



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

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Introduction

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

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

Legislation

The following pieces of legislation are used to validate applications:

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

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

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

This includes providing any reasonable evidence to answer any queries.

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

Policy

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

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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.

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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.

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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.

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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>

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

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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?

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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?

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The scale should be 1:50, 1:100 or 1:200

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

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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

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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.

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Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
1	Affordable Housing Statement	<p>National Planning Policy Framework paragraphs 61,62,63,64</p> <p>Circular 6/1998 Planning and Affordable Housing</p> <p>Plan for Stafford Borough: Policy C2</p>	<p>When 12 or more dwellings are proposed at Stafford, Stone, Eccleshall, Gnosall Woodseaves, Barlaston, Tittensor, Yarnfield, Hixon, Great Haywood, Little Haywood/Colwich, Haughton & Weston.</p> <p>When 10 or more dwellings are proposed across all other areas of the Borough</p>	<p>New residential development of 12 or more dwellings at Stone, Eccleshall, Gnosall Woodseaves, Barlaston, Tittensor, Yarnfield to provide 40% affordable dwellings.</p> <p>New residential development of 12 or more dwellings at Stafford, Hixon, Great Haywood, Little Haywood/Colwich, Haughton & Weston to provide 30% affordable dwellings.</p> <p>New residential development of 10 or more dwellings across all other areas of the Borough to provide 30% affordable housing. .</p> <p>An independent economic viability assessment must be provided if a lower figure is being proposed as part of a new development.</p> <p>Further Advice</p> <p>Stafford Borough Council Health and Housing Group: 01785 619 000</p> <p>Stafford Borough Forward Plans Team: 01785 619000</p>
2	Agricultural Need Statement	<p>National Planning Policy Framework paragraphs 83, 170</p> <p>Plan for Stafford Borough: Policy E2</p>	New agricultural buildings and agricultural workers dwellings	<p>The statement must include:</p> <ul style="list-style-type: none"> • The size of the agricultural holding • Details of any additional rented land and duration of the rental agreement • Details of any other buildings used on the land, including floorspace and current use • Details of what the building will be used for, including floorspace

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Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
	Agricultural Need Statement (Continued)			<ul style="list-style-type: none"> • Number of animals kept (where relevant) • Number of employees and their hours worked <p>Further Advice</p> <p>Stafford Borough Council Development Management: 01785 619 337</p>
3	Air Quality Assessment	<p>National Planning Policy Framework paragraph 181</p> <p>Plan for Stafford Borough: Policy N5</p>	<p>In, or adjacent to an Air Quality Management Area, all applications for new housing development, industrial, commercial and leisure development</p> <p>Where the development could itself result in the designation of an Air Quality Management Area</p> <p>Where the grant of planning permission would conflict with, or render unworkable, elements of a local authority's Air Quality Action Plan</p> <p>Within 50m of the edge of M6 carriageway</p>	<p>Applications must be supported by information that enables full consideration of the impact of the proposal on the air quality of the area</p> <p>Where Air Quality Management Areas cover regeneration areas, developers should provide an Air Quality Assessment as part of their planning application.</p> <p>Further Advice</p> <p>Stafford Borough Council Pollution Control Officer: 01785 619 402</p>

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Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
4	Biodiversity Survey and Report	<p>National Planning Policy Framework paragraphs 43, 170 and 175</p> <p>Plan for Stafford Borough: Policy N1, N4, N5 Wildlife and Countryside Act 1981</p> <p>Conservation of Habitats and Species Regulations 2017</p> <p>Protection of Badgers Act 1992</p>	<p>Where a proposed development may have possible impacts on wildlife and biodiversity</p> <p>Renewals of existing consents should include an update on any information provided with the original application</p>	<p>Information must be provided on existing biodiversity interests and possible impacts on them.</p> <p>Where proposals are being made for mitigation and/or compensation measures, information to support those proposals will also be needed.</p> <p>Where appropriate, accompanying plans should indicate any significant wildlife habitats or features, and the location of any habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation of Habitats and Species Regulations 2017.</p> <p>Applications for development that will affect areas designated for their biodiversity interests are likely to need to include assessments of the impacts and proposal for long term maintenance and management. This information might form part of an Environmental Statement, where one is necessary.</p> <p>Certain proposals which include work such as the demolition/conversion of buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts.</p>

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Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
	Biodiversity Survey and Report (continued)			<p>Advice should include a requirement for a Staffordshire Ecological Records search of the application site and a minimum 500 metre buffer, and presentation of this information. This will help planning officers to assess whether a sufficient biodiversity survey and assessment has been carried out.</p> <p>Further Advice Stafford Borough Council Biodiversity Officer 01785 619 676</p> <p>British Standard 42020 Biodiversity</p> <p>Chartered Institute of Ecology and Environmental Management (CIEEM) on ecological survey https://cieem.net/i-am/resources-hub/?filter_resource_type=9&filter_topic=95 and assessment https://cieem.net/i-am/resources-hub/?filter_resource_type=9&filter_topic=65</p> <p>Natural England Standing Advice www.naturalengland.org.uk/</p>
5	Business Case	Policy E6	Opportunities for tourism and new visitor accommodation	<p>Demonstration that the financial viability of the use can be sustained in the long term</p> <p>The business case should identify a local need for the facility and include:- Costings of the initial set up including property acquisition where relevant; Projected net profits after deducting overheads</p>

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Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
6	<p>Cannock Chase Special Area of Conservation (SAC)</p> <p>Statement of willingness to provide a proportional financial contribution towards the Strategic Access Management and Monitoring Measures (SAMMM) for Cannock Chase Special Area of Conservation (SAC)</p>	<p>National Planning Policy Framework 2018 paragraph 172, 176</p> <p>Plan for Stafford Borough Council: Policy N6;</p> <p>ODPM Circular 06/2005</p>	<p>Applications for 10 or more (net) new dwellings within 0-8km of Cannock Chase Special Area of Conservation (see map)</p>	<p>Regulation 63 of the Conservation of Habitats and Species Regulations 2017 requires the Council undertake and complete a Habitat Regulations Assessment (HRA), including Appropriate Assessment (AA), where it is considered that approving an application will or may possibly result in a negative impact upon a Special Area of Conservation (SAC); directly or indirectly, alone or in combination. Where a negative impact is found to be caused to a SAC proportional mitigation must be provided by the applicant and secured by the Council or else the applicant will need to be refused.</p> <p>The Council has sufficient evidence to demonstrate that an increase of 1 net dwelling or more within a 15km zone of influence around Cannock Chase SAC will have a negative impact on the site.</p> <p>The Strategic Access Management and Monitoring Measures (SAMMM) is a 15 year program of mitigation works agreed by the Cannock Chase SAC Partnership in combination with Natural England. The SAMMM is sufficient to mitigate for all planned new dwelling developments within 15km of the SAC over the Local Plan period.</p> <p>To provide for the SAMMM, a proportional financial contribution (of £159 per dwelling) shall be collected from all applications for 10 or more net-dwellings where the development lies within 0-8km of Cannock Chase SAC (whole of in-part).</p> <p>Developments of 9 or less net-dwellings with 0-8km or developments of 10 or more net-dwellings over 8km away do not need to provide any financial contribution towards the SAMMM.</p>

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Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
	Cannock Chase Special Area of Conservation (SAC) Continued			<p>For those applications where a financial contribution is to be provided towards the Cannock Chase SAMMM the 'Statement of Willingness Document' should be completed and submitted as part of the planning application. A downloadable version of the Statement of Willingness is available on</p> <p>https://www.staffordbc.gov.uk/cannock-chase-special-area-of-conservation-sac</p> <p>Further Advice Cannock Chase SAC Team; SAC Project Officer: 07580 848 950</p>
7	Coal Mining Risk Assessment (CMRA)	National Planning Policy Framework paragraph 170, 205	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	<p>The Coal Mining Risk Assessment must be prepared by a suitably qualified and competent person. It should:</p> <p>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)</p> <p>Identify what risks these coal mining issues, including cumulative effects, pose to the proposed development</p> <p>Identify how coal mining issues have influenced the proposed development, and whether any other mitigation measures are required to manage those issues and / or whether any changes have been incorporated into the development</p>

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Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
	Coal Mining Risk Assessment (CMRA) Continued			<p>Any development that involves intrusive activities which intersect, disturb or enter any coal seams, coal mine workings or mine entries will require the prior written permission of The Coal Authority.</p> <p>Please note - if an Environmental Statement is required by the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 as amended, it is suggested that the CMRA is included within the Environmental Statement.</p> <p>Further Advice The Coal Authority website: www.coal.gov.uk/services/planning The Coal Authority Planning and Local Authority Liaison Department : 01623 637 119 or planningconsultation@coal.gov.uk</p>
8	Economic Statement	<p>National Planning Policy Framework paragraphs 8, 9, 80, 82, 83, 84</p> <p>Plan for Stafford Borough: Policy E1, E2, E3, E6, E7</p>	All major applications that include a commercial element	<p>A supporting statement of any regeneration and economic benefits and costs from the proposed development.</p> <p>The statement must include: Details of new jobs provided or supported</p> <p>Relative floor space totals for each proposed use (where known) Any community benefits Reference to any regeneration strategies that might lie behind or be supported by the proposal</p> <p>Further Advice SBC Economic Development Manager: 01785 619 748</p>

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Validation Reference	Document	Policy Driver	Types of application that need this information	What information is required and where to look for more advice
9	Environmental Statement (Environmental Impact Assessment – EIA)	National Planning Policy Framework paragraph 43 The Town and Country Planning (Environmental Impact Assessment) Regulations 2017	Where an Environmental Impact Assessment is needed Schedule 4 sets out the information required in an Environmental Statement	<p>The information in the Environmental Statement has to be taken into consideration when the Local Planning Authority decides whether to grant planning consent. It may be helpful for a developer to request a “screening opinion” (to determine whether an EIA is required) from the Local Planning Authority before submitting a planning application.</p> <p>In cases where a full EIA is not required, the Local Planning Authority may still require environmental information to be provided.</p> <p>An applicant may request a scoping opinion (to determine the issues that need to be addressed in an EIA) before submitting the application. In addition, pre-application discussions will assist in identifying the issues that need to be addressed in an EIA.</p> <p>Further Advice Stafford Borough Council Development Management: 01785 619 337</p>
10	Flood Risk Assessment (FRA)	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	<p>In Floodzone 1 any development site of 1 hectare or above</p> <p>All developments in flood zones 2 and 3.</p> <p>Any development other than minor development in a designated critical drainage area which has been notified to the Local Planning</p>	<p>The Flood Risk Assessment must:</p> <ul style="list-style-type: none"> • identify and assess the risks of all forms of flooding to and from the development, and demonstrate how these flood risks will be managed, taking climate change into account • identify opportunities to reduce the probability and consequences of flooding • include the design of surface water management systems including Sustainable Drainage Systems (SUDs), and address the requirement for safe access to and from the development in areas at risk from flooding • be prepared by the developer in consultation with the Local Planning Authority with reference to their published

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

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11	Heritage Statement	<p>National Planning Policy Framework paragraphs 189, 192, 199</p> <p>Plan for Stafford Borough: Policy N8, N9</p> <p>Conservation Area Character Appraisals and Documents</p> <p>Stafford Borough Council Design SPD</p> <p>The Hedgerow Regulations 1997</p>	<p>Any application affecting a heritage asset or its setting</p> <p>Heritage Assets include:</p> <ul style="list-style-type: none"> • Listed Buildings • Conservation Areas • Scheduled Monuments • Archaeological sites • Registered parks and gardens • applications which will impact or have the potential to impact upon sites (below and above ground) as recorded on the Staffordshire Historic Environment Record (HER) <p>Major applications or significant infrastructure works where archaeological remains may survive Hedgerow removal may need a Heritage Statement where it forms part of a significant historic landscape or an area of archaeological potential</p>	<p>The statement must include:</p> <ul style="list-style-type: none"> • A description of the significance of the heritage assets affected, and the contribution of their setting to that significance • The level of detail should be proportionate to the importance of the heritage asset and no more than is sufficient to understand the potential impact of the proposal on the significance of the heritage asset • The Staffordshire Historic Environment Record (HER) should have been consulted • The heritage assets themselves should have been assessed using appropriate expertise, where necessary, given the application’s impact • Where an application site includes, or is considered to have the potential to include, heritage assets with an archaeological interest, a full Historic Environment Desk-based Assessment (DBA) should be submitted (where a Heritage Statement is deemed to be insufficient to adequately address historic environment concerns). The requirement for a full DBA should be discussed at an early stage and where considered an appropriate response, the DBA should consider all aspects of the historic environment (archaeology, built 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
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	Heritage Statement Continued			<p>detail the sources that have been considered and the expertise that has been consulted</p> <p>Stafford Borough Council will not validate applications where the extent of the impact of the proposal on the significance of any heritage assets affected cannot adequately be understood from the application and supporting documents.</p> <p>Further Advice Stafford Borough Council Conservation Officer: 01785 619 337 Staffordshire County Council: 0300 111 8000 Staffordshire County Archaeologist her@staffordshire.gov.uk</p> <p>List descriptions and scheduled monuments can be found on the National Heritage List for England website at: https://historicengland.org.uk/listing/the-list/ https://www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment</p> <p>For information as to whether a Heritage Statement may be required in or around the principal historic settlements please see Staffordshire County Council's website: For Historic Environment Assessments http://www.staffordshire.gov.uk/environment/eLand/planners-developers/HistoricEnvironment/Projects/Historic-Environment-Assessments.aspx</p> <p>To discuss the potential for development to impact upon archaeological deposits or to consult the Staffordshire Historic Environment Record (HER) please contact the Historic Environment Team at Staffordshire County Council her@staffordshire.gov.uk or link to www.staffordshire.gov.uk/Historic-Environment-Record for further information.</p>
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	Heritage Statement Continued			Please note that the Staffordshire County Council Historic Environment Team charge a small fee for pre-application advice, see https://www.staffordshire.gov.uk/environment/eLand/planners-developers/HistoricEnvironment/Historic-Environment-Advice-and-Guidance/Historic-Environment-Advice-and-Guidance.aspx for more
12	Land Contamination Assessment	National Planning Policy Framework paragraphs 170, 178 Plan for Stafford Borough: Policy N2	All applications (excluding Householders) where new development is proposed on land that is, or may have been, affected by contamination	<p>The assessment must include:</p> <ul style="list-style-type: none"> • An extended assessment of contamination in line with National Planning Policy Framework: Section 11 • Enough information to determine the existence or otherwise of contamination, its nature and the risks it may pose, and whether these can be satisfactorily reduced to an acceptable level <p>Where contamination is known or suspected, or the proposed use would be particularly vulnerable for example residential use, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed. Further Advice Stafford Borough Council Pollution Control Officer: 01785 619 402</p> <p>Environment Agency www.environment-agency.gov.uk</p>

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13	Landscape Visual Impact Assessment	Plan for Stafford Borough: Policy N8	Polytunnels; wind turbines	An assessment in accordance with current best practice and guidance, in particular GLVIA3 published by the Landscape Institute and the Institute of Environmental Management and Assessment.
14	Landscaping Details	National Planning Policy Framework paragraphs 127 Plan for Stafford Borough: Policy N1	All major applications	<p>A landscaping scheme should:</p> <ul style="list-style-type: none"> • Be drawn to scale (usually 1:100 or 1:200) • Show full details of proposed landscaping • Include details of proposed species, height at planting, spacing and densities • Include measures for the ongoing protection and maintenance of landscaping <p>For sites that are considered to be particularly sensitive, in landscape or visual terms, a Landscape and Visual Impact Assessment (LVIA) should be undertaken.</p> <p>Further Advice</p> <p>Guidelines for LVIA 3rd Edition 2013 published by the Landscape Institute and the Institute of Environmental Management and Assessment. Stafford Borough Council Development Management: 01785 619 337</p>

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15	Lighting Assessment	Plan for Stafford Borough: Policy N1	All commercial and leisure applications proposing external illuminations	<p>The assessment must include:</p> <ul style="list-style-type: none"> • A layout plan with beam orientation and light spillage • A schedule of the equipment used in the design • The hours of use (when the lighting will be switched on) • Details of future maintenance <p>Further Advice Publication: Lighting in the countryside: Towards good practice (1997)</p>
16	Masterplan	Plan for Stafford Borough: Policy Stafford 2, Stafford 3, Stafford 4, Stone 2	Residential development within Strategic Development Locations	A comprehensive land use masterplan in accordance with Policy Stafford 2, Stafford 3, Stafford 4 and Stone 2
17	Mineral Safeguarding Areas (MSAs)	Staffordshire Minerals Local Plan (Policy 3) National Planning Policy Framework paragraph 144	<ul style="list-style-type: none"> • Mineral Safeguarding Areas (MSAs) identified in the Staffordshire Minerals Local Plan • Mineral infrastructure sites permitted by the County Council or Borough/District Council 	<p>Required to submit a Mineral Safeguarding Statement to demonstrate that the implications of the proposals on existing permitted mineral reserves and mineral infrastructure, and on mineral resources identified for future working and areas safeguarded in the Minerals Local Plan have been addressed.</p> <p>Further advice https://www.staffordshire.gov.uk/environment/planning/policy/mineralslocalplan/mineralsLocalPlan.aspx</p>
18	Noise and Vibration Assessments	Noise Policy Statement for England March 2010 National Planning Policy Framework paragraph 178, 180 Plan for Stafford	<p>All applications likely to have an impact on existing noise or vibration sensitive developments</p> <p>All applications that introduce or expose noise or vibrations</p>	<p>Applicants are advised to seek specialist expertise and to discuss their proposals in the first instance with Stafford Borough Council's Environmental and Health Service to find out whether a Noise and Vibration Assessment is needed. Where an assessment is needed it must:</p> <ul style="list-style-type: none"> • Consider the advice, recommendations or requirements

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	Noise and Vibration Assessments Continued	Borough: Policy N1 Environmental Protection Act 1990 Clean Neighbourhoods Act 2005 Licencing Act 2003 Noise Act 1996	into an area where it would have an adverse impact	<p>contained in British Standards BS6472: 2008 <i>Guide to Evaluation of Human Exposure to Vibration in Buildings</i> Part 1 and Part 2 and BS7385-2: 1993 <i>Evaluation and Measurement for Vibration in Buildings</i> Part 1</p> <p>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</p>
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)	<p><u>Developments Within Open Spaces</u> Applications must include:</p> <ul style="list-style-type: none"> Plans showing any areas of existing or proposed open space within or adjoining the application site <p><u>On-site or off-site Provision</u> 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:</p> <ul style="list-style-type: none"> Maintenance specification for the works How the facility will be initially installed and maintained to that specification for at least 10 years <p><u>Financial Contributions</u></p> <ul style="list-style-type: none"> Where open space cannot be entirely provided on site, a financial contribution will be required through a Planning Obligation (Section 106 Agreement) <p>Further Advice Stafford Borough Council Sport and Outdoor Leisure Policy Officer : 01785 619 514</p>

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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	<p>The site layout plan must include;</p> <ul style="list-style-type: none"> • Details of existing parking provision and access • Details of proposed parking provision and access • Details of the level of provision (including cycles) <p>Details about any access works should include:</p> <ul style="list-style-type: none"> • Information about how that supports the design • Include micro-modelling analysis and a Stage 2 Safety Audit where access is served via a traffic signalled junction, roundabout or priority junction, with right turn facility <p>For access only, simple priority junctions or dropped crossings, details must include:</p> <ul style="list-style-type: none"> • Details of existing and proposed visibility splays • Details of speed surveys where relaxation to normal visibility requirements are being sought <p>Further Advice Staffordshire County Council Roads and Highways Standing Advice: 0300 111 8000 highways@staffordshire.gov.uk</p> <p>Manual for Streets 2</p>
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	<p>The application must include either:</p> <p>A draft Planning Obligation (Section 106) obligation based on Stafford Borough Council's standard template or A statement of the proposed Heads of Terms, a location plan and Land Registry details, solicitor details and confirmation that Stafford Borough Council's legal fees will be met</p> <p>Further Advice Stafford Borough Council Legal Services: 01785 619 220</p>

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	<p>Planning Obligations / Unilateral Undertakings (Section 106 Agreements) / Draft Heads of Terms Continued</p>	<p>Plan for Stafford Borough: Policies C2, C7, I1</p>	<p>can make an otherwise unacceptable proposal acceptable in planning terms</p>	<p><u>Trigger Points:</u></p> <p>Affordable Housing = When 12 or more dwellings are proposed at Stafford, Stone, Eccleshall, Gnosall, Woodseaves, Barlaston, Tittensor, Yarnfield, Hixon, Great Haywood, Little Haywood/Colwich, Haughton & Weston.</p> <p>Affordable Housing = When 10 or more dwellings are proposed across all other areas of the Borough</p> <p>Housing development will be required to provide contributions for new infrastructure, either on site or off site, as set out in the Infrastructure Delivery Plan, including for open space, sport and recreation in line with the Local Space Standards (Appendix G of The Plan for Stafford Borough)</p> <p>For the Education trigger points at primary and secondary school levels please contact Staffordshire County Council Education and Learning: 0300 111 8000</p>
22	<p>Retention of Local Community Facility or Service Statement</p>	<p>National Planning Policy Framework paragraph 83</p> <p>Plan for Stafford Borough: Spatial Principle 7, Policy E8 and SB2</p>	<p>Applications for redevelopment or change of use of any premises outside Stafford or Stone currently used, or last used to provide essential facilities or services which support the local community</p>	<p>A statement must be provided that addresses the following:</p> <ul style="list-style-type: none"> • a viability test that the use concerned is no longer economically viable, that all reasonable efforts have been made to sell or let the property in its current use at a realistic price for a period of at least 12 months, the use cannot be provided by some other means or is genuinely redundant • the premises or site, or an unused part of the building, cannot be readily used for or converted to another community facility

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	Retention of Local Community Facility or Service Statement Continued			<ul style="list-style-type: none"> 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 <p>Further Advice Stafford Borough Council Development Management: 01785 619 000</p>
23	Statement of Community Involvement	National Planning Policy Framework paragraphs 39, 40 Stafford Borough Statement of Community Involvement	All major applications	<p>The statement must:</p> <ul style="list-style-type: none"> Set out how the applicant has undertaken pre-application consultation with the community Demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals <p>Further Advice Stafford Borough Council Development Management: 01785 619 337</p>
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	<p>Structural surveys must be carried out by qualified structural surveyors, and detail:</p> <ul style="list-style-type: none"> The existing structural condition of the building Any recommended remedial works to improve its condition, if possible For barn conversions, the survey must also include: Whether the existing building is capable of conversion

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	Structural Survey Continued	Policy C5	Area or where an application is made for a replacement dwelling which involves the demolition of the existing dwelling.	<p>without significant rebuilding</p> <ul style="list-style-type: none"> The nature, type and amount of work required to allow the proposed use to take place <p>Further Advice Stafford Borough Council Development Management/Conservation Officer: 01785 619 337</p>
25	Telecomms Development - Supplementary Information	<p>Code of Practice on Mobile Network Development (2013)</p> <p>National Planning Policy Framework paragraphs 115</p> <p>Plan for Stafford Borough: Policy E1</p>	Telecommunications applications	<p>Applications must include the following:</p> <ul style="list-style-type: none"> The area of the search Details of any consultation carried out Details of the proposed structure The technical justification and information about the proposed development A signed declaration that the equipment and installation has been designed in full compliance of the radio frequency exposure guidelines of the International Commission of Non-Ionizing Radiation Protection (ICNIRP) <p>Further Advice Code of Practice on Mobile Network Development (2002)</p>
26	Town Centre Use / Retail Impact Assessments	<p>National Planning Policy Framework paragraphs 86, 87, 89</p> <p>Plan for Stafford Borough: Policy E8</p>	Applications for main town centre uses that are not in an existing town centre and are not in accordance with the Plan for Stafford Borough must include a Sequential Assessment	<p>Retail Impact Assessments for town centre uses in an edge or out-of-centre location as part of development proposals greater than 1000 m² gross floorspace at Stafford, greater than 500 m² gross floorspace at Stone and greater than 300m² gross floorspace at local centres must assess:</p> <ul style="list-style-type: none"> The impact on existing investment within centres The impact on the vitality and viability of town centres The impact of the proposal on in-centre trade / turnover and trade in the wider area

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	Town Centre Use / Retail Impact Assessments (continued)		<p>Applications for retail, office and leisure developments at Stafford over 1,000m² gross floorspace, developments at Stone over 500m² gross floorspace and developments at local centres over 300 m² and not in accordance with the Plan for Stafford Borough.</p> <p>Applications in an existing town centre not in accordance with the Plan for Stafford Borough which would substantially increase the attraction of the centre to an extent that the development could impact on other centres.</p>	<ul style="list-style-type: none"> • The current and future consumer expenditure capacity in the catchment area • Whether the proposal is of an appropriate scale and what impact it may have on locally important impacts <p>Further Advice Stafford Borough Council Forward Planning: 01785 619 000</p>
27	Transport Assessment / Transport Statement	<p>Circular 02/2007: Planning and the Strategic Road Network</p> <p>National Planning Policy Framework paragraph 102</p> <p>Plan for Stafford Borough: Policy T1</p>	All applications likely to generate significant traffic movements	<p>For a definition of significant transport implications see https://www.staffordshire.gov.uk/transport/staffshighways/highwayscontrol/Documents/GuidelinesforTransportAssessmentsandTravelPlansJan.pdf</p> <p>Where an assessment is considered to be necessary, these should be submitted and considered by Staffordshire County Council Highways Authority prior to the registration of the Planning Application.</p> <p>When Planning Applications require an assessment, the application will be required to submit a 'Transport Assessment Validation Form' signed by the applicant and a representative of Staffordshire</p>

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	<p>Transport Assessment / Transport Statement Continued</p>			<p>County</p> <ul style="list-style-type: none"> a) A Transport Assessment (TA) or Transport Statement b) (TS) is required, and that the assessment accompanying the Planning Application, including its conclusions, have been agreed with Staffordshire County Council Highways Authority c) A TA or TS is required, and that the assessment accompanying the Planning Application, including its conclusions, have been discussed but the Applicant and Staffordshire County Council Highways Authority are in dispute d) An assessment is not required <p>Further Advice Department for Transport: https://www.gov.uk/government/organisations/department-for-transport</p> <p>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:</p> <ul style="list-style-type: none"> • Outline how the transport implications of the development are going to be managed to ensure minimal environmental, social and economic impacts • 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
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28	Travel Plan	National Planning Policy Framework paragraph 111 Plan for Stafford Borough: Policy T1	A Travel Plan will be required if the development is likely to generate significant amounts of traffic movement.	<p>Include</p> <ul style="list-style-type: none"> activities for marketing and promotion of the plan to occupiers, users, visitors and residents of the site <p>Where an application requires a Travel Plan, applicants need to have agreed this before the application is made. If a complete Travel Plan is not submitted, the application will not be validated.</p> <p>Where an application requires a Travel Plan, the principle of this must be agreed with Staffordshire County Council Highways before the application is made and may require a monitoring agreement through a legal obligation.</p> <p>Further Advice</p> <p>Staffordshire County Council Highways: 0300 111 8000 highways@staffordshire.gov.uk</p> <p>Department for Transport: https://www.gov.uk/government/organisations/department-for-transport</p> <p>Department for Transport Good Practice Guidelines: Delivering Travel Plans Through the Planning Process (April 2009). Department for Transport: Making Residential Travel Plans Work (2007)</p>
29	Tree Survey / Assessment	National Planning Policy Framework paragraph 170	Any application where there are trees on the application site or on land adjacent to it (including street trees) that could be affected by or influence the development	<p>Information must be provided that details which trees are to be retained and how they will be protected during construction works.</p> <p>Full guidance on the survey information, tree protection plan, method statement and other information that should be provided with an application is set out in the current British Standard 5837 'Trees in relation to design, demolition and construction –</p>

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	Tree Survey / Assessment Continued			<p>Recommendations'. Using the methodology set out in the British Standard will help to ensure that development is suitably integrated with trees and that potential conflicts are avoided. The information should be prepared by a suitably qualified and experienced arboriculturalist.</p> <p>Further Advice Stafford Borough Council Tree Officer: 01785 619 539</p>
30	Ventilation / Extraction Statement	<p>Noise Policy Statement for England March 2010</p> <p>National Planning Policy Framework paragraphs 170, 180</p> <p>Plan for Stafford Borough: Policy N1</p>	<p>All applications for the use of premises for the purposes within use classes:</p> <p>A3 (restaurants and cafes – use for the sale of food and drink for consumption on the premises)</p> <p>A4 (drinking establishments: public house, wine-bar or other drinking establishment)</p> <p>A5 (hot food takeaways – use for the sale of hot food for consumption off the premises)</p> <p>B2 (general industrial)</p>	<p>The statement for the method of ventilation / extraction must include:</p> <ul style="list-style-type: none"> • Elevations to show position, location and height (if external) • Proposed external finishes and fixings • Manufacturers specifications, including maintenance requirements • Silencing arrangements • Means of vibration isolation • Extraction fan acoustic performance, including noise emissions of sound power, and sound pressure levels, and narrow band and / or one third octave band frequency spectra • Predicted odour and / or particulate concentration <p>Further Advice Stafford Borough Council Environmental and Health Services: 01785 619 402</p> <p>Guidance on the Control of Odour and noise from Commercial Kitchen Exhaust Systems (DEFRA) January 2005 amended 05/09/2018 by update to the 2004 report prepared by NETCEN for the Department for Environment, Food and Rural Affairs.</p>

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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	<p>The assessment should be based on an 'open book' approach and include the following:</p> <ul style="list-style-type: none"> • Purchase cost of the application site and when it was purchased • Detailed cost of construction, including any abnormals and off site infrastructure • Predicted sale value / income from the finished site • Cost of Section 106 including affordable housing costs • % profit on cost both with and without the full Section 106 obligations <p>Further Advice Stafford Borough Council Development Management: 01785 619 337</p>
32	Water Quality Statement	<p>National Planning Policy Framework paragraph 170 Plan for Stafford Borough: Policy N1, N2</p> <p>Habitat Directive 92/43/EEC – Conservation of Natural Habitats of Wild Fauna and Flora</p> <p>EU Water Framework Directive Habitat Regulations 2012</p>	All planning applications likely to have a detrimental impact on water quality	<p>The statement must explain how the development will not have a detrimental impact on water quality, either directly through pollution of surface water or indirectly through overloading of Wastewater Treatment Works.</p> <p>Further site specific analysis of any development proposals located in proximity or upstream of environmental significant sites, including Sites of Special Scientific Interest (SSSIs) and European Sites, will be required to demonstrate that the development will not have an adverse effect on environmentally significant sites.</p> <p>Further Advice Section 4.3 of the Southern Staffordshire Outline Water Cycle Study and the Strategic Flood Risk Assessment update 2014</p>

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Annex

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 2 copies of each document.

Type of Information	What you need to do	Have you done this? (Yes, No or Not Applicable)
Application form	Complete all sections	
	Accurately describe what you are applying for	
	Complete the Declaration	
Certificates	Complete Certificate A if you are the owner of the land	
	Complete Certificate B and Notice 1 if someone else owns all or part of the land	
	Complete the Agricultural Holdings certificate	
Fee	Pay £206 to Stafford Borough Council (unless an exemption applies – see our Fees guide for more information)	
Location Plan	Use a scale of 1:1250 or 1:2500	
	Make sure it's up to date, if it's Ordnance Survey based it must display a copyright license	
	Draw a red line around the edge of all the land affected by the development (including access)	
	Draw a blue edge around all other land that you own	
Site/Block Plan	Use a scale of 1:100, 1:200 or 1:500	
	Make sure the direction of North is shown	
	Show the development in relation to property boundaries	
	Show the car parking layout, if this is new or changes to what's there now	

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	Show any trees within the site boundary or next to it	
Floor Plans	Use a scale of 1:100 or 1:50	
	Include existing plans and what it proposed. Full existing and proposed plans are needed for applications outside of the settlement boundaries.	
	If existing car parking is affected, full floor plans of the whole property need to be shown	
Elevations	Use a scale of 1:100 or 1:50	
	Include all the elevations (sides) of what you want to do	
	Include what the elevations look like now and what is proposed	
Flood Risk Assessment	Include an assessment if the property is within Flood Zone 2 or 3	
	Complete the Environment Agency template: www.environment-agency.gov.uk	
Ecological Report	Include a report on bats if a building likely to house bats is going to be demolished or a tree likely to provide foraging for bats is to be removed	
	Include a report on Great Crested Newts if ponds are involved	
Trees	Information is needed where there are trees on the application site or on land adjacent to it (including street trees) that could be affected by or that influence the development. The information that must be provided should detail which trees are to be retained and how they will be protected during construction works, in accordance with British Standard 5837 'Trees in	

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	relation to design, demolition and construction – Recommendations’. The information should be prepared by a suitably qualified and experienced arboriculturalist (tree specialist)	
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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