Dear Members

Planning Committee

A meeting of the Planning Committee will be held in the Craddock Room, Civic Suite, Civic Centre, Riverside, Stafford on Wednesday, 14 August 2019 at 6.30pm to deal with the business as set out on the agenda.

Please note that this meeting will be recorded.

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

Interim Head of Law and Administration
AGENDA

1 Minutes
2 Apologies
3 Declaration of Member’s Interests/Lobbying
4 Delegated Applications

Details of Delegated applications are/will be set out in Section 6 of Digest No 259 due to be published on 6 September 2019.

5 Planning Applications

6 Planning Appeals

7 Enforcement Matters

8 Draft Planning Application Validation Criteria

MEMBERSHIP

Chairman - Councillor R M Sutherland

B M Cross
M G Dodson
A P Edgeller
A S Harp
A D Hobbs
J Hood

W J Kemp
A Nixon
A N Pearce
M Phillips
R M Sutherland

(Substitutes - F Beatty, A T A Godfrey, P W Jones, R Kenney)
**Ward Interest** - Nil

**Planning Applications**

*Report of Head of Development*

**Purpose of Report**

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

<table>
<thead>
<tr>
<th>Reference</th>
<th>Address</th>
<th>Page Nos</th>
</tr>
</thead>
<tbody>
<tr>
<td>19/30787/HOU</td>
<td>225 Sandon Road, Stafford, ST16 3HQ</td>
<td>4 - 8</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>This application was called in by Councillor W J Kemp.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Officer Contact - Sarah Poxon, Development Lead (Small Scale) - Telephone 01785 619507.</td>
<td></td>
</tr>
<tr>
<td>19/30448/FUL</td>
<td>Land off Little Tixall Lane, Lichfield Road, Great Haywood</td>
<td>9 - 24</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>This application was called in by Councillor A R G Brown.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Officer Contact - Richard Wood, Development Lead (Large Scale) - Telephone 01785 619324.</td>
<td></td>
</tr>
</tbody>
</table>

**Previous Consideration**

Nil

**Background Papers**

Planning application files are available for Members to inspect, by prior arrangement, in the Development Management Section. The applications including the background papers, information and correspondence received during the consideration of the application, consultation replies, neighbour representations are scanned and are available to view on the Council website.
Application 19/30787/HOU  
Date Registered 24 June 2019  
Target Decision Date Extended To 19 August 2019 N/A  
Address 225 Sandon Road Stafford Staffordshire ST16 3HQ  
Ward Coton  
Parish Stafford M B  
Proposal Proposed demolition of existing kitchen and conservatory with the construction of kitchen, sitting and bedroom extension  
Applicant Mr & Ms Addison & Hanmer  
Recommendation Approve, subject to conditions.  

**REASON FOR REFERRAL TO COMMITTEE**

This application has been called in by Councillor W J Kemp (Ward Member for Coton) for the following reasons:-

"Concern over potential impact on neighbour's amenities"

**Context**

225 Sandon Road is a semi-detached property located within the Stafford Settlement Boundary. The property has previously been extended to the rear to form an enlarged kitchen and a conservatory however there is no available planning history for this extension but it is likely that these additions were constructed under permitted development.

The proposal is for the demolition of the existing conservatory and kitchen extensions to the rear of the dwelling and replacing them with two extensions to the rear. The first extension measures 3m (length) x 2.63m (width) x 3m (height) and has only one storey. This extension has a single storey and could be constructed under permitted development. The second extension measures 3m (length) x 2.75m (width) x 6.66m (height). It has two storeys and features a hipped roof.

The ground floor extension will create an extension to the sitting room and the kitchen and the first floor will create an additional bedroom to the property.
Officer Assessment – Key Considerations

1. Character & Appearance

Sandon Road is characterised by semi-detached properties that feature hipped-roofs. The proposal is not considered to harm the character and appearance of the surrounding area or the host dwelling. The street scene will remain unchanged. The two storey element of this proposal features a hipped roof that is subservient and in keeping with the character and style of the existing dwelling. The levelling out of the rear elevation will also create a similar design that would have featured on the original dwelling as it was first built. It is therefore considered that the proposal is a proportionate addition to the property.

Property 219 Sandon Road has been extended in a similar design that is being proposed under this application. Permission was granted in 2003 for a two storey rear extension and a single storey conservatory.

The use of matching materials that are being proposed under this application will assist in integrating the proposed extension with the host dwelling.

In terms of character and appearance this proposal is considered to be acceptable.

Policies and Guidance:-
National Planning Policy Framework (NPPF) – Section 12. Achieving well-designed places
The Plan for Stafford Borough (TPSB) 2011-2031 – Policies N1 Design, N8 Landscape Character
Supplementary Planning Document (SPD) – Design

2. Amenity

Concerns have been raised regarding the amenity to principal windows of 227 Sandon Road. There is a breach of the 45 degree rule at a distance of 2m to the dining room window of 227 Sandon Road. However, the extension that is breached could be built under permitted development and is replacing an existing conservatory that is of the same height and is 0.25m longer, therefore the proposed development is not considered to cause any additional harm to the amenity of the neighbouring property.

Concerns were also raised over the 25 degree rule being breached and that the development does not lie 12m away from the principal windows of 227. Neither of these guidelines applies to this proposal as they refer to principal windows that face one another.

There are no breaches of amenity to property 223 Sandon Road.

Therefore it is considered that in terms of amenity this proposal is considered to be acceptable.

Policies and Guidance:-
National Planning Policy Framework (NPPF) – Paragraph 127
The Plan for Stafford Borough (TPSB) 2011-2031 – Policy N1 Design
Supplementary Planning Document (SPD) - Design
3. Parking

No additional parking is required for the additional bedroom that is being proposed under this application. There is sufficient parking for two cars, therefore this proposal meets the standards set out in Appendix B of The Plan for Stafford Borough.

Policies and Guidance:-
National Planning Policy Framework (NPPF) – Section 9. Promoting sustainable transport
The Plan for Stafford Borough (TPSB) 2011-2031 – Policies T1 Transport, T2 Parking and Manoeuvring Facilities, Appendix B – Car Parking Standards

4. Neighbour Consultation

The neighbour consultation response that has been received raises various concerns over the proposed extensions.

5. Conclusion

The proposal is not considered to harm the character and appearance of the host dwelling or the wider area. It avoids negatively impacting visual amenity or neighbour amenity, and does not impact upon parking requirements and provision.

Considering the above it is recommended that planning permission be granted, subject to conditions.

Consultations

Highway Authority:
No objection

Neighbours (4 consulted):
1 response received: Material planning considerations summarised below:
- Concerns raised over the bulk and massing of the extension.
- Concerns raised over loss of light to principle windows

Relevant Planning History

None
Recommendation
Approve, subject to the following conditions:

1. The development to which this permission relates must be begun not later than the expiration of three years beginning with the date on which this permission is granted.

2. This permission relates to the originally submitted details and specification and to the following drawings, except where indicated otherwise by a condition attached to this consent, in which case the condition shall take precedence:

   Location Plan - Scale 1:1250 (Received 26.06.2019)

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

1. To comply with the requirements of Section 51 of the Planning and Compulsory Purchase Act 2004.

2. To define the permission.

Informative(s)

1 The Local Planning Authority consider the proposal to be a sustainable form of development and therefore complies with the provisions of the National Planning Policy Framework.
Application: 19/30448/FUL  
Case Officer: Sian Wright

Date Registered: 23 April 2019  
Target Decision Date: 23 July 2019

Address: Land Off Little Tixall Lane  
Ward: Haywood and Hixon  
Lichfield Road  
Great Haywood  
Parish: Colwich

Proposal: Variation of condition 2, 11 and 12 of 18/28266/FUL

Applicant: Lovell Partnerships Limited

Recommendation: Approve, subject to the applicant entering into a planning obligation to secure the obligations under outline permission 14/20886/OUT and the conditions listed

REASON FOR REFERRAL TO COMMITTEE

This application has been called in by Councillor A R G Brown (Ward Member for Haywood and Hixon) for the following reason:-

"It is my belief that the road closure would undoubtedly increase traffic on Coley Lane, it would also separate the development from the rest of Great Haywood".

Context

This application relates to a site off Little Tixall Lane. Outline planning permission was approved for 77 dwellings under reference 14/20886/OUT. The outline permission also approved a new vehicular access from the A51. Reserved matters application reference 17/25920/REM subsequently approved appearance, landscaping, layout and scale.

Planning permission was then granted under application 18/28266/FUL for the variation of conditions 13, 14, 15 and 16 on permission 14/20886/OUT. This permission essentially approved an increase in the time period within which to design, submit and approve all works required for the proposed junction to the A51 and improvement works to Little Tixall Lane.

This application now seeks to vary the following conditions on permission 18/28266/FUL:

2) This permission relates to the originally submitted details and specification and to the following drawings, except where indicated otherwise by a condition attached to this consent, in which case the condition shall take precedence:-

- drawing number: LT-100-01A Location Plan
- drawing number: LT-100-01A Site layout as proposed
- drawing number: 3H0878/R12/03B
- drawing number T16835-100A
- drawing number T16835-101
11) Notwithstanding any details shown on the approved plans, no development other than the construction of a single foundation shall be commenced until revised access details indicating the following have been submitted to and approved in writing by the Local Planning Authority:- a maximum gradient of 1 in 40 for the first 15m of the access off A51 and a maximum gradient of 1 in 15 thereafter; maximum gradients of 1 in 20 for the first 15m the realigned arms of Little Tixall Lane and a maximum gradient of 1 in 15 thereafter; The access shall thereafter be carried out in accordance with the approved details and be completed prior to first occupation.

12) No development other than the construction of a single foundation shall be commenced until details of the following off-site highway works have been submitted to and approved in writing by the Local Planning Authority:-

   i. Provision of junction off A51 to DMRB standard
   ii. Provision of bus stops as suggested in Transport Assessment
   iii. Realignment of little Tixall Lane
   iv. Provision of junctions on Little Tixall Lane to DMRB standard, including provision of adequate forward visibility;
   v. provision of footway on Little Tixall Lane west.

   The off-site highway works shall thereafter be constructed in accordance with the approved details prior to the development being first brought into use.

The following changes to the above conditions are proposed:

Condition 2:

This permission relates to the originally submitted details and specification and to the following drawings, except where indicated otherwise by a condition attached to this consent, in which case the condition shall take precedence:-

drawing number: LT-100-01A Location Plan
drawing number: LT-100-01C Site layout as proposed
drawing number: CDD3006-R00-02-T0 Access Road to Little Tixall Lane West Sections
drawing number CDD3006-R00-03-T0 Little Tixall Lane East Sections (sheet 1 of 2)
drawing number CDD3006-R00-04-T0 Little Tixall Lane East Sections (sheet 2 of 2)
drawing number CDD3006-R01-01-T0 rev T1 General Arrangement

Condition 11:

The approved access scheme shall be carried out in accordance with the revised access drawing numbers: CDD3006-R00-01-T0 rev T1, CDD3006-R00-02-T0, CDD3006-R00-03-T0 and CDD3006-R00-04-T0 approved by the highway authority and be completed prior to first occupation.

Condition 12:

The off-site highway works shall be constructed in accordance with the approved S278 drawings CDD3006-R00-01-T0 rev T1, CDD3006-R00-02-T0, CDD3006-R00-03-T0 and CDD3006-R00-04-T0 prior to the development being first brought into use.
By varying the conditions as proposed, this application will result in the closure of Little Tixall Lane.

Additional plans were submitted following the original submission to clarify the extent of the works within the red edge and details of the proposed retaining walls.

**Officer Assessment – Key Considerations**

1. **Principle of development**

The principle of residential development is already established on this site and permission 18/28266/FUL allowed a material commencement to be made on site and is therefore extant.

This application would result in the closure of Little Tixall Lane. It is noted that a previous application, reference 13/19532/OUT, was refused for a number of reasons including a lack of vehicular connectivity between the application site and the village of Great Haywood. Whilst this current application effectively contradicts the previous refusal reason a number of other factors need to be considered. Firstly, residential development is already approved on this site and the site falls within the settlement boundary as defined in the Plan for Stafford Borough. The site is therefore considered to be in a sustainable location.

When development was considered under application 13/19532/OUT (and refused planning permission) the site was outside the residential development boundary for Great Haywood as set out in the previous Local Plan (Stafford Borough Local Plan 2001). Furthermore, the site area was much larger and double the number of dwellings were proposed. The current approval is for 77 dwellings rather than 157 as originally proposed.

Having regard to the issue of connectivity between the site and Great Haywood, the Highway Authority have fully considered all highways issues relating to the residential development of this site and, have consequently already carried out a formal consultation to close Little Tixall Lane. The impact of developing the site, including its links with Great Haywood, must therefore be weighed against highway safety issues.

Numerous objections have been raised by local residents about the closure of Little Tixall Lane, most significantly the impact it will have upon movements throughout the village and increased pressure on Coley Lane. Whilst these points are noted, highway safety issues must be given significant weight and considered in line with Policy T2 of the Plan for Stafford Borough and the National Planning Policy Framework (NPPF). Paragraph 110 of the NPPF states that development should create places that are safe and which minimise the conflict between pedestrians, cyclists and vehicles. Whilst there would be no direct vehicular connectivity, pedestrian and cyclist links would be in place. In addition, a revised plan has been submitted which shows the provision of a bus stop on the A51. The bus route loops between Colwich and Great Haywood along the A51 and Main Road.

The submitted plans include details of 3 retaining walls. The largest of the 3 retaining walls is retaining wall 1 which sits partly within the red edge and would be the most visible as its location is immediately adjacent to the proposed new access with the A51. This
wall is 4.0m in height at its highest point including the proposed 1.1m high guard rail. Retaining wall 2 sits partly within the red edge and has a timber pedestrian barrier fixed to the top of the wall. The overall height at the highest point, including the barrier is 2.6m. Retaining wall 3 sits fully within the red edge and also has a timber pedestrian barrier fixed to the top. The maximum height including the barrier is 2.4m high.

Whilst proposed retaining walls 1 and 2 are partly within the red edge, plan CDD3006/R00/27 revision P0 shows what works are within the red edge and those which are intended to be undertaken on highway land by the Highway Authority. Furthermore, these works are a necessary part of the development due to the differences in land levels and are considered to be visually acceptable in the context of the overall development.

Policies and Guidance:-

National Planning Policy Framework
Paragraphs 11, 117, 127

The Plan for Stafford Borough
Spatial Principle 1(SP1) – Presumption in Favour of Sustainable Development
Spatial Principle 3(SP3) – Stafford Borough Sustainable Settlement Hierarchy
Spatial Principle 4(SP4) – Stafford Borough Housing Growth Distribution
Spatial Principle 7(SP7) – Supporting the Location of New Development
Policy N1 - Design

Colwich Neighbourhood Plan
Policy CC1 – Settlement Boundaries
Policy CE1 - Design
Policy CTR3 – Pedestrian Facilities

2. Highways

All conditions to be varied by this application, except the plans condition number 2, relate to highways matters. The Highway Authority have been consulted and do not raise any objections to the proposed variations to the conditions as proposed.

As previously noted, the proposal results in the closure of Little Tixall Lane and numerous objections have been raised by local residents as well as the Parish Council who raise various highway safety concerns. The Highway Authority have commented the following

“ As a result of Road Safety issues raised by residents during the initial Planning Application, the Highways Authority carried out a formal consultation on a TRO (Traffic Regulation Order) to close off Little Tixall Lane. The closure would help address the Road Safety Issues raised.

This consultation has gone through its agreed process and finally got approval in October 2018.

Colwich Parish Council, the local residents and Members were all consulted and their responses were considered before a decision was made.
Therefore the road closure and its consequences have already been considered and agreed by the Highways Authority”

The Highway Authority have therefore already assessed the highway safety impacts of the proposal and the consequent impacts upon the wider highway network.

Policies and Guidance:-

National Planning Policy Framework
Paragraph 39

The Plan for Stafford Borough
T2 - Parking and Manoeuvring Facilities

Colwich Neighbourhood Plan
CTR2 – Sustainable Travel

3 Other Matters

Application 17/25920/REM approved the reserved matters for this site on 4 July 2017. Condition number 20 of the original outline permission which related to landscaping, is not therefore relevant and does not need to be repeated on this application.

The applicant will however need to enter into a planning obligation to secure the obligations under outline permission 14/20886/OUT.

Conclusion

The proposed changes to the highways conditions are considered on balance to be acceptable having regard to previous approvals on this site and the advice of the Highway Authority who do not raise any objections.

Consultations

Highway Authority:
No objections

Environmental Health Officer:
No comments

Colwich Parish Council (summarised):
Amended plans – response currently awaited (consultation period expires 2.8.19)

Original consultation
Colwich Parish Council objects to this proposal which would result in the proposed development being isolated from the village of Great Haywood.
In October 2018 Colwich Parish Council wrote to County Highways objecting to their proposed Traffic Regulation Order to permanently close that part of Little Tixall Lane from approximately number 54 Little Tixall Lane to its junction with the new access road onto the A51 bypass the subject of this application from Lovell Partnership.

Responses from Staffordshire County Council dated 10th October 2014 and 17th November 2014, in relation to the original planning application ref: 13/19532/OUT are noted in the parish Council's response. In addition they note the refusal reason cited by the Borough Council. They also note the comments they made at the time of that application stating that they were aware of residents’ concerns that the development will increase traffic on Little Tixall Lane resulting in additional vehicles and pedestrians having to share the road space due to the lack of pavement. The closing of Little Tixall Lane will not address the underlying issue of a lack of pavement. Furthermore, the Parish Council is very concerned that the closing of Little Tixall Lane might encourage residents of the new estate to park along Marlborough Close. In this scenario we will see additional vehicles on Little Tixall Lane with no segregation for pedestrians and no traffic calming measures. Consequently, rather than improving safety on Little Tixall Lane this proposal may actually make it worse.

This proposal might make Little Tixall Lane more of a rat-run whilst preventing its full use by residents.

Closing Little Tixall Lane will result in residents who live along Little Tixall Lane, Hazeldene, Marlborough Close and The Uplands having to travel down Little Tixall Lane to its junction with Main Road which is already a dangerous junction. They would then have two options:

1. turn right and proceed to the junction of the A51 and turn right (south bound) and then attempt to turn right onto the new access road and so continue along Little Tixall Lane East. In this scenario the A51 bypass becomes a village road with multiple slow moving vehicles on the road and attempting to turn right onto the new access road and then left onto Little Tixall Lane East. Alternatively:-

2. turn left onto Main Road and drive in front of two primary schools and a play park, through the village, to Coley Lane. You may wish to note that Coley Lane is one vehicle wide a) at its junction with Main Road, b) between Manor Farm Road and Penn Croft, which is also an s-bend with two blind turns, and c) from beyond the A51 road bridge.

Consequently, this proposal would put a severe strain on Coley Lane and the residents of Little Haywood. Closing Little Tixall Lane would also cause problems for the farms near the junction of Little Tixall Lane and Coley Lane. The junction with Main Road makes it difficult for large vehicles to turn into/out of the Lane. As such, it is unsuitable for large farm vehicles to use.

The farm vehicles will be forced to use the A51 junction so as to access Stafford and fields between. In this scenario, not only will there be additional residents in motor vehicles turning right onto the A51 and right onto the new access road but there will also be numerous slow moving large farm vehicles doing the same. This access from the A51 is made worse by the intention to remove the central refuge as the proposal now is to discontinue the bus stops, again contrary to the original approval not least to encourage
more sustainable transport options. The removal of the bus stops also results in residents of the estate being over 600 metres to the nearest bus stop with no safe pavement routes. The applicant claims the bus stops may be removed as the 841 service no longer travels along the by-pass between Great Haywood and Colwich. However, this is to ignore the 825 service which now travels along this route on both its outbound and inbound journey to Stafford. Consequently, more than ever these bus stops are required as there is a dedicated service along the A51 Lichfield Road. The Parish Council has requested Arriva to look again at its current route asking that the service be two way through the villages rather than always travelling from Great Haywood to Colwich.

Great Haywood is a Tier 3 Key Service Village in the Plan for Stafford. The application to build 77 dwellings on land off Little Tixall Lane was approved by the Borough Council Planning Committee as part of a Key Service Village as the development was deemed to be part of the village as access was allowed along Little Tixall Lane.

The proposal to permanently close Little Tixall Lane, in both directions, will mean the development will not be part of Great Haywood as residents will have no direct vehicular access to and from the village. The development must then be considered a Tier 4 development. Colwich Parish Council would strongly oppose a Tier 4 development of this magnitude in this location and would encourage the Borough Planning Committee to do the same.

Colwich Parish Council objects to the proposed changes from the original planning approval and the variations approved under 18/28266/FUL which allowed vehicles to use both the new junction with the A51 and Little Tixall Lane to access and be connected to the village. Colwich Parish Council believes the developer and Amey, on behalf of the County Council, should adhere to the letter and spirit of the previous decisions which, if implemented in full and in a timely manner would, the Parish Council agrees, discourage the use of Little Tixall lane as a rat-run whilst not preventing its use by residents. Colwich Parish Council believes the proposed bus stops (condition 12.ii of 18/28266/FUL) on the A51 Lichfield Road should be retained for use by residents to encourage greater use of sustainable public transport.

Finally, Colwich Parish Council believes the provision of a footway on Little Tixall Lane (condition 12.v of 18/28266/FUL) should be retained.

**Neighbours:**
146 neighbours consulted and a site notice posted. 42 letters of representation received raising the following objections (summarised):
- Coley lane wrecked by heavy construction traffic
- Closure of Little Tixall Lane will create more unnecessary traffic
- Road cannot take more traffic, like the village with limited amenities and infrastructure
- Coley Lane already struggling with extra traffic, highway safety concerns,
- Little Tixall Lane is necessary for residents who live off the lane
- No footpath along Coley Lane for the majority of it and vehicles travel at excessive speeds,
- Proposal is detrimental to the village
- Road closure will compound the effect of the increase of housing for the village
- People don’t keep to the speed limit
- Coley Lane residents will have to make longer trip to shops etc increasing environmental impact
- Coley Lane is too narrow
- Pressure on Coley Lane already increased and accidents happening
- Access via Little Tixall Lane is essential, closure will result in extra journeys, traffic and pollution
- Development not connected to the village
- Coley lane will become a rat run
- Road provides a link between two villages for some residents
- Development not wanted or needed
- Access road to the A51 refused in the 1970’s due to traffic speed, vehicles now faster
- A51 will be used as a village road rather than a bypass
- Impact on highway safety for school drop off times
- Accident waiting to happen
- Current lanes should be left as they are to preserve the character of the area
- New planning application should be submitted not amendments
- Amendments remove the link to public transport
- A rat run will be created
- Where are plans for speed restrictions and traffic calming?
- Policy against NPPF and Local plan policy
- Removal of bus stops, lack of access to public transport
- Site is unsustainable
- Character of Little Tixall Lane will be changed
- Impact upon tree, hedgerows and wildlife habitats
- Impact upon drainage

3 further letters received in response to amended plan:
- Road closure only safe way to protect existing residents of Marlborough Close and Little Tixall lane
- Accident waiting to happen on Coley Lane
- Visibility splays are inadequate
- Applications for the convenience/profit of the developer should not be considered
- Inadequate infrastructure to cope with extra houses
- Developers want to close the road not because it is safer but to save costs.

Support: 3 letters received
- Already difficult to pull out onto Little Tixall Lane
- Speed limit should be lowered at that point of the A51
- New access will make it safer for agricultural vehicles to gain access to and from Little Tixall Lane.

Relevant Planning History

19/30434/DCON - Discharge of Conditions 13, and 14 on application 18/28266/FUL – permitted June 2019

18/28536/DCON - Discharge of condition 9 on application 18/27961/FUL – permitted June 2018
18/28266/FUL - Variation to conditions 13, 14, 15 and 16 on application 14/20886/OUT – permitted June 2018

18/27961/FUL - To vary conditions 2, 4 and 5 and to remove conditions 11, 13 and 14 on planning permission 14/20886/OUT – permitted May 2018

17/25920/REM - Reserved matters on planning permission 14/20886/OUT addressing the appearance, landscaping, layout and scale – permitted 2017

14/20886/OUT - Outline development of 77 houses (resubmission of 13/19532/OUT) - Permitted – 13 March 2015

13/19532/OUT - Outline residential development of up to 157 units with all matters reserved except details for means of access - Refused - 10/02/2014 for the following reasons;

“The site lies outside the Residential Development Boundary for Great Haywood. The development of the site for housing would, therefore conflict with Saved Policy HOU3 of the Stafford Borough Local Plan 2001 and would be unsustainable due to: the scale of the proposal in relation to the existing village; the lack of accessibility by public transport; and the lack of vehicular connectivity between the application site and the village of Great Haywood. The proposal would therefore not constitute sustainable development as set out in paragraph 14 of the National Planning Policy Framework and is contrary to Spatial Principle 7(b, c, d and k) of the emerging Plan for Stafford Borough.

The proposal is for the construction of dwellings on land which lies outside the existing residential development in Great Haywood as defined by the Residential Development Boundary for Great Haywood, with open land on three sides of the site. The Landscape and Visual Impact Assessment (LVIA) carried out to support the application is deficient and inaccurate in a number of areas, therefore there is insufficient information to make a robust informed judgement. The proposal would constitute a significant intrusion into open countryside, and it has not been demonstrated that it would not have an unacceptable adverse visual impact, which detracts from the character and appearance of the surrounding rural area, with a loss of visual amenity. The proposed development is, therefore, contrary to the National Planning Policy Framework paragraph 17 and to the provisions of Saved Policies E&D2, E&D7 (iii) and (iv), and HOU3 of the Stafford Borough Local Plan 2001, and is contrary to Spatial Principle 7(g and i) and Policy N8 of the emerging Plan for Stafford Borough.”

Recommendation

Approve, subject to the following conditions:

0. Approve, subject to the applicant entering into a planning obligation to secure the obligations under outline permission 14/20886/OUT and the conditions listed.

1. The development hereby permitted shall be begun before the expiration of one year from the date of approval of the last of the reserved matters to be approved.

2. This permission relates to the originally submitted details and specification and to the following drawings, except where indicated otherwise by a condition attached to this consent, in which case the condition shall take precedence:-
3. The development hereby permitted shall not be commenced until such time as the details of a satisfactory surface water design in accordance with the outline measures within the Flood Risk Assessment (Ref: 1191/RE/07-13/01 Revision C) has been submitted to and approved in writing by, the Local Planning Authority. Including:

1. Improvements to the existing surface water disposal system.

2. Confirmation of which responsible body will maintain the surface water system over the lifetime of the development according to an acceptable maintenance schedule that is achievable.

The scheme shall be fully implemented and subsequently maintained, in accordance with the timing / phasing arrangements embodied within the scheme, or within any other period as may subsequently be agreed, in writing, by the local planning authority.

4. The development hereby permitted shall not be commenced until a Construction Method Statement has been submitted to, and approved in writing by the Local Planning Authority. The approved statement shall be adhered to throughout the construction period. The statement shall provide for:
   (i) location of the site compound;
   (ii) the parking of vehicles for site operatives and visitors;
   (iii) loading and unloading of plant and materials;
   (iv) storage of plant and materials used in constructing the development
   (v) wheel wash facilities
   (vi) provision of perimeter fencing to reduce noise from construction and demolition activities.

5. All works, including any demolition, site works and construction together with any construction deliveries shall only take place between the hours of 8.00 am and 6.00 pm Monday to Friday; 8.00 am to 2.00 pm Saturdays and not at all on Sundays or bank holidays.
6. Any construction equipment left running outside of the approved working hours shall be inaudible at the boundary of any occupied dwelling.

7. Details of the proposed external lighting shall be submitted to, and approved in writing by the Local Planning Authority.


9. No development hereby approved shall be commenced until full details of the following have been submitted to and approved in writing by the Local Planning Authority:
   - Provision of parking, turning and servicing within the site curtilage;
   - Layout of development;
   - Means of surface water drainage;
   - Surfacing materials;
   The development shall thereafter be implemented in accordance with the approved details and be completed prior to first occupation of the development.

10. The development hereby permitted shall not be commenced until the access has been completed to binder course level. The access shall thereafter be completed to include surface course immediately prior to the development being brought into use.

11. The approved access scheme shall be carried out and completed in accordance with revised access drawing numbers: CDD3006-R00-01-T0 rev T1, CDD3006-R00-02-T0, CDD3006-R00-03-T0 and CDD3006-R00-04-T0 prior to the first occupation of the development.

12. The off-site highway works shall be constructed in accordance with approved drawings CDD3006-R00-01-T0 rev T1, CDD3006-R00-02-T0, CDD3006-R00-03-T0 and CDD3006-R00-04-T0 prior to the development first being brought into use.

13. The requirement for an off site traffic management scheme as set out in condition 13 of planning permission 18/28266/FUL shall be implemented fully in accordance with details submitted and approved under discharge of condition application 19/30434/DCON.

14. The requirement for junction details as set out in condition 14 of planning permission 18/28266/FUL shall be implemented fully in accordance with details submitted and approved under discharge of condition application 19/30434/DCON.

15. Before the proposed development is brought into use, details of pedestrian and cycle routes through and from the development into Great Haywood and details of protection of the public right of way through the site, shall be first submitted to and approved in writing by the Local Planning Authority. The pedestrian and cycle routes shall thereafter be provided in accordance with the approved details and retained for the life of the development.
16. The development hereby permitted shall not be commenced until details have been submitted to and approved in writing by the Local Planning Authority indicating all road construction, street lighting, drainage including longitudinal sections and a satisfactory means of draining roads to an acceptable outfall to SUDS principles which shall thereafter be constructed in accordance with the approved drawings.

17. No part of the development permitted by this consent shall be occupied until a Travel Plan has been submitted to and approved in writing by the Local Planning Authority. The Travel Plan shall set out proposals (including a timetable) to promote travel by sustainable modes which are acceptable to the Local Planning Authority. The Travel Plan shall be implemented in accordance with the timetable set out in that plan unless otherwise agreed in writing by the Local Planning Authority. Reports demonstrating progress in promoting sustainable transport measures shall be submitted annually on each anniversary of the date of the planning consent to the Local Planning Authority for approval for a period of five years from first occupation of the development permitted by this consent.

18. The development hereby permitted shall not be commenced, until a Construction Method Statement has been submitted to and approved in writing by the Local Planning Authority. The approved Statement shall be adhered to throughout the construction period. The Statement shall provide for:

i) a site compound with associated temporary buildings;
ii) the parking of vehicles of site operatives and visitors;
iii) loading and unloading of plant and materials;
iv) storage of plant and materials used in constructing the development;
v) wheel wash facilities.
vi) routing and access of deliveries.

The construction method statement and management plans shall thereafter be implemented for all operations.

19. No mud or other deleterious material shall be deposited on the highway during construction works. Any mud or other deleterious material that is deposited on the highway shall be immediately removed using mechanical means.

20. In this condition "retained tree" means an existing tree which is to be retained in accordance with the approved plans and particulars; and paragraphs (a) and (b) below shall have effect until the expiration of 5 years from the date of the occupation of the building for its permitted use.

(a) No retained tree shall be cut down, uprooted or destroyed, nor shall any retained tree be topped or lopped other than in accordance with the approved plans and particulars, without the written approval of the local planning authority. Any topping or lopping approved shall be carried out in accordance with British Standard BS 3998:2010 Tree Work.

(b) If any retained tree is removed, uprooted or destroyed or dies, another tree shall be planted at the same place and that tree shall be of such size and species, and shall be planted at such time, as may be specified in writing by the local planning authority.
(c) The erection of fencing for the protection of any retained tree shall be undertaken in accordance with the approved plans and particulars before any equipment, machinery or materials are brought on to the site for the purposes of the development, and shall be maintained until all equipment, machinery and surplus materials have been removed from the site. Nothing shall be stored or placed in any area fenced in accordance with this condition and the ground levels within those areas shall not be altered, nor shall any excavation be made, without the written consent of the local planning authority.

21. All trees, shrubs, hedges and bushes which are to be retained in accordance with the approved plans and particulars shall be protected in accordance with the BS 5837: 2012 "Trees in Relation to design, demolition and construction" recommendations for tree protection. This shall include establishing a Root Protection Area (RPA) around each tree, shrub, hedgerow or bush, in accordance with the recommendations of BS 5837: 2012. All RPAs must be enclosed by suitable fencing, as specified by BS 5837: 2012 or as agreed in writing with the local authority or, where specifically approved, protected using ground protection measures to the satisfaction of the local planning authority. No works or alterations to existing ground levels or surfaces shall be undertaken within the RPAs without the prior written approval of the local planning authority. No materials, equipment or vehicles are to enter or be stored within the RPAs. No materials that are likely to have an adverse effect on tree health such as oil, bitumen or cement will be stored or discharged within the RPAs. No fires will be lit within 20 metres of the trunk of any tree that is to be retained. All tree protection measures shall be agreed in writing with the local planning authority and their installation undertaken before any equipment, machinery or materials are brought on to the site for the purposes of the development, and shall be maintained until all equipment, machinery and surplus materials have been removed from the site.

22. All works shall be in accordance with the recommendations set out in the following reports by Leigh Ecology;

   Great Crested Newt Mitigation Strategy version January 2015
   Phase 1 Extended Habitat Survey dated December 2013
   Priority bird provision and safeguards January 2015
   A51 junction ecological assessment report January 2015
   Badger Activity Update Survey January 2015'

23. None of the dwellings approved under this consent shall be occupied unless and until a scheme to protect the residents of the dwellings from noise from the A51 has been submitted to and approved in writing by the Local Planning Authority. The mitigation measures shall thereafter be carried out in accordance with the approved details.

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

1. To comply with the requirements of Section 51 of the Planning and Compulsory Purchase Act 2004.
2. To define the permission.

3. To prevent flooding by ensuring the satisfactory storage of/disposal of surface water from the site (Policy N2 of the Plan for Stafford Borough).

4. To safeguard the amenities of the area. (Policy N1e of the Plan for Stafford Borough).

5. To safeguard the amenities of the area. (Policy N1e of the Plan for Stafford Borough).

6. To safeguard the amenities of the area. (Policy N1e of the Plan for Stafford Borough).

7. To safeguard the amenities of the area. (Policy N1e of the Plan for Stafford Borough).

8. To safeguard the amenities of the area. (Policy N1e of the Plan for Stafford Borough).

9. In the interests of the safety and convenience of users of the highway. (Policy T1c of The Plan for Stafford Borough).

10. In the interests of the safety and convenience of users of the highway. (Policy T1c of the Plan for Stafford Borough).

11. In the interests of the safety and convenience of users of the highway. (Policy T1c of the Plan for Stafford Borough).

12. In the interests of the safety and convenience of users of the highway. (Policy T1c of The Plan for Stafford Borough).

13. In the interests of the safety and convenience of users of the highway. (Policy T1c of The Plan for Stafford Borough).


15. In the interests of the safety and convenience of users of the highway. (Policy T1c of The Plan for Stafford Borough).

16. In the interests of the safety and convenience of users of the highway. (Policy T1c of The Plan for Stafford Borough).

17. In the interests of the safety and convenience of users of the highway. (Policy T1c of The Plan for Stafford Borough).

18. In the interests of the safety and convenience of users of the highway. (Policy T1c of The Plan for Stafford Borough).
19. In the interests of the safety and convenience of users of the highway. (Policy T1c of The Plan for Stafford Borough).

20. To safeguard the amenities of the local area and to protect the natural features that contribute towards this and that are important in the appearance of the development. (Policy N4 of the Plan for Stafford Borough).

21. To safeguard the amenities of the local area and to protect the natural features that contribute towards this and that are important in the appearance of the development. (Policy N4 of the Plan for Stafford Borough).

22. In order to ensure that the development does not result in damage or harm to legally protected species or their habitat/roost. (Policy N5 of the Plan for Stafford Borough and Paragraph 109 of the National Planning Policy Framework).

23. To safeguard the amenities of the occupants of the proposed dwellings from undue noise. (Policy N1e of the Plan for Stafford Borough).
19/30448/FUL
Land Off Little Tixall Lane
Lichfield Road
Great Haywood
Stafford
Ward Interest - Nil

Planning Appeals

Report of Head of Development

Purpose of Report

Notification of new appeals and consideration of appeal decisions. Copies of any decision letters are attached as an APPENDIX.

Notified Appeals

<table>
<thead>
<tr>
<th>Application Reference</th>
<th>Location</th>
<th>Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>18/28148/FUL</td>
<td>Land Rear Of Brampton The Butts Little Haywood, Stafford</td>
<td>Erection of four bedroomed detached bungalow and detached garage.</td>
</tr>
<tr>
<td>Delegated Refusal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18/29638/FUL</td>
<td>Land Adjacent To 15 Buckland Road Parkside Stafford</td>
<td>Erection of a three bedroom detached dwelling and creation of a new access.</td>
</tr>
<tr>
<td>Committee Refusal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18/28053/REM</td>
<td>Broughall Grange Woodside Road Gnosall Stafford</td>
<td>Reserved Matters application - Vehicular access, layout of the site, scale of the buildings, the appearance of the buildings including materials and landscaping.</td>
</tr>
<tr>
<td>Delegated Allowed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19/30516/FUL</td>
<td>The Orchard Abbeylands Weston Stafford</td>
<td>Removal of condition 11 on application 15/22092/FUL</td>
</tr>
<tr>
<td>Delegated Refusal</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Decided Appeals

<table>
<thead>
<tr>
<th>Application Reference</th>
<th>Location</th>
<th>Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>18/29523/HOU</td>
<td>5 Parkfields Farm Rowan Barn Tittensor Road</td>
<td>Retrospective planning application for new door.</td>
</tr>
<tr>
<td>Appeal Allowed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19/29860/HOU</td>
<td>131 Cannock Road Stafford</td>
<td>Garage extension &amp; conversion with extension over to create new bedroom.</td>
</tr>
<tr>
<td>Appeal Allowed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Previous Consideration
Nil

Background Papers
File available in the Development Management Section

Officer Contact
Mr John Holmes, Development Manager Tel 01785 619302
**Appeal Decision**

Site visit made on 9 July 2019 by Conor Rafferty LLB (Hons), AIEMA, Solicitor (Non-practising)

Decision by A U Ghafoor BSc (Hons) MA MRTPI
an Inspector appointed by the Secretary of State
Decision date: 24 July 2019

**Appeal Ref: APP/Y3425/D/19/3226640**

5 Parkfields Farm, Rowan Barn, Tittensor Road, Barlaston, Stoke-on-Trent, ST12 9HQ

- The appeal is made under section 78 of the Town and Country Planning Act 1990 against a refusal to grant planning permission.
- The appeal is made by Ms Felicity Norton against the decision of Stafford Borough Council.
- The application Ref 18/29523/HOU dated 15 October 2018 was refused by notice dated 23 January 2019.
- The development proposed is described on the application form as follows: *retrospective planning application for new door.*

**Decision**

1. The appeal is allowed, and planning permission is granted for the installation of a door at 5 Parkfields Farm, Rowan Barn, Tittensor Road, Barlaston, Stoke-on-Trent, ST12 9HQ in accordance with the terms of the application, Ref 18/29523/HOU, dated 15 October 2018, and the plan numbered M1426 01 dated 29 August 2018 and titled Proposed Front Elevation Entrance Door.

**Appeal Procedure**

2. The site visit was undertaken by an Appeal Planning Officer whose recommendation is set out below and to which the Inspector has had regard before deciding the appeal.

**Procedural Matter**

3. The development for which planning permission is sought has been carried out. Retrospective planning application is sought for new door. However, to accurately reflect the meaning of development, I have deleted the word “retrospective” in the decision above.

**Main Issues**

4. The effect of the development on the character and appearance of the building and the surrounding area.

**Reasons for the Recommendation**

5. The appeal property is a former agricultural building that has been converted into a residential dwelling, which the Council considers to be a non-designated heritage asset. The proposal relates to a grey painted aluminium door with horizontal panelling and a full height side window to the right. This has replaced a former timber door with vertical panelling.
6. The property forms part of a quiet complex of similar converted buildings at Parkfields Farm. The immediate area is defined by the rural, farmstead setting, with properties which vary in appearance but retain a consistency in terms of character. Although all buildings within the complex are now used as dwellings, development has been sympathetic, and the previous use of the properties and nature of the area is apparent.

7. The existing doors and windows within Parkfields Farm appear to generally reflect the positioning and shape of openings that are typical in agricultural buildings, contributing to the character and respecting the previous use and rural nature of the area. However, these windows and doors vary in style, colour and material between dwellings. Furthermore, various modern additions have been made to some of the buildings, including roof windows and solar panels.

8. There is limited visibility of the appeal property from the public realm. Due to its positioning in a more enclosed section of Parkfields Farm, views of it are experienced alongside a limited number of surrounding dwellings and in particular with neighbouring Cedar Barn. The two properties share one continuous frontage which, with the proposal in place, retains a consistency in terms of style, design and colouring. This, combined with the various styles used throughout Parkfields Farm, ensures that the difference in material of the door at the appeal property is not immediately apparent. Its design matches the nature of the windows along the front elevation, and while the horizontal stripes are unique to the appeal property, they do not appear overly incongruous or detract from the setting.

9. The Council is concerned that the development is at odds with is Design Supplementary Planning Document 2018 (SPD). While the aluminium door does have a modern feel, the surrounding use of PVC doors and other modern elements within the complex means that this is not overbearing and is in keeping with the surrounding character. In any event, the former agricultural use of the property remains apparent.

10. Concerns have also been raised that the door ‘overdomesticates’ the appeal property. The Council has also quoted advice offered by Historic England in the ‘Guide to Adapting Traditional Farm Buildings’. However, by its very nature the building is domesticated due to its conversion from an agricultural to a residential use. In any event, there are various elements of the conversion indicative of residential use such as letterboxes, burglar alarms, television aerials and satellite dishes. It is not considered that the proposal creates an increased sense of domestication above that already present at the building itself or in the area. It appears appropriate to the aesthetic and in keeping with the current use of the building, while not detracting from its former agricultural nature.

11. The definition of heritage asset in the National Planning Policy Framework (the Framework) includes assets identified by the local planning authority. As the Council considers the appeal property a non-designated heritage asset, paragraph 197 of the Framework requires the effect of the proposal on the significance of the asset to be taken into account. In doing so, a balanced judgment is required having regard to the scale of any harm and the significance of the asset. While there is no evidence provided on the significance of the appeal property, it is recognised that it contributes to the
existing character and appearance of the area. However, for the reasons already outlined above it is not considered that there is significant visual harm to the non-designated heritage asset or group of buildings as a result of the proposal.

12. The proposals would therefore result in a neutral effect on the host dwelling and its setting and in doing so would preserve the character and appearance of the building and the surrounding area as a whole. Accordingly, it would not conflict with Policies E2(g), N1(g) or N1(h) of the Plan for Stafford Borough 2011 – 2031 or the Design SPD which, among other things, seek to preserve local character and appearance.

Conditions and Other Considerations

13. As the development has already been carried out, there is no need for a commencement condition. The plan illustrating the door is stated in the decision above.

14. Council has raised assumptions that planning permission for the original conversion of the building to residential use was only approved on the basis that it had historic or landscape significance that it was desirable to safeguard. The Council also assumes that a consistency in detail throughout Parkfields Farm would have been integral to that decision. However, no detailed evidence on the planning history of the site has been provided that shows this to be the case. As such, limited weight has been afforded to these assumptions.

Conclusion and Recommendation

15. Having had regard to all matters raised, I recommend that the appeal should be allowed.

C Rafferty
APPEAL PLANNING OFFICER

Inspector’s Decision

16. I have considered all the submitted evidence and the Appeal Planning Officer’s report, and, on that basis, I too agree that the appeal should be allowed without condition.

A U Ghafoor
INSPECTOR
Appeal Decision

Site visit made on 15 July 2019

by Steven Hartley BA (Hons) Dist.TP (Manc) DMS MRTPi MRICS
an Inspector appointed by the Secretary of State.

Decision date: 18th July 2019

Appeal Ref: APP/Y3425/D/19/3230299
131 Cannock Road, Stafford ST17 0QL

- The appeal is made under section 78 of the Town and Country Planning Act 1990 against a refusal to grant planning permission.
- The appeal is made by Mr and Mrs Scott against the decision of Stafford Borough Council.
- The application, Ref 19/29860/HOU dated 7 January 2019, was refused by notice dated 20 March 2019.
- The development proposed is for a garage extension and conversion with extension over to create new bedroom following approval of 18/29095/HOU.

Decision

1. The appeal is allowed, and planning permission is granted for a garage extension and conversion with extension over to create a new bedroom at 131 Cannock Road, Stafford ST17 0QL in accordance with the terms of the application, Ref 19/29860/HOU dated 7 January 2019, subject to the following conditions:
   
   i. the development hereby permitted shall begin no later than three years from the date of this decision;

   ii. the development hereby permitted shall be carried out in accordance with the following approved plans: RCS-001, RCS-006 REV A, RCS-003, RCS-005, RCS-002 and RCS-004;

   iii. and the materials to be used in the construction of the external surfaces of the development hereby permitted shall match those used in the existing building.

Procedural Matter

2. Since the submission of the appeal, an updated version of the National Planning Policy Framework (February 2019) (the Framework) has been published by the Government. This is a material consideration in planning decisions. In relation to the main issue in this appeal, Government policy has not materially changed, and it was not therefore necessary to invite any further comments from the different parties involved.
Main Issue

3. The main issue is the effect of the proposal upon the character and appearance of the building and the area.

Reasons

4. The appeal relates to a two storey brick built, detached dwellinghouse in a residential area comprising detached and semi-detached houses of different designs but which are mainly two storeys in height. All are located in a leafy setting. The appeal property, like most of the houses in the immediate area, has a relatively long front garden which fronts the road.

5. The dwelling includes an integrated single storey garage with a flat roof: the proposal is to extend it by approximately 1.1 metres to the boundary of the curtilage, to convert it to a playroom and to construct a bedroom above it at first floor level. The first floor extension would also be constructed up to the boundary of the curtilage. No openings are proposed to the side elevation of the extension.

6. There is an extant permission for a two storey extension in the same location\(^1\). This includes an extension to the existing garage and to the curtilage boundary, but the first floor extension would be set in from the boundary.

7. The existing dwelling is not symmetrical in its design and I find that the proposed development would not create an unbalanced appearance, nor would it be incongruous or overly prominent in the street scene: other houses in the immediate vicinity are of various designs and all are set well back from the access road. Furthermore, the difference between the extant planning approval and the appeal proposal would have only limited significance in terms of the impact on the character and appearance of the dwelling and on the street scene.

8. The Council’s Design Supplementary Planning Document (2018) (SPD) opposes extensions ‘if they result in creating a harmful terracing effect, though it gives no details as to the reasons for any such harm. The SPD advises that, wherever possible, an existing side access to the rear garden should be retained. There is no such entrance to the side where the development is proposed but there is such a rear entrance on the other side of the dwelling.

9. The existing dwelling has a steeply pitched roof to the rear of the flat roofed garage. The proposed extension would be little different in its overall height to that of the steeply pitched roof and it would close the gap between it and the adjoining property by approximately 1.1 metres. Moreover, the extant approval permits the extension at ground floor level to be constructed by such a distance. I therefore find that the narrowing of the gap between the appeal property and the dwelling adjoining it over and above the extant approval would not be so significant as to create a harmful terracing effect.

10. Furthermore, the dwelling and the adjacent houses are set well back from the public vantage point of the access road and where any such terracing effect,

\(^1\) Application no 18/29095/HOU

https://www.gov.uk/planning-inspectorate
even if it were to occur, would not therefore be visually significant. In addition, the proposed development, even if it were to create a terracing effect, the differing design of the appeal building and that of the adjoining property, by their diversity, would prevent the creation of an unpleasant or incongruous street scene.

11. Windows in the gable wall to the adjoining dwelling at first floor level have obscure glazing.

12. I therefore conclude that the appeal proposal would comply with the Plan for Stafford Borough (2014) (PSB) policy N1 (g to i) which aims to promote high standards of design which enhance the character of the area. Furthermore, I conclude, for the reasons stated that the aims of the SPD are met.

**Conditions**

13. I have imposed the standard time condition and a condition related to the approved plans for certainty. In the interests of the character and appearance of the area and to ensure an outcome of sufficient quality, I have specified that materials should match the existing building.

**Conclusion**

14. Taking into account all other matters raised, I conclude that the appeal should be allowed.

*S Steven Hartley*

INSPECTOR
Enforcement Matters

Report of Head of Development

Purpose of Report

To consider the following reports.

Page Nos

(a) Garage Site to the rear of 25 Alexandra Road, Stafford, ST17 4DE 34 - 36

(b) Quarterly Enforcement Report 37 - 39

Previous Consideration

Nil

Background Papers

File available in the Development Management Section

Officer Contact

John Holmes, Development Manager Tel 01785 619302
USE/00130/EN19 – Garage Site to the rear of 25 Alexandra Road, Stafford, ST17 4DE

Report of Head of Development and the Interim Head of Law and Administration

Purpose of Report

To consider the use of a garage within a row of garages being used for a commercial business operation without the benefit of planning permission.

1 Detail

1.1 On 24/05/2019 a report was submitted concerning the use of a garage unit within a row of seven private domestic garages to the rear of 25 Alexandra Road. The report stated that the garage was being used as a workshop for a business operation storing, repairing and selling garden power tools.

1.2 On 29/05/2019 a site visit was undertaken although nobody was present at the time of the visit. However, it was noted that the garage block is located to the rear of a newly constructed 3 storey building housing 4 flats in Alexandra Road with other residential properties also surrounding the site at the rear of Garden Street, Prestwood Court and Meyrick Road.

1.3 On 14/06/2019 a further site visit was undertaken and the contents of the garage were viewed. The garage unit contained lawn mowers, garden strimmers, hedge trimmers, chain saws, leaf blowers to such an extent that it was not possible to walk into the garage. Many other garden items were also lying on the forecourt of the garage site. The tenant of the garage explained that his hobby was repairing garden equipment and selling items through an internet retail platform. It was explained to the tenant that this activity was not considered appropriate at this location as complaints had been received regarding the activity and the noise generated through the repair and testing of the motorised equipment. The tenant was advised to cease the activity.

1.4 On 14/06/2019 a meeting was held with the estate agent who were advised that the use of the garage was unauthorised with being a light industrial activity (Use Class B1). Furthermore, the unauthorised use was not considered to be an appropriate operation given the surrounding residential properties. A letter was sent to the owner the same day advising about the activity occurring at the site and requesting the activity to cease.
1.5 On 24/07/2019 a further letter was sent to the owner requesting the activity to cease. A meeting was also held the same day with the estate agent where it was requested that the activity cease. The activity has continued unabated although a retrospective planning application has not been invited as it is considered that the unauthorised use of the garage is unlikely to be acceptable in this location.

2 Policies

2.1 The Plan for Stafford Borough – None relevant


3 Conclusion

3.1 The commercial activity is being undertaken in a domestic garage unit amongst a block of garages that are surrounded by residential properties without the benefit of planning permission and is therefore unauthorised.

3.2 The garage block is located on land surrounded by residential development. It is considered therefore that the unauthorised use of the garage for a business activity which generates unacceptable levels of noise and disturbance harms the amenity of the occupiers of surrounding residential properties. Furthermore, the disposal of associated by-products such as oil, petrol and diesel if uncontrolled may also have a harmful impact on the environment. The unauthorised use is therefore considered to be contrary to Paragraph 180 of the National Planning Policy Framework.

4 Recommendation

4.1 That appropriate action be authorised to include all steps including the instigation of court proceedings and any work required to secure the cessation of the unauthorised commercial activity, together with the removal of the associated equipment from within the garage.

Background Papers


USE/00130/EN19 - Unauthorised Use of Garage as Business Repair Shop – Pending consideration.

Contact Officer

Mr John Holmes – Development Manager - Direct No 01785 619302
<table>
<thead>
<tr>
<th>Reference</th>
<th>Location</th>
<th>Unauthorised Works/Use</th>
<th>Action Authorised</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>USE/00065/EN08</td>
<td>Spot Acre, Hildestone Road, Spot Acre.</td>
<td>Use of land for traveller site.</td>
<td>04 March 2015</td>
<td>Further temporary period approved by planning inspector for a period of 3 years. Occupancy period until 15 November 2019, restore the land a further 3 months.</td>
</tr>
<tr>
<td>COND2/00257/EN15</td>
<td>Cold Norton, Norton Bridge, Stone</td>
<td>Non compliance with landscaping scheme</td>
<td>26th October 2017</td>
<td>Second prosecution, found guilty and fine imposed. Work still to be undertaken owner advised bund and planting to be completed by 30th September 2019 to comply with planting season</td>
</tr>
<tr>
<td>COND2/00360/EN16</td>
<td>Church View Seighford</td>
<td>Drive</td>
<td>06 December 2017</td>
<td>Track removed from land as required in Enforcement notice. Awaiting transfer of open space as per S106 agreement.</td>
</tr>
<tr>
<td>WKS2/00380/EN16</td>
<td>The Old Stores, Newport Rd, Woodse aves</td>
<td>Drive, wall, gates and patio.</td>
<td>06 December 2017</td>
<td>Legal awaiting Enforcement response to Owners legal representatives letter.</td>
</tr>
<tr>
<td>COND/00277/EN16</td>
<td>The Stables, Outwood s Bank, Outwood s.</td>
<td>Siting of a mobile home for use during stable conversion.</td>
<td>03 January 2018</td>
<td>Enforcement notice served, appeal received, awaiting planning inspector.</td>
</tr>
<tr>
<td>WKS/00163/EN16</td>
<td>Hillside Milford Rd Stafford</td>
<td>Conservatory</td>
<td>28 March 2018</td>
<td>Enforcement notice served.</td>
</tr>
<tr>
<td>WKS3/00224/EN17</td>
<td>Eago, The</td>
<td>Container</td>
<td>18 April 2018</td>
<td>Enforcement notice served, owner has now</td>
</tr>
<tr>
<td>Reference</td>
<td>Location</td>
<td>Details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>------------------------------------</td>
<td>----------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADV/00065</td>
<td>Island, Stafford</td>
<td>submitted a planning application in lieu of an enforcement appeal.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>/EN18</td>
<td>Former Police Headquarters, Weeping Cross, Stafford</td>
<td>Signage</td>
<td>18 April 2018</td>
<td>Planning application approved NFA.</td>
</tr>
<tr>
<td>WKS2/00048</td>
<td>Former Police Headquarters, Weeping Cross, Stafford</td>
<td>Container</td>
<td>17 October 2018</td>
<td>Enforcement notice drafted awaiting sign off.</td>
</tr>
<tr>
<td>WKS2/00048</td>
<td>Former Police Headquarters, Weeping Cross, Stafford</td>
<td>Container</td>
<td>17 October 2018</td>
<td>Enforcement notice drafted awaiting sign off.</td>
</tr>
<tr>
<td>ADNY/00065</td>
<td>Former Police Headquarters, Weeping Cross, Stafford</td>
<td>Container</td>
<td>17 October 2018</td>
<td>Enforcement notice drafted awaiting sign off.</td>
</tr>
<tr>
<td>ADV/00065</td>
<td>Former Police Headquarters, Weeping Cross, Stafford</td>
<td>Container</td>
<td>17 October 2018</td>
<td>Enforcement notice drafted awaiting sign off.</td>
</tr>
<tr>
<td>WKS2/00048</td>
<td>Former Police Headquarters, Weeping Cross, Stafford</td>
<td>Container</td>
<td>17 October 2018</td>
<td>Enforcement notice drafted awaiting sign off.</td>
</tr>
<tr>
<td>COND/00083</td>
<td>Woodland View Cottage, Ranton</td>
<td>Menage</td>
<td>15 August 2018</td>
<td>Breach of Conditions Notice served. Enforcement ongoing site visits to check continued compliance.</td>
</tr>
<tr>
<td>WKS2/00142</td>
<td>Bird in Hand Car Park, Sharpley Heath</td>
<td>Car Port</td>
<td>28 November 2018</td>
<td>Enforcement notice served.</td>
</tr>
<tr>
<td>WKS2/00086</td>
<td>64 Foregate Street Stafford</td>
<td>Cladding</td>
<td>30 January 2019</td>
<td>Meeting with conservation officer and owners heritage consultant arranged for 7 August 2019.</td>
</tr>
<tr>
<td>ADV/00252</td>
<td>19 High Street Stone Stone</td>
<td>Advert</td>
<td>20 February 2019</td>
<td>Owner employed agent to submit an application, awaiting submission.</td>
</tr>
<tr>
<td>USE/00258</td>
<td>The Stables Wheatlow Brookes Road Garshall Green</td>
<td>Mobile Home &amp; Barn</td>
<td>13 March 2019</td>
<td>Legal awaiting further information from Enforcement and land registry.</td>
</tr>
<tr>
<td>USE/00226/EN18</td>
<td>Land adjacent to the former Lakeside Tavern Meaford.</td>
<td>Tipping of rubble.</td>
<td>13 March 2019</td>
<td>Owner identified who has evicted the tenant. Owner has commenced work to remove rubble.</td>
</tr>
<tr>
<td>----------------</td>
<td>-----------------------------------------------------</td>
<td>-------------------</td>
<td>--------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>COND2/00098/EN15</td>
<td>Stafford Castle Newport Rd Stafford.</td>
<td>Waste importation</td>
<td>Delegated</td>
<td>Top soil being deposited and contouring being undertaken. Other Agencies currently investigating and SBC aiding those investigations.</td>
</tr>
<tr>
<td>COND2/00098/EN15</td>
<td>Stafford Castle Newport Rd Stafford.</td>
<td>Tree Damage</td>
<td>Delegated</td>
<td>Tree protection in place.</td>
</tr>
</tbody>
</table>
Draft Planning Application Validation Criteria

Report of Head of Development

Purpose of Report

To seek approval to adopt the updated version of the Validation criteria having made amendments after the completion of an 8 week consultation period **APPENDIX 1**

1 Detail

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

1.2 The existing criteria was published in 2017 and there is a requirement to review and consult on any amendments. The National Planning Policy Framework (NPPF) was amended therefore references to that need to be updated alongside other aspects of the criteria.

1.3 A draft criteria was sent out for consultation for a period of 8 weeks. And feedback was received.

1.4 Summary of amendments made are as follows:

- Changes throughout document to amend requirement of 3 copies of documents to 2
- Update to roof plan requirements to say roof lights need to be shown
- Updates throughout document to refer to the new NPPF and what paragraphs information can be found in
- Update of legislation and slight amendment to wording in the Biodiversity section
- Addition of Business Case section
- Updates to the SAC section to add statement of willingness information
- Update to the year for the EIA Regulations
- Update to link for Flood Risk assessments
- Removal of Foul Sewerage Assessment as is covered under Building Control legislation and consultee process
- Updates to the Heritage Statement section with information from the County including further information on when a statement is required and who they can gain further information and advice from
- Addition of mineral safeguarding section as requested by County Council
Update to who to contact for further advise on Open Space Assessments
Update on the trigger point for Affordable Homes to 10 or more dwellings
Addition of Policy SB2 to Retention of local community facility section
Addition of Policy C5 to Structural survey and amended wording on what applications need this information
Addition that a monitoring agreement may be needed under the Travel plan section
Addition of legislation information on the Ventilation/Extraction section
Cost of householder application updated to £206.00
Updated which scales we accept for Floor Plans and that full existing and proposed floor plans are needed for applications outside of a settlement boundary

Previous Consideration
Nil

Background Papers
File available in Development

Contact Officer
Vicki Barraclough – Planning Support Lead – Direct Dial 01785 619327
Stafford Borough Council
Development Management
Planning Application
Validation Guidance and Local Validation Criteria
August 2019
To be used for all applications except Discharge of Conditions and Lawful Development Certificates.
A quick guide for Householders is included in the Annex
## Stafford Borough Council Planning Application Validation Criteria

### August 2019

### Contents

<table>
<thead>
<tr>
<th>Information</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td>Pre application discussions</td>
<td>5</td>
</tr>
<tr>
<td>How to use the Validation Criteria</td>
<td>5</td>
</tr>
<tr>
<td>Photographs</td>
<td>5</td>
</tr>
<tr>
<td>Making an Application Valid</td>
<td>6</td>
</tr>
<tr>
<td>Guidance for Outline Applications</td>
<td>6</td>
</tr>
<tr>
<td><strong>National Requirements</strong></td>
<td></td>
</tr>
<tr>
<td>Application Forms</td>
<td>7</td>
</tr>
<tr>
<td>Design and Access Statement</td>
<td>7</td>
</tr>
<tr>
<td>Fee</td>
<td>8</td>
</tr>
<tr>
<td>Location plan</td>
<td>8</td>
</tr>
<tr>
<td>Site Plan</td>
<td>9</td>
</tr>
<tr>
<td>Block Plan</td>
<td>9-10</td>
</tr>
<tr>
<td>Existing and Proposed Elevations</td>
<td>10</td>
</tr>
<tr>
<td>Existing and Proposed Floor Plans</td>
<td>10-11</td>
</tr>
<tr>
<td>Existing and Proposed Site Sections and Finished Floor and Site Levels</td>
<td>11-12</td>
</tr>
<tr>
<td>Roof Plan</td>
<td>12</td>
</tr>
<tr>
<td>Agricultural Holdings Certificate</td>
<td>12-13</td>
</tr>
<tr>
<td>Ownership Certificate</td>
<td>13</td>
</tr>
<tr>
<td>Notice</td>
<td>13</td>
</tr>
<tr>
<td><strong>Local Requirements</strong></td>
<td></td>
</tr>
<tr>
<td>1) Affordable Housing Statement</td>
<td>14</td>
</tr>
<tr>
<td>2) Agricultural Need Statement</td>
<td>14-15</td>
</tr>
<tr>
<td>3) Air Quality Assessment</td>
<td>15</td>
</tr>
<tr>
<td>4) Biodiversity Survey and Report</td>
<td>16-17</td>
</tr>
<tr>
<td>5) Business Case</td>
<td>17</td>
</tr>
<tr>
<td>6) Cannock Chase Special Area of Conservation (SAC)</td>
<td>18-19</td>
</tr>
<tr>
<td>7) Coal Mining Risk Assessment</td>
<td>19-20</td>
</tr>
<tr>
<td>8) Economic Statement</td>
<td>20</td>
</tr>
<tr>
<td>9) Environmental Statement / EIA</td>
<td>21</td>
</tr>
<tr>
<td>10) Flood Risk Assessment (FRA)</td>
<td>21-22</td>
</tr>
<tr>
<td>11) Heritage Asset Statement</td>
<td>23-25</td>
</tr>
<tr>
<td>12) Land Contamination Assessment</td>
<td>25</td>
</tr>
<tr>
<td>13) Landscape Visual Impact Assessment</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td>Stafford Borough Council Planning Application Validation Criteria August 2019</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>14</td>
<td>Landscaping Details</td>
</tr>
<tr>
<td>15</td>
<td>Lighting Assessment</td>
</tr>
<tr>
<td>16</td>
<td>Masterplan</td>
</tr>
<tr>
<td>17</td>
<td>Mineral Safeguarding</td>
</tr>
<tr>
<td>18</td>
<td>Noise and Vibration Assessments</td>
</tr>
<tr>
<td>19</td>
<td>Open Space Assessment</td>
</tr>
<tr>
<td>20</td>
<td>Parking and Access Arrangements</td>
</tr>
<tr>
<td>21</td>
<td>Planning Obligations (Section 106 Agreements) / Unilateral Undertakings / Draft Heads of Terms</td>
</tr>
<tr>
<td>22</td>
<td>Retention of Local Community Facility or Service Statement</td>
</tr>
<tr>
<td>23</td>
<td>Statement of Community Involvement</td>
</tr>
<tr>
<td>24</td>
<td>Structural Survey</td>
</tr>
<tr>
<td>25</td>
<td>Telecommunications Development – Supplementary Information</td>
</tr>
<tr>
<td>26</td>
<td>Town Centre Use / Retail Impact Assessments</td>
</tr>
<tr>
<td>27</td>
<td>Transport Assessment / Transport Statement</td>
</tr>
<tr>
<td>28</td>
<td>Travel Plan</td>
</tr>
<tr>
<td>29</td>
<td>Tree Survey / Assessment</td>
</tr>
<tr>
<td>30</td>
<td>Ventilation / Extraction Statement</td>
</tr>
<tr>
<td>31</td>
<td>Viability Assessment</td>
</tr>
<tr>
<td>32</td>
<td>Water Quality Statement</td>
</tr>
</tbody>
</table>

**Annex Items**

Householder Checklist | 39-41
Introduction

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

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

Legislation

The following pieces of legislation are used to validate applications:

- The Town and Country Planning Act 1990 (as amended by the Planning and Compulsory Purchase Act 2004)

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

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

This includes providing any reasonable evidence to answer any queries.

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

Policy

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

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

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

If you are thinking about making a planning application and would like some advice before you apply, please contact Planning Support on 01785 619 327.

How to use the Validation Criteria

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

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

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

Photographs

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

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

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

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

Guidance for Outline Applications

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

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

Information must include:

- Use – the use or uses proposed for the development and any distinct development zones within the site identified.

- The amount of development proposed for each use (for retail this should be the gross retail floorspace expressed as square metres).

- Indicative access points

In addition, major applications for outline permission should also include a Design and Access Statement.
Please note that applications for a change of use cannot be made under an outline application

National Requirements

Application Forms

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

How many copies are needed?

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

Design and Access Statement

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

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

For Listed Buildings, the statement should address:

- the special architectural and historic interest of the building
- the particular physical features of the building that justify its designation as a Listed Building; and
- the building’s setting.
The legislative requirements are set out in Regulation 3A of the Planning (Listed Buildings and Conservation Areas) Regulations 1990.

**Fee**

An application cannot be made valid without the correct fee.

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

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

**Location Plan**

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

**What scale should the plan be drawn to?**

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

**What should the plan show?**

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

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

[https://www.gov.uk/guidance/making-an-application](https://www.gov.uk/guidance/making-an-application)

A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
If the location plan that you provide uses an Ordnance Survey map base, the plan must include your Ordnance Survey copyright licence.

**How many copies are needed?**

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

**Site Plan**

**What scale should the plans be drawn to?**

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

**What should the plan show?**

- The direction of north
- The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries
- All buildings, roads and footpaths on land adjoining the site, including access arrangements
- All public rights of way crossing or adjoining the site (including footpaths, bridleways, restricted byway or byway open to all traffic)
- The position of all trees on the site, and those on adjacent land that could influence or be affected by the development
- The extent and type of any hard surfacing
- Details of boundary treatments (walls, fences, railings, hedges, landscaping) and where this is proposed and existing

**How many copies are needed?**

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

**Block Plan**

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

**What scale should the plans be drawn to?**
The scale should be 1:100 or 1:200 and they should show the site boundaries.

What should the plan show?

- Site boundaries
- The type and height of boundary treatment (walls, fences, hedges)
- The position of any building or structure on the other side of the boundaries

How many copies are needed?

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

Existing and Proposed Elevations

What scale should the plans be drawn to?

The scale should be 1:50 or 1:100

What should the plans show?

- They should clearly show the proposed works in relation to what is already there.
- All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included.
- Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

How many copies are needed?

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

Existing and Proposed Floor Plans

What scale should the plans be drawn to?
The scale should be 1:50 or 1:100

What should the plans show?

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

How many copies are needed?

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

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

What scale should the plans be drawn to?

The scale should be 1:50 or 1:100

What should the plans show?

- They should show a cross section(s) through the proposed building(s)
- In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels, to include details of foundations and eaves, and how encroachment onto adjoining land is to be avoided
- Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. The plans should show existing site levels and finished floor levels (with levels related to a fixed offsite datum point) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings
- Levels should also be taken into account in the formulation of design and access statements
For householder development, the levels may be clear from floor plans and elevations, but particularly in the case of sloping sites, you will need to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.

How many copies are needed?

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

**Roof Plan**

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

What scale should the plans be drawn to?

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

What should the plans show?

- Roofing materials
- Rooflights/Vents and their location

How many copies are needed?

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

**Agricultural Holdings Certificate**

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

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

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

Ownership Certificates

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

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

Notice

Where an application is for land that is not wholly owned by the applicant, it will be necessary to complete Certificate B (or on occasion Certificate C or D) and serve Notice 1 on owners of the application site.
## Stafford Borough Council Planning Application Local Validation Criteria
### August 2019

<table>
<thead>
<tr>
<th>Validation Reference</th>
<th>Document</th>
<th>Policy Driver</th>
<th>Types of application that need this information</th>
<th>What information is required and where to look for more advice</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Affordable Housing Statement</td>
<td>National Planning Policy Framework paragraphs 61, 62, 63, 64</td>
<td>When 12 or more dwellings are proposed at Stafford, Stone, Eccleshall, Gnosall Woodseaves, Barlaston, Tittensor, Yarnfield, Hixon, Great Haywood, Little Haywood/Colwich, Haughton &amp; Weston.</td>
<td>New residential development of 12 or more dwellings at Stone, Eccleshall, Gnosall Woodseaves, Barlaston, Tittensor, Yarnfield to provide 40% affordable dwellings. New residential development of 12 or more dwellings at Stafford, Hixon, Great Haywood, Little Haywood/Colwich, Haughton &amp; Weston to provide 30% affordable dwellings. New residential development of 10 or more dwellings across all other areas of the Borough to provide 30% affordable housing. An independent economic viability assessment must be provided if a lower figure is being proposed as part of a new development. Further Advice Stafford Borough Council Health and Housing Group: 01785 619 000 Stafford Borough Forward Plans Team: 01785 619000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2</th>
<th>Agricultural Need Statement</th>
<th>National Planning Policy Framework paragraphs 83, 170</th>
<th>New agricultural buildings and agricultural workers dwellings</th>
<th>The statement must include:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Plan for Stafford Borough: Policy C2</td>
<td></td>
<td>* The size of the agricultural holding* <em>Details of any additional rented land and duration of the rental agreement</em> <em>Details of any other buildings used on the land, including floorspace and current use</em> <em>Details of what the building will be used for, including floorspace</em></td>
</tr>
<tr>
<td>Validation Reference</td>
<td>Document</td>
<td>Policy Driver</td>
<td>Types of application that need this information</td>
<td>What information is required and where to look for more advice</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------</td>
<td>---------------</td>
<td>-----------------------------------------------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Agricultural Need Statement (Continued)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Air Quality Assessment</td>
<td>National Planning Policy Framework paragraph 181 Plan for Stafford Borough: Policy N5</td>
<td>In, or adjacent to an Air Quality Management Area, all applications for new housing development, industrial, commercial and leisure development Where the development could itself result in the designation of an Air Quality Management Area Where the grant of planning permission would conflict with, or render unworkable, elements of a local authority’s Air Quality Action Plan Within 50m of the edge of M6 carriageway</td>
<td>Applications must be supported by information that enables full consideration of the impact of the proposal on the air quality of the area Where Air Quality Management Areas cover regeneration areas, developers should provide an Air Quality Assessment as part of their planning application.</td>
</tr>
</tbody>
</table>
|                      |                      | | | **Further Advice**  
Stafford Borough Council Development Management: 01785 619 337  
Stafford Borough Council Pollution Control Officer: 01785 619 402 |
<table>
<thead>
<tr>
<th>Validation Reference</th>
<th>Document</th>
<th>Policy Driver</th>
<th>Types of application that need this information</th>
<th>What information is required and where to look for more advice</th>
</tr>
</thead>
</table>
| 4                    | Biodiversity Survey and Report        | National Planning Policy Framework paragraphs 43, 170 and 175                | Where a proposed development may have possible impacts on wildlife and biodiversity                               | Information must be provided on existing biodiversity interests and possible impacts on them.  
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.  
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.  
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>|                     | Plan for Stafford Borough: Policy N1, N4, N5 Wildlife and Countryside Act 1981 |                                                                               | Renewals of existing consents should include an update on any information provided with the original application |                                                                                                                                                                                                                                                                                                                      |</p>
<table>
<thead>
<tr>
<th>Validation Reference</th>
<th>Document</th>
<th>Policy Driver</th>
<th>Types of application that need this information</th>
<th>What information is required and where to look for more advice</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Biodiversity Survey and Report (continued)</td>
<td></td>
<td></td>
<td>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. This will help planning officers to assess whether a sufficient biodiversity survey and assessment has been carried out. Further Advice Stafford Borough Council Biodiversity Officer 01785 619 676 British Standard 42020 Biodiversity Chartered Institute of Ecology and Environmental Management (CIEEM) on ecological survey <a href="https://cieem.net/i-am/resources-hub/?filter_resource_type=9&amp;filter_topic=95">https://cieem.net/i-am/resources-hub/?filter_resource_type=9&amp;filter_topic=95</a> and assessment <a href="https://cieem.net/i-am/resources-hub/?filter_resource_type=9&amp;filter_topic=65">https://cieem.net/i-am/resources-hub/?filter_resource_type=9&amp;filter_topic=65</a> Natural England Standing Advice <a href="http://www.naturalengland.org.uk/">www.naturalengland.org.uk/</a></td>
</tr>
<tr>
<td>5</td>
<td>Business Case</td>
<td>Policy E6</td>
<td>Opportunities for tourism and new visitor accommodation</td>
<td>Demonstration that the financial viability of the use can be sustained in the long term The business case should identify a local need for the facility and include:- Costings of the initial set up including property acquisition where relevant; Projected net profits after deducting overheads</td>
</tr>
<tr>
<td>Validation Reference</td>
<td>Document</td>
<td>Policy Driver</td>
<td>Types of application that need this information</td>
<td>What information is required and where to look for more advice</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 6                   | Cannock Chase Special Area of Conservation (SAC)                           | National Planning Policy Framework 2018 paragraph 172, 176 Plan for Stafford Borough Council: Policy N6; ODPM Circular 06/2005 | Applications for 10 or more (net) new dwellings within 0-8km of Cannock Chase Special Area of Conservation (see map) | Regulation 63 of the Conservation of Habitats and Species Regulations 2017 requires the Council undertake and complete a Habitat Regulations Assessment (HRA), including Appropriate Assessment (AA), where it is considered that approving an application will or may possibly result in a negative impact upon a Special Area of Conservation (SAC); directly or indirectly, alone or in combination. Where a negative impact is found to be caused to a SAC proportional mitigation must be provided by the applicant and secured by the Council or else the applicant will need to be refused. The Council has sufficient evidence to demonstrate that an increase of 1 net dwelling or more within a 15km zone of influence around Cannock Chase SAC will have a negative impact on the site.  
The Strategic Access Management and Monitoring Measures (SAMMM) is a 15 year program of mitigation works agreed by the Cannock Chase SAC Partnership in combination with Natural England. The SAMMM is sufficient to mitigate for all planned new dwelling developments within 15km of the SAC over the Local Plan period.  
To provide for the SAMMM, a proportional financial contribution (of £159 per dwelling) shall be collected from all applications for 10 or more net-dwellings where the development lies within 0-8km of Cannock Chase SAC (whole of in-part).  
Developments of 9 or less net-dwellings with 0-8km or developments of 10 or more net-dwellings over 8km away do not need to provide any financial contribution towards the SAMMM.  |
<table>
<thead>
<tr>
<th>Validation Reference</th>
<th>Document</th>
<th>Policy Driver</th>
<th>Types of application that need this information</th>
<th>What information is required and where to look for more advice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cannock Chase Special Area of Conservation (SAC) Continued</td>
<td></td>
<td></td>
<td></td>
<td>For those applications where a financial contribution is to be provided towards the Cannock Chase SAMMM the 'Statement of Willingness Document' should be completed and submitted as part of the planning application. A downloadable version of the Statement of Willingness is available on <a href="https://www.staffordbc.gov.uk/cannock-chase-special-area-of-conservation-sac">https://www.staffordbc.gov.uk/cannock-chase-special-area-of-conservation-sac</a></td>
</tr>
<tr>
<td>7</td>
<td>Coal Mining Risk Assessment (CMRA)</td>
<td>National Planning Policy Framework paragraph 170, 205</td>
<td>All non-householder applications for operational development that fall within the Coal Mining Development Referral Areas as defined by the Coal Authority and held by Stafford Borough Council</td>
<td>The Coal Mining Risk Assessment must be prepared by a suitably qualified and competent person. It should: Include site specific coal mining information (including past / present / future underground mining, shallow coal workings, mine entries (shafts or adits), mine gas, within an area which has a current licence to extract coal, geological features, any recorded surface hazards, or within a former or present surface mining (old opencast) area) Identify what risks these coal mining issues, including cumulative effects, pose to the proposed development 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</td>
</tr>
<tr>
<td>Validation Reference</td>
<td>Document</td>
<td>Policy Driver</td>
<td>Types of application that need this information</td>
<td>What information is required and where to look for more advice</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------</td>
<td>---------------</td>
<td>-----------------------------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Coal Mining Risk Assessment (CMRA) Continued</td>
<td></td>
<td></td>
<td>Any development that involves intrusive activities which intersect, disturb or enter any coal seams, coal mine workings or mine entries will require the prior written permission of The Coal Authority. Please note - if an Environmental Statement is required by the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 as amended, it is suggested that the CMRA is included within the Environmental Statement. Further Advice The Coal Authority website: <a href="http://www.coal.gov.uk/services/planning">www.coal.gov.uk/services/planning</a> The Coal Authority Planning and Local Authority Liaison Department : 01623 637 119 or <a href="mailto:planningconsultation@coal.gov.uk">planningconsultation@coal.gov.uk</a></td>
</tr>
<tr>
<td>8</td>
<td>Economic Statement</td>
<td>National Planning Policy Framework paragraphs 8, 9, 80, 82, 83, 84 Plan for Stafford Borough: Policy E1, E2, E3, E6, E7</td>
<td>All major applications that include a commercial element</td>
<td>A supporting statement of any regeneration and economic benefits and costs from the proposed development. The statement must include: Details of new jobs provided or supported Relative floor space totals for each proposed use (where known) Any community benefits Reference to any regeneration strategies that might lie behind or be supported by the proposal Further Advice SBC Economic Development Manager: 01785 619 748</td>
</tr>
<tr>
<td>Validation Reference</td>
<td>Document</td>
<td>Policy Driver</td>
<td>Types of application that need this information</td>
<td>What information is required and where to look for more advice</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------</td>
<td>---------------</td>
<td>-----------------------------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>9</td>
<td>Environmental Statement (Environmental Impact Assessment – EIA)</td>
<td>National Planning Policy Framework paragraph 43 The Town and Country Planning (Environmental Impact Assessment) Regulations 2017</td>
<td>Where an Environmental Impact Assessment is needed Schedule 4 sets out the information required in an Environmental Statement</td>
<td>The information in the Environmental Statement has to be taken into consideration when the Local Planning Authority decides whether to grant planning consent. It may be helpful for a developer to request a “screening opinion” (to determine whether an EIA is required) from the Local Planning Authority before submitting a planning application. 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.</td>
</tr>
<tr>
<td>10</td>
<td>Flood Risk Assessment (FRA)</td>
<td>National Planning Policy Framework paragraphs 43, 157 Technical Guidance to the National Planning Policy Framework (CLG 3/12) Plan for Stafford Borough: Policy N1, N2</td>
<td>In Floodzone 1 any development site of 1 hectare or above All developments in flood zones 2 and 3. Any development other than minor development in a designated critical drainage area which has been notified to the Local Planning</td>
<td>The Flood Risk Assessment must: - identify and assess the risks of all forms of flooding to and from the development, and demonstrate how these flood risks will be managed, taking climate change into account - identify opportunities to reduce the probability and consequences of flooding - include the design of surface water management systems including Sustainable Drainage Systems (SUDs), and address the requirement for safe access to and from the development in areas at risk from flooding - be prepared by the developer in consultation with the Local Planning Authority with reference to their published</td>
</tr>
<tr>
<td>Validation Reference</td>
<td>Document</td>
<td>Policy Driver</td>
<td>Types of application that need this information</td>
<td>What information is required and where to look for more advice</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------</td>
<td>---------------</td>
<td>-----------------------------------------------</td>
<td>-------------------------------------------------</td>
</tr>
</tbody>
</table>
|                      | Flood Risk Assessment (FRA) Continued | Authority by the Environment Agency (Rising Brook). | new Local Plan documents and any Strategic Flood Risk Assessment  
• form part of an Environmental Statement when one is required by the Town and Country Planning  
• (Environmental Impact Assessment) Regulations 2017 as amended |

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.

For Householder development a simplified procedure is available in the Environment Agency Standing Advice  
http://www.environment-agency.gov.uk/research/planning/82584.aspx

**Further Advice**


Further information on SUDs is available at  
<table>
<thead>
<tr>
<th>11</th>
<th>Heritage Statement</th>
<th>National Planning Policy Framework paragraphs 189, 192, 199</th>
<th>Any application affecting a heritage asset or its setting</th>
<th>The statement must include:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Plan for Stafford Borough: Policy N8, N9</td>
<td>Heritage Assets include:</td>
<td>• A description of the significance of the heritage assets affected, and the contribution of their setting to that significance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Conservation Area Character Appraisals and Documents</td>
<td>• Listed Buildings</td>
<td>• The level of detail should be proportionate to the importance of the heritage asset and no more than is sufficient to understand the potential impact of the proposal on the significance of the heritage asset</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stafford Borough Council Design SPD</td>
<td>• Conservation Areas</td>
<td>• The Staffordshire Historic Environment Record (HER) should have been consulted</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Hedgerow Regulations 1997</td>
<td>• Scheduled Monuments</td>
<td>• The heritage assets themselves should have been assessed using appropriate expertise, where necessary, given the application’s impact</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Archaeological sites</td>
<td>• 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 (within the design and access statement when this is required) as part of the explanation of the design concept. It should</td>
</tr>
</tbody>
</table>
### Heritage Statement Continued

<table>
<thead>
<tr>
<th>Stafford Borough Council Planning Application Local Validation Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>detail the sources that have been considered and the expertise that has been consulted</strong></td>
</tr>
<tr>
<td>Stafford Borough Council will not validate applications where the extent of the impact of the proposal on the significance of any heritage assets affected cannot adequately be understood from the application and supporting documents.</td>
</tr>
</tbody>
</table>

**Further Advice**

Stafford Borough Council Conservation Officer: 01785 619 337  
Staffordshire County Council: 0300 111 8000  
Staffordshire County Archaeologist her@staffordshire.gov.uk

List descriptions and scheduled monuments can be found on the National Heritage List for England website at: [https://historicengland.org.uk/listing/the-list/](https://historicengland.org.uk/listing/the-list/)  

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

To discuss the potential for development to impact upon archaeological deposits or to consult the Staffordshire Historic Environment Record (HER) please contact the Historic Environment Team at Staffordshire County Council her@staffordshire.gov.uk or link to [www.staffordshire.gov.uk/Historic-Environment-Record](http://www.staffordshire.gov.uk/Historic-Environment-Record) for further information.
| Heritage Statement Continued | Land Contamination Assessment | All applications (excluding Householders) where new development is proposed on land that is, or may have been, affected by contamination | The assessment must include:
- 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 for example residential use, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed. **Further Advice** Stafford Borough Council Pollution Control Officer: 01785 619 402

|----|-----------------------------------|-----------------------------------|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14 | Landscaping Details               | National Planning Policy Framework paragraphs 127 | All major applications | A landscaping scheme should:  
  • 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  
  For sites that are considered to be particularly sensitive, in landscape or visual terms, a Landscape and Visual Impact Assessment (LVIA) should be undertaken.  
**Further Advice**  
Stafford Borough Council Development Management:  
01785 619 337 |
| 15 | Lighting Assessment | Plan for Stafford Borough: Policy N1 | All commercial and leisure applications proposing external illuminations | The assessment must include:  
- 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  

**Further Advice**  
Publication:  
Lighting in the countryside: Towards good practice (1997)

| 16 | Masterplan | Plan for Stafford Borough: Policy Stafford 2, Stafford 3, Stafford 4, Stone 2 | Residential development within Strategic Development Locations | A comprehensive land use masterplan in accordance with Policy Stafford 2, Stafford 3, Stafford 4 and Stone 2

| 17 | Mineral Safeguarding Areas (MSAs) | Staffordshire Minerals Local Plan (Policy 3)  
National Planning Policy Framework paragraph 144 | - Mineral Safeguarding Areas (MSAs) identified in the Staffordshire Minerals Local Plan  
- Mineral infrastructure sites permitted by the County Council or Borough/District Council | Required to submit a Mineral Safeguarding Statement to demonstrate that the implications of the proposals on existing permitted mineral reserves and mineral infrastructure, and on mineral resources identified for future working and areas safeguarded in the Minerals Local Plan have been addressed.  

**Further advice**  

National Planning Policy Framework paragraph 178, 180 Plan for Stafford | All applications likely to have an impact on existing noise or vibration sensitive developments  
All applications that introduce or expose noise or vibrations | 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. Where an assessment is needed it must:  
- Consider the advice, recommendations or requirements
|----------------------------------------|----------------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 19 Open Space Assessment               | National Planning Policy Framework paragraphs 92 National Planning Policy Guidance Plan for Stafford Borough: Policy C7 | Residential applications of 11 dwellings or more to provide an on-site or off-site contribution to open space, sport and recreation facilities in accordance with the Local Standards (Appendix G of The Plan for Stafford Borough) | Further Advice
Stafford Borough Council Environmental and Health Service: 01785 619 402
World Health Organisation Guidelines for Community Noise
World Health Organisation Night Noise Guidelines for Europe
British Standards: BS4142, BS8233, BS7445

Developments Within Open Spaces
Applications must include:
• Plans showing any areas of existing or proposed open space within or adjoining the application site

On-site or off-site Provision
Where open space and/or associated facilities are proposed to be provided on-site or off-site the application must define them and provide a statement that includes:
• Maintenance specification for the works
• How the facility will be initially installed and maintained to that specification for at least 10 years

Financial Contributions
• Where open space cannot be entirely provided on site, a financial contribution will be required through a Planning Obligation (Section 106 Agreement)

Further Advice
Stafford Borough Council Sport and Outdoor Leisure Policy Officer: 01785 619 514 |
## Stafford Borough Council Planning Application Local Validation Criteria
### August 2019

| 20 | Parking and Access Arrangements | National Planning Policy Framework paragraphs 102, 107, 108, 110 Plan for Stafford Borough: Policy T2 and Appendix B: Car Parking Standards | All applications, including householders, that involve new, or changes to existing, parking and access arrangements | The site layout plan must include:
- Details of existing parking provision and access
- Details of proposed parking provision and access
- Details of the level of provision (including cycles)
Details about any access works should include:
- 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
For access only, simple priority junctions or dropped crossings, details must include:
- Details of existing and proposed visibility splays
- Details of speed surveys where relaxation to normal visibility requirements are being sought

**Further Advice**
Staffordshire County Council Roads and Highways Standing Advice: 0300 111 8000 highways@staffordshire.gov.uk

Manual for Streets 2

| 21 | Planning Obligations / Unilateral Undertakings (Section 106 Agreements) / Draft Heads of Terms | Circular 05/2005: Planning Obligations National Planning Policy Framework paragraph 57, 54 | All major applications unless trigger points are not hit. See ‘What information is required’ column for trigger points Other developments where the Section 106 agreement | The application must include either:
A draft Planning Obligation (Section 106) obligation based on Stafford Borough Council’s standard template or
A statement of the proposed Heads of Terms, a location plan and Land Registry details, solicitor details and confirmation that Stafford Borough Council’s legal fees will be met

**Further Advice**
Stafford Borough Council Legal Services: 01785 619 220
| Planning Obligations / Unilateral Undertakings (Section 106 Agreements) / Draft Heads of Terms Continued | Plan for Stafford Borough: Policies C2, C7, I1 | can make an otherwise unacceptable proposal acceptable in planning terms | **Trigger Points:**

Affordable Housing = When 12 or more dwellings are proposed at Stafford, Stone, Eccleshall, Gnosall, Woodseaves, Barlaston, Tittensor, Yarnfield, Hixon, Great Haywood, Little Haywood/Colwich, Haughton & Weston.

Affordable Housing = When 10 or more dwellings are proposed across all other areas of the Borough

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)

For the Education trigger points at primary and secondary school levels please contact Staffordshire County Council Education and Learning: 0300 111 8000 |

| 22 | Retention of Local Community Facility or Service Statement | National Planning Policy Framework paragraph 83 | Applications for redevelopment or change of use of any premises outside Stafford or Stone currently used, or last used to provide essential facilities or services which support the local community | A statement must be provided that addresses the following:

- a viability test that the use concerned is no longer economically viable, that all reasonable efforts have been made to sell or let the property in its current use at a realistic price for a period of at least 12 months, the use cannot be provided by some other means or is genuinely redundant

- the premises or site, or an unused part of the building, cannot be readily used for or converted to another community facility |
<table>
<thead>
<tr>
<th>Issue</th>
<th>Details</th>
<th>Further Advice</th>
</tr>
</thead>
</table>
| Retention of Local Community Facility or Service Statement Continued | • The facility / service which will be lost will be adequately supplied or met by an easily accessible existing or new facility in the local area or the settlement concerned, unless it has been accepted as redundant under (a) above  
• The facility was not required to be provided and / or retained as part of a planning permission, or as a new development | Stafford Borough Council Development Management: 01785 619 000                                                             |
| 23 Statement of Community Involvement                                | National Planning Policy Framework paragraphs 39, 40  
Stafford Borough Statement of Community Involvement  
All major applications  
The statement must:  
• Set out how the applicant has undertaken pre-application consultation with the community  
• Demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals | Stafford Borough Council Development Management: 01785 619 337                                                             |
| 24 Structural Survey                                                 | National Planning Policy Framework paragraphs 79, 83, 170  
The Plan for Stafford Borough: Policy E2 and  
All barn conversion proposals, except where the barn has already been fully converted  
Applications involving the demolition of a Listed Building or Listed structure or unlisted building in a Conservation  
Structural surveys must be carried out by qualified structural surveyors, and detail:  
• The existing structural condition of the building  
• Any recommended remedial works to improve its condition, if possible  
• For barn conversions, the survey must also include:  
• Whether the existing building is capable of conversion |
| Structural Survey Continued | Policy C5 | Area or where an application is made for a replacement dwelling which involves the demolition of the existing dwelling. | without significant rebuilding  
• The nature, type and amount of work required to allow the proposed use to take place  

**Further Advice**  
Stafford Borough Council Development Management/Conservation Officer: 01785 619 337 |
|---|---|---|---|
National Planning Policy Framework paragraphs 115  
Plan for Stafford Borough: Policy E1 | Telecommunications applications | Applications must include the following:  
• 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)  

**Further Advice**  
| 26 | Town Centre Use / Retail Impact Assessments | National Planning Policy Framework paragraphs 86, 87, 89  
Plan for Stafford Borough: Policy E8 | Applications for main town centre uses that are not in an existing town centre and are not in accordance with the Plan for Stafford Borough must include a Sequential Assessment | Retail Impact Assessments for town centre uses in an edge or out-of-centre location as part of development proposals greater than 1000 m² gross floorspace at Stafford, greater than 500 m² gross floorspace at Stone and greater than 300m² gross floorspace at local centres must assess:  
• The impact on existing investment within centres  
• The impact on the vitality and viability of town centres  
• The impact of the proposal on in-centre trade / turnover and trade in the wider area |
### Stafford Borough Council Planning Application Local Validation Criteria

#### August 2019

| Town Centre Use / Retail Impact Assessments (continued) | Applications for retail, office and leisure developments at Stafford over 1,000m² gross floorspace, developments at Stone over 500m² gross floorspace and developments at local centres over 300 m² and not in accordance with the Plan for Stafford Borough. Applications in an existing town centre not in accordance with the Plan for Stafford Borough which would substantially increase the attraction of the centre to an extent that the development could impact on other centres. | • The current and future consumer expenditure capacity in the catchment area  
• Whether the proposal is of an appropriate scale and what impact it may have on locally important impacts |

### Further Advice

Stafford Borough Council Forward Planning: 01785 619 000

| 27 | Transport Assessment / Transport Statement | Circular 02/2007: Planning and the Strategic Road Network  
National Planning Policy Framework paragraph 102  
Plan for Stafford Borough: Policy T1 | All applications likely to generate significant traffic movements | For a definition of significant transport implications see [https://www.staffordshire.gov.uk/transport/staffshighways/highwayscontrol/Documents/GuidelinesforTransportAssessmentsandTravelPlansJan.pdf](https://www.staffordshire.gov.uk/transport/staffshighways/highwayscontrol/Documents/GuidelinesforTransportAssessmentsandTravelPlansJan.pdf)  
Where an assessment is considered to be necessary, these should be submitted and considered by Staffordshire County Council Highways Authority prior to the registration of the Planning Application.  
When Planning Applications require an assessment, the application will be required to submit a ‘Transport Assessment Validation Form’ signed by the applicant and a representative of Staffordshire |
### Transport Assessment / Transport Statement Continued

| County | 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  
|        | c) An assessment is not required  

**Further Advice** Department for Transport: [https://www.gov.uk/government/organisations/departmen-for-transport](https://www.gov.uk/government/organisations/departmen-for-transport)

Manual for Streets 2 (March 2007) Circular 02/2007: Planning and the Strategic Road Network Council Highway Authority indicating that:  
A draft Travel Plan must:

- 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
<table>
<thead>
<tr>
<th>No.</th>
<th>Category</th>
<th>National Planning Policy Framework paragraph</th>
<th>Details</th>
<th>Further Advice</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>Travel Plan</td>
<td>111, T1</td>
<td>A Travel Plan will be required if the development is likely to generate significant amounts of traffic movement.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Include • activities for marketing and promotion of the plan to occupiers, users, visitors and residents of the site</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Where an application requires a Travel Plan, applicants need to have agreed this before the application is made. If a complete Travel Plan is not submitted, the application will not be validated.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Where an application requires a Travel Plan, the principle of this must be agreed with Staffordshire County Council Highways before the application is made and may require a monitoring agreement through a legal obligation.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Further Advice</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Staffordshire County Council Highways: 0300 111 8000 <a href="mailto:highways@staffordshire.gov.uk">highways@staffordshire.gov.uk</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Department for Transport: <a href="https://www.gov.uk/government/organisations/department-for-transport">https://www.gov.uk/government/organisations/department-for-transport</a></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Tree Survey / Assessment</td>
<td>170</td>
<td>Any application where there are trees on the application site or on land adjacent to it (including street trees) that could be affected by or influence the development</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Information must be provided that details which trees are to be retained and how they will be protected during construction works.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Full guidance on the survey information, tree protection plan, method statement and other information that should be provided with an application is set out in the current British Standard 5837 'Trees in relation to design, demolition and construction –</td>
<td></td>
</tr>
<tr>
<td><strong>Tree Survey / Assessment Continued</strong></td>
<td><strong>Recommendations</strong>’. 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. The information should be prepared by a suitably qualified and experienced arboriculturalist. <strong>Further Advice</strong> Stafford Borough Council Tree Officer: 01785 619 539</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>30</strong></td>
<td><strong>Ventilation / Extraction Statement</strong>  Noise Policy Statement for England March 2010 National Planning Policy Framework paragraphs 170, 180 Plan for Stafford Borough: Policy N1</td>
<td>All applications for the use of premises for the purposes within use classes:  A3 (restaurants and cafes – use for the sale of food and drink for consumption on the premises)  A4 (drinking establishments: public house, wine-bar or other drinking establishment)  A5 (hot food takeaways – use for the sale of hot food for consumption off the premises)  B2 (general industrial)  The statement for the method of ventilation / extraction must include:  • Elevations to show position, location and height (if external)  • Proposed external finishes and fixings  • Manufacturers specifications, including maintenance requirements  • Silencing arrangements  • Means of vibration isolation  • Extraction fan acoustic performance, including noise emissions of sound power, and sound pressure levels, and narrow band and / or one third octave band frequency spectra  • Predicted odour and / or particulate concentration <strong>Further Advice</strong> Stafford Borough Council Environmental and Health Services: 01785 619 402  Guidance on the Control of Odour and noise from Commercial Kitchen Exhaust Systems (DEFRA) January 2005 amended 05/09/2018 by update to the 2004 report prepared by NETCEN for the Department for Environment, Food and Rural Affairs.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Stafford Borough Council Planning Application Local Validation Criteria

**August 2019**

| 31 | Viability Assessment | National Planning Policy Framework paragraph 57 | Where developers state that standard planning obligations as set out in The Plan for Stafford Borough will not be met | The assessment should be based on an 'open book' approach and include the following:
- Purchase cost of the application site and when it was purchased
- Detailed cost of construction, including any abnormals and off site infrastructure
- Predicted sale value / income from the finished site
- Cost of Section 106 including affordable housing costs
- % profit on cost both with and without the full Section 106 obligations

**Further Advice**
Stafford Borough Council Development Management:
01785 619 337

| 32 | Water Quality Statement | National Planning Policy Framework paragraph 170 Plan for Stafford Borough: Policy N1, N2 Habitat Directive 92/43/EEC – Conservation of Natural Habitats of Wild Fauna and Flora EU Water Framework Directive Habitat Regulations 2012 | All planning applications likely to 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 environmental significant sites, including 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 |
Householder Planning Applications

Information Checklist

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

<table>
<thead>
<tr>
<th>Type of Information</th>
<th>What you need to do</th>
<th>Have you done this?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(Yes, No or Not Applicable)</td>
</tr>
<tr>
<td>Application form</td>
<td>Complete all sections</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accurately describe what you are applying for</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Complete the Declaration</td>
<td></td>
</tr>
<tr>
<td>Certificates</td>
<td>Complete Certificate A if you are the owner of the land</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Complete Certificate B and Notice 1 if someone else owns all or part of the land</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Complete the Agricultural Holdings certificate</td>
<td></td>
</tr>
<tr>
<td>Fee</td>
<td>Pay £206 to Stafford Borough Council (unless an exemption applies – see our Fees guide for more information)</td>
<td></td>
</tr>
<tr>
<td>Location Plan</td>
<td>Use a scale of 1:1250 or 1:2500</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Make sure it’s up to date, if it’s Ordnance Survey based it must display a copyright license</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Draw a red line around the edge of all the land affected by the development (including access)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Draw a blue edge around all other land that you own</td>
<td></td>
</tr>
<tr>
<td>Site/Block Plan</td>
<td>Use a scale of 1:100, 1:200 or 1:500</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Make sure the direction of North is shown</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Show the development in relation to property boundaries</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Show the car parking layout, if this is new or changes to what’s there now</td>
<td></td>
</tr>
<tr>
<td>Section</td>
<td>Requirement</td>
<td></td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Floor Plans</td>
<td>Show any trees within the site boundary or next to it</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Use a scale of 1:100 or 1:50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Include existing plans and what it proposed. Full existing and proposed plans are needed for applications outside of the settlement boundaries.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If existing car parking is affected, full floor plans of the whole property need to be shown</td>
<td></td>
</tr>
<tr>
<td>Elevations</td>
<td>Use a scale of 1:100 or 1:50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Include all the elevations (sides) of what you want to do</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Include what the elevations look like now and what is proposed</td>
<td></td>
</tr>
<tr>
<td>Flood Risk Assessment</td>
<td>Use a scale of 1:100 or 1:50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Include an assessment if the property is within Flood Zone 2 or 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Include a report on Great Crested Newts if ponds are involved</td>
<td></td>
</tr>
</tbody>
</table>
| Trees                   | Information is needed where there are trees on the application site or on land adjacent to it (including street trees) that could be affected by or that influence the development. The information that must be provided should detail which trees are to be retained and how they will be protected during construction works, in accordance with British Standard 5837 'Trees in
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