>Developments of 9 or less net-dwellings with 0-8km or developments of 10 or more net-dwellings over 8km away do not need to provide any financial contribution towards the SAMMM.</p>

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
				<p>For those applications where a financial contribution is to be provided towards the Cannock Chase SAMMM the 'Statement of Willingness Document' should be completed and submitted as part of the planning application. A downloadable version of the Statement of Willingness is available on</p> <p>https://www.staffordbc.gov.uk/cannock-chase-special-area-of-conservation-sac</p> <p>Further Advice</p> <p>Cannock Chase SAC Team; SAC Project Officer: 07580 848 950</p>
7	Coal Mining Risk Assessment (CMRA)	National Planning Policy Framework paragraph 174, 183, 184, 211	<p>All non-householder applications for operational development that fall within the Coal Mining Development Referral Areas as defined by the Coal Authority and held by Stafford Borough Council. Unless it falls on the Coal Authority published exemptions list. This can be found via the link:</p> <p>https://www.gov.uk/guidance/planning-applications-coal-</p>	<p>The Coal Mining Risk Assessment must be prepared by a suitably qualified and competent person. It should:</p> <ul style="list-style-type: none"> • Include site specific coal mining information (including past / present / future underground mining, shallow coal workings, mine entries (shafts or adits), mine gas, within an area which has a current licence to extract coal, geological features, any recorded surface hazards, or within a former or present surface mining (old opencast) area) • Identify what risks these coal mining issues, including cumulative effects, pose to the proposed development

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
			mining-risk-assessments	<ul style="list-style-type: none"> Identify how coal mining issues have influenced the proposed development, and whether any other mitigation measures are required to manage those issues and / or whether any changes have been incorporated into the development <p>Any development that involves intrusive activities which intersect, disturb or enter any coal seams, coal mine workings or mine entries will require the prior written permission of The Coal Authority.</p> <p>Please note - if an Environmental Statement is required by the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 as amended, it is suggested that the CMRA is included within the Environmental Statement.</p> <p>Further Advice</p> <p>The Coal Authority website: www.coal.gov.uk/services/planning</p> <p>The Coal Authority Planning and Local Authority Liaison Department : 01623 637 119 or planningconsultation@coal.gov.uk</p>

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
8	Economic Statement	National Planning Policy Framework paragraphs 8, 9, 81, 83, 84, 85 Plan for Stafford Borough: Policy E1, E2, E3, E6, E7	All major applications that include a commercial element	<p>A supporting statement of any regeneration and economic benefits and costs from the proposed development.</p> <p>The statement must include:</p> <ul style="list-style-type: none"> • Details of new jobs provided or supported • Relative floor space totals for each proposed use (where known) • Any community benefits • Reference to any regeneration strategies that might lie behind or be supported by the proposal <p>Further Advice</p> <p>SBC Economic Development Manager: 01785 619 748</p>
9	Environmental Statement / EIA Environmental Impact Assessment (EIA)	National Planning Policy Framework paragraph 43 The Town and Country Planning (Environmental Impact Assessment)	Where an Environmental Impact Assessment is needed Schedule 4 sets out the information required in an Environmental Statement	<p>The information in the Environmental Statement has to be taken into consideration when the Local Planning Authority decides whether to grant planning consent. It may be helpful for a developer to request a “screening opinion” (to determine whether an EIA is required) from the Local Planning Authority before submitting a planning application.</p> <p>In cases where a full EIA is not required, the Local</p>

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
		Regulations 2017		<p>Planning Authority may still require environmental information to be provided.</p> <p>An applicant may request a scoping opinion (to determine the issues that need to be addressed in an EIA) before submitting the application. In addition, pre-application discussions will assist in identifying the issues that need to be addressed in an EIA.</p> <p>Further Advice</p> <p>Stafford Borough Council Development Management: 01785 619 337</p>
10	Flood Risk Assessment (FRA)	<p>National Planning Policy Framework paragraphs 43, 161</p> <p>Technical Guidance to the National Planning Policy Framework (CLG 3/12)</p> <p>Plan for Stafford Borough: Policy N1, N2</p>	<p>In Floodzone 1 any development site of 1 hectare or above</p> <p>All developments in flood zones 2 and 3.</p> <p>Any development other than minor development in a designated critical drainage area which has been notified to the Local Planning Authority by the Environment Agency (Rising Brook).</p>	<p>The Flood Risk Assessment must:</p> <ul style="list-style-type: none"> • 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 • identify opportunities to reduce the probability and consequences of flooding • 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 from flooding • be prepared by the developer in consultation

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
				<p>with the Local Planning Authority with reference to their published new Local Plan documents and any Strategic Flood Risk Assessment</p> <ul style="list-style-type: none"> • form part of an Environmental Statement when one is required by the Town and Country Planning • (Environmental Impact Assessment) Regulations 2017 as amended <p>In preparing a Flood Risk Assessment the developer will be required to demonstrate that a sequential approach to site selection has been undertaken, and that there are no other more suitable sites available.</p> <p>For Householder development a simplified procedure is available in the Environment Agency Standing Advice http://www.environment-agency.gov.uk/research/planning/82584.aspx</p> <p>Further Advice</p> <p>Environment Agency http://www.environment-agency.gov.uk/homeandleisure/floods/default.aspx</p> <p>Further information on SUDs is available at https://www.staffordshire.gov.uk/environment/Flood-Risk-Management/Information-for-Planners-and-Developers.aspx</p>

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
11	Heritage Statement	<p>National Planning Policy Framework paragraphs 194, 197, 205</p> <p>Plan for Stafford Borough: Policy N8, N9</p> <p>Conservation Area Character Appraisals and Documents</p> <p>Stafford Borough Council Design SPD</p> <p>The Hedgerow Regulations 1997</p>	<p>Any application affecting a heritage asset or its setting</p> <p>Heritage Assets include:</p> <ul style="list-style-type: none"> Listed Buildings Conservation Areas Scheduled Monuments Archaeological sites Registered parks and gardens applications which will impact or have the potential to impact upon sites (below and above ground) as recorded on the Staffordshire Historic Environment Record (HER) Registered Battlefields <p>Major applications or significant infrastructure works where archaeological remains may survive</p> <p>Hedgerow removal may need a Heritage Statement where it</p>	<p>The statement must include:</p> <ul style="list-style-type: none"> A description of the significance of the heritage assets affected, and the contribution of their setting to that significance The level of detail should be proportionate to the importance of the heritage asset and no more than is sufficient to understand the potential impact of the proposal on the significance of the heritage asset The Staffordshire Historic Environment Record (HER) should have been consulted The heritage assets themselves should have been assessed using appropriate expertise, where necessary, given the application's impact Where an application site includes, or is considered to have the potential to include, heritage assets with an archaeological interest, a full Historic Environment Desk-based Assessment (DBA) should be submitted (where a Heritage Statement is deemed to be insufficient to adequately address historic environment concerns). The requirement for a full DBA should be discussed at an early stage and where considered an appropriate response, the DBA should consider all aspects of the historic environment (archaeology, built

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
			forms part of a significant historic landscape or an area of archaeological potential	<p>environment and historic landscape character). The DBA should be undertaken by an appropriately experienced organisation and should follow the guidance laid out in the relevant Chartered Institute for Archaeologists (CIfA) standard and guidance. Where a DBA is deemed insufficient to properly assess the archaeological potential/interest, a field evaluation may be required. An assessment of the impact of the proposal should be set out in the application (within the design and access statement when this is required) as part of the explanation of the design concept. It should detail the sources that have been considered and the expertise that has been consulted</p> <p>Stafford Borough Council will not validate applications where the extent of the impact of the proposal on the significance of any heritage assets affected cannot adequately be understood from the application and supporting documents.</p> <p>Further Advice</p> <p>Stafford Borough Council Conservation Officer: 01785 619 337</p>

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
				<p>Staffordshire County Council:</p> <p>0300 111 8000</p> <p>Staffordshire County Archaeologist her@staffordshire.gov.uk</p> <p>List descriptions and scheduled monuments can be found on the National Heritage List for England website at: https://historicengland.org.uk/listing/the-list/ https://www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment</p> <p>It may be helpful engage in pre-application consultation with Heritage England for scheduled monuments and in such instances archaeological assessments/heritage statements would generally be required https://historicengland.org.uk/listing/what-is-designation/scheduled-monuments/</p> <p>For information as to whether a Heritage Statement may be required in or around the principal historic settlements please search the Staffordshire County Council website for 'Historic Environment Assessments' and 'Extensive Urban Survey</p> <p>To discuss the potential for development to impact upon archaeological deposits or to consult the Staffordshire Historic Environment Record (HER) please contact the Historic Environment Team at Staffordshire County Council her@staffordshire.gov.uk or search the Staffordshire County Council website for 'Historic Environment Record'</p>

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
				<p>for further information.</p> <p>Please note that the Staffordshire County Council Historic Environment Team charge a small fee for pre-application advice, search the Staffordshire County Council website for 'Historic Environment Advice and Guidance' for more</p>
12	Land Contamination Assessment	<p>National Planning Policy Framework paragraphs 174, 183</p> <p>Plan for Stafford Borough: Policy N2</p>	All applications (excluding Householders) where new development is proposed on land that is, or may have been, affected by contamination	<p>The assessment must include:</p> <ul style="list-style-type: none"> • An extended assessment of contamination in line with National Planning Policy Framework: Section 11 • Enough information 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 <p>Where contamination is known or suspected, or the proposed use would be particularly vulnerable for example residential use, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.</p>

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
				Further Advice Stafford Borough Council Pollution Control Officer: 01785 619 402 Environment Agency www.environment-agency.gov.uk
13	Landscape Visual Impact Assessment	Plan for Stafford Borough: Policy N8	Polytunnels; wind turbines, solar farms	<p>An assessment in accordance with current best practice and guidance, in particular GLVIA3 published by the Landscape Institute and the Institute of Environmental Management and Assessment.</p> <p>Further Advice</p> <p>Reference to the Cannock Chase AONB Views and Setting Guide will provide assistance in preparing Landscape and Visual Impact assessments (LVIA) and enable appropriate decisions on matters such as siting, scale and mitigation within the vicinity of Cannock Chase AONB</p> <p>https://www.cannock-chase.co.uk/wp-content/uploads/2020/07/Cannock-Chase-AONB-Design-Guide-Jul-2020.pdf</p> <p>https://www.cannock-chase.co.uk/wp-content/uploads/2020/07/Cannock-Chase-AONB-Views-and-Setting-Guide-Rev.-03-low-res-FINAL-1.pdf</p>

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
14	Landscaping Details	National Planning Policy Framework paragraphs 130 Plan for Stafford Borough: Policy N1	All major applications	<p>A landscaping scheme should:</p> <ul style="list-style-type: none"> • Be drawn to scale (usually 1:100 or 1:200) • Show full details of proposed landscaping • Include details of proposed species, height at planting, spacing and densities • Include measures for the ongoing protection and maintenance of landscaping <p>For sites that are considered to be particularly sensitive, in landscape or visual terms, a Landscape and Visual Impact Assessment (LVIA) should be undertaken.</p> <p>Further Advice</p> <p>Guidelines for LVIA 3rd Edition 2013 published by the Landscape Institute and the Institute of Environmental Management and Assessment.</p> <p>For applications in the setting of Cannock Chase AONB reference to the Cannock Chase AONB Views and Setting Guide is recommended</p> <p>Stafford Borough Council Development Management: 01785 619 337</p>

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
15	Lighting Assessment	Plan for Stafford Borough: Policy N1	All commercial and leisure applications proposing external illuminations	<p>The assessment must include:</p> <ul style="list-style-type: none"> • A layout plan with beam orientation and light spillage • A schedule of the equipment used in the design • The hours of use (when the lighting will be switched on) • Details of future maintenance <p>Further Advice</p> <p>Publication:</p> <p>Lighting in the countryside: Towards good practice (1997)</p> <p>The AONB Design Guide includes advice on proposed lighting within the AONB.</p>
16	Masterplan	Plan for Stafford Borough: Policy Stafford 2, Stafford 3, Stafford 4, Stone 2	Residential development within Strategic Development Locations	A comprehensive land use masterplan in accordance with Policy Stafford 2, Stafford 3, Stafford 4 and Stone 2

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
17	Mineral Safeguarding Areas (MSAs)	Staffordshire Minerals Local Plan (Policy 3)	<ul style="list-style-type: none"> Mineral Safeguarding Areas (MSAs) identified in the Staffordshire Minerals Local Plan Mineral infrastructure sites permitted by the County Council or Borough/District Council 	<p>Required to submit a Mineral Safeguarding Statement to demonstrate that the implications of the proposals on existing permitted mineral reserves and mineral infrastructure, and on mineral resources identified for future working and areas safeguarded in the Minerals Local Plan have been addressed.</p> <p>Further advice</p> <p>https://www.staffordshire.gov.uk/environment/planning/policy/mineralslocalplan/mineralsLocalPlan.aspx</p>
18	Noise and Vibration Assessments	<p>Noise Policy Statement for England March 2010</p> <p>National Planning Policy Framework paragraph 183,185</p> <p>Plan for Stafford Borough: Policy N1</p>	<p>All applications likely to have an impact on existing noise or vibration sensitive developments</p> <p>All applications that introduce or expose noise or vibrations into an area where it would have an adverse impact</p>	<p>Applicants are advised to seek specialist expertise and to discuss their proposals in the first instance with Stafford Borough Council's Environmental and Health Service to find out whether a Noise and</p> <p>Vibration Assessment is needed. Where an assessment is needed it must:</p> <ul style="list-style-type: none"> Consider the advice, recommendations or requirements contained in British Standards BS6472: 2008 <i>Guide to Evaluation of Human Exposure to Vibration in Buildings</i> Part 1 and Part 2 and BS7385-2: 1993 <i>Evaluation and Measurement for Vibration in Buildings</i> Part 1

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
		<p>Environmental Protection Act 1990</p> <p>Clean Neighbourhoods Act 2005</p> <p>Licencing Act 2003</p> <p>Noise Act 1996</p>		<p>Further Advice</p> <p>Stafford Borough Council Environmental and Health Service:</p> <p>01785 619 402</p> <p>World Health Organisation Guidelines for Community Noise</p> <p>World Health Organisation Night Noise Guidelines for Europe</p> <p>British Standards: BS4142, BS8233, BS7445</p>
19	Open Space Assessment	<p>National Planning Policy Framework paragraphs 93</p> <p>National Planning Policy Guidance</p> <p>Plan for Stafford Borough: Policy C7</p>	Residential applications of 11 dwellings or more to provide an on-site or off-site contribution to open space, sport and recreation facilities in accordance with the Local Standards (Appendix G of The Plan for Stafford Borough)	<p>Developments Within Open Spaces</p> <p>Applications must include:</p> <ul style="list-style-type: none"> Plans showing any areas of existing or proposed open space within or adjoining the application site <p>If the proposed development will result in the open space being reduced or built upon applications must include an assessment that:</p> <p>(a) clearly shows the open space, buildings or land to be surplus to requirements; or</p> <p>(b) the loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or</p>

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
				<p>(c) the development is for alternative sports and recreational provision, the benefits of which clearly outweigh the loss of the current or former use.</p> <p>On-site or off-site Provision</p> <p>Where open space and/or associated facilities and/or sport facilities are proposed to be provided on-site or off-site the application must define them and provide a statement that includes:</p> <ul style="list-style-type: none"> • Maintenance specification for the works • How the facility will be initially installed and maintained to that specification for at least 10 years <p>Financial Contributions</p> <ul style="list-style-type: none"> • Where open space and/or associated facilities and/or sport facilities cannot be entirely provided on site, a financial contribution will be required through a Planning Obligation (Section 106 Agreement) <p>Further Advice</p> <p>Stafford Borough Council : Strategic Planning and Placemaking 01785 619 514</p>

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
20	Parking and Access Arrangements	National Planning Policy Framework paragraphs 104, 109, 110, 112 Plan for Stafford Borough: Policy T2 and Appendix B: Car Parking Standards	All applications, including householders, that involve new, or changes to existing, parking and access arrangements	<p>The site layout plan must include;</p> <ul style="list-style-type: none"> • Details of existing parking provision and access • Details of proposed parking provision and access • Details of the level of provision (including cycles) <p>Details about any access works should include:</p> <ul style="list-style-type: none"> • Information about how that supports the design • Include micro-modelling analysis and a Stage 2 Safety Audit where access is served via a traffic signalled junction, roundabout or priority junction, with right turn facility <p>For access only, simple priority junctions or dropped crossings, details must include:</p> <ul style="list-style-type: none"> • Details of existing and proposed visibility splays • Details of speed surveys where relaxation to normal visibility requirements are being sought <p>Further Advice</p> <p>Staffordshire County Council Roads and Highways Standing Advice: 0300 111 8000 highways@staffordshire.gov.uk Manual for Streets 2</p>

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
21	Planning Obligations / Unilateral Undertakings (Section 106 Agreements) / Draft Heads of Terms	<p>Circular 05/2005: Planning Obligations</p> <p>National Planning Policy Framework paragraph 55, 58</p> <p>Plan for Stafford Borough: Policies C2, C7, I1</p>	<p>All major applications unless trigger points are not hit. See 'What information is required' column for trigger points</p> <p>Other developments where the Section 106 agreement can make an otherwise unacceptable proposal acceptable in planning terms</p>	<p>The application must include either:</p> <ul style="list-style-type: none"> • A draft Planning Obligation (Section 106) obligation based on Stafford Borough Council's standard template or • A statement of the proposed Heads of Terms, a location plan and Land Registry details, solicitor details and confirmation that Stafford Borough Council's legal fees will be met <p>Further Advice</p> <p>Stafford Borough Council Legal Services: 01785 619 220</p> <p>Trigger Points:</p> <p>Affordable Housing = When 12 or more dwellings are proposed at Stafford, Stone, Eccleshall, Gnosall, Woodseaves, Barlaston, Tittensor, Yarnfield, Hixon, Great Haywood, Little Haywood/Colwich, Haughton & Weston.</p> <p>Affordable Housing = When 10 or more dwellings are proposed across all other areas of the Borough</p> <p>Housing development will be required to provide contributions for new infrastructure, either on site or off site, as set out in the Infrastructure Delivery Plan,</p>

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				<p>including for open space, sport and recreation in line with the Local Space Standards (Appendix G of The Plan for Stafford Borough)</p> <p>For the Education trigger points at primary and secondary school levels please contact Staffordshire County Council Education and Learning: 0300 111 8000</p>
22	Retention of Local Community Facility or Service Statement	<p>National Planning Policy Framework paragraph 84</p> <p>Plan for Stafford Borough: Spatial Principle 7, Policy E8 and SB2</p>	Applications for redevelopment or change of use of any premises outside Stafford or Stone currently used, or last used to provide essential facilities or services which support the local community	<p>A statement must be provided that addresses the following:</p> <ul style="list-style-type: none"> • a viability test that the use concerned is no longer economically viable, that all reasonable efforts have been made to sell or let the property in its current use at a realistic price for a period of at least 12 months, the use cannot be provided by some other means or is genuinely redundant • the premises or site, or an unused part of the building, cannot be readily used for or converted to another community facility • the facility / service which will be lost will be adequately supplied or met by an easily accessible existing or new facility in the local area or the settlement concerned, unless it has been accepted as redundant under (a) above

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
				<ul style="list-style-type: none"> the facility was not required to be provided and / or retained as part of a planning permission, or as a new development <p>Further Advice</p> <p>Stafford Borough Council Development Management: 01785 619 000</p>
23	Statement of Community Involvement	<p>National Planning Policy Framework paragraphs 39, 40</p> <p>Stafford Borough Statement of Community Involvement</p>	All major applications	<p>The statement must:</p> <ul style="list-style-type: none"> Set out how the applicant has undertaken pre-application consultation with the community Demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals <p>Further Advice</p> <p>Stafford Borough Council Development Management: 01785 619 337</p>
24	Structural Survey	<p>National Planning Policy Framework paragraphs 80, 84 , 174</p> <p>The Plan for Stafford Borough:</p>	<p>All barn conversion proposals, except where the barn has already been fully converted</p> <p>Applications involving the demolition of a Listed Building or Listed structure or unlisted building in a Conservation Area</p>	<p>Structural surveys must be carried out by qualified structural surveyors, and detail:</p> <ul style="list-style-type: none"> The existing structural condition of the building Any recommended remedial works to improve its condition, if possible

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
		Policy E2 and Policy C5	or where an application is made for a replacement dwelling which involves the demolition of the existing dwelling.	<ul style="list-style-type: none"> For barn conversions, the survey must also include: Whether the existing building is capable of conversion without significant rebuilding The nature, type and amount of work required to allow the proposed use to take place <p>Further Advice</p> <p>Stafford Borough Council Development Management/Conservation Officer:</p> <p>01785 619 337</p>
25	Telecomms Development - Supplementary Information	Code of Practice on Mobile Network Development in England (2016) National Planning Policy Framework paragraphs 117 Plan for Stafford Borough: Policy E1	Telecommunications applications	<p>Applications must include the following:</p> <ul style="list-style-type: none"> The area of the search Details of any consultation carried out Details of the proposed structure The technical justification and information about the proposed development A signed declaration that the equipment and installation has been designed in full compliance of the radio frequency exposure guidelines of the International Commission of Non-Ionizing Radiation Protection (ICNIRP)

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
				Further Advice Code of Practice on Mobile Network Development (2002)
26	Town Centre Use / Retail Impact Assessments	National Planning Policy Framework paragraphs 87, 88, 90 Plan for Stafford Borough: Policy E8	<p>Applications for main town centre uses that are not in an existing town centre and are not in accordance with the Plan for Stafford Borough must include a Sequential Assessment</p> <p>Applications for retail, office and leisure developments at Stafford over 1,000m² gross floorspace, developments at Stone over 500m² gross floorspace and developments at local centres over 300 m² and not in accordance with the Plan for Stafford Borough.</p> <p>Applications in an existing town centre not in accordance with the Plan for Stafford Borough which would substantially increase the attraction of the centre to an extent that the</p>	<p>Retail Impact Assessments for town centre uses in an edge or out-of-centre location as part of development proposals greater than 1000 m² gross floorspace at Stafford, greater than 500 m² gross floorspace at Stone and greater than 300m² gross floorspace at local centres must assess:</p> <ul style="list-style-type: none"> • The impact on existing investment within centres • The impact on the vitality and viability of town centres • The impact of the proposal on in-centre trade / turnover and trade in the wider area • The current and future consumer expenditure capacity in the catchment area • Whether the proposal is of an appropriate scale and what impact it may have on locally important impacts <p>Further Advice</p> <p>Stafford Borough Council Strategic Planning and Placemaking: 01785 619 000</p>

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
			development could impact on other centres.	
27	Transport Assessment / Transport Statement	<p>Circular 02/2007: Planning and the Strategic Road Network</p> <p>National Planning Policy Framework paragraph 104</p> <p>Plan for Stafford Borough: Policy T1</p>	All applications likely to generate significant traffic movements	<p>For a definition of significant transport implications see https://www.staffordshire.gov.uk/Highways/highwayscontrol/TransportAssessments.aspx</p> <p>Where an assessment is considered to be necessary, these should be submitted and considered by Staffordshire County Council Highways Authority prior to the registration of the Planning Application.</p> <p>When Planning Applications require an assessment, the application will be required to submit a 'Transport Assessment Validation Form' signed by the applicant and a representative of Staffordshire County</p> <p>(a) A Transport Assessment (TA) or Transport Statement</p> <p>(b) (TS) is required, and that the assessment accompanying the Planning Application, including its conclusions, have been agreed with Staffordshire County Council Highways Authority</p>

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
				<p>(c) A TA or TS is required, and that the assessment accompanying the Planning Application, including its conclusions, have been discussed but the Applicant and Staffordshire County Council Highways Authority are in dispute</p> <p>(d) An assessment is not required</p> <p>Further Advice Department for Transport: https://www.gov.uk/government/organisations/departm-ent-for-transport</p> <p>Manual for Streets 2 (March 2007)</p> <p>Circular 02/2007: Planning and the Strategic Road NetworkCouncil</p> <p>Highway Authority indicating that:</p> <p>A draft Travel Plan must:</p> <ul style="list-style-type: none"> Outline how the transport implications of the development are going to be managed to ensure minimal environmental, social and economic impacts

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
				<ul style="list-style-type: none"> Detail how the traffic implications of the development will be managed, including details of the Travel Plan co-ordinator, the management arrangements for the plan and the development timetable
28	Travel Plan	National Planning Policy Framework paragraph 113 Plan for Stafford Borough: Policy T1	A Travel Plan will be required if the development is likely to generate significant amounts of traffic movement.	<p>Include</p> <ul style="list-style-type: none"> activities for marketing and promotion of the plan to occupiers, users , visitors and residents of the site <p>Where an application requires a Travel Plan, applicants need to have agreed this before the application is made. If a complete Travel Plan is not submitted, the application will not be validated.</p> <p>Where an application requires a Travel Plan, the principle of this must be agreed with Staffordshire County Council Highways before the application is made and may require a monitoring agreement through a legal obligation.</p> <p>Further Advice</p> <p>Staffordshire County Council Highways: 0300 111 8000 highways@staffordshire.gov.uk</p> <p>Department for Transport: https://www.gov.uk/government/organisations/department-for-transport</p>

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
				<p>Department for Transport Good Practice Guidelines: Delivering Travel Plans Through the Planning Process (April 2009).</p> <p>Department for Transport: Making Residential Travel Plans Work (2007)</p>
29	Tree Survey / Assessment	National Planning Policy Framework paragraph 174	Any application where there are trees on the application site or on land adjacent to it (including street trees) that could be affected by or influence the development	<p>Information must be provided that details which trees are to be retained and how they will be protected during construction works.</p> <p>Full guidance on the survey information, tree protection plan, method statement and other information that should be provided with an application is set out in the current British Standard 5837 'Trees in relation to design, demolition and construction – Recommendations'. Using the methodology set out in the British Standard will help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.</p> <p>The information should be prepared by a suitably qualified and experienced arboriculturalist.</p> <p>Further Advice</p> <p>Stafford Borough Council Tree Officer: 01785 619 539</p>

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
30	Ventilation / Extraction Statement	Noise Policy Statement for England March 2010 National Planning Policy Framework paragraphs 174, 185 Plan for Stafford Borough: Policy N1	All applications for the use of premises for the purposes within use classes: A3 (restaurants and cafes – use for the sale of food and drink for consumption on the premises) A4 (drinking establishments: public house, wine-bar or other drinking establishment) A5 (hot food takeaways – use for the sale of hot food for consumption off the premises) B2 (general industrial)	The statement for the method of ventilation / extraction must include: <ul style="list-style-type: none"> • Elevations to show position, location and height (if external) • Proposed external finishes and fixings • Manufacturers specifications, including maintenance requirements • Silencing arrangements • Means of vibration isolation • Extraction fan acoustic performance, including noise emissions of sound power, and sound pressure levels, and narrow band and / or one third octave band frequency spectra • Predicted odour and / or particulate concentration Further Advice Stafford Borough Council Environmental and Health Services: 01785 619 402 Guidance on the Control of Odour and noise from Commercial Kitchen Exhaust Systems (DEFRA) January 2005 amended 05/09/2018 by update to the 2004 report prepared by NETCEN for the Department for Environment, Food and Rural Affairs.

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
31	Viability Assessment	National Planning Policy Framework paragraph 58	Where developers state that standard planning obligations as set out in The Plan for Stafford Borough will not be met	<p>The assessment should be based on an 'open book' approach and include the following:</p> <ul style="list-style-type: none"> • Purchase cost of the application site and when it was purchased • Detailed cost of construction, including any abnormals and off site infrastructure • Predicted sale value / income from the finished site • Cost of Section 106 including affordable housing costs • % profit on cost both with and without the full Section 106 obligations <p>Further Advice</p> <p>Stafford Borough Council Development Management: 01785 619 337</p>
32	Water Quality Statement	<p>National Planning Policy Framework paragraph 174</p> <p>Plan for Stafford Borough: Policy N1, N2</p> <p>Habitat Directive 92/43/EEC – Conservation of</p>	All planning applications likely to have a detrimental impact on water quality	<p>The statement must explain how the development will not have a detrimental impact on water quality, either directly through pollution of surface water or indirectly through overloading of Wastewater Treatment Works.</p> <p>Further site specific analysis of any development proposals located in proximity or upstream of environmental significant sites, including Sites of Special Scientific Interest (SSSIs) and European Sites, will be required to demonstrate that the development</p>

Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
		<p>Natural Habitats of Wild Fauna and Flora</p> <p>EU Water Framework Directive</p> <p>Habitat Regulations 2012</p>		<p>will not have an adverse effect on environmentally significant sites.</p> <p>Further Advice</p> <p>Section 4.3 of the Southern Staffordshire Outline Water Cycle Study and the Strategic Flood Risk Assessment update 2014</p> <p>https://www.staffordbc.gov.uk/water-management-and-flooding</p>

Annex

Householder Checklist - Planning Applications

Before you send us your application, make sure the following checklist is complete. Unless you are sending your application to us electronically, we will need 3 copies of each document.

Type of Information	What you need to do	Have you done this? (Yes, No or Not Applicable)
Application form	Complete all sections	
	Accurately describe what you are applying for	
	Complete the Declaration	
Certificates	Complete Certificate A if you are the owner of the land	
	Complete Certificate B and Notice 1 if someone else owns all or part of the land	
	Complete the Agricultural Holdings certificate	
Fee	Pay £206 to Stafford Borough Council (unless an exemption applies - see our Fees guide for more information)	
Location Plan	Use a scale of 1:1250 or 1:2500	
	Make sure it's up to date, if it's Ordnance Survey based it must display a copyright license	
	Draw a red line around the edge of all the land affected by the development (including access)	
	Draw a blue edge around all other land that you own	

Type of Information	What you need to do	Have you done this? (Yes, No or Not Applicable)
Site/Block Plan	Use a scale of 1:100, 1:200 or 1:500	
	Make sure the direction of North is shown	
	Show the development in relation to property boundaries	
	Show the car parking layout, if this is new or changes to what's there now	
	Show any trees within the site boundary or next to it	
Floor Plans	Use a scale of 1:100 or 1:50	
	Include existing plans and what it proposed. Full existing and proposed plans are needed for applications outside of the settlement boundaries.	
	If existing car parking is affected, full floor plans of the whole property need to be shown	
Elevations	Use a scale of 1:100 or 1:50	
	Include all the elevations (sides) of what you want to do	
	Include what the elevations look like now and what is proposed	
Flood Risk Assessment	Include an assessment if the property is within Flood Zone 2 or 3	
	Complete the Environment Agency template: www.environment-agency.gov.uk	

Type of Information	What you need to do	Have you done this? (Yes, No or Not Applicable)
Ecological Report	Include a report on bats if a building likely to house bats is going to be demolished or a tree likely to provide foraging for bats is to be removed	
	Include a report on Great Crested Newts if ponds are involved	
Trees	Information is needed where there are trees on the application site or on land adjacent to it (including street trees) that could be affected by or that influence the development. The information that must be provided should detail which trees are to be retained and how they will be protected during construction works, in accordance with British Standard 5837 'Trees in relation to design, demolition and construction – Recommendations'. The information should be prepared by a suitably qualified and experienced arboriculturalist (tree specialist)	

Further information will be required where the proposal is within the curtilage of a Listed Building or involves demolition within a Conservation Area.

If you have any questions or need any help with your application for Householder development, please call our Validation Officers on 01785 619 337 or email planningtechnicians@staffordbc.gov.uk

