

Planning application validation guidance and local validation criteria

December 2025 (DRAFT)

Development Management

To be used for all planning applications

Annex 1: Description of development guide

Annex 2: Checklist for householder planning applications

Annex 3: Guidance for applications for listed building consent

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1 Introduction

- 1.1 Before we can consider your planning application, you need to provide us with forms, plans and other supporting information. The information that you need to provide depends on the type of application that you're making.
- 1.2 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). Additional information is only requested 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 consideration of the application may begin.
- 1.3 The Plan for Stafford Borough 2011 - 2031 sets out the policy context for the local validation criteria.

2 Returning applications

- 2.1 If the information required for your application type is not submitted, we will not be able to validate and consider your application. If we receive your application and some information is missing, we will contact you.
- 2.2 Where any outstanding information is not submitted within the timescales requested your application will be returned.

3 Legislation

- 3.1 The following legislation is relevant to the validation of planning applications:
 - 3.1.1 The Town and Country Planning Act 1990 (as amended by the Planning and Compulsory Purchase Act 2004)
 - 3.1.2 The Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO)
- 3.2 The Regulation that we work to, when asking for further information is:
 - 3.2.1 Regulation 4 of the Town and Country Planning (Applications) Regulations 1988. This enables a Local Planning Authority to direct applicants to supply any further information, plans and drawings that are necessary to make a decision. Applications for outline consent are slightly different - for more information see section 9.
- 3.3 This includes providing any reasonable evidence to answer any queries.

- 3.4 If you are not happy with the information that we are asking for, you can challenge the request (details of how to appeal non-validation of an application are set out in the DMPO).

4 Policy

- 4.1 Each piece of information that we ask for is justified by national or local policy which explains why we are asking for that particular detail.
- 4.2 **These policies are for the validation of an application. Please note that further national and local policies may be relevant when considering a planning application.**

5 Pre-application discussions

- 5.1 The National Planning Policy Framework (NPPF) states that the Local Planning Authority have a key role to play in encouraging applicants (and their agents) to take advantage of the pre-application stage of the planning process.
- 5.2 If we can identify any potential issues with your application before it is submitted this can help to avoid delay in making a decision.
- 5.3 If you are thinking about submitting 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.
- 5.4 More information on the Council's pre-application service can be found online at www.staffordbc.gov.uk/pre-application-advice.

6 How to use the validation criteria

- 6.1 If you are making a householder application for development within the curtilage of a dwellinghouse (things like an extension, conservatory, or outbuilding to a dwellinghouse) our quick guide for householders can be found in annex 2.
- 6.2 For other applications, you will need to make sure that you provide all of the information in the national requirements (see section 11). You then need to identify the additional information needed within the local requirements. The local requirements are listed alphabetically, but the column headed 'Types of application that require this information' will tell you whether your application type is included.

7 Photographs

- 7.1 Whilst photographs are not required for validation, providing photographs and a plan showing where the photographs were taken from and their direction can help us to spot anything on site that you might need to supply more information on.

8 Making an application valid

- 8.1 Where an application is registered as valid, this will be acknowledged in writing.
- 8.2 If we consider that the application is invalid, we will let you know what additional information we need.
- 8.3 All plans/drawings must contain a specific drawing number, revision where relevant, and title.
- 8.4 In order to save time in validating applications it would be helpful should all drawings submitted electronically or via the Planning Portal include the drawing number, revision, and title within the file name. For example, a file containing revision A of drawing '001' and showing proposed floor plans would have a file name which includes the text '001-A-proposedfloorplans'.
- 8.5 Please note that if the details shown on submitted plans are not consistent and we cannot reasonably assess the proposal, the application will not be registered as valid.
- 8.6 Please note that documents should not be submitted in draft format and all 'draft' annotations and watermarks should be removed before submission.
- 8.7 All major applications shall be supported by a document schedule which clearly lists all documents as well as their references (and revisions) which are submitted for consideration.

9 Guidance for outline applications

- 9.1 Applications for outline planning permission generally don't need to include details of any proposed 'reserved matters' unless the matters include access, appearance, landscaping, layout, or scale.
- 9.2 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.

- 9.3 Information must include:
- 9.3.1 Use - the use or uses proposed for the development and any distinct development zones within the site identified.
 - 9.3.2 The amount of development proposed for each use (for retail this should be the gross retail floorspace expressed as square metres).
 - 9.3.3 Indicative access points.
- 9.4 In addition, major applications for outline permission should also include a design and access statement.
- 9.5 Any application for outline consent which includes any other matters must include details which accord with the definition of such matters as set out within Part 1 Section 2 'Interpretation' of The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) or any subsequent legislation.
- 9.6 **Please note that an application for outline consent can only be submitted for the erection of a building(s). An application for outline consent can not be made for householder development.**

10 Guidance for applications made pursuant to s73 or s73a of the Town and Country Planning Act 1990

- 10.1 Any application made under section 73 or section 73a shall be made in writing on a form published by the Secretary of State (or a form to substantially the same effect).
- 10.2 Any amended plans or drawings should include annotations to clearly identify the amendments; revision bubbles/clouds are recommended.

11 Guidance for applications made pursuant to s96a of the Town and Country Planning Act 1990

- 11.1 Any application made under section 96a of the Town and Country Planning Act 1990 shall be made in writing on a form published by the Secretary of State (or a form to substantially the same effect).
- 11.2 The application shall be supported by any other plans, drawings, or information necessary to describe the subject of the application.
- 11.3 Any amended plans or drawings must include annotations to clearly identify the amendments; revision bubbles/clouds are recommended.

12 Guidance for applications for prior approval

- 12.1 Validation of applications for prior approval is determined in accordance with the requirements of the relevant Class within the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).

National requirements

13 Application forms

- 13.1 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 website (which links to the Planning Portal) www.staffordbc.gov.uk/planning-application-forms.
- 13.2 Applications can be submitted electronically through the Planning Portal, via email to planningtechnicians@staffordbc.gov.uk, or as hard copy.

Description of development

- 13.3 The description of development provided within an application form should be accurate, clear, and precise; and identify the key parts of the proposed development which require planning permission and their location.
- 13.4 Where it is considered that a description does not accurately or concisely describe the proposed development, we reserve the right to seek an amendment prior to publicising the application.
- 13.5 Guidance on how to write a good description of development is set out in annex 1.

Ownership certificates

- 13.6 All applications for planning permission, except for approval of reserved matters, must include the appropriate certificate of ownership. The certificates are included in the standard application forms.
- 13.7 An ownership certificate provides certain details about the ownership of the application site and confirms that any appropriate notice has been served on any other owners (and agricultural tenants).
- 13.8 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.
- 13.9 Please note that it is an offence to complete a false or misleading certificate, either knowingly or recklessly.

- 13.10 Certificate A (sole ownership and no agricultural tenants) should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.
- 13.11 Certificate B (shared ownership - all other owners and/or agricultural tenants known) should only be completed if the applicant is not the sole owner, or if there are agricultural tenants, and the applicant knows the names and addresses of all the other owners and/or agricultural tenants.
- 13.12 Certificate C (shared ownership - some other owners and/or agricultural tenants known) should only be only completed if the applicant does not own all of the land to which the application relates and does not know the name(s) and address(es) of all of the owners and/or agricultural tenants.
- 13.13 Certificate D (shared ownership - none of the other owners and/or agricultural tenants known) should only be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the other owners and/or agricultural tenants.

Notice

- 13.14 Where an application is for land that is not wholly owned by the applicant, it will be necessary to serve notice on any other owners of the application site and subsequently complete Certificate B (or on occasion Certificate C or D). Copies of notices can be found online at www.staffordbc.gov.uk/information-needed-for-a-planning-application

Agricultural holdings certificate

- 13.15 An agricultural holdings certificate is required whether or not the site includes an agricultural holding. It is included in the standard application forms.
- 13.16 All agricultural tenants must be notified prior to the submission of the application.
- 13.17 An agricultural holdings certificate is not required for applications for listed building consent.

14 Design and access statement

- 14.1 A design and access statement must accompany the following applications:

- 14.1.1 Applications for major development as defined in article 2 of the Town and Country Planning (Development management Procedure) (England) Order 2015 (as amended). For example, 10 houses or more, floorspace of 1,000sqm or more, or a site area of 1 hectare or more, where the application is for outline consent or full planning permission.
- 14.1.2 Applications for development in a conservation area, where the proposed development comprises:
- One or more dwellings; or
 - A building or buildings with a floor space of 100sqm or more.
- 14.1.3 Applications for listed building consent.
- 14.1.4 Major applications for the approval of reserved matters where appearance, layout, and/or scale have not been approved at outline stage.
- 14.2 A design and access statement is a concise report supporting a planning application that should explain how the proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users. Design and access statements can enable the Local Planning Authority and third parties to better understand the analysis that has underpinned the design of a development proposal.
- 14.3 The level of detail in a design and access statement should be proportionate to the complexity of the application but should not be long.
- 14.4 For listed buildings, the statement should address the following elements.
- 14.4.1 The special architectural and historic interest of the building
- 14.4.2 The particular physical features of the building that justify its designation as a listed building.
- 14.4.3 The setting of the building(s).
- 14.5 The legislative requirements are set out in Regulation 3A of the Planning (Listed Buildings and Conservation Areas) Regulations 1990.
- 14.6 It may help to review Design Council/CABE guidance document Design and Access Statements: How to write, read and use them.

15 Fee

- 15.1 An application cannot be made valid without the correct fee.
- 15.2 Fees are set nationally and vary depending on the type and size of the application. The full list of charges can be found online at www.ecab.planningportal.co.uk/uploads/english_application_fees.pdf
- 15.3 Fees can be paid in the following different ways:
 - 15.3.1 Over the phone – 01785 619337
 - 15.3.2 By cheque payable to 'Stafford Borough Council'
 - 15.3.3 BACS payment to Stafford Borough Council. BACS details are available on request and a relevant reference should be given.
- 15.4 Please note, if your application is approved subject to conditions which require the submission of additional details a further application to discharge these conditions, which will incur a fee, will need to be submitted.

16 Plans

- 16.1 Drawing numbers, revision numbers, and an appropriate name must be provided for each plan.
- 16.2 Plans sent electronically must be submitted as a PDF document to enable electronic measurement of plans.
- 16.3 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.
- 16.4 All plans must include a scale bar.
- 16.5 Plans need to show the right amount of detail and should therefore be drawn to a suitable scale. Recommended scales are 1:1, 1:2, 1:5, 1:10, 1:20, 1:50, 1:100, 1:200, 1:500, 1:1000, 1:1250, and 1:2500; suggested scales are noted below for each type of plan.

17 Location plan

- 17.1 All applications must include a location plan based on an up to date map. The proposed development should not be included on a location plan.
- 17.2 The scale should typically be 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A3 or A4 size paper. Very occasionally we might need a different scale plan but we will let you know if this is the case.

- 17.3 A location plan must identify sufficient roads and/or building on land adjoining the application site to ensure that the exact location is clear. Generally a location plan should show at least two named roads and surrounding buildings should be named or numbered.
- 17.4 In most cases the application site should be edged clearly with a single solid red line. The red line must 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.
- 17.5 A blue line must be drawn around any other land owned by the applicant, close to or adjoining the application site.
- 17.6 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.

18 Site plan

- 18.1 A site plan should be drawn to a suitable scale, typically 1:100, 1:200 or 1:500 are appropriate.
- 18.2 Site plans must include the following elements where relevant.
 - 18.2.1 The direction of north.
 - 18.2.2 The proposed development in relation to all of the site boundaries as well as all other existing buildings on the site (including where a building is to be demolished).
 - 18.2.3 The position of all buildings, roads, and footpaths on land adjoining the site, including access arrangements.
 - 18.2.4 All public rights of way crossing or adjoining the site (including footpaths, bridleways, restricted byway or byway open to all traffic).
 - 18.2.5 The position of all trees and hedgerows on the site, and those on adjacent land that could influence, or be affected by, the development.
 - 18.2.6 The extent and type of any hard surfacing.
 - 18.2.7 Details (type and height) of all boundary treatments (walls, fences, railings, hedges, landscaping) and where this is existing or proposed.

- 18.2.8 All car parking provision should be shown if there are any changes proposed or required in support of the proposed development. Details of local parking standards can be found within The Plan for Stafford Borough at appendix B.

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

19 Existing and proposed elevations

- 19.1 Elevation drawings should be drawn to a suitable scale, typically 1:50 or 1:100.
- 19.2 All sides of the proposed development must be shown. Blank (featureless) elevations must also be shown.
- 19.3 They must clearly show the proposed works in relation to what is already there. Elevation drawings must include the full elevation of any existing building to be altered or extended.
- 19.4 The property boundary must be shown clearly where the property or the proposed development attaches to another house or building not within the boundary.
- 19.5 Elevations must include reference to the proposed building materials.
- 19.6 For applications within a conservation area the style, materials and finish of all windows and doors must be shown.
- 19.7 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.
- 19.8 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.

20 Existing and proposed floor plans

- 20.1 Floor plans should be drawn to a suitable scale, typically 1:50 or 1:100.
- 20.2 Floor plans must demonstrate the proposed development in detail and include the following elements.
- 20.3 Full internal layouts where car parking provision may be affected.

- 20.4 The position of all doors, windows, and roof lights.
- 20.5 The outline of any element of the building on lower floors must be outlined on upper floor plans.
- 20.6 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.

21 Existing and proposed site sections; site levels; and finished floor levels

- 21.1 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.
- 21.2 Any application which involves the erection of a new building must be supported by full information to demonstrate how the proposed building(s) relates to existing site levels and adjacent development. The plans must 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.
- 21.3 For all major development, site level plans must be based on topographic survey.
- 21.4 Site sections should be drawn at a suitable scale, typically 1:50, 1:100, or 1:200.
- 21.5 Site sections should show a cross section(s) through the proposed development.
- 21.6 Site levels and finished floor plans should be drawn at a suitable scale, typically 1:100, 1:200, or 1:500.
- 21.7 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.

22 Roof plan

- 22.1 A roof plan is required when not all of a roof is visible on the elevation drawings and must show the shape of the proposed roof.

- 22.2 Roof plans should be drawn at a suitable scale, typically 1:50, 1:100, or 1:200.
- 22.3 A roof plan must include the following elements where relevant.
 - 22.3.1 Roofing materials
 - 22.3.2 Roof lights / vents and their location
 - 22.3.3 Any overhang should be shown so measurements are consistent across plans

23 Biodiversity net gain

- 23.1 Planning permission, where not exempt, is subject to the general biodiversity gain condition. All applications shall be supported by a statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition and, if so, the following information as a minimum:
 - 23.1.1 The pre-development biodiversity value of the onsite habitat on the date of application (or an earlier date) including the completed metric calculation tool used showing the calculations, the publication date, and the version of the biodiversity metric used to calculate that value
 - 23.1.2 Where the applicant wishes to use an earlier date, the proposed earlier date and the reasons for proposing that date
 - 23.1.3 A statement confirming whether the biodiversity value of the onsite habitat is lower on the date of application (or an earlier date) because of the carrying on of activities ('degradation') in which case the value is to be taken as immediately before the carrying on of the activities, and supporting evidence of any degradation which has taken place
 - 23.1.4 A description of any irreplaceable habitat (as set out in column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations [2024]) on the land to which the application relates, that exists on the date of application, (or an earlier date)
 - 23.1.5 A plan (drawn to an identified scale) to include the direction of north, onsite habitat existing on the date of application (or an earlier date), and any irreplaceable habitat
- 23.2 The small sites metric may be used for small-scale developments, where your application:

- 23.2.1 Is for either residential development with fewer than 10 dwellings (or if the number of dwellings is unknown the site area is less than 0.5ha), or non-residential development with a total floorspace of less than 1,000sqm
 - 23.2.2 Has a site area less than 1ha
 - 23.2.3 Is not exempt from BNG
 - 23.2.4 Is not on a site where priority habitats, protected sites, or European protected species are present.
- 23.3 Guidance on the small sites metric can be found online at www.gov.uk/guidance/biodiversity-metric-calculate-the-biodiversity-net-gain-of-a-project-or-development#the-small-sites-metric

24 Local requirements

Policy drivers:

NPPF: National Planning Policy Framework (December 2024); PSB: The Plan for Stafford Borough 2011-2031 (Parts 1 and 2)

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	NPPF: Paragraph 64, 65, 66, 67, 68, 69 Circular 6/1998 Planning and Affordable Housing PSB: Policy C2	When 10 or more dwellings are proposed	<p>New residential development of 10 or more dwellings at Stone, Eccleshall, Gnosall, Woodseaves, Barlaston, Tittensor, and Yarnfield to provide 40% affordable dwellings</p> <p>New residential development of 10 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 elsewhere to provide 30% affordable housing</p> <p>The statement must include the following:</p> <ul style="list-style-type: none"> • Demonstration that the proposed development addresses the relevant policy requirements with regard to tenure type, house type, and location • Details of any Registered Provider associated with the application • An independent economic viability assessment where a lower figure is being proposed as part of a new development <p>Further advice Stafford Borough Council Health and Housing Group: 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
				Stafford Borough Strategic Planning and Placemaking Team: 01785 619 000
2.	Agricultural land classification statement	NPPF: Paragraph 187 PSB: Policy E2	Any major application (outline or full) for non-agricultural development on existing agricultural land	<p>The statement must:</p> <ul style="list-style-type: none"> • Include a plan to show the extent of land within the application site and how the land is classified with regard to the grades of the Agricultural Land Classification • Demonstrate how the development would protect soil, which may include: <ul style="list-style-type: none"> ○ Management of soil in a sustainable way during construction ○ Avoidance of peat extraction ○ Protection of soils from contamination ○ Reclamation of land after mineral working or landfilling <p>Further advice</p> <p>consultations@naturalengland.org.uk</p> <p>www.gov.uk/government/publications/agricultural-land-assess-proposals-for-development/guide-to-assessing-development-proposals-on-agricultural-land</p> <p>www.publications.naturalengland.org.uk/publication/35012</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
3.	Agricultural need statement	NPPF: Paragraph 89, 187 PSB: Policy E2	New and/or replacement 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 Stafford Borough Council Development Management: 01785 619 337</p>
4.	Air quality assessment	NPPF: Paragraph 199 PSB: Policy N5	<p>All applications for new housing development, industrial, commercial and leisure development in (or adjacent to) an Air Quality Management Area</p> <p>Where the development could</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. This may relate to agricultural applications such as livestock buildings due to Habitat Regulations Assessment (HRA) requirements</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>itself result in the designation of an Air Quality Management Area</p> <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>Development within 50m of the edge of M6 carriageway</p>	<p>Further advice</p> <p>Stafford Borough Council Pollution Control Officer: 01785 619 402</p>
5.	Biodiversity net gain information	<p>Environment Act 2021</p> <p>NPPF: Paragraph 8, 187, 193</p>	Applications which are exempt from the biodiversity gain condition	<p><u>De minimis exemption</u></p> <p>A plan to show the habitats on site and how these would be affected.</p> <p><u>Self-build exemption</u></p> <p>Self-build and custom housebuilding declaration form (www.staffordbc.gov.uk/self-build-and-custom-housebuilding-declaration-form)</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 Biodiversity Officer: 01785 619 676 Government Guidance: www.gov.uk/government/collections/biodiversity-net-gain Biodiversity Metric: www.gov.uk/guidance/biodiversity-metric-calculate-the-biodiversity-net-gain-of-a-project-or-development
6.	Business case	PSB: Policy E6	Opportunities for 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> <ul style="list-style-type: none"> • Costings of the initial set up including property acquisition where relevant • Projected net profits after deducting overheads
7.	Cannock Chase Special Area of Conservation (SAC) statement of willingness	NPPF: Paragraph 44, 192, 193, 194, 195 PSB: Policy N6 ODPM Circular 06/2005	Applications within 15km of Cannock Chase Special Area of Conservation which would result in a net increase in: - Dwellinghouses	A statement of willingness to provide a proportional financial contribution towards the Strategic Access Management and Monitoring Measures (SAMMM) for Cannock Chase Special Area of Conservation (SAC)

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"> - Units within housing in multiple occupation (HMOs) - Permanent pitches on Gypsy and Traveller sites 	<p>To provide for the SAMMM, a proportional financial contribution (up to date figure available at www.staffordbc.gov.uk/cannock-chase-special-area-of-conservation-sac) shall be collected from all applications which result in a net increase in dwellings where the development lies within 15km of Cannock Chase SAC (whole or in-part)</p> <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 template of the Statement of Willingness is available at www.staffordbc.gov.uk/cannock-chase-special-area-of-conservation-sac</p> <p>Further advice</p> <p>Cannock Chase SAC Team; SAC Project Officer: 07971 031493</p> <p>www.staffordbc.gov.uk/cannock-chase-special-area-of-conservation-sac</p>
8.	Coal mining risk assessment (CMRA)	NPPF: Paragraph 196, 197, 224	All non-householder applications for operational development within the Coal Mining Development High Risk Area as defined by the Mining Remediation	<p>A 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)

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			<p>Authority and held by Stafford Borough Council, unless it falls on the Mining Remediation Authority published exemptions list (www.gov.uk/guidance/planning-applications-coal-mining-risk-assessments)</p>	<ul style="list-style-type: none"> Identify what risks these coal mining issues, including cumulative effects, pose to the proposed development 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 involving intrusive activities which intersect, disturb, or enter any coal seams, coal mine workings, or mine entries will require the prior written permission of the Mining Remediation Authority</p> <p>If an Environmental Statement is required by the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended), it is suggested that the CMRA is included within the Environmental Statement</p> <p>Further advice</p> <p>The Mining Remediation Authority Planning and Local Authority Liaison Department: 01623 637 119 / planningconsultation@miningremediation.gov.uk www.coal.gov.uk/services/planning</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
9.	Construction transport management plan	PSB: Policy T1	All major applications	A management plan to minimise and mitigate impacts on the public highway network during development. The plan should include details relating to construction access; hours of construction; routing of HGVs; delivery times; 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
10.	Custom/self-build declaration form	Self-Build and Custom Housebuilding Act 2015 NPPF: Paragraphs 71, 73	All applications for custom or self-build dwellinghouses	The self-build and custom housebuilding declaration form shall be completed. Further advice www.staffordbc.gov.uk/self-build-and-custom-housebuilding-declaration-form Stafford Borough Strategic Planning and Placemaking Team: 01785 619 000
11.	Design review	National Design Guide 2019 NPPF: Paragraph 84, 102, 109, 117, 125, 129, 131-	Large scale major development (not including applications for reserved matters): <ul style="list-style-type: none">• 200 or more dwellings (or a site area of 4ha	The full response of an independent design review panel and any further review that has been undertaken. A written statement setting out how the comments received during the design review process have been addressed within the submitted planning application Further advice Stafford Borough Design Advisor 01785 619 337

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
		141, 164, 166, 187 PSB: Policy N1, N2, N4, N7, N8, N9 Design Supplementary Planning Document 2018	or more where no number is given). <ul style="list-style-type: none">10,000sqm floor space or a site area of 2ha or more Applications for solar farms Applications for isolated dwellings reliant upon paragraph 84(e) of the NPPF	Stafford Borough Council Design SPD 2018: www.staffordbc.gov.uk/adopted-design-supplementary-planning-document Planning Practice Guidance: www.gov.uk/guidance/design Secured by Design: www.securedbydesign.com/guidance/design-guides Planning Practice Guidance: www.gov.uk/guidance/design
12.	Economic statement	NPPF: Paragraph 8, 9, 85, 87, 88, 89 PSB: Policy E1, E2, E3, E6, E7	All major applications that include a commercial element	A supporting statement of any regeneration and economic benefits and costs from the proposed development The statement must include: <ul style="list-style-type: none">Details of new jobs provided or supportedRelative floorspace for each proposed use (where known)Any community benefitsReference to any regeneration strategies that might lie behind or be supported by the proposal

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 Economic Growth and Strategic Projects Manager: economy@staffordbc.gov.uk
13.	Environmental statement / Environmental impact assessment (EIA)	NPPF: Paragraph 44 The Town and Country Planning (Environmental Impact Assessment) Regulations 2017	Where an Environmental Impact Assessment is needed Where the local planning authority has given a screening opinion which confirms the requirement submission of an Environmental statement.	Schedule 4 of The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 sets out the information required in an environmental statement It may be helpful for a developer to request a screening opinion from the Local Planning Authority before submitting a planning application to determine whether an EIA is required In cases where a full EIA is not required, the Local Planning Authority may still require environmental information to be provided 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 Further advice Stafford Borough Council Development Management: 01785 619 337
14.	Flood risk assessment (FRA)	NPPF: Paragraph 44, 172, 173, 181 PSB: Policy N1, N2	In flood zone 1 any development site of 1 hectare or above All developments where flood zones 2	The flood risk assessment must: <ul style="list-style-type: none"> Be specific to the site and development proposal

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			<p>or 3 encroach into the application site</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>	<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 • Include the estimated flood level for your development, taking into account the impacts of climate change over its lifetime • Include details of the finished floor levels where relevant • Include details of any flood resistance and resilience measures • Include any supporting plans and drawings • Include any other information as required by the relevant standing advice • 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 • Include a surface water construction management plan to outline how surface water will be managed throughout the construction phase • Be prepared by the developer in consultation with the Local Planning Authority with reference to their published local plan documents and any Strategic Flood Risk Assessment

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"> 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: www.environment-agency.gov.uk/research/planning/82584.aspx</p> <p>Further advice</p> <p>www.gov.uk/guidance/flood-risk-assessment-standing-advice</p> <p>Criteria for acceptable drainage strategies are laid out in full in the Staffordshire County Council SUDs Handbook which is available at: www.staffordshire.gov.uk/environment/Flood-Risk-Management/Information-for-Planners-and-Developers.aspx</p>
15.	Garden areas plan	Design Supplementary Planning Document 2018	All major applications for residential development where details of dwellings are given	A plan to show all private garden areas with individual areas to be annotated in square metres

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
16.	Great Crested Newt assessment	<p>NPPF: Paragraph 44, 187, 193</p> <p>PSB: Policy N1, N4, N5</p> <p>Wildlife and Countryside Act 1981</p> <p>Conservation of Habitats and Species Regulations 2017</p> <p>Environment Act 2021</p>	<p>All applications within the higher risk areas for Great Crested Newts (amber or red) (www.naturespaceuk.com/district-licensing/impact-map/) except where the proposal only relates to the material change of use of an existing building</p>	<p>No detailed surveys are required if the district licensing scheme option is chosen</p> <p>An assessment should include the following information:</p> <ul style="list-style-type: none"> • Waterbodies and habitats within 500m of the application site (including Habitat Suitability Index assessment of ponds wherever possible) shall be identified • Where suitable waterbodies and/or habitat are identified, further information (presence/absence surveys such as eDNA of ponds) will be required in order to rule out impacts to great crested newts • If impacts to ponds or habitat are identified the statement must demonstrate how these impacts can be mitigated through one of the licensing options available. If impacts to habitat are low and the risk to individual great crested newts is considered low, then a non-licensed method may be suitable consisting of Reasonable Avoidance Measures (RAMs) or a Precautionary Working Method Statement (PWMS) <p>Where any survey is more than two years old, an addendum report or further survey will be required.</p> <p>If there are no ponds within 250m of the application site, no suitable habitat is likely to be impacted by the proposal, and there is no habitat connectivity between the site and nearby ponds a statement</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>to set out the following should be submitted in lieu of a full assessment:</p> <ul style="list-style-type: none"> • The location of nearby ponds or wet ditches (within 500m). • Any suitable habitat within the site • Surfacing of the site • Any suitable habitat between the site and nearby ponds. • Any significant barriers between the site and nearby ponds (e.g. rivers, main roads, etc.) <p>Further advice</p> <p>Stafford Borough is now participating in the Great Crested Newt (GCN) District Licensing Scheme delivered through the NatureSpace Partnership. See www.naturespaceuk.com for further information</p> <p>Great crested newts: District Level Licensing for development projects, Natural England, March 2021: www.naturespaceuk.com/wp-content/uploads/2021/06/DLL-Guidance-Document-for-LPAs-NatureSpace-Partnership_March2021.pdf</p> <p>Natural England's Great Crested Newts: Surveys and mitigation for development projects: www.gov.uk/guidance/great-crested-newts-advice-for-making-planning-decisions</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
17.	Habitat regulations statement	Conservation of Habitats and Species Regulations 2017	<p>All applications for planning permission (except householders) for development within 15km of the Cannock Chase Special Area of Conservation (SAC) or within 5km of any other Habitat site</p> <p>Note: A habitat regulations statement is not required with regard to Cannock Chase SAC where a 'Statement of willingness' (validation reference 7) is provided.</p>	<p>A statement to assess whether there would be a likely significant effect on any Habitat site as a result of the proposed development</p> <p>The statement must include:</p> <ul style="list-style-type: none"> • Identification of relevant Habitat sites and their reason(s) for designation • An acknowledgement of any likely significant effects • An assessment of any alternative locations or designs of development • An assessment of any avoidance or mitigation measures to be taken with regard to any likely significant effects <p>Further advice</p> <p>www.magic.defra.gov.uk/MagicMap.aspx</p> <p>www.gov.uk/government/organisations/natural-england</p> <p>www.publications.naturalengland.org.uk/category/5134123047845888</p> <p>www.jncc.gov.uk/</p>
18.	Heritage statement	NPPF: Paragraph 207, 210, 218	Any application which may affect a heritage asset or its setting	The statement should be proportionate in detail 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

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
		<p>PSB: Policy N8, N9</p> <p>Conservation Area Character Appraisals and Documents</p> <p>Design Supplementary Planning Document 2018</p> <p>The Hedgerow Regulations 1997</p>	<p>Heritage Assets include:</p> <ul style="list-style-type: none"> Listed Buildings Conservation Areas Scheduled Monuments Archaeological sites Registered parks and gardens Registered Battlefields <p>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)</p>	<p>The statement must:</p> <ul style="list-style-type: none"> Include a description of the significance of the heritage assets affected and the contribution of their setting to that significance Set out the level of harm likely to occur Detail avoidance/mitigation measures to overcome the harm As a minimum, refer to the Staffordshire Historic Environment Record Assess the heritage assets themselves, using appropriate expertise where necessary given the impact of the proposal <p>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 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</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>Major applications or significant infrastructure works (including all solar farm proposals) where archaeological remains may survive</p> <p>Hedgerow removal within a significant historic landscape or an area of archaeological potential</p>	<p>(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>Further advice</p> <p>Stafford Borough Council Conservation Officer: conservation@staffordbc.gov.uk</p> <p>Staffordshire County Council: 0300 111 8000</p> <p>Staffordshire County Archaeologist: her@staffordshire.gov.uk</p> <p>www.historicengland.org.uk/listing/the-list/</p> <p>www.historicengland.org.uk/advice/planning</p> <p>www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment</p> <p>www.staffordshire.gov.uk/environment/Environment-and-countryside/HistoricEnvironment/Historic-environment-record.aspx</p> <p>It may be helpful engage in pre-application consultation with Historic England www.historicengland.org.uk/services-skills/our-planning-services/charter/our-pre-application-advisory-service/ 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>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
				To discuss the potential for development to impact upon archaeological deposits please contact the Staffordshire County Council Historic Environment Team: her@staffordshire.gov.uk
19.	Joinery details	PSB: Policy N9	All applications affecting a listed building or within a conservation area where new or replacement doors, windows, or roof lights are proposed	Details to of all new and replacement doors, windows, and roof lights to include elevation drawings at 1:10 and sections at 1:1 or 1:2, materials, colour finish, and details of any recesses, cills and headers, transoms, mullions, glazing, and glazing bars.
20.	Land contamination assessment (phase 1)	NPPF: Paragraph 187, 196 PSB: Policy N2	All applications (excluding Householders) where new development is proposed on land that is, or may have been, affected by contamination. All applications to convert agricultural buildings for other uses.	The assessment must include: <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 Where contamination is known or suspected, or the proposed use would be particularly vulnerable (e.g. residential use) the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed Where an assessment is more than two years old, an addendum report or further assessment will be required.

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			All applications for solar farms	Further advice Stafford Borough Council Pollution Control Officer: 01785 619 402 Environment Agency www.environment-agency.gov.uk
21.	Landscape visual impact assessment (LVIA)	NPPF: Paragraph 165 PSB: Policy N8	<p>All applications for wind turbines</p> <p>All applications for polytunnels and solar farms with a site area 1ha or greater.</p> <p>All large scale major applications:</p> <ul style="list-style-type: none"> • 200 or more dwellings (or a site area of 4ha or more where no number is given). • 10,000sqm floor space or a site area of 2ha or more 	<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>Guidelines for LVIA 3rd Edition 2013 published by the Landscape Institute and the Institute of Environmental Management and Assessment</p> <p>Cannock Chase AONB Views and Setting Guide: www.cannock-chase.co.uk/wp-content/uploads/2020/07/Cannock-Chase-AONB-Design-Guide-Jul-2020.pdf 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
22.	Landscaping details	NPPF: Paragraph 135 PSB: Policy N1	All major applications (except for outline consent where landscaping is a matter to be reserved)	<p>A landscaping scheme must:</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>Further advice</p> <p>Stafford Borough Council Development Management: 01785 619 337</p>
23.	Lighting assessment	PSB: Policy N1	All commercial, industrial, and leisure applications where external illumination is proposed	<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>Lighting in the countryside: Towards good practice (1997)</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
				Cannock Chase AONB Design Guide: www.cannock-chase.co.uk/wp-content/uploads/2020/07/Cannock-Chase-AONB-Design-Guide-Jul-2020.pdf
24.	Mineral safeguarding statement	Staffordshire Minerals Local Plan: Policy 3	<p>All major applications outside of a defined settlement boundary and within Mineral Safeguarding Areas (MSAs) identified in the Staffordshire Minerals Local Plan</p> <p>Applications for mineral infrastructure sites permitted by Staffordshire County Council or Stafford Borough Council</p>	<p>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>www.staffordshire.gov.uk/environment/planning/policy/mineralslocalplan/mineralsLocalPlan.aspx</p>
25.	Noise and vibration assessment	Noise Policy Statement for England (March 2010)	All applications likely to have an impact on existing noise or vibration sensitive developments	The assessment must consider the advice, recommendations or requirements contained in British Standards BS6472: 2008 Guide to Evaluation of Human Exposure to Vibration in Buildings Part 1 and Part 2 and BS7385-2: 1993 Evaluation and Measurement for Vibration in Buildings 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>NPPF: Paragraph 187, 198</p> <p>PSB: Policy N1</p> <p>Environmental Protection Act 1990</p> <p>Clean Neighbourhoods Act 2005</p> <p>Licencing Act 2003</p> <p>Noise Act 1996</p>	<p>All applications which may introduce or expose noise or vibrations into an area where it would have an adverse impact, e.g. changes of use within town centres</p> <p>All applications for uses which may be sensitive to existing nearby sources of noise or vibration.</p>	<p>Further advice</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 vibration assessment is needed</p> <p>Stafford Borough Council Environmental and Health Service: 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>
26.	Open space assessment	<p>NPPF: Paragraph 98</p> <p>National Planning Policy Guidance</p> <p>PSB: Policy C7</p>	When 10 or more dwellings are proposed	<p>Developments within open spaces</p> <p>Applications must include plans showing any areas of existing or proposed open space within or adjoining the application site</p> <p>If the proposed development will result in the open space being reduced or built upon applications must include an assessment which:</p> <ul style="list-style-type: none"> Clearly shows the open space, buildings or land to be surplus to requirements; or

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 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 • The development is for alternative sports and recreational provision, the benefits of which clearly outweigh the loss of the current or former use <p>Developments proposing 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 which 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>Developments proposing 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 619 000</p> <p>The Plan for Stafford Borough (appendix G)</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
27.	Parking and access arrangements	NPPF: Paragraph 109, 114, 115, 117 PSB: Policy T2 Appendix B: Car Parking Standards	All applications (including householders) which involve new, or alterations to existing, access and parking arrangements	<p>The proposed site layout plan must include:</p> <ul style="list-style-type: none"> • Details of proposed parking provision and access, including any existing provision to be retained. • 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 proposed visibility splays do not meet the recommendations set out within Manual for Streets 2 <p>Details of proposed visibility splays must be provided where any application involves intensification or changes to the access</p> <p>Further advice</p> <p>Manual for Streets 2 (March 2007)</p> <p>Staffordshire County Council Roads and Highways Standing Advice: 0300 111 8000 / highways@staffordshire.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
28.	Planning obligations / Unilateral undertakings (Section 106 agreements) / Draft heads of terms	Circular 05/2005: Planning Obligations NPPF: Paragraph 56, 59 PSB: Policy C2, C7, I1	All major applications unless trigger points are not hit. See 'What information is required' column for trigger points Other developments where a Section 106 agreement can make an otherwise unacceptable proposal acceptable in planning terms	<p>The application must include either:</p> <ul style="list-style-type: none"> • A draft planning obligation / unilateral undertaking (Section 106) 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 Stafford Borough Council Legal Services: 01785 619 220</p> <p>Trigger Points: Affordable housing: When 10 or more dwellings are proposed 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 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 Cannock Chase SAC a planning obligation / unilateral undertaking is required for 1 or more (net) new dwellings within 15km of Cannock Chase Special Area of Conservation For education (primary and secondary school levels) triggers please contact Staffordshire County Council Education and Learning: 0300 111 8000</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
29.	Preliminary ecological assessment	<p>NPPF: Paragraph 44, 187, 193</p> <p>PSB: Policy N1, N4, N5</p> <p>Wildlife and Countryside Act 1981</p> <p>Conservation of Habitats and Species Regulations 2017</p> <p>Protection of Badgers Act 1992</p> <p>Environment Act 2021</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>All major applications</p> <p>Applications for listed building consent where works may impact protected species.</p>	<p>Information must be provided on existing biodiversity interests and possible impacts on them</p> <p>Where further surveys are required these must be provided in support of the application before the application is validated.</p> <p>Assessment should first be made with regard to how harm to species and habitats can be avoided</p> <p>Any unavoidable harm must be justified and where proposals are being made for mitigation and/or compensation measures, information to support those proposals will also be needed. 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, e.g. bats</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> <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>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
				<p>Stafford Borough is now participating in the Great Crested Newt (GCN) District Licensing Scheme delivered through the NatureSpace Partnership. See www.naturespaceuk.com for further information on the scheme. A GCN assessment is required under validation reference 14</p> <p>Advice should include a requirement for a Staffordshire Ecological Records search of the application site and a minimum 500 metre buffer, and presentation of this information</p> <p>Validity of ecological reports and surveys can be compromised over time due to being out of date. If the data is 12-18 months old, the ecologist should provide an addendum to highlight whether they consider it likely to be necessary to update surveys; if the data is 18-36 months old an updated survey and report will be required; if the date is more than 3 years old the report is unlikely to be valid and most, if not all, of the surveys will need to be updated.</p> <p>Further advice</p> <p>Stafford Borough Council Biodiversity Officer: 01785 619 676</p> <p>Where to expect protected species and when to survey https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications</p> <p>British Standard 42020 Biodiversity</p> <p>Natural England Standing Advice www.naturalengland.org.uk/</p> <p>CIEEM Guidelines for Ecological Report Writing (CIEEM, 2017)</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.	Retention of local community facility or service statement	NPPF: Paragraph 88 PSB: Policy SP7, E8, SB2	Applications for redevelopment or change of use of any premises outside of the settlements of Stafford or Stone which are currently, or last, used for social or community uses (defined in paragraph 2.29 of The Plan for Stafford Borough: Part 2)	<p>The statement must demonstrate:</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, that the use cannot be provided by some other means, or that it is genuinely redundant • That the premises or site, or an unused part of the building, cannot be readily used for or converted to another community facility • That the facility 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 as part of a viability test • That the facility is not required to be provided and/or retained as part of a planning permission, or as a new development <p>Further advice Stafford Borough Council Development Management: 01785 619 337</p>
31.	Statement of community involvement	NPPF: Paragraph 40, 41 Stafford Borough Statement of	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

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
		Community Involvement		<ul style="list-style-type: none"> Demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals <p>Further advice 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
32.	Structural survey	NPPF: Paragraph 84, 88, 187 PSB: Policy E2, C5	<p>All proposals for the conversion of rural buildings, except where the building 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>Applications for a replacement dwelling, outside of a settlement boundary, which involves the demolition of the existing dwelling</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 <p>For residential conversions, the survey must also detail:</p> <ul style="list-style-type: none"> • That 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>Where any survey is more than two years old, an addendum report or further survey will be required.</p> <p>Further advice</p> <p>Stafford Borough Council Development Management/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
33.	Telecomms development supplementary information	Code of Practice on Mobile Network Development in England (2016) NPPF: Paragraph 122 PSB: Policy E1	All 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) <p>Further advice Code of Practice on Mobile Network Development (2002)</p>
34.	Town centre use / Retail impact assessment	NPPF: Paragraph 91, 92, 93, 94 PSB: Policy E8	<p>All applications for main town centre uses that are not in an existing defined centre and are not in accordance with the Plan for Stafford Borough</p> <p>Applications for retail, office and</p>	<p>Retail Impact Assessments for town centre uses in an edge or out-of-centre location as part of development proposals greater than 1000sqm gross floorspace at Stafford, greater than 500sqm gross floorspace at Stone and greater than 300sqm 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 <p>The assessment must detail:</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>leisure developments, which are not in accordance with the Plan for Stafford Borough, at:</p> <ul style="list-style-type: none"> • Stafford (over 1,000sqm gross floorspace) • Stone (over 500sqm gross floorspace) • Local centres (over 300sqm) <p>Applications in an existing centre, not in accordance with the Plan for Stafford Borough, which would substantially increase the attraction of the centre to an extent that the development could</p>	<ul style="list-style-type: none"> • 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 centres <p>Further advice</p> <ul style="list-style-type: none"> • Stafford Borough Council Strategic Planning and Placemaking: 01785 619 000

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			impact on other centres	
35.	Transport statement / Transport assessment	NPPF: Paragraph 118 PSB: Policy T1	All applications likely to generate significant traffic movements	<p>For guidance on indicative thresholds for transport statements and transport assessments please see appendix B of 'Guidance on Transport Assessment' (March 2007)</p> <p>Where an assessment is considered to be necessary, these should be submitted to, and considered by Staffordshire County Council Highways Authority, prior to the submission of the planning application</p> <p>The application must include a 'Transport Assessment Validation Form', signed by the applicant and a representative of Staffordshire County, which states that either:</p> <ul style="list-style-type: none"> (a) A Transport Assessment (TA) or Transport Statement (TS) is required, and that the assessment accompanying the planning application, including its conclusions, have been agreed with Staffordshire County Council Highways Authority (b) 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, or (c) An assessment is not required <p>Further advice</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: www.gov.uk/government/organisations/department-for-transport Manual for Streets 2 (March 2007) Circular 02/2007: Planning and the Strategic Road Network Council</p>
36.	Travel plan	NPPF: Paragraph 118 PSB: Policy T1	All applications likely to generate significant traffic movements	<p>For guidance on indicative thresholds for transport statements and transport assessments please see appendix B of 'Guidance on Transport Assessment' (March 2007)</p> <p>A draft travel plan must:</p> <ul style="list-style-type: none"> • Be agreed in principle with Staffordshire County Council Highways before the application is submitted • Outline how the transport implications of the development are going to be managed to ensure minimal environmental, social and economic impacts • 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 • Include activities for marketing and promotion of the plan to occupiers, users, visitors and residents of the site. <p>Please note that a travel plan may require a monitoring agreement secured through a legal obligation</p> <p>Further advice</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 Highways: 0300 111 8000 / highways@staffordshire.gov.uk</p> <p>Department for Transport: www.gov.uk/government/organisations/department-for-transport</p> <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>
37.	Tree survey / assessment	NPPF: Paragraph 187	<p>Any site where there are trees which are the subject of a Tree Preservation Order on, or overhanging, the site</p> <p>Any application where there are trees or hedgerows on the application site, or on land adjacent to it (including street trees) which could be affected by or</p>	<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 which 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 arboriculturist</p> <p>Where any survey is more than two years old, an addendum report or further survey will be required.</p> <p>Further advice</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			influence the development.	Stafford Borough Council Tree Officer: 01785 619 000
38.	Ventilation and extraction statement	Noise Policy Statement for England March 2010 NPPF: Paragraph 187, 198 PSB: Policy N1	All applications for the use of premises for the following purposes: <ul style="list-style-type: none"> • Restaurants and cafes – use for the sale of food and drink for consumption on the premises (use class E). • Drinking establishments – use for the sale of alcoholic drink for consumption on the premises (sui generis). 	<p>The statement for the method of ventilation / extraction must include:</p> <ul style="list-style-type: none"> • Elevations to show the position, location, and height of any external equipment • 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 <p>Further advice</p> <p>Stafford Borough Council Environmental and Health Services: 01785 619 402</p> <p>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</p>

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"> Hot food takeaways - use for the sale of hot food for consumption off the premises (Sui generis). General industrial (use class B2). 	
39.	Viability assessment	NPPF: Paragraph 59	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 abnormal costs and off-site infrastructure Predicted sale value / income from the finished site Cost of section 106 including affordable housing costs Percentage profit on cost both with and without the full section 106 obligations

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 Development Management: 01785 619 337
40.	Visual effects assessment	NPPF: Paragraph 165 PSB: Policy N3	All applications for solar farms and wind turbines	As assessment of glint and glare is required for all applications for solar farms. An assessment of shadow flicker is required for all applications for wind turbines. Further advice Stafford Borough Council Development Management: 01785 619 337
41.	Water quality statement	NPPF: Paragraph 187 PSB: Policy N1, N2 Habitat Directive 92/43/EEC Conservation of Natural Habitats of Wild Fauna and Flora Water Environment	All planning applications which are likely to, or might, have a detrimental impact on water quality	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 Further site-specific analysis of any development proposals located in proximity or upstream of environmentally significant sites, including Special Areas of Conservation (SACs), Sites of Special Scientific Interest (SSSIs) and European Sites, will be required to demonstrate that the development will not have an adverse effect on environmentally significant sites Further advice Section 4.3 of the Southern Staffordshire Outline Water Cycle Study and the Strategic Flood Risk Assessment update 2014 www.staffordbc.gov.uk/water-management-and-flooding

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
		(Water Framework Directive) Regulations 2017 Habitat Regulations 2012		

Annex 1 - Description of development guide

The description of proposed development provided within an application form should be **accurate, clear, and precise**. A description should identify the key parts of the proposed development which require planning permission and their location.

A description should not include irrelevant details or set out a justification; any justification for the proposed development should be set out in a separate supporting document or planning statement.

For example: “*We want to build a rendered 3m x 3m extension to the back of the house to extend our kitchen*” should be changed to “*Single-storey rear extension*”.

Where it is considered that a description does not accurately or concisely describe the proposed development, we reserve the right to seek an amendment prior to publicising the application.

Householder applications

Extensions

Include the key elements, scale, and location of the proposal:

- Two-storey rear extension and single-storey side extension.
- First-floor side extension.
- Dormer window extension to front.
- Hip to gable extension with dormer windows to rear.
- Conversion of integral garage to habitable living space, single-storey side extension to provide garage, and new dropped kerb to High Street.
- Single-storey side extension to provide residential annexe.

Outbuildings

State the scale, purpose, and location of the building:

- Detached double garage to side of dwelling.
- Detached single-storey residential annexe.

Access

State the type of access and location:

- New vehicular/pedestrian access to High Street.

Walls, fences, and gates

State the type of boundary treatment, location, height, and materials:

- 1.8m high timber close-boarded fence to side boundary.
- 1.2m high brick wall to front boundary.

Residential development

Full applications

State the type and number of units:

- Two detached dwellings with integral garages.
- 23 dwellings and associated infrastructure.

Demolition works

Demolition works require planning permission so where the demolition of an existing building is proposed this should be included in the description:

- Demolition of existing dwelling and construction of detached two-storey dwelling.

Outline applications

State the number of units proposed (where known), the size of the site, and the matters to be considered:

- Outline application for residential development of land (2.5ha) with all matters reserved.
- Outline application for residential development land for up to 23 dwellings to include access with all other matters reserved.
- Outline application for 23 dwellings to include details of access, appearance, landscaping, layout, and scale. (*delete as applicable)

Reserved matters applications

Include the relevant outline consent and the matters to be considered:

- Reserved matters application for 23 dwellings pursuant to 25/16180/OUT including details of access, appearance, landscaping, layout, and scale. (*delete as applicable)

Self and custom build developments

The description of development must clarify the self-build or custom-build nature:

- Self-build detached dwelling with detached garage.

Change of use applications

State both the existing and proposed use, including the relevant use class as set out within the Town and Country Planning (Use Classes Order) 1987 (as amended). Guidance on use classes can be found online via the [Planning Portal](#). Other significant external alterations and extensions should also be included:

- Change of use of first floor from retail shop (E(a)) to two flats (C3).
- Change of use of warehouse (B8) to restaurant (E(b)), installation of external plant, and reconfiguration of car park.
- Change of use from shop (E(a)) to drinking establishment (sui generis) and single-storey rear extension.

Industrial, commercial, and other premises

State the scale of the proposed building/extension/works and its purpose (including use class where this relates to a new use):

- Two single-storey buildings, each comprising five units, for purposes falling within use classes E(g) and B8) with ancillary office space, and associated car parking.
- New agricultural building for livestock.
- Community sports centre with floodlit artificial pitch, car park, and vehicular access.
- Extension to warehouse.
- Alterations to shopfront.
- Air handling unit to rear elevation.
- Black metal roller shutters to openings on front elevation.

Listed building consent

Where proposed development includes works to a listed building, the description should include reference to external and internal alterations and/or extensions which require listed building consent, as well as any demolition works which require listed building consent:

- Single-storey rear extension.
- Internal alterations including replacement staircase and removal of load-bearing wall.
- External and internal alterations including replacement windows and external doors and changes to the internal layout.

Where elements of the work have already been carried out but have not received listed building consent these should be clearly referenced within the description:

- Retention of unauthorised replacement timber windows to rear elevation.

Advertisements

State the type of signage, their position on the building or within the site, and details of their illumination:

- Internally illuminated fascia sign and projecting sign on front elevation of shop.
- Externally illuminated totem sign in forecourt and two internally illuminated signs on the front elevation.
- Three freestanding flag advertisements on the forecourt.

Retrospective applications

All parts of a proposal which have already been built but have not received planning permission should be clearly referred to as being 'retrospective'. Failure to do this can often frustrate local residents and increase opposition:

- Retrospective application for a detached single garage to the side of the dwelling.

Applications to amend an existing planning permission

Variation or removal of conditions and minor material amendments

Specify the number of the relevant conditions(s) and extant permission, briefly describe the nature of the conditions, and include the original description of development:

- Removal of condition 4 (restricted use of garages) of permission 25/16180/FUL: 23 dwellings and associated infrastructure.
- Variation of condition 7 (hours of operation) of permission 25/31416/FUL to allow operation until 10pm Monday to Friday: Floodlit artificial pitch with security fencing and associated car park.
- Minor material amendment of permission 25/16180/FUL to change house types: 23 dwellings and associated infrastructure.

Non-material amendments

Specify the relevant planning permission and the nature of the proposed amendment(s):

- Non-material amendment to permission 25/16180/FUL to reduce the number of rooflights to each dwellinghouse.

Applications to discharge conditions

Specify the original planning permission and relevant conditions:

- Discharge of conditions 3, 5, 6, 7, and 10 of permission 25/16180/FUL.

Applications for certificates of lawfulness

The description should include whether the development is proposed or existing and the nature of the works (to be) carried out:

- Lawful development certificate proposed - Single-storey rear extension.
- Lawful development certificate existing - Confirmation that permission 25/16180/FUL remains extant.
- Lawful development certificate existing - Use of the land edged red for the siting of one mobile home and garden incidental to the residential occupation of the mobile home.

Annex 2 - Householders Quick Guide

Checklist for householder planning applications

Before you send us your application, make sure the following checklist is complete.

Type of Information	What you need to do	Have you done this? (Yes, No or Not Applicable)
Application form	<ul style="list-style-type: none">• Complete all sections• Accurately describe what you are applying for• Complete the Declaration	
Certificates	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Pay the relevant fee to Stafford Borough Council (unless an exemption applies - see our Fees guide for more information).	
Location Plan	<ul style="list-style-type: none">• 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 to the public highway)• Draw a blue edge around all other land that you own	
Site/Block Plan	<ul style="list-style-type: none">• Use a scale of 1:100, 1:200 or 1:500• Make sure the direction of North is shown	

Type of Information	What you need to do	Have you done this? (Yes, No or Not Applicable)
	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Use a scale of 1:100 or 1:50 • Include existing plans and what is 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	<ul style="list-style-type: none"> • 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 • If not all of a roof is visible on the elevation drawings, provide a roof plan 	
Flood Risk Assessment	<ul style="list-style-type: none"> • Include an assessment if the property is within Flood Zone 2 or 3 • Complete the Environment Agency template: www.environment-agency.gov.uk 	
Ecological Report	<ul style="list-style-type: none"> • 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 	

Type of Information	What you need to do	Have you done this? (Yes, No or Not Applicable)
Heritage statement	<ul style="list-style-type: none"> • Include a heritage statement if the proposed development may affect a heritage asset or its setting • The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance 	
Trees	<ul style="list-style-type: none"> • 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 arboriculturist (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.

Annex 3 - Listed Building Consent Quick Guide

Guidance for applications for listed building consent

Type of information	When is it required?	What you need to do
Application form	All applications	Complete all sections. Accurately describe the proposed works. Complete the declaration. Complete the relevant ownership certificate.
Location plan	All applications	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.
Site or block plan	All applications	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 any trees within the site boundary or on adjacent land.
Existing and proposed floor plans	All applications where extensions or alterations which would affect architectural elements are proposed.	Use a scale of 1:50. Show any walls to be demolished. Show the uses of existing and proposed rooms. Show the position of all existing and proposed windows, doors, roof lights, and other openings.

Type of information	When is it required?	What you need to do
		Show the position of floor and ceiling joists and structural beams where they may be affected by the proposed works.
Existing and proposed elevations	All applications where extensions of external alterations are proposed	<p>Use a scale of 1:50.</p> <p>Include full elevation drawings of every side of the building.</p> <p>Include what the elevations look like now and what is proposed.</p> <p>Include details of proposed building materials.</p> <p>Show the style and materials of all windows, doors, roof lights, and other openings.</p>
Existing and proposed sections	<p>All applications which include:</p> <ul style="list-style-type: none"> • Alterations to the roof, ceiling, or floor. • Internal wall, roof, or floor insulation. • A new staircase. • Alterations to the foundations of a building. 	<p>Use a scale of 1:20 or 1:50.</p> <p>Show the alterations proposed.</p>
Existing and proposed roof plans	<p>All applications which include alterations to any roof which is not adequately demonstrated on the elevation drawings.</p> <p>All applications for roof mounted solar panels</p>	<p>Use a scale of 1:50</p> <p>Include the shape of the roof and show any roof lights, roof dormers, sun tubes, flues, parapets, terraces, etc.</p> <p>Show the position of all roof mounted solar panels</p>

Type of information	When is it required?	What you need to do
Site sections / levels	<p>All applications where a change in levels is proposed (e.g. on a sloping site)</p> <p>All applications where a change in levels is proposed (e.g. on a sloping site)</p>	<p>Use a scale of 1:50 or 1:100</p> <p>Show the existing and proposed site levels and finished floor levels.</p> <p>Levels must relate to a defined datum point.</p>
Detailed drawings of doors windows, mouldings, etc.	All applications where new (or replacement doors, windows, or other features are proposed	<p>Use a minimum scale of 1:20 to provide a general view.</p> <p>Include large scale drawings of individual architectural details.</p> <p>Include detailed scale drawings to show elevations, sections, mouldings, profiles, and materials.</p> <p>Include window and door details (elevations at 1:10 and sections at 1:1 or 1:2) to include colour finish, recesses, cill and header details, transoms, mullions, glazing, and glazing bars</p>
Design and access statement (including heritage statement)	All applications	<p>The design principles and concepts applied to the works and how these take account of the following:</p> <ul style="list-style-type: none"> • The special architectural or historic importance of the building • The particular physical features of the building which justify its designation as a listed building • The setting of the building

Type of information	When is it required?	What you need to do
		Include an assessment of the impact of the proposed works on the significance of the listed building and those areas affected by the works, including any steps to be taken to avoid or minimise any adverse impacts
Structural survey	<p>All applications where structural changes are proposed, to include demolition, removal of a staircase, removal of a chimney, alterations to the roof, structural reinforcement of existing elements, insertion of new floors or ceilings, cutting of beams, replacement of any existing structural element, new openings in historic fabric</p> <p>Any application where structural defects are identified and which require rectification as part of any proposed works</p> <p>Any application involving enabling works</p>	<p>The survey must be carried out by a qualified structural engineer.</p> <p>Include the existing structural condition of the building.</p> <p>Include any recommendations for remedial works to improve its condition.</p> <p>Address how the proposed works would affect the structural integrity of the building.</p>
Ecological assessment and surveys	<p>Applications which include substantial alterations to the roof or re-roofing</p> <p>Conversion schemes</p>	<p>The assessment and subsequent surveys must be carried out by a suitably qualified individual.</p> <p>The assessment and subsequent surveys must be carried out by a suitably qualified individual.</p> <p>A phase 1 ecological assessment.</p>

Type of information	When is it required?	What you need to do
	<p>Applications where the building is derelict, dilapidated, or there are clear points of access for birds or bats</p> <p>Where proposals have the potential to impact on protected species</p>	Further surveys, if required by the phase 1 assessment.

Descriptions guidance

Where proposed development includes works to a listed building, the description should include reference to external and internal alterations and/or extensions which require listed building consent, as well as any demolition works which require listed building consent:

- Single-storey rear extension.
- Internal alterations including replacement staircase and removal of load-bearing wall.
- External and internal alterations including replacement windows and external doors and changes to the internal layout.

Where elements of the work have already been carried out but have not received listed building consent these should be clearly referenced within the description:

- Retention of unauthorised replacement timber windows to rear elevation.

If you have any questions or need any help with your application for listed building consent, please email conservation@staffordbc.gov.uk

