Redditch Borough Council

Planning Services

Local Validation Checklist

Advice and guidance on compiling and submitting planning and other related applications for the development or change of use of land

Revised and Adopted 1st September 2009

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Please note that all contact details and web links were correct at publication. Redditch Borough Council takes no responsibility for any that become incorrect over time.

Section 1: Introduction and purpose of document

Following changes to planning legislation in April 2008 a national checklist was created to ensure that all planning applicants knew what information they would need to provide when submitting their applications to the local authority. These planning criteria were embedded into the Town and Country Planning (General Development Procedure) Order 1995 (as amended). Other explanatory and supporting information on the changes in the planning process can be found in circular 02/2008 (see reference list at the end of this document for details of where to find any supplementary documents).

Within these changes, there is also an opportunity for Local Planning Authorities (LPAs), such as Redditch Borough Council, to set their own local lists of requirements for validating applications to help applicants demonstrate that their development complies with planning policies.

The intention of the checklist is to make the planning process more transparent, and allow applicants and agents to check what information will be required in support of their applications. Applications will not be validated and registered until all the requirements of both the national **and** local checklists have been received. Applicants and agents should therefore be aware that if they have provided insufficient information, they will be asked for the remaining information prior to their application being registered. This should limit the number of times further information will be requested from the local authority in order to complete an application, thereby reducing delays in the application process.

The national checklist mainly refers to the plans required, but also reflects the requirement for a Design and Access Statement to accompany all applications, except those proposing only a change of use and no physical alterations; householder applications where the dwelling is neither statutorily listed nor in a Conservation Area and; applications for Lawful Development Certificates.

This document represents the local validation checklist for Redditch Borough. It has been organised into application type and provides a list of references for further information and guidance. It sets out the national requirements for different types of applications followed by the local requirements. There is also guidance on how to prepare supporting statements as well as a final checklist to ensure that each application is ready to be submitted

Where there are any queries or doubts regarding the requirements, or whether planning permission is required, applicants or their agents are recommended to contact the Development Control Team at the Council to clarify their position prior to submitting an application. (Contact details can be found in the reference section below.)

Section 2: National validation requirements

The following list details the national requirements for all types of planning applications. (See reference list for a link to the full version).

Application for planning permission (including householder consent)

A valid application for planning permission (including householder consent) would consist of:–

(a) an application which complies with article 4E of the GDPO therefore:–
– is in writing (paper or electronic application), on a form published by the Secretary of State;
– includes the particulars specified or referred to in the form;
– is accompanied by a plan which identifies the land and any other plans and drawings necessary (drawn to an identified scale, with North marked on all plans); and
– three copies of the form and accompanying documents (or fewer copies if the local planning authority so indicates, or no copies if application is made electronically);

(b) the Ownership Certificate as required by Article 7 of the GDPO;

(c) the Agricultural Holdings Certificate as required by Article 7 of the GDPO;

(d) Design and Access Statement (if required);

(e) the particulars or evidence required by the authority under section 62(3) of the Town and Country Planning Act 1990 where these requirements have been published in advance of the application being made; and

(f) the appropriate fee.

Application for approval of reserved matters

A valid application for approval of reserved matters would consist of:–

(a) an application which complies with the requirements of Article 4 (approval of reserved matters) of the GDPO, and therefore:–
– is in writing (paper or electronic application) on a form published by the Secretary of State;
– contains sufficient information to enable the authority to identify the related outline planning permission;
– includes such particulars and such plans and drawings as are necessary for assessment of the reserved matters; and
– three copies of the form and accompanying documents (or fewer copies if the local planning authority so indicates, or no copies if application is made electronically); and

(b) the appropriate fee.

Application for listed building consent or Conservation Area consent

A valid application for listed building consent or conservation area consent would consist of:–

(a) an application which complies with Regulation 3(1) of the Planning (Listed Building and Conservation Areas) Regulations 1990 and therefore:–

– is in writing (paper or electronic application), on a form published by the Secretary of State;

– includes the particulars specified or referred to in the form;

– is accompanied by such plans, drawings and information as are necessary to describe the proposal (drawn to an identified metric scale, with North marked on all plans); and

– three copies of the form and accompanying documents (or fewer copies if the local planning authority so indicates, or no copies if application is made electronically);

(b) the Ownership Certificate as required by Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990;

(c) the Design and Access Statement (if required); and

(d) the particulars or evidence required by the local planning authority under section 10(2) of the Planning (Listed Buildings and Conservation Areas) Act 1990 where these requirements have been published in advance of the application being made.

Application for advertisement consent

A valid application for advertisement consent would consist of:–

(a) an application which complies with Regulation 9 of the Town and Country
Planning (Control of Advertisements) (England) Regulations 2007 and therefore:

– is in writing (paper or electronic application), on a form published by the Secretary of State;

– includes the particulars specified in the form;

– is accompanied by a plan which identifies the land to which the application relates drawn to an identified scale, identifies the location of the site by reference to at least two named roads, identifies the proposed position of the advertisement and shows the direction of North;

– three copies of the form and plan (or fewer copies if the local planning authority so indicates, or no copies if application is made electronically); and

(b) the appropriate fee.

Application for a lawful development certificate

Article 24 of the GDPO states that an application for a certificate under section 191(1) or 192(1) shall:–

(a) be in writing (paper or electronic application), on a form published by the Secretary of State (or a form to substantially the same effect);
(b) include the particulars specified or referred to in that form;
(c) be accompanied by:–
(i) a plan drawn to an identified scale and showing the direction North, identifying the land to which the application relates;
(ii) such evidence verifying the information included in the application as the applicant can provide;
(iii) a statement setting out the applicant's interest in the land, the name and address of any other person known to the applicant to have an interest in the land and whether any such other person has been notified of the application; and
(iv) the appropriate fee.

Where an application for a certificate under section 192(1) of the Town and Country Planning Act 1990 is made in respect of Crown land, it shall, in addition to the documents required by paragraph (2), be accompanied by:–

(a) a statement that the application is made in respect of Crown land; and
(b) where the application is made by a person authorised in writing by the appropriate authority, a copy of that authorisation.

Article 24(7) of the GDPO gives the local planning authority power by notice in writing to require the applicant to provide such further information as may be specified to enable the authority to deal with the application.

Application for prior approval – Part 6 (agricultural buildings and extensions) of Schedule 2 of the GPDO

Paragraph A2(2)(ii) states that the application for prior approval shall be accompanied by:–

(a) a written description of the proposed development and the materials to be used;
(b) a plan indicating the site; and
(c) the appropriate fee.

Development may be undertaken if no notice of the local planning authority's decision is given within 28 days following the date of receiving the application.

Application for prior approval – Part 24 (development by telecommunications code system operators) of Schedule 2 of the GPDO

Paragraph A3(4) of the GPDO states that an application for prior approval shall be accompanied by:–

(a) a written description of the proposed development;
(b) a plan indicating the proposed location;
(c) the appropriate fee;
(d) where A3(1) applies, evidence that the requirements of that paragraph have been satisfied; and
(e) where A3(2) applies, evidence that the Civil Aviation Authority or the Secretary of State for Defence or the aerodrome operator (as the case may be) has been notified of the proposal.

Development may be undertaken if no notice of the local planning authority's decision is given within 56 days following the date of receipt of the application.

Application for prior approval – Part 31 (demolition of buildings) of Schedule 2 of the GPDO

Paragraph A2(b)(ii) of the GPDO states that an application for prior approval shall be accompanied by:–

(a) a written description of the proposed development;
(b) a statement that a notice has been posted in accordance with subparagraph (iii); and
(c) the appropriate fee.

Development may be undertaken if no notice of the local planning authority's decision is given within 28 days following the date of receiving the application.

Application for removal or variation of a condition following grant of planning permission (Section 73 or 73a of the Town and Country Planning Act 1990)

A valid application for removal of a condition following the grant of planning permission would consist of:–

(a) an application which complies with article 4E of the GDPO and therefore:–
  – is in writing (paper or electronic application), on a form published by the Secretary of State;
  – includes the particulars specified or referred to in the form;
(b) the Ownership Certificate as required by Article 7 of the GDPO;
(c) the Agricultural Holdings Certificate as required by Article 7 of the GDPO;
(d) the Design and Access Statement (if required);
(e) the particulars or evidence required by the authority under section 62(3) of the Town and Country Planning Act 1990 where these requirements have been published in advance of the application being made; and
(f) the appropriate fee.

Section 3: Redditch Borough Council Planning Local Validation Checklists

The document now refers to the local requirements set by Redditch Borough Council for submission and validation of planning applications. These checklists are listed by application type. Applicants need only refer to the relevant list for their proposed development.

Householder application for planning permission for works or extension to a dwelling

- ☐ Where the proposed development is for an extension to a dwelling, a plan of a recognised metric scale showing the dwelling and its neighbours, and depicting a 45º and 60º line demonstrating compliance or otherwise with the adopted SPG – Encouraging Good Design. If the proposal does not fall within the line shown, a justification of the proposed development should be provided stating why the applicant believes the proposal not to be harmful to amenity.

- ☐ Where the proposal includes additional bedrooms, or alterations to the existing car parking layout/provision and/or access, a site layout plan of a recognised metric scale of at least 1:500 showing the parking provision for the dwelling following implementation of the proposed development. For current parking standards, refer to the Development Plan.

- ☐ Where there are specific personal circumstances which the development is intended to accommodate, a planning statement detailing such requirements and how the proposal would meet these.

- ☐ Climate change statement (see guidance below).

- ☐ Where a tree protected by a TPO (Tree Preservation Order) lies within 10m of the proposed development, a statement detailing how any impacts would be minimised and any protection measures proposed.

- ☐ Where a site lies outside a defined settlement, an assessment of the impact of the proposal on the landscape in which it sits.

Householder application for planning permission for works or extension to a dwelling and Conservation Area consent for demolition in a Conservation Area

- ☐ Where the proposed development is for an extension to a dwelling, a plan of a recognised metric scale showing the dwelling and its neighbours, and depicting a 45º and 60º line demonstrating compliance or otherwise with the adopted SPG – Encouraging Good Design. If the proposal does not fall within the line shown, a justification of the proposed development should be provided stating why the applicant believes the proposal not to be harmful to amenity.

- ☐ Where the proposal includes additional bedrooms, or alterations to the existing car parking layout/provision and/or access, a site layout plan of a recognised metric scale of at least 1:500 showing the parking provision for the dwelling following implementation of the proposed development. For current parking standards, refer to the Development Plan.

- ☐ Where there are specific personal circumstances which the development is intended to accommodate, a planning statement detailing such requirements and how the proposal would meet these.

- ☐ Climate change statement (see guidance below).

- ☐ Where a tree protected by a TPO (Tree Preservation Order) lies within 10m of the proposed development, a statement detailing how any impacts would be minimised and any protection measures proposed.

- ☐ Where a site lies outside a defined settlement, an assessment of the impact of the proposal on the landscape in which it sits.

- ☐ Statement detailing the positive (or otherwise) contribution to the Conservation Area of the building(s) to be demolished, and the impact that the proposed development would have on the character and appearance of the Conservation Area.

Householder application for planning permission for works or extension to a dwelling and Listed Building consent

- ☐ Where the proposed development is for an extension to a dwelling, a plan of a recognised metric scale showing the dwelling and its neighbours, and depicting a 45º and 60º line demonstrating compliance or otherwise with the adopted SPG – Encouraging Good Design. If the proposal does not fall within the line shown, a justification of the proposed development should be provided stating why the applicant believes the proposal not to be harmful to amenity.

- ☐ Where the proposal includes additional bedrooms, or alterations to the existing car parking layout/provision and/or access, a site layout plan of a recognised metric scale of at least 1:500 showing the parking provision for the dwelling following implementation of the proposed development. For current parking standards, refer to the Development Plan.

- ☐ Where there are specific personal circumstances which the development is intended to accommodate, a planning statement detailing such requirements and how the proposal would meet these.

- ☐ Climate change statement (see guidance below).

- ☐ Where a tree protected by a TPO (Tree Preservation Order) lies within 10m of the proposed development, a statement detailing how any impacts would be minimised and any protection measures proposed.

- ☐ Where a site lies outside a defined settlement, an assessment of the impact of the proposal on the landscape in which it sits.

- ☐ Statement detailing the features of the listed building that would be altered/lost as a result of the development and the resultant impact on the historic and architectural interest of the listed building.

Application for planning permission

- ☐ Site layout plan of a recognised metric scale of at least 1:500 showing the parking provision for the dwelling following implementation of the proposed development. For current parking standards, refer to the Development Plan.

- ☐ Streetscene elevations of all road frontages as proposed, to include at least one existing feature at either side of the development boundary, to a recognised metric scale.

- ☐ For major applications (as defined in the BVPIs - where 10 or more new dwellings are proposed, or 1000m^2 of new floorspace) a planning statement (see guidance below).

- ☐ A statement outlining whether any community involvement prior to submission has occurred, and if so, details of it, the responses received and resultant impact on the development proposal submission.

- ☐ Climate change statement referring to both construction and occupation/use phases of development (see guidance below).

- ☐ Completed version of the West Midlands sustainability checklist in relation to the proposed development (see reference below).

- ☐ Statement demonstrating how the proposed development meets planning requirements of Secured by Design standards.

- ☐ For new non-residential development over 1000m^2, an economic statement (see guidance below).

- ☐ For development within defined town centres, evidence to support the proposal in terms of economic viability (see guidance below).

- ☐ For new retail development, a retail impact assessment in line with PPS6 (see reference below).

- ☐ Where a site lies within a Conservation Area, or includes a Listed Building, or is adjacent to either, a Heritage statement (see guidance below).

- ☐ For sites which include designated primarily open space or green belt, or are located within open countryside, a biodiversity survey and report (see guidance below).

- ☐ On sites which are not wholly within a defined settlement, a landscape assessment detailing the impact of the development on its surroundings and landscaping details (see guidance below).

- ☐ On sites where schools, hospitals or residential development are proposed, a preliminary contaminated land risk assessment (see guidance below).

- ☐ Where there is no mains drainage to the site, the Environment Agency foul drainage assessment form.

- ☐ For proposals for new B2 or B8 uses, a noise impact assessment (see guidance below).

- ☐ Where proposals include industrial processes or cooking facilities (including all changes of use to A3, A4 and A5 uses), a ventilation/extraction statement detailing the methods proposed, and including elevation and floor plans showing the proposed equipment.

- ☐ For sites wholly or partly within flood zones 2 and 3, a sequential test and flood risk assessment in accordance with PPS25 (see guidance below).

- ☐ For sites wholly or partly within flood zone 1, and where drainage problems are noted in the SFRA, a flood risk assessment in accordance with PPS25 (see guidance below).

- ☐ Transport assessment (where development is greater than the size thresholds given in Policy C(T)3 of the Borough of Redditch Local Plan).

- ☐ Travel plan (where the development proposed is for 10 or more dwellings or more than 1000m^2 of floorspace of non-residential development).

- ☐ Illustration of how the proposed development would link into cycle and walking routes in close proximity to the site, annotated on a plan showing the site and environs, to a recognised metric scale.

- ☐ Where a tree protected by a TPO (Tree Preservation Order) lies within 10m of the proposed development, a statement detailing how any impacts would be minimised and any protection measures proposed.

- ☐ Where the site contains or is covered by a TPO, a tree survey including proposed protection and mitigation measures.

- ☐ For telecommunications development, all items required by the Supplementary information template completed (as set out in annex F of the Code of Best Practice on Mobile Phone Network Development).

Where the proposal is for more than 4 dwellings:

- ☐ Completed part one of the Planning Obligations Details form to be found at section 6 of this document.

- ☐ A written statement of intent to enter into a planning obligation, or a unilateral undertaking covering the necessary heads of terms.

Where the proposal is for more than 14 dwellings:

- ☐ Completed Planning Obligations Details form to be found at section six of this document.

- ☐ An open space assessment noting existing local provision, the amount required in connection with the proposed development, and proposals for achieving sufficient provision (see relevant SPD).

- ☐ A statement relating to the provision of affordable housing on the site and the progress that has been made towards partnership working with a Registered Social Landlord (RSL).

Application for outline planning permission with some matters reserved

- ☐ Where layout is not reserved, a site layout plan of a recognised metric scale of at least 1:500 showing the parking provision for the dwelling following implementation of the proposed development. For current parking standards, refer to the Development Plan.

- ☐ Where appearance is not reserved, streetscene elevations of all road frontages as proposed, to include at least one existing feature at either side of the development boundary, to a recognised metric scale.

- ☐ For major applications (as defined in the BVPIs - where 10 or more new dwellings are proposed, or 1000m^2 of new floorspace) a planning statement (see guidance below).

- ☐ A statement outlining whether any community involvement prior to submission has occurred, and if so, details of it, the responses received and resultant impact on the development proposal submission.

- ☐ Climate change statement referring to both construction and occupation/use phases of development (see guidance below).

- ☐ Completed version of the West Midlands sustainability checklist in relation to the proposed development (see reference below).

- ☐ Statement demonstrating how the proposed development meets planning requirements of Secured by Design standards.

- ☐ For new non-residential development over 1000m^2, an economic statement (see guidance below).

- ☐ For development within defined town centres, evidence to support the proposal in terms of economic viability (see guidance below).

- ☐ For new retail development, a retail impact assessment in line with PPS6 (see reference below).

- ☐ Where a site lies within a Conservation Area, or includes a Listed Building, or is adjacent to either, a Heritage statement (see guidance below).

- ☐ For sites which include designated primarily open space or green belt, or are located within open countryside, a biodiversity survey and report (see guidance below).

- ☐ Where landscaping and/or appearance is not reserved, on sites which are not wholly within a defined settlement, a landscape assessment detailing the impact of the development on its surroundings and landscaping details (see guidance below).

- ☐ On sites where schools, hospitals or residential development are proposed, a preliminary contaminated land risk assessment (see guidance below).

- ☐ Where there is no mains drainage to the site, the Environment Agency foul drainage assessment form.

- ☐ For proposals for new B2 or B8 uses, a noise impact assessment (see guidance below).

- ☐ Where design and appearance are not reserved and proposals include industrial processes or cooking facilities (including all changes of use to A3, A4 and A5 uses), a ventilation/extraction statement detailing the methods proposed, and including elevation and floor plans showing the proposed equipment.

- ☐ For sites wholly or partly within flood zones 2 and 3, a sequential test and flood risk assessment in accordance with PPS25 (see guidance below).

- ☐ For sites wholly or partly within flood zone 1, and where drainage problems are noted in the SFRA, a flood risk assessment in accordance with PPS25 (see guidance below).

- ☐ Transport assessment (where development is greater than the size thresholds given in Policy C(T)3 of the Borough of Redditch Local Plan).

- ☐ Travel plan (where the development proposed is for 10 or more dwellings or more than 1000m^2 of floorspace of non-residential development).

- ☐ Illustration of how the proposed development would link into cycle and walking routes in close proximity to the site, annotated on a plan showing the site and environs, to a recognised metric scale.

- ☐ Where a tree protected by a TPO (Tree Preservation Order) lies within 10m of the proposed development, a statement detailing how any impacts would be minimised and any protection measures proposed.

- ☐ Where the site contains or is covered by a TPO, a tree survey including proposed protection and mitigation measures.

Where the proposal is for more than four dwellings:

- ☐ Completed part one of the Planning Obligations Details form to be found at section 6 of this document.

- ☐ A written statement of intent to enter into a planning obligation, or a unilateral undertaking covering the necessary heads of terms.

Where the proposal is for more than 14 dwellings:

- ☐ Completed Planning Obligations Details form to be found at section six of this document.

- ☐ An open space assessment noting existing local provision, the amount required in connection with the proposed development, and proposals for achieving sufficient provision (see relevant SPD).

- ☐ A statement relating to the provision of affordable housing on the site and the progress that has been made towards partnership working with a Registered Social Landlord (RSL).

Application for outline planning permission with all matters reserved

- ☐ For major applications (as defined in the BVPIs - where 10 or more new dwellings are proposed, or 1000m^2 of new floorspace) a planning statement (see guidance below).

- ☐ A statement outlining whether any community involvement prior to submission has occurred, and if so, details of it, the responses received and resultant impact on the development proposal submission.

- ☐ Climate change statement referring to both construction and occupation/use phases of development (see guidance below).

- ☐ Completed version of the West Midlands sustainability checklist in relation to the proposed development (see reference below) where possible.

- ☐ Statement of intent that the future detailed proposed will meet planning requirements of Secured by Design standards.

- ☐ For new non-residential development over 1000m^2, an economic statement (see guidance below).

- ☐ For development within defined town centres, evidence to support the proposal in terms of economic viability (see guidance below).

- ☐ For new retail development, a retail impact assessment in line with PPS6 (see reference below).

- ☐ Where a site lies within a Conservation Area, or includes a Listed Building, or is adjacent to either, a heritage statement (see guidance below).

- ☐ For sites which include designated primarily open space or green belt, or are located within open countryside, a biodiversity survey and report (see guidance below).

- ☐ On sites where schools, hospitals or residential development are proposed, a preliminary contaminated land risk assessment (see guidance below).

- ☐ Where there is no mains drainage to the site, the Environment Agency foul drainage assessment form.

- ☐ For proposals for new B2 or B8 uses, a noise impact assessment (see guidance below).

- ☐ For sites wholly or partly within flood zones 2 and 3, a sequential test and flood risk assessment in accordance with PPS25 (see guidance below).

- ☐ For sites wholly or partly within flood zone 1, and where drainage problems are noted in the SFRA, a flood risk assessment in accordance with PPS25 (see guidance below).

- ☐ Transport assessment (where development is greater than the size thresholds given in Policy C(T)3 of the Borough of Redditch Local Plan).

- ☐ Travel plan (where the development proposed is for 10 or more dwellings or more than 1000m^2 of floorspace of non-residential development).

- ☐ Illustration of how the proposed development would link into cycle and walking routes in close proximity to the site, annotated on a plan showing the site and environs, to a recognised metric scale.

- ☐ Where a tree protected by a TPO (Tree Preservation Order) lies within 10m of the proposed development, a statement detailing how any impacts would be minimised and any protection measures proposed.

- ☐ Where the site contains or is covered by a TPO, a tree survey including proposed protection and mitigation measures.

Where the proposal is for more than four dwellings:

- ☐ Completed part one of the Planning Obligations Details form to be found at section six of this document.

- ☐ A written statement of intent to enter into a planning obligation, or a unilateral undertaking covering the necessary heads of terms.

Where the proposal is for more than 14 dwellings:

- ☐ Completed Planning Obligations Details form to be found at section six of this document.

- ☐ An open space assessment noting existing local provision, the amount required in connection with the proposed development, and proposals for achieving sufficient provision (see relevant SPD).

- ☐ A statement relating to the provision of affordable housing on the site and the progress that has been made towards partnership working with a Registered Social Landlord (RSL).

Application for planning permission and Conservation Area consent for demolition

Requirements as for planning permission, and in addition:

- ☐ Statement detailing the positive (or otherwise) contribution to the Conservation Area of the building(s) to be demolished, and the impact that the proposed development would have on the character and appearance of the Conservation Area.

- ☐ Site waste management plan.

- ☐ Statement detailing the method of removal and disposal of materials from the site.

Application for planning permission and Listed Building consent

Requirements as for planning permission, and in addition:

- ☐ Statement detailing the features of the listed building that would be altered/lost as a result of the development and the resultant impact on the historic and architectural interest of the listed building.

- ☐ Site waste management plan.

- ☐ Materials schedule to include colour, texture and dimensions of all proposed materials.

Application for planning permission and advertisement consent

Requirements as for planning permission, and in addition:

- ☐ Plan to a recognised metric scale with all highways from which the proposed advertisements would be visible to be annotated.

- ☐ Assessment of impacts of proposal on amenity and safety (see PPG19).

- ☐ Where illumination is proposed, plans, to a recognised metric scale, showing the design appearance and location of the lighting.

Conservation Area consent for demolition in a Conservation Area

- ☐ Statement detailing the positive (or otherwise) contribution to the Conservation Area of the building(s) to be demolished, and the impact that the proposed development would have on the character and appearance of the Conservation Area.

- ☐ Site waste management plan.

- ☐ Statement detailing the method of removal and disposal of materials from the site.

- ☐ Where the building(s) to be demolished is known, or likely, to have protected species roosting in it, a survey and mitigation measures for the loss of habitat.

- ☐ Planning statement assessing need and motivations for proposals, and impact once completed.

- ☐ Where a tree protected by a TPO (Tree Preservation Order) lies within 10m of the proposed development, a statement detailing how any impacts would be minimised and any protection measures proposed.

Listed Building consent for alterations, extension or demolition of a listed building

- ☐ Streetscene elevations of all road frontages as proposed, to include at least one existing feature at either side of the development boundary, to a recognised metric scale.

- ☐ A statement outlining whether any community involvement prior to submission has occurred, and if so, details of it, the responses received and resultant impact on the development proposal submission.

- ☐ Climate change statement (see guidance below).

- ☐ Heritage statement (see guidance below).

- ☐ Statement demonstrating how proposed development meets the requirements of Secured by Design standards.

- ☐ Where a tree protected by a TPO (Tree Preservation Order) lies within 10m of the proposed development, a statement detailing how any impacts would be minimised and any protection measures proposed.

- ☐ Where proposals include industrial processes or cooking facilities (including all changes of use to A3, A4 and A5 uses), a ventilation/extraction statement detailing the methods proposed, and including elevation and floor plans showing the proposed equipment.

- ☐ For sites wholly or partly within flood zones 2 and 3, a sequential test and flood risk assessment in accordance with PPS25 (see guidance below).

- ☐ For sites wholly or partly within flood zone 1, and where drainage problems are noted in the SFRA, a flood risk assessment in accordance with PPS25 (see guidance below).

- ☐ Site waste management plan.

- ☐ Statement detailing the method of removal and disposal of materials from the site.

Application for advertisement consent

- ☐ Plan to a recognised metric scale with all highways from which the proposed advertisements would be visible to be annotated.

- ☐ Assessment of impacts of proposal on amenity and safety (see PPG19).

- ☐ Where illumination is proposed, plans, to a recognised metric scale, showing the design appearance and location of the lighting.

Listed Building consent for alterations, extension or demolition of a listed building and advertisement consent

- ☐ Streetscene elevations of all road frontages as proposed, to include at least one existing feature at either side of the development boundary, to a recognised metric scale.

- ☐ A statement outlining whether any community involvement prior to submission has occurred, and if so, details of it, the responses received and resultant impact on the development proposal submission.

- ☐ Climate change statement (see guidance below).

- ☐ Heritage statement (see guidance below).

- ☐ Statement demonstrating how proposed development meets the requirements of Secured by Design standards.

- ☐ Where a tree protected by a TPO (Tree Preservation Order) lies within 10m of the proposed development, a statement detailing how any impacts would be minimised and any protection measures proposed.

- ☐ Where proposals include industrial processes or cooking facilities (including all changes of use to A3, A4 and A5 uses), a ventilation/extraction statement detailing the methods proposed, and including elevation and floor plans showing the proposed equipment.

- ☐ For sites wholly or partly within flood zones 2 and 3, a sequential test and flood risk assessment in accordance with PPS25 (see guidance below).

- ☐ For sites wholly or partly within flood zone 1, and where drainage problems are noted in the SFRA, a flood risk assessment in accordance with PPS25 (see guidance below).

- ☐ Site waste management plan.

- ☐ Statement detailing the method of removal and disposal of materials from the site.

- ☐ Plan to a recognised metric scale with all highways from which the proposed advertisements would be visible to be annotated.

- ☐ Assessment of impacts of proposal on amenity and safety (see PPG19).

- ☐ Where illumination is proposed, plans, to a recognised metric scale, showing the design appearance and location of the lighting.

Application for a Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition

- ☐ Copies of all relevant planning history decision notices, plans and committee reports relating to the site and its previously authorised uses.
- ☐ Proof of existence and length of time of operation.
- ☐ Plans, to a recognised metric scale, annotated to show which uses/operations are sought in which parts of the site.
- ☐ Dated photographs demonstrating the continuous use/operation for a period of at least ten years.
- ☐ Statement giving details and legal proof of use/operation specific to the site, to explain and support the application for a certificate.
- ☐ Where possible, sworn statements from at least two third parties corroborating the evidence submitted**.**

Application for a Lawful Development Certificate for a proposed use or development

- ☐ Relevant extract from GPDO.
- ☐ Clear statement of how proposal meets all criteria in the relevant extract of the legislation.
- ☐ Relevant plans (including elevations) to a recognised metric scale of existing and proposed situations on the whole site.

Application for prior notification of proposed agricultural development – proposed building

- ☐ Floor and elevation plans of existing and proposed situations to a recognised metric scale, and including annotations relating to uses.
- ☐ Landscape assessment (see guidance below).

Application for prior notification of proposed agricultural development - proposed road

- ☐ Planning statement.
- ☐ Landscape assessment (see guidance below).

Application for prior notification of proposed agricultural development - proposed excavation/deposit of waste material from the farm

- ☐ Planning statement.
- ☐ Landscape assessment.
- ☐ Site waste management plan.

Application for prior notification of proposed agricultural development - proposed fish tank

- ☐ Planning statement.
- ☐ Site waste management plan.

Application for prior notification of proposed development in respect of permitted development by electronic communications code operators

- ☐ Supplementary information template completed (as set out in annex F of the Code of Best Practice on Mobile Phone Network Development).

- ☐ Coverage plots showing existing coverage, coverage from proposed installation and complete coverage projected once proposed installation in place.

- ☐ Photograph of similar installation, with note of where taken, for illustrative purposes only.

Application for Hedgerow Removal Notice

- ☐ Arboricultural statement.
- ☐ Biodiversity survey and report.
- ☐ Landscape assessment.

Application for prior notification – proposed demolition

- ☐ Biodiversity report.
- ☐ Landscape assessment.
- ☐ Planning statement.
- ☐ Arboricultural survey and any necessary mitigation measures.
- ☐ Statement demonstrating how proposed development meets planning requirements of Secured by Design standards.

Application for approval of reserved matters following outline approval

- ☐ For sites which include designated primarily open space or green belt, or are located within open countryside, a biodiversity survey and report (see guidance below) if more than 12 months since outline approved.

- ☐ For sites wholly or partly within flood zones 2 and 3, a sequential test and flood risk assessment in accordance with PPS25 (see guidance below).

- ☐ For sites wholly or partly within flood zone 1, and where drainage problems are noted in the SFRA, a flood risk assessment in accordance with PPS25 (see guidance below).

- ☐ Transport assessment (where development is greater than the size thresholds given in Policy C(T)3 of the Borough of Redditch Local Plan) unless this has been provided and agreed previously (e.g. in the outline or another reserved matters application).

- ☐ Travel plan (where the development proposed is for 10 or more dwellings or more than 1000m^2 of floorspace of non-residential development) unless this has been provided and agreed previously (e.g. in the outline or another reserved matters application).

- ☐ Climate change statement referring to both construction and occupation/use phases of development (see guidance below), unless only access is for consideration.

- ☐ Illustration of how the proposed development would link into cycle and walking routes in close proximity to the site, annotated on a plan showing the site and environs, to a recognised metric scale.

- ☐ All information required pre-commencement by condition attached to outline consent.

If layout is for consideration:

- ☐ Site layout plan of a recognised metric scale of at least 1:500 showing the parking provision for the dwelling following implementation of the proposed development. For current parking standards, refer to the Development Plan.

If appearance is for consideration:

- ☐ Streetscene elevations of all road frontages as proposed, to include at least one existing feature at either side of the development boundary, to a recognised metric scale.

- ☐ Where proposals include industrial processes or cooking facilities (including all changes of use to A3, A4 and A5 uses), a ventilation/extraction statement detailing the methods proposed, and including elevation and floor plans showing the proposed equipment.

- ☐ Completed version of the West Midlands sustainability checklist in relation to the proposed development (see reference below).

If layout or appearance is for consideration:

- ☐ Where a site lies within a Conservation Area, or includes a Listed Building, or is adjacent to either, a heritage statement (see guidance below).

If landscape, appearance, scale or layout is for consideration:

- ☐ On sites which are not wholly within a defined settlement, a landscape assessment detailing the impact of the development on its surroundings and landscaping details (see guidance below).

- ☐ Statement demonstrating how the proposed development meets planning requirements of Secured by Design standards.

Application for removal or variation of a condition following grant of planning permission (Section 73 of the Town and Country Planning Act 1990)

- ☐ Planning statement explaining the reason for requesting the amendment to the original consent. If variation rather than removal, state what is requested instead. Consideration of how this complies with the planning policy framework should also be included.

- ☐ Floor and elevation plans to a recognised metric scale where the amended or removed condition would result in changes to them.

Application for approval of details reserved by condition

- ☐ Statement detailing information required by the condition, and how it complies with relevant planning policy framework.

- ☐ Site plan to recognised metric scale, and if appropriate, denoting area of site to which proposal is relevant.

Section 4: List of reference materials

❖ For the national validation requirements, see Circular 02/2008 (Standard application form and validation) available via the Communities and Local Government website or directly at:

http://www.communities.gov.uk/documents/planningandbuilding/pdf/circularstandardvalidation.pdf

❖ Planning portal is the website where applications can be made electronically, and the source for forms if you prefer to print them off and send them in. It is available at:

http://www.planningportal.gov.uk/england/genpub/en/

❖ For further information on the West Midlands Sustainability Checklist see:

www.checklistwestmidlands.co.uk

❖ For national planning guidance, see the Department of Communities and Local Government Planning website:

http://www.communities.gov.uk/planningandbuilding/planning/

❖ For regional planning guidance, see the West Midlands Regional Assembly website:

www.wmra.gov.uk

❖ For planning guidance documents specific to Redditch Borough Council, including the Borough of Redditch Local Plan No.3 and SPDs (Supplementary Planning Documents) as well as emerging policy documents, see the Council website at:

http://redditch.whub.org.uk/home/rbc-planning-services-development_plans_team

NB The proposals map is also available on the website, and thus any site specific designations can be checked in this way.

❖ Another circular that may be of relevance:

Circular 04/2008 (Planning related fees):

http://www.communities.gov.uk/documents/planningandbuilding/pdf/10.pdf

❖ Design and access statements

The headings to be covered in these statements are as follows:

- Use
- Amount
- Layout
- Scale
- Landscaping
- Appearance
- Access

CABE publish a guide called 'Design and access statements: how to write, read and use them', which can be downloaded from their website. On the inside of the back cover there is a useful summary sheet of what should be covered under each of these headings.

http://www.cabe.org.uk/default.aspx?contentitemid=1334&field=browse_subject&term=Planning%20policy&type=2

or, to go direct to the pdf document follow this link:

http://www.cabe.org.uk/files/design-and-access-statements.pdf

❖ The Environment Agency foul drainage assessment form can be found at:

http://www.environment-agency.gov.uk/static/documents/Research/foul_drainage_form_1351186.doc

❖ DCLG useful links for planning:

http://www.communities.gov.uk/planningandbuilding/planning/linksdirectory/

❖ Code of Best Practice on Mobile Phone Network Development

http://www.communities.gov.uk/documents/planningandbuilding/pdf/codemobilenetwork.pdf

❖ Environmental impact assessments (EIA)

Check the relevant regulations for the thresholds beyond which an environmental impact assessment would be required, and if in doubt, seek a screening opinion from the Local Planning Authority.

Circular 02/1999 Environmental Impact Assessment:
http://www.communities.gov.uk/documents/planningandbuilding/pdf/155958.pdf

Diagram for establishing whether an EIA is required:
http://www.communities.gov.uk/documents/planningandbuilding/pdf/147585.pdf

EIA: A guide to procedures:
http://www.communities.gov.uk/publications/planningandbuilding/environmentalimpactassessment

If an EIA is required, you should follow the advice and guidance and prepare an EIA. If you submit an application without a necessary EIA when one is needed, then your application will be delayed while the EIA is requested and compiled.

❖ For further details relating to Secured by Design or other issues relating to minimising risk and fear of crime, please make contact in the first instance with:

PC Stan Baker
Crime Risk Manager
Bromsgrove Police Station
17 The Crescent
Bromsgrove
B60 2DF

❖ For further details, or to seek further advice and guidance, please contact the Development Control Team at:

Development Control Team
Planning Services
Redditch Borough Council
Town Hall
Walter Stranz Square
Redditch
B98 8AH

(01527) 64252 ext 3399

developmentcontrol@redditchbc.gov.uk

❖ Officer advice and assistance

Should you wish to seek further advice on whether your proposal requires permission or is likely to gain consent, you should take advantage of the low cost consultation service provided by the Development Control Team. The leaflet 'Your planning services: how to make contact and what to expect' is available from reception or online at:

http://redditch.whub.org.uk/home/draft_charging_leaflet_landscape_version_ar_041208_post_exec.doc

Section 5: Guidance on the content of supporting statements

The following guidance is provided to give an indication of the type of information and detail that will be required in any supporting statements and assessments, and to point applicants and their agents in the direction of other relevant guidance that may be useful in the preparation of these statements.

Planning Statement

A planning statement is designed to provide the background information to a proposal: almost the story so far….

It should explain the reason for the proposed use on the site, and refer to relevant planning policies, explaining how the proposed development meets the policy criteria and why it should be accepted (or make a reasoned justification for the proposal if it does not meet the criteria).

It should include information relating to any future management issues on the site, and how the operation/use proposed would be run. This can include information such as internal signage within the site resulting in a one-way system for vehicles, or how parking will be managed at shift change, for example.

It should also include outline information on the type of conditions that the applicant might consider acceptable, or information that the Council could use when writing conditions, for example the hours of use proposed.

Any circumstances peculiar to the proposed development, or the applicant, that affect the proposal should also be included.

If the proposed development is quite small in scale and nature, the planning statement can also contain all or some of the other information required in the checklist, but if this is the case, it is helpful to have the document subdivided with clear headings so that the various elements are easily identified.

See also the further reference material as noted in section four.

Economic Statement

Given the current consultation draft revision of PPS4 - Planning for Prosperous Economies, advice on economic statements is likely to go out of date rapidly. Therefore, rather than provide specific guidance here, applicants are advised to look at the consultation draft of PPS4, which can be found at:

http://www.communities.gov.uk/publications/planningandbuilding/consultationeconomicpps

Alternatively, applicants can seek advice from Development Control Officers during the pre-application process.

All applicants are reminded that the point of submitting the information is to demonstrate that the proposed development complies with the relevant policy criteria, so a statement addressing this subject is always appropriate.

See also the further reference material as noted in section four.

Climate Change Statement

Given the increased focus on climate change, the Borough Council has created a separate leaflet advising householders on implementing climate change measures into their proposals. This leaflet has therefore been included here to help applicants in preparing a climate change statement.

CLIMATE CHANGE
AND YOUR HOUSEHOLDER PROPOSAL

There is now a widespread consensus that confirms accelerated climate change is happening and human activities are the principle cause. Therefore, adapting to climate change is essential to ensuring our communities remain desirable places to live and work. Most of us are already adapting to climate change due to more public awareness that has influenced our lifestyles and even our purchasing choices. However, over 40 per cent of the UK's carbon dioxide emissions (which causes climate change) actually come from the things we do everyday, such as leaving lights on unnecessarily or overfilling the kettle; these waste energy and result in carbon dioxide emissions.

The UK is now committed to reducing carbon dioxide emissions by 20 per cent by 2020. Policy B(BE).19 of the Borough of Redditch Local Plan No.3 encourages climate change measures, and emerging policies under the West Midlands Regional Spatial Strategy (Preferred Option) take the requirement for these measures a step further. Given that climate change is a current, rather than a future issue it presents us all with significant opportunities to aim towards low carbon homes.

As part of the requirements of the local validation checklist, climate change measures need to be included as part of the planning application you submit for your extension or alterations.

While there is a lot of Government climate change guidance and recommendations available, most of it relates to new residential or commercial development. However, some of these measures could easily be incorporated within the design of the extension or alteration to your home, and enables you the opportunity to reduce the impact of your proposal on the environment.

With respect to Listed Buildings, and buildings within a Conservation Area, such measures could also be adapted in traditional buildings. Guidance is available from English Heritage. www.climatechangeandyourhome.org.uk

The following measures could be included in your home improvement and could be indicated on the plans you submit to the Council or could form part of your climate change statement:-

Reduction of carbon dioxide (CO_2) into the atmosphere from the operation of a dwelling and its services such as energy use for heating, hot water and lighting. There are now lots of opportunities to generate energy without increasing carbon dioxide. Examples include solar electric (photovoltaic) energy, solar thermal energy, and micro wind generation. Permitted development rights have been relaxed to enable you to install some of these facilities without the need for planning permission, however, please check with the Council for clarification.

Limit heat loss in the building fabric - Consider suitable thermal insulation of the construction of the extension or alteration. It is now possible to reduce energy use in a building to a point where almost no energy is used to heat the building concerned. www.passivhaus.org.uk

Further advice on this matter is also available at www.energysavingtrust.org.uk and includes information on potential grants.

Internal lighting - Use fixed dedicated energy efficient internal light fittings. Lighting accounts for around 10 to15 per cent of the average electricity bill so you could save £7 a year on your bill per bulb. There are also some high tech lighting systems available now that are motion sensitive and will either dim or switch off lighting if there is no movement in the room.

External lighting – Try to aim for solar lighting. There is a growing choice of products available in shops, DIY stores and garden centres. For security lighting aim for 150 watt bulbs with a PIR (passive infra red) with daylight cut off sensors.

Daylighting - At the early stages of the design, consider the size of proposed windows and the orientation of the extension or alteration to maximise natural light into the rooms and reduce the need for energy. The quality and quantity of natural light will depend on the size and position of windows and depth and shape of the rooms.

Drying space – Most extensions may include a utility room or kitchen that may incorporate a tumble dryer. Why not consider instead a space for drying washing naturally. Examples could be an internal space in a south facing location, perhaps next to a full length window, alternatively you could incorporate a covered area outside.

Energy labelled white goods - No doubt your alteration or extension is likely to involve the purchase of white goods: the larger domestic appliances that are used daily. Aim for energy efficient appliances with an A rating. These items can enable a potential saving of approximately £35 a year on electricity bills.

Internal / external water use – Reduce the consumption of water use in the house. Due to the variability in weather patterns, increasing both the risk of flooding and extended dry spells means water consumption is likely to become an increasing problem. Therefore, practical approaches to reduce water demand are essential. Use fixed fittings to reduce water use in toilets, taps and showers (eco friendly showerheads now available). Other reduction measures could include installing grey water or rain water collection and treatment systems to serve the toilet, shower or washing machine.

Also at the design stage of your proposal consider as to whether you ***really*** need to have additional toilet or shower facilities in your home.

Environmental impact of materials – Consider the use of materials with lower environmental impacts over their lifecycle in respect to the roof, external / internal walls, floors and windows. A useful link for more information on this matter is www.bre.co.uk/envprofiles

Responsible sourcing of basic building and finishing materials – This relates to the frame of the building, construction of floors, walls, foundations, stairs, windows, external and internal doors, skirts, panelling or fascias. This is based on the Brundtland definition of sustainable development whereby "development meets the needs of the present without compromising the ability of future generations to meet their own needs".

FOREST STEWARDSHIP COUNCIL
FSC
UK Working Group

An example of this would be basic building materials with the FSC (Forest Stewardship Council) logo. The FSC enables you to buy forest products of all kinds with confidence that you are not contributing to global forest destruction. FSC certified forests are managed to ensure long term timber supplies, while protecting the environment.

Residential drives and management of surface water run off – This relates to delaying the discharge of rainfall to public sewers and watercourses that can cause localised flooding and pollution. The complete hard surfacing of a front / rear garden area with a non-porous material can cause localised flooding problems on a smaller scale.

Permitted development rights have now been amended to require planning permission for some hard surfacing at the front of the property. Therefore, porous materials such as gravel would be encouraged for drive areas. However, there are now new porous hard surfacing products available that could be used to reduce this impact.

Composting – This is the easiest, most effective and environmentally friendly way of recycling domestic organic waste. Orgainc waste in a landfill site degrades to form leachate (which can pollute water) and methane gas (which is a greenhouse gas). If the waste is composted it can be used in the garden as a conditioner and mulch as an alternative to peat-based compost.

This is only a brief guide to enable you to start thinking of ways to build what you want for your home without impacting on the environment. While some web links have been provided as part of this informnation leaflet, it is by no means an exhaustive and comprehensive list.

Any queries? Please contact:-
Development Control Team
Town Hall
Walter Stranz Square
Redditch
B98 8AH

Tel: (01527) 534062

Email:
developmentcontrol@redditchbc.gov.uk

REDDITCH BOROUGH COUNCIL
making a difference
www.redditchbc.gov.uk

For larger schemes, these same issues should be considered and addressed in the Climate Change Statement, but at a scale appropriate to the proposed development and in line with other policy guidance and industry standards such as the Code for Sustainable Homes and BREAM.

Heritage Statement

The principles of the planning system include recognising the importance of, and protecting, our heritage. This includes legislative requirements that we seek to preserve and/or enhance the character and appearance of designated Conservation Areas and that we recognise and protect the architectural and historic interest that results in buildings being included on the statutory list held by central government.

A Heritage Statement is required for the following applications:

- Listed Building Consent
- Applications within Conservation Areas
- Development affecting archaeological sites or Scheduled Ancient Monuments

A Heritage Statement should always include the following criteria, and any others relevant from the lists below:

- A design and access statement indicating if the site is within a World Heritage site or a designated conservation area, is adjacent to any scheduled ancient monument or listed building or new build development within an Area of Archaeological significance (see section four for guidance on design and access statements)
- Plans identifying both the proposed work (measured drawings of internal/external work) and historical features existing on/adjacent to the application site
- A location plan to place the building in context
- An analysis of the heritage asset and archaeology
- The history and character of the building/structure
- The principles of, and justification for, the proposed extension
- The impact on the historic environment i.e. how development would not detrimentally affect the existing building, structure or archaeological remains above or below ground
- Where significant ground disturbance occurs, a formal evaluation including trial trenching may be necessary as part of the heritage statement
- A copy of the County Historic Environment Record (HER) for the property (see below for contact details) which recognises the particular features of importance to be protected

For **Listed Building applications**, a Heritage Statement should include:

- A schedule of works to the listed building(s)
- An analysis/appraisal of the significance of archaeology, history, architecture and character of the building/structure and its relationship with the surrounding area
- The principles of, and justification for, the proposed works and their impact on the special character of the listed building or structure

- A summary of the building's setting and the setting of adjacent listed buildings may be required
- A structural survey and technical specification of the proposed works will be required in support of a Listed Building consent application

For development affecting **archaeological sites** or **Scheduled Ancient Monuments,** the heritage statement should also include:

- An archaeological appraisal of the site and surrounding area, including mitigation measures

Applicants should be aware that it is likely in these cases that a condition may be attached to any consent granted requiring that a programme of archaeological recording work and a written scheme of investigation on the site be submitted prior to the commencement of development.

For applications for **Conservation Area Consent**, a Heritage Statement should also include:

- A summary of the importance of the building and its setting within the Conservation Area, and how its loss would preserve or enhance the character and appearance of the Conservation Area

For further planning policy guidance on the historic environment, see PPG15 (Planning and the Historic Environment) and PPG 16 (Archaeology & Planning) which can be found at:

PPG15:
http://www.communities.gov.uk/documents/planningandbuilding/pdf/142838.pdf

PPG16:
http://www.communities.gov.uk/documents/planningandbuilding/pdf/156777.pdf

For applications relating to Conservation Areas, see also:

http://redditch.whub.org.uk/home/rbc-live-conservation

How to contact WCC for HER information

Worcestershire County Council hold and maintain the Historic Environment Record (HER) for the whole county, available for information purposes. For further details on any historic building, feature or site within the County, contact:

Historic Environment and Archaeology Service
Woodbury
UCW
Henwick Grove
Worcester
WR2 6AJ
Tel: (01905) 855455

Fax: (01905) 855035
e-mail: archaeology@worcestershire.gov.uk

Further details on the HER can be found at:

http://worcestershire.whub.org.uk/home/wccindex/wcc-arch/wcc-arch-about/wcc-arch-introtoher.htm

See also the further reference material as noted in section four.

Biodiversity Statement

Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on:

- Existing biodiversity interests
- A full ecological site assessment report/protected species survey detailing any potential impacts of the proposal on the wildlife and biodiversity, to be completed by qualified ecologists and using recognised survey guidelines/methods. This survey assessment must show:

    - How alternative designs or locations have been considered
    - How adverse effects will be avoided where possible
    - How unavoidable impacts will be mitigated or reduced
    - How impacts that cannot be mitigated or avoided will be compensated
    - Long term maintenance/management measures to support proposals
    - An indication of whether there will be a net gain or loss of species numbers after the development
    - Protection of species during construction

- Plans illustrating the location, details/location of any significant wildlife habitats and species protected under the wildlife and countryside act 1981, the conservation (natural habitats) regulations 1994 or the protection of badgers act 1992
- Where development may affect protected species and require derogation, developers will be expected to provide evidence to justify that derogation with the application

In addition, proposals will be encouraged that will enhance, restore or add to features or habitats used by protected species, even where there are currently no such species present on site.

An application may not be valid until survey information is gathered at an optimum time of year, as species surveys are very weather dependent. Therefore surveys should be conducted in suitable weather conditions and at an appropriate time of year.

Exceptions when a full species survey and assessment is not necessary:

- The Local Planning Authority has stated in writing, following pre-application consultations that the above survey is not required as no protected species are present.
- However, the applicant must still provide evidence that no protected species are present on site and no harm will be caused. The applicant must provide a statement identifying that they are aware that it is a criminal offence to disturb or harm protected species should they be subsequently found or disturbed.

For further information on this subject area, see PPS9 (Biodiversity & Geological Conservation) at:
http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/planningpolicystatements/planningpolicystatements/pps9

See also the further reference material as noted in section four.

Contaminated Land Risk Assessment

Some sites (especially those that have been previously developed) have the potential to be contaminated and may pose a risk to current or future site occupiers, buildings on the site and to the environment. A contaminated land assessment may therefore be required. The level of information required as part of a land contamination assessment will vary depending on the known and/or suspected levels of contamination. For example:

- Where contamination is suspected, a desktop study will be required, involving an examination of available information, a walkover survey and assessment of the risks to human health and the environment. The need for further investigation may then be determined;

- Where contamination is known to exist, in addition to a desktop study, a site investigation survey will be required incorporating a site-specific human health and environmental risk assessment with a written remediation scheme to manage identified risks. The developer shall submit a completion report validating the remediation carried out; and

- If the proposed development is situated within 250 metres of a former landfill site, there will be a requirement for specific consideration of issues with ground gas.

Comprehensive information and guidance on how to undertake a contaminated land assessment and the information that must be submitted is available in Annexe 2 (Development on Land Affected by Contamination) of PPS 23: Planning and Pollution Control.

PPS23 can be found at:

http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement23.pdf

For Annexe 2 specifically, go to:
http://www.communities.gov.uk/documents/planningandbuilding/pdf/pps2annex2.pdf

See also the further reference material as noted in section four.

Noise Assessment

Application proposals that raise issues of disturbance or are considered to be a noise sensitive development should be supported by a Noise Impact Assessment prepared by a suitably qualified acoustician. Further guidance is provided in PPG 24: Planning and Noise.

PPG24 can be found at:

http://www.communities.gov.uk/documents/planningandbuilding/pdf/156558.pdf

See also the further reference material as noted in section four.

Landscape Assessment

For larger development sites, a detailed landscape and visual impact statement will be required to accompany any planning application, whether outline or full details are submitted. This needs to demonstrate that a thorough, staged process has been followed to inform the design of the proposed development. This should include, in broad terms, a full assessment of the existing site, an analysis of the results that clearly define the constraints to developing the site, and then an assessment of the impact that the proposed development would have on these factors, which includes details of proposed mitigation and its effects.

For further, more detailed, advice applicants are advised to work with fully qualified, appropriate consultants to devise development proposals. For further detailed advice, a recommended text is noted at the end of this guidance.

It should be noted that the following advice and lists are not exhaustive, but indicative of the types of subject area which should be included in any assessment being carried out, and any other appropriate headings should also be included relating to other related elements on the site.

Stage one: Assessment of the existing site (baseline survey)

A baseline survey should be carried out to inform the entire development design process. This should be in two parts, landscape and visual elements.

1 Landscape assessment:

Desktop study

This should clearly define the area of study, and then look at appropriate issues such as landform, land cover and land use, existing built form on the site, in order to define character areas within the site. Other issues which also need examination include special values (e.g. designations, habitats present) and special interest (e.g. historic, geological etc). Perceptions of local value are also crucial considerations in the design of new large development.

Field survey

This should include full details of the existing vegetation on site, its condition and its visual impact and value. Landscape receptors (landscape elements that would be affected by development) including topographical, geological, drainage features, woodland/hedgerows, land use, boundaries, artefacts, stream corridors, built elements (not only buildings), surfacing, landscape characteristics (patterns, scenic quality, sense of place, tranquillity/wilderness elements) should all be identified and included in the baseline analysis.

Other elements that should be included within the baseline study include:

- The condition of the landscape, and the quality of its maintenance (NB poorly maintained or low quality landscapes can be highly valued).
- The potential contribution of the existing landscape elements to restoration/enhancement.

- The physical views of the public who would be affected by the proposals, to include residents, those working in the area and those travelling through, and the likely impacts of the proposed development on them.

2 Visual assessment:

An indication of the distance from the site where the views are to be considered from, with a reasoned justification as to why it has been chosen, should inform the study. This should be agreed with the LPA as early as possible within the process.

Desktop study

The nature, visual amenity and visibility of the development site need to be considered. This should include a topographical analysis. A zone of visual influence (ZVI) should be delineated and the principal viewpoints identified, as well as the sensitivity of the viewers.

Field survey

A photographic record of the site, photographs of, and from, the ZVI, and information of the landscape, land form and other influences on views should all be collated, together with any other notable elements and/or impacts.

Stage two: Analysis of existing site and definition of constraints to development

These can be presented as the findings of the first stage of the process.

These should include:

- Map showing character areas
- Photographic evidence of the appearance of the site
- Representative views
- A key issues plan
- Detailed constraints plan
- Baseline summary plan

This information should all lead to an understanding of whether the site is able to support the proposed development, through the next stages of the process.

Stage three: Assessment of impact of proposed development on site characteristics

This stage should include the identification and assessment of the landscape and visual impacts.

The baseline analysis should demonstrate the value and importance of what has been shown to exist on the site.

Enhancement potential:

- Impacts of development
- Mitigation measures

- Magnitude and significance of impacts and effects
- Residual effects and likely success of mitigation (Sources of effects, timings, land management changes)
- Identify whether effects are positive or negative, including cumulatively
- Identify whether effects are short term, long term, temporary etc
- Identify the effects of the changing patterns of use
- Cumulative impacts

Stage four: Proposed mitigation and its effect on the proposed development

Mitigation measures should include avoidance (through location and design of development), relocation, remediation and compensation. These will then inform a further assessment of whether the site can accommodate the proposed development without resulting in unacceptable harm. This should include a summary of:

- The existing land use
- The pattern and scale of the existing site and the changes proposed
- Enclosure and views
- Scope for mitigation in character with the context of the site
- Value placed on landscape
- Transient and static views
- Expectation of viewers
- Effect of season
- Scale and magnitude of effects, timing and options

Stage five: Presentation of results

This must include a clear methodology and reasoned values for the judgements within the analysis.

The findings to be presented include:

- Non-technical summary
- Objectives of the study
- Responsibilities
- Methodology
- Analysis and conclusion
- Information about the authors of the report
- Clear use of visual representation methods to demonstrate the findings (e.g. 3D visualisations, photomontages, mapping, diagrams)

A list of all documents referred to should also be appended, and should include any Local Planning Authority context documents (such as area action plans or development briefs), relevant planning policy guidance, relevant professional guidance.

Text book reference:

"Guidelines for Landscape and Visual Impact Assessment", 2nd Edition, published by Spons (ISBN 0-415-23185-X)

See also the further reference material as noted in section four.

Flood Risk Assessment (FRA)

When a FRA is needed

Where a site lies within flood zone two or three, a FRA is required to support the proposed development.

How to check whether your site lies in a flood zone one, two or three

There is a substantial quantity of advice on the Environment Agency website regarding FRAs, and when they are required and what they should include. This information can be accessed at:

http://www.environment-agency.gov.uk/research/planning/93498.aspx

For further information see PPS25 Development and Flood Risk and the Associated Practice Guide at:

http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/planningpolicystatements/planningpolicystatements/pps25/

Appendix C of the practice guide gives a form for completion and submission with applications where a FRA is required.

See also the further reference material as noted in section four.

Section 6: Planning obligations details form

This form should be submitted where indicated in the checklists at section three, and the thresholds for requiring one include:

- Development where five or more dwellings are proposed

For non-residential development proposals, advice should be sought from officers through the pre-application process on whether there are likely to be any obligations associated with the proposal.

This form should be completed as far as possible prior to the submission of an application, and then will be completed by the case officer during the application process. However, it is anticipated that where this form is required, and particularly on schemes of 15 or more dwellings, that pre-application discussions would have been held between applicants (or their agents) and Council planning case officers in order to agree these details, at least in general, prior to the submission of an application. (For more details of this service, see section four.)

GENERAL INFORMATION

Proposal: (Full/Outline/Reserved Matters)	Site Address:

Parties to agreement and representatives (including mortgagees):	
Developer to prepare first draft?	Yes **/ No** (If yes, give reason)

Developer to pay Council's legal costs for the signing of the agreement?	**Yes /** No (If no, give reason)

DEVELOPMENT WITH FIVE OR MORE DWELLINGS

Obligations

Payment of Monies?	Yes / No	**Due date**	
Education:	£		
Community Facilities (specify):	£		
Play/Sports Facilities:	£		
Highway Improvements:	£		
Other (specify):	£		
Land Transfer:	Yes / No	Description of land	Commuted sum £

DEVELOPMENT WITH 15 OR MORE DWELLINGS

Obligations

Payment of Monies?	Yes / No	**Due date**
Education:	£	
Community Facilities (specify):	£	
Play/Sports Facilities:	£	
Highway Improvements:	£	
Other (specify):	£	

Land Transfer:	Yes / No	Description of land	Commuted sum £
Social Housing :	Yes / No		
Number of units:			
On-Site/Off-Site:			
When to be provided?			
Who is to provide?			

OTHER COMMERCIAL DEVELOPMENTS

Obligations

Payment of Monies?	Yes / No	**Due date**
Education:	£	
Community Facilities (specify):	£	
Highway Improvements:	£	
Other (specify):	£	

Section 7: Final checklist to ensure that all information has been compiled ready for the submission of an application

Stage 1:

Have you identified the type of development proposed and therefore the type of application required?

Stage 2:

Have you compiled all the information and documents required under the national validation requirements for your particular application type, as set out in Section two?

Stage 3:

Have you compiled all the information and documents required under the local validation checklist for your particular application type, as set out at Section 3 above?

Stage 4:

If your development is very large (over 200 dwellings, over 0.5ha site area or over 1000m^2 of new floorspace), have you checked whether an Environmental Impact Assessment is required?

Stage 5:

If you are not submitting electronically, have you got the right number of copies of each document, plan and form?

Stage 6:

If the answer to all the questions above is yes, then submit the application to Redditch Borough Council Development Control Team.

Please note:

Submissions can be made electronically via the Planning Portal, or delivered on paper. Either way, the application forms will need to be downloaded from the Planning Portal.

NB The Climate Change guidance in section five and the form at section six can each be downloaded separately for use and reference from the Council website.