



**Worcester**  
CITY COUNCIL

# Local Validation Document

## November 2022

**Worcester City Council has produced this Local Validation Document in accordance with Planning Practice Guidance and paragraph 44 of the National Planning Policy Framework (NPPF). Paragraph 44 of the NPPF states that local planning authorities should publish a list of their information requirements for applications, which should be kept to the minimum needed to make decisions and should be reviewed at least every two years.**

Paragraph 44 states that local planning authorities should only request supporting information that is relevant, necessary, and material to the application in question. Planning Practice Guidance states that, in addition to being specified on an up-to-date local list published on the local planning authority's website, information requested with a particular planning application must be:

- Reasonable having regard to the nature and scale of the proposed development; and
- About a matter which it is reasonable to think it will be a material consideration in the determination of the application

The application fee and some of the information we require when an application is submitted are national requirements set by Government. In addition, the Government has allowed local planning authorities to set out local requirements to provide additional information in the interests of good and efficient decision making and having regard to local circumstances.

This document provides users of Worcester City Council's Development Management Service with an overview of all supporting assessments and plans required at the time of submitting a planning application (made under the Town and Country Planning Acts) to make it valid. If an application on receipt has the correct level of supporting information, then it is "valid" and it can progress towards a decision.

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# Introduction

**This document is designed to help ensure that your application is valid when we receive it and the application contains the minimum amount of information necessary to determine the application. The document relates to the current planning policies applicable to Worcester City Council and aims to explain why the relevant supporting information is necessary and what it should contain.**

The checklist is set out into two main parts:

**Part One** sets out the national list of requirements which are mandatory for all planning applications.

**Part Two** sets out Worcester City Council's local list

Above all, the checklist aims to:

- ♦ assist in ensuring that your application is valid when submitted;
- ♦ ensure that all applications can be dealt with effectively and efficiently;
- ♦ respond positively to best practice advice issued by government; and,
- ♦ ensure that Worcester City Council complies with legislation in relation to planning applications.

It is recommended that the content of technical documents supporting your application be informed by pre-application discussions with us, and by reference to our planning policies and guidance, particularly Supplementary Planning Documents.

The content and detail of the supporting information we require should be proportionate to the scale of the development. If you are in any doubt about this, please do talk to us further before preparing and submitting your application or contact the team via email at [planning@worcester.gov.uk](mailto:planning@worcester.gov.uk) If the information required is not submitted with your application, it will not be valid, and therefore will not progress towards a decision.

## Before submitting your application

**Please read this document carefully before completing your application form and submitting your application. If you intend to apply for large-scale development or for a complex proposal, or if you are in any doubt about a specific issue, you should agree these matters with us through our pre-application advice service. Information on the pre-application advice service provided by the Council is viewable at [Planning Advice - Worcester City Council](#)**

Please remember also that planning permission, listed building and advertisement consents may not be the only permissions or consents you need from Worcester City Council. Other consents include building regulations, licensing, and food safety. More information on these and other consents and services of the Council are available on our website [www.worcester.gov.uk](http://www.worcester.gov.uk)

# Once you have submitted your application

**Upon receipt of your application, we will crosscheck the information submitted against national planning application requirements, together with Worcester City Council's local requirements, as set out in this document. If all the required information is included, your application will be "valid" and it will then progress towards a decision.**

If your application is invalid (because you have submitted insufficient information or an incorrect application fee), we will write to you to tell you what you need to do to make it valid and would request information is submitted to [planning@worchester.gov.uk](mailto:planning@worchester.gov.uk).

You must then submit the required information in a timely manner to ensure that your application can progress to a decision. If, within 28 days, you do not provide us with the information we require, we will not be able to deal with your application and it will be treated as Withdrawn. Thereafter, if you wish to progress with your plans you will need to submit your application to us again as we do not keep any documents relating to Withdrawn applications.

Our Local Validation Checklist has been the subject of a six-week public and stakeholder consultation period. All responses received have been fully considered and taken into account before adopting the checklist.

## Part One: National Validation Requirements

**Applicants are encouraged to apply online via the Planning Portal. Where this is not possible Applicants should apply direct to the Council and supply documentation which has been produced electronically. This applies whether the application is made on-line or a paper application is submitted. . This facilitates the transfer of information to consultees and for the public to view planning proposals on-line with the greatest efficiency. It would be appreciated if the scale of the plans and paper size is no larger than is required to illustrate the proposals. It is advised that where possible use A3 drawings and avoid multiple images on larger sizes.**

### Standards for online submissions

The national standards for on-line submission of electronic planning documents are as follows:

- ♦ Maximum single file size is 10 Mbytes;
- ♦ Maximum 25 Mbytes file size (the sum of all document file sizes). Where these maxima are exceeded, please contact the Development Management Section to discuss alternative file transfer.
- ♦ Portable Document Format (PDF) is the recommended file format to ensure that they are accessible to consultees;
- ♦ All drawings shall specify the printing page size for which the scale applies;
- ♦ All drawings shall be correctly orientated for on-screen display
- ♦ All drawings shall include a scale bar and key dimensions;
- ♦ All drawings that include location plans or site plans to have a 'north point'
- ♦ All documents and drawings shall be given a meaningful title and dated with drawings given a unique plan reference. For example: Block
- ♦ Plan drawing v1A.pdf or Design and access statement 28102013.pdf.
- ♦ Scanned documents must be a minimum of 200 dots per inch (dpi) resolution for black and white and 100 dpi for colour;
- ♦ All photographs in PDF file format and no larger than 15 cm x 10 cm

In addition:

- ♦ Updated or revised versions of plans or documents should be clearly named to show a change so that the new documents can be easily identified when uploaded. For example, Block Plan drawing v1B.pdf or Design and Access Statement 30102013.pdf.
- ♦ *Plans and drawings must not contain the phrase 'Do not scale'.*

## **Guidance for ensuring plan quality**

The drawings must- whether hand drawn or using computer aided design software be of sufficient standard for us to administer the application sufficiently and for members of the public as well as consultees to understand the scheme being proposed.

This relies on clarity and quality of the drawing but all the necessary technical information to be relayed.

As a minimum, plan should have the following:

- ♦ Always date and include the original paper size, scale bar, at least one key dimension and North sign, where appropriate, on plans and drawings
- ♦ Clear and legible drawing style which reflects the proposed building and changes
- ♦ Each plan titled to reflect the content and whether existing or proposed
- ♦ The scale of the drawing clearly shown

## **Other suggestions**

It is preferred that the materials used and proposed within the scheme are labelled for clarity.

Photographs are often useful in aiding context and understanding of the site. These can be annotated or titled to show what they are demonstrating, and how they support the application.

On schemes for heritage sites and where applicable other schemes, it can be useful to use colour coding to explain changes in the built form and/or to reflect changes. Often, this is best supported by relevant labelling.

Further suggestions regarding what should be included to support your application is set out in Part Three of this document.

# Information Required – National Planning Application Requirements

## i. Completed form

- ◆ Including a signed ownership and agricultural holdings certificate (either A, B, C or D) and declaration

### Where Ownership Certificates B, C or D have been completed

Evidence of notice as required by Article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2015

**The correct fee:** [A Guide to the Fees for Planning Applications in England](#)  
([www.planningportal.co.uk](http://www.planningportal.co.uk))

### Location plan at a scale of 1:1250 or 1:2500

- ◆ Up-to-date, ordnance survey based showing the direction of North and two road names, if possible.
- ◆ Identifies the land to which the application relates, with a red outline around the application site and all land necessary to carry out the proposed development (e.g., land required for access to the site from a public highway).
- ◆ The red line must not distort the boundary line or make understanding the boundary of the site illegible
- ◆ Blue outline around other land owned by the applicant.
- ◆ The plan must cover a large enough area to enable the location to be easily found.
- ◆ Land registry documents will not be accepted unless accompanied with proof of purchase.
- ◆ Show the direction of north
- ◆ Include a linear scale bar

Where an Ordnance Survey based plan is being submitted for planning purposes the copyright and licence number must be shown.

## ii. Design and Access Statement:

Required for:

- ◆ Applications for major development, as defined in article 2 of the Town and Country Planning (Development Management Procedure (England) Order 2015;
- ◆ Applications for development in a conservation area where the proposed development consists of:
  - one or more dwellings; or
  - a building or buildings with a floor space of 100 square metres or more.
- ◆ Applications for listed building consent.
- ◆ Applications to amend the conditions attached to a planning permission do not need to be accompanied by a Design and Access Statement.

Please note:

Applications for a material change of use or engineering operations do not require a design and access statement.



### **iii. Fire Statement**

A fire statement is necessary when the proposed development would contain two or more dwellings or educational accommodation **and** meet the height condition of 18m or more in height, or seven or more storeys.

Fire statements will support the consideration of information on fire safety matters as they relate to land use planning matters (e.g., site layout, water supplies for firefighting purposes and access for fire appliances). It is the intention that the information provided within a fire statement is focussed and concise, specific, and relevant to the development, and proportionate to the scale, type, and complexity of the proposal. A fire statement will evidence that thinking on fire safety matters, as they relate to planning, has been incorporated into the planning application.

#### **Existing and proposed block plan at a scale of 1:200 or 1:500**

- ◆ The plans must show the existing structures, boundary treatments, trees etc. on the site.
- ◆ The proposed plan must also show the proposed development in relation to the site boundaries and other existing buildings on the site, as well as any adjacent buildings, roads, or footpaths.
- ◆ Any trees or hedges affected by the development should be shown.
- ◆ Any new boundary walls or fencing proposed as part of the development.
- ◆ Parking areas, existing or proposed or any other hard surfacing.
- ◆ Visibility splays (if appropriate)
- ◆ Show the direction of north
- ◆ Include a linear scale bar

#### **Any other plans, drawings and information necessary to describe the development which is the subject of the application**

In addition to the location plan and site plan, other plans should be submitted (dependent on the type of application and development proposed) to explain the proposal in detail. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. Where existing buildings and or walls are to be demolished these should also be clearly shown.

#### **a) Existing and proposed elevations at a scale of 1:50 or 1:100**

Required for any extensions, external alterations, or new buildings.

All existing and proposed elevations affected by the proposal must be shown and labelled (e.g., North Elevation).

Elevations should indicate the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case

If the property is semi-detached or terraced, this must be shown on the drawings.

#### **b) Existing and proposed floor plans at a scale of 1:50 or 1:100**

Required for any extensions or new buildings.

All existing and proposed uses of rooms and any additional floor space should be shown.

Where buildings or walls are to be demolished these should be clearly shown. New buildings should be shown in relation to adjacent buildings.

### **c) Roof plans at a scale of 1:50 or 1:100**

Showing the shape of the roof and any alterations e.g., materials, roof lights, flues etc.

It may be possible to combine the roof plan with the proposed block plan, where the roof plan is simple

### **d) Site survey and finished floor level plans**

Where the development involves significant remodelling of land profile or a change in site levels is proposed. Alternatively, any application which could potentially impact, through varying levels, on residential amenity. drawings at a 1:50, 1:100 or 1:200 scale should be submitted showing a cross section through the proposed building or site. Illustrative drawings should be submitted to show both existing and finished levels. The drawings may take the form of contours, spot levels or cross or long sections as appropriate.

### **Information regarding plans**

- ◆ All other plans must be drawn to an appropriate metric scale i.e., 1:50, 1:100, 1:200 or 1:500,
- ◆ Plans marked “do not scale” or with similar disclaimers will not be accepted.
- ◆ Plans should be A4 or A3 size wherever possible
- ◆ Location, site and block plans (and other similar plans) must show the direction of North.
- ◆ Linear scale bars must be provided on all plans
- ◆ All information must be clear enough so that the quality of detail is not compromised when scanned and viewed electronically e.g., faint lines are unacceptable.
- ◆ It would be helpful if coloured three-dimensional imagery is provided for at least the main street elevation for major applications to help schemes to be shown in their context.

### **PLEASE NOTE:**

Due to General Data Protection Regulations please do not include personal details (Names) on submitted drawings.

We are unable to accept plans which are taken from the Council's Mapping web pages i.e., anything with the Council watermark or the licence number across the bottom.

# Part Two

## Additional information required - Local Application Requirements

This could include the following documents:

### Affordable Housing Statement

#### Policy Drivers

South Worcestershire Development Plan 2016 – Policy SWDP15  
National Planning Policy Framework

#### When required

Where a development plan policy (having regard to national planning policy guidance) requires the provision of affordable housing or a contribution in lieu of affordable housing on a particular site.

#### What is required

The Council will require information concerning both the affordable housing and any open market housing. Such information shall include details of the number of residential units, the mix of units and the proposed tenure. If different levels or types of affordability or tenure are proposed for different units, this should be clearly and fully explained. Where a financial contribution in lieu of on-site affordable housing is proposed, the Affordable Housing Statement should clearly state this as well as the reasons why this is considered acceptable.

### Agricultural Land Assessment

#### Policy Drivers

South Worcestershire Development Plan 2016 – Policy SWDP13  
National Planning Policy Framework

#### When required

With all planning applications proposing:

- ♦ large scale solar farms on greenfield land or
- ♦ any development that results in the loss of over 5 hectares of land currently in agricultural use or 2 hectares BMV

#### What is required

The Assessment shall identify parts of the application site in agricultural use and the classification of all agricultural land having regard to the Agricultural Land Classification system, described in the following Natural England note: -

**[Agricultural land: assess proposals for development - GOV.UK \(www.gov.uk\)](https://www.gov.uk)**

The Assessment shall also provide commentary on the economic and other consequences of the development and subsequent loss/impact on agricultural land.

## Air Quality Assessment

### Policy Drivers

South Worcestershire Development Plan 2016 – Policy SWDP31  
National Planning Policy Framework

### When required

Application proposals that impact upon air quality or are potential pollutants should be supported by an air quality assessment. Such statements will be required for: -

- ♦ development proposals that would significantly affect traffic in the immediate vicinity of the site or further afield e.g., residential development of 100 dwellings or more, retail/leisure/commercial/industrial development that incorporates more than 100 parking spaces; or
- ♦ development that results in significant additional large vehicle movements including HGV construction vehicles e.g., major road or infrastructure change or large vehicle depot such as bus station, lorry park or businesses that receive a large number of HGV's. In this regard significant is where a proposal results in an increase of HGV movements of 25 annual average daily traffic were impacting on an Air Quality Management Area or increase of 100 movements elsewhere; or
- ♦ proposals that introduce new point sources of air pollution (e.g., furnaces, extraction systems or biomass boiler schemes); or
- ♦ new residential and other development that includes outdoor amenity space that would expose people to existing sources of air pollutants (such as in Air Quality Management Areas);
- ♦ any new development that may impact an existing Air Quality Management Area or other area of poor air quality.
- ♦ All as per government advice included on [Air quality - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

### What is required

Advice on the contents of air quality assessments is included on the following websites: -  
[Air quality - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

EPUK and IAQM Land-Use Planning and Development Control: Planning for Air Quality (May 2015)

<http://www.iaqm.co.uk/text/guidance/air-quality-planning-guidance.pdf>

## Archaeological Desk-based Assessment and Field Evaluation Report

### Policy Drivers

South Worcestershire Development Plan 2016 – Policies SWDP6 & SWDP24  
National Planning Policy Framework

### When required

A Desk-based Assessment will be required where an initial assessment indicates the proposed development affects an archaeologically sensitive area (including a Scheduled Ancient Monument or non-designated sites of archaeological interest). Queries on whether a particular site is archaeologically sensitive can be raised with the Conservation Team at Worcester City Council (01905 722233) or preferably via our team email [planning@worcester.gov.uk](mailto:planning@worcester.gov.uk).

It is possible to search the Worcestershire County Council Archaeology Service records at:

[http://www.worcestershire.gov.uk/info/20189/search\\_our\\_records/249/accessing\\_archaeological\\_and\\_historic\\_environment\\_information](http://www.worcestershire.gov.uk/info/20189/search_our_records/249/accessing_archaeological_and_historic_environment_information)).

A Field Evaluation Report will be required where the Desk-based Assessment demonstrates information that suggests further evaluation of the site is required prior to the determination of the application before being submitted. Evaluation of the report should be carried out by an appropriate and qualified professional.

### **What is required**

Information and advice on the content of reports is available either through Worcestershire County Council Archaeological Service or the following Chartered Institute for Archaeologists website: - <http://www.archaeologists.net/codes/ifa>

## **Community Infrastructure Levy (CIL) – Assumption of Liability Form**

### **Policy Drivers**

South Worcestershire Development Plan 2016

CIL Charging Schedule

National Planning Policy Framework

### **When required**

For all applications that are CIL liable – see CIL Charging Schedule at

[Community Infrastructure Levy - Worcester City Council](#)

### **What is required**

To complete the CIL Assumption of Liability form that will inform what CIL is required for a development proposal.

[Download the forms - Community Infrastructure Levy - Planning Portal](#)

Further information regarding CIL, and the relevant process and forms can be found on the Planning Portal website.

CIL is charged in £ per square metre. The floor area on which CIL is payable is calculated by measuring the gross internal area (or GIA) of a new development. All new build areas, including garages, are included. The amount of CIL liable is also dependent on where the development is located within the District, the type of use proposed, the amount of floorspace that is being created and the amount that is being lost i.e., through demolition.

## **Daylighting/Sunlight Assessment**

### **Policy Drivers**

South Worcestershire Development Plan 2016 – Policy SWDP21

National Planning Policy Framework

### **When required**

With planning applications where there is a potential adverse impact upon the current levels of sunlight/daylighting enjoyed by adjoining properties and building(s). For example, for development proposals of new buildings with three or more storeys on sites adjoining or near existing residential properties.

### **What is required**

Further guidance is provided in the Building Research Establishment's (BRE) document "Site layout – planning for daylight and sunlight"

available here: - <http://www.brebookshop.com/details.jsp?id=3267923>

## Economic Statement

### Policy Drivers

South Worcestershire Development Plan 2016 – Policies SWDP8, SWDP9 and SWDP12  
National Planning Policy Framework

### When required

- ◆ In support of planning applications for new development, or the expansion of existing businesses, that, will generate employment opportunities.
- ◆ Applications of a commercial nature (Floor area of 1000m<sup>2</sup> +)

### What is required

Such statements should set out any regeneration benefits from the proposed development, including:

- ◆ Reference to any regeneration strategies or objectives that might lie behind or be supported by the proposal;
- ◆ The relative floorspace totals for each proposed use (where known);
- ◆ For proposal which are applying for a Change of Use from employment uses to alternative uses
- ◆ Why the site is no longer suitable for employment uses
- ◆ How the proposed use offers greater benefits (social, environmental and economic) than existing employment uses
- ◆ How the property or site has been advertised including:
  - ◆ Property agent details
  - ◆ What price it was marketed at
  - ◆ How long it was marketed for
  - ◆ Number/type of enquiries received
  - ◆ Number of viewings
  - ◆ Number, type/proposed uses and value of offers
  - ◆ Reasons for refusal of an offer
  - ◆ Details of any new jobs that might be created or supported along with jobs that will be retained as part of the proposal;
  - ◆ Information regarding employment opportunities during the construction phase and how these opportunities will be promoted
  - ◆ Information regarding skills and training opportunities during the construction phase and how these opportunities will be promoted

NB: - the standard application forms include questions on employment generation. However, an economic statement allows further details on the jobs a proposal would create.

## **Employment Site Assessment**

### **Policy Drivers**

South Worcestershire Development Plan – Policies SWDP8  
National Planning Policy Framework

### **When required**

An assessment will be required with: -

- a. all planning applications proposing change of use/re-development of existing B2 and/or B8 use class where there is 1,000 sq. metres net floorspace or greater in urban areas to a non-employment generating use (The Town and Country Planning (Use Classes) Order 1987 and should refer to The Town and Country Planning (Use Classes) (Amendment) (England) Regulations 2020 in terms of the assessment; and
- b. all planning applications proposing change of use/re-development of existing B2 and/or B8 use class premises, tourism, leisure and/or recreation- related purposes in rural areas to non-employment generating uses.

### **What is required**

For applications falling within (a) and (b) set out above, the assessment will need to provide details of comprehensive marketing of the premises/land for at least 12 months and appropriate to the prevailing market conditions. Annex F of the South Worcestershire Development Plan provides more advice on the contents of any marketing information. For applications falling with category (a) there is the additional requirement to provide a financial appraisal that demonstrates redevelopment for any employment generating use is unviable and is unlikely to achieve viability within five years.

## **Energy Statement**

### **Policy Drivers**

South Worcestershire Development Plan 2016 – Policy SWDP27  
National Planning Policy Framework

### **When required**

With planning applications for new development over 100 sq. metres gross, or one or more dwellings.

### **What is required**

An Energy Statement should explain how a proposed development will meet the requirements of SWDP Policy 27 and incorporate renewable and low carbon energy facilities to generate at least 10% of predicted energy requirements.

For full planning applications, or applications seeking reserved matters approval, the Energy Statement should include evidence to demonstrate the predicted regulated energy use of the proposed development and the energy generation achieved through the proposed renewable/low carbon measures.

For outline planning applications, the Energy Statement need not provide full details, but should set out an explanation in broad terms how the proposed development will meet the requirements of policy SWDP27.

For developments of 100 or more dwellings or non-residential developments of more than 10,000 sq. metres, the energy statement should include evidence to show consideration of a decentralised energy and heating network. The Energy Statement should explain why it is not practical or viable if no such facility is proposed.

If the proposal fails to incorporate renewable/low carbon energy facilities to meet the 10% requirement, the Energy Statement should explain why this is, and evidence to support this reasoning (e.g., a Viability Assessment)

## **Environmental Impact Assessment**

### **Policy Drivers**

National Planning Policy Framework  
Environmental Impact Assessment) (England and Wales) Regulations 2017

### **When required**

For any proposal that is a 'Schedule 1' or some proposals that are 'Schedule 2' development as defined in the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.



All applications over 0.5ha in size will be screened by the Local Planning Authority to determine whether an Environmental Statement is required. This screening can be requested prior to an application being submitted. Developments that are likely to have a significant effect on the environment by virtue of their nature, size and location and are listed under Schedule 1 of the EIA Regulations. Those included in Schedule 2 of the EIA Regulations may also require an EIA if the development exceeds the relevant thresholds and is considered to have significant effects on the environment.

### **What is required**

Prior to the submission of an application requiring an EIA, it is advised that you write to us to request a scoping opinion to identify the issues that the document will need to include.

The request should include as much information as possible, but as a minimum you should include:

- ♦ A location plan sufficient to identify the land;
- ♦ a brief description of the nature and purpose of the development, including its location and technical capacity;
- ♦ an explanation of the likely significant effects of the development on the environment; and such other information you may wish to provide.

## **Flood Risk Assessment**

### **Policy Drivers**

South Worcestershire Development Plan 2016 – Policies SWDP28

National Planning Policy Framework

### **When required**

In line with footnote 55, page 48 of the NPPF (2021), a Flood Risk Assessment is required when:

- ♦ A site-specific flood risk assessment should be provided for all development in Flood Zones 2 and 3.
- ♦ In Flood Zone 1, an assessment should accompany all proposals involving: sites of 1 hectare or more; land which has been identified by the Environment Agency as having critical drainage problems;
- ♦ land identified in a strategic flood risk assessment as being at increased flood risk in future; or land that may be subject to other sources of flooding, where its development would introduce a more vulnerable use.
- ♦ Applications for some minor development and changes of use should not be subject to the sequential or exception tests but should still meet the requirements for site-specific flood risk assessments set out in footnote 55 This includes householder development, small non-residential extensions (with a footprint of less than 250m<sup>2</sup>) and changes of use; except for changes of use to a caravan, camping or chalet site, or to a mobile home or park home site, where the sequential and exception tests should be applied as appropriate.

Information on identified flood zones (including areas of risk of flooding from rivers and seas AND areas at risk of flooding from surface water) are included on the following page;

Flood map for planning - [GOV.UK \(flood-map-for-planning.service.gov.uk\)](https://www.gov.uk/flood-map-for-planning)

Alternatively, the Council can provide information on whether a piece of land is identified as being at flood risk.

### **What is required**

Requirements for a Flood Risk Assessment will depend on the size, type, and location of the development. Information should be provided to show the proposed development complies with the sequential and exception tests as set out in the NPPF and described in more detail through the Planning Practice Guidance. A Flood Risk Assessment Checklist can be found at the following webpage: -

[Flood risk and coastal change - GOV.UK \(www.gov.uk\)](https://www.gov.uk/flood-risk-and-coastal-change)

Further advice can be found on the following webpage: -

[Flood risk assessments if you're applying for planning permission - GOV.UK \(www.gov.uk\)](https://www.gov.uk/flood-risk-assessments-if-youre-applying-for-planning-permission)

<http://planningguidance.communities.gov.uk/blog/guidance/flood-risk-and-coastal-change/site-specific-flood-risk-assessment/what-level-of-detail-is-needed-in-a-flood-risk-assessment/>

<https://www.gov.uk/guidance/flood-risk-and-coastal-change>

## **Foul Sewage Assessment**

### **Policy Drivers**

South Worcestershire Development Plan 2016 – Policy SWDP30

### **When required**

All applications must indicate (where relevant) how foul water from the proposed development will be dealt with. This information is requested on planning application forms. A separate Foul Sewage Utilities Assessment report will be required for: -

- ♦ all applications proposing major development (10 or more houses, new built development of 1000 sq. metres or more);
- ♦ all applications proposing foul water generating development in an area where there is a known mains foul sewerage drainage problem

In addition, applications for foul water generating development in areas where there is no public sewerage must be accompanied by evidence to demonstrate that the proposed means of disposal for foul and surface water is appropriate.

### **What is required**

Assessments will need to include evidence that the proposed development would not cause unacceptable risk to quality of water bodies or the general environment.

For development connecting to mains, reference is made to the following Severn Trent web page and information on the developer enquiry request procedure. Any sewerage response should be provided as part of the Assessment report.

For proposal where off-line foul water treatment facilities are proposed the Assessment shall include evidence to show why connection to mains systems is not practical or feasible; and the proposed systems will not cause harm to the environment.

## **Glint and Glare Assessment**

### **Policy Drivers**

South Worcestershire Development Plan 2016- Policy SWDP 21

### **When required**

With all planning applications proposing large expanses of glass.

### **What is required**

The assessment should demonstrate the glint/glare effects of the proposed development on adjacent building users and set out any measures proposed to address any such effects.

## **Health Impact Assessment (HIA) and Health Impact Assessment Screening**

### **Policy Drivers**

South Worcestershire Development Plan 2016 – Policy SWDP1

Planning for Health in South Worcestershire Supplementary Planning Document

National Planning Policy Framework

### **When required**

A HIA is required for:

- ♦ Residential development and mixed-use sites of 25 dwellings or more (gross)
- ♦ Employment sites of 5ha or more (Gross Internal Area)
- ♦ Retail developments of 500 sq. metres or more (Gross Internal Area)
- ♦ Other relevant proposals as requested by the local planning authority

HIA screening should be considered for proposals for or changes of use to:

- ♦ Restaurants and cafes
- ♦ Drinking Establishments Hot food takeaways
- ♦ Betting shops and pay-day loan shops
- ♦ Leisure, residential and non-residential institutions
- ♦ Other relevant proposals as requested by the local planning authority

The screening process will identify whether the proposal requires a HIA.

## What is required

Health Impact Assessment (HIA) ensures that the effects of development on both health and health inequalities are considered and addressed during the planning process. HIAs are undertaken to predict the health implications on a population of implementing a plan, policy, programme, or project, aiding the decision-making process. HIA should aim to enhance the positive aspects of a proposal through assessment, while avoiding or minimising any negative impacts, with particular emphasis on disadvantaged sections of communities that might be affected.

Not all proposals will necessitate HIA; the HIA screening process will determine whether a HIA is needed for the scheme

See:

[Planning for Health SPD - South Worcestershire Development Plan \(swdevelopmentplan.org\)](http://swdevelopmentplan.org)

## Heritage Statement - Assessment of impact of proposed development on significance of heritage assets

### Policy Drivers

South Worcestershire Development Plan 2016 – Policies SWDP 6 & SWDP 24;  
National Planning Policy Framework

### When required

Any planning application or application seeking listed building consent which affects the significance of a designated or non-designated heritage asset, including its setting. Designated heritage assets include: -

- ◆ scheduled ancient monuments (including the setting of scheduled monuments)
- ◆ listed buildings (including the setting of the listed building)
- ◆ registered parks and gardens
- ◆ registered battlefields
- ◆ conservation areas
- ◆ locally listed buildings

Non-designated heritage assets can include sites of archaeological interest (see item four of this list on Archaeological Assessment and Evaluation Report). Further guidance regarding non-designated heritage assets can be found within the National Planning Policy Guidance. However, if clarity is sought, then please contact a member of the conservation team for guidance.

### What is required

It is set out in National Planning Policy Framework that when submitting an application affecting a heritage asset 'as a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary'. Therefore, we require **every application** that requires a Heritage Statement to include a Historic Environment Record search.

The Heritage Statement should include the following as a minimum.

### **a) identify and describe the heritage asset**

Identify and describe all the heritage assets that may be affected by the proposed development, with an assessment of their heritage significance. The description should normally go beyond simply quoting published material such as a list description or Historic Environment Record (HER) entry, because it should enable the reader to understand the context of the proposals being assessed in the next section. It should be borne in mind that list descriptions and HER entries are for identification or general indicative purposes only. Except in the case of simple structures, such as mileposts, chest tombs and telephone boxes, they rarely amount to an adequate appraisal of the asset and its evolution. Except in the case of very minor works, this section should also explain the “significance” of the site, i.e. the value of the heritage asset(s) to present and future generations because of its archaeological, architectural, artistic or historic interest (see NPPF 2012, Annex 2, glossary p56). The nature, level and extent of that significance should be explored (see Historic England Good Practice Advice Note 2, March 2015, paragraphs 8-10). Significance may not always be clear from list descriptions or HER entries. Close inspection of a building or site often reveals features previously unrecorded, and which sometimes fundamentally alter our understanding of a heritage asset.

### **b) impact of the proposed development**

This describes the impact of the proposed development, and how it will alter or affect the heritage asset(s) and the setting.

Questions to bear in mind while writing this section may include some or all of the following:

- i. Does the statement sufficiently explain why the proposals are necessary or desirable?
- ii. Does the proposal affect any views looking away from or towards the asset?
- iii. If any historic fabric is to be removed or altered, is its significance properly understood and explained in the document?
- iv. Are the design details of any proposed new work clearly described in the Statement, to make up for any shortcomings in the submitted plans?
- v. Has a variety of options been considered and why was this option chosen?
- vi. Are the works reversible in whole or in part?
- vii. If the proposed works will result in any harm, is the harm offset or outweighed by any public benefits?

### **c) A mitigation strategy may be necessary**

Sometimes, the mitigation of any adverse effects will have been worked through and resolved by amending or evolving the plans prior to submission, or there may be no mitigation measures necessary (e.g. when the intention of the works is solely to improve, repair or restore).

The Local Planning Authority is often asked ‘**Can I write a Heritage Statement myself?**’. A Heritage Statement needs to be relevant and appropriate, but also proportionate, depending on the scale and nature of the proposal and the heritage asset(s) affected. Small works, of small impact, require only simple heritage statements that can easily be produced without the need for special expertise, however it will depend on the significance of the heritage asset and the level of impact generated by the proposal.

In some cases the scale of the proposed development, or the nature and importance of the heritage asset(s) may require the Heritage Statement to be compiled by a suitably qualified professional consultant or contractor, with the necessary skills to assess the effects.

Sometimes, e.g., for large development or redevelopment schemes discussed with the Authority prior to an application being made, additional work may be required such as an archaeological evaluation or analytical building survey. In these circumstances the Authority may offer to supply a brief, outlining its requirements for the Heritage Statement. Examples might include a large factory conversion, a new road scheme, or a new housing development. Equally it could be small works on a significant building such as conservatory on a Grade I listed building or a flagpole close to a scheduled monument.

The HER plays an important role in planning and can be used to inform heritage statements. Further advice including how to procure a search and what level of information you will require is found at the following link:

[Historic Environment Record - Worcester City Council](#)

Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. Further advice on how to submit a pre-application enquiry and the costs are set out on the Council's website. General advice on what should be included, as well as pro-forma that can be used, is also provided on the council website. Additionally, you may wish to include a description of your proposed development for the Conservation Officer and/or Archaeological Officer to gain understanding of the scale and nature of the works to be able to advise on the scope and scale of information necessary to support your information and what level of specialism will be required.

Further national advice on heritage significance is provided on the following web-page <http://planningguidance.communities.gov.uk/blog/guidance/conserving-and-enhancing-the-historic-environment/why-is-significance-important-in-decision-taking/> and guidance on Statements of Heritage Significance: Analysing significance in Heritage Assets by Historic England (advice note 12) is found online

The Council has produced several Conservation Area Appraisals as well as guidance notes relating to heritage issues. These may be useful in preparing heritage statements and can be accessed through the following webpage: -

[Conservation areas - Worcester City Council](#)

# Land Contamination Assessment

## Policy Drivers

South Worcestershire Development Plan 2016– Policy SWDP31  
National Planning Policy Framework

## When required

For all applications proposing new buildings where:

- ♦ the development site is or has been used for purposes that may lead to ground contamination (e.g., industrial land, agricultural land where inappropriate spreading may have occurred); or
- ♦ the site has a history of a contamination incident; or
- ♦ the development site is within an established buffer zone to a site that is known to suffer from ground contamination (for example land where records held by the Council under Part 2A of the Environmental Protection Act 1990 indicates contamination is present).

The Council will consider whether an assessment is required depending upon the nature and known history of the site and surrounding area as well as the nature of the proposed development. It is more likely that an assessment will be required where the proposed development involves a sensitive use such as housing with gardens, schools, or nurseries.

Guidance on ascertaining whether a site may be affected by contaminated land is available on the following Worcestershire Regulatory Services website: -

[Contaminated Land | Worcestershire Regulatory Services \(worcsregservices.gov.uk\)](https://www.worcsregservices.gov.uk)

## What is required

An assessment should show whether the land affected by the proposed development is contaminated and if so, is capable of appropriate remediation. Where land contamination is suspected, a Phase 1 assessment should be provided that identifies and assesses the sources, pathways, and receptors of ground pollution. If an unacceptable risk of contamination is identified further site investigations and appropriate reporting will be required.

# Landscape and Visual Impact Assessment

## Policy Drivers

South Worcestershire Development Plan 2016– Policy SWDP25  
National Planning Policy Framework

## When required

A Landscape and Visual Impact Assessment will be required, depending on the nature and type of the proposed development. Such an assessment will be required for applications proposing:-

- ♦ development other than householder development in or affecting Areas of Outstanding Natural Beauty;
- ♦ major development on un-developed land outside settlement boundaries;
- ♦ development that will have a more than insignificant impact on valued landscapes and/or views available to people and their visual amenity.
- ♦ where the proposed development could impact on the established landscape or interrupt key vistas in or around the city.

## What is required

The assessment should identify the different elements that give a place its unique character - landform, woodlands and specimen trees, hedgerows, land use, historic artefacts, building styles and settlement patterns. From this assessment, it should be demonstrated to what extent the proposed development may alter the fabric, quality, and character of the landscape.

Policy SWDP25 also refers to the Guidelines for Landscape and Visual Impact Assessment, published by the Landscape Institute and the Institute of Environmental Management and Assessment.

The assessment should also identify where the proposed development can be seen from (and record this information on a map with accompanying photographs/photomontages from the various viewpoints), the extent to which those views would be occupied by the proposed development (degree of visual intrusion), the distance of the viewpoint from the site and whether views would focus on the proposed development due to proximity or whether the proposed development would form one element in a panoramic view.

Consideration should be given to seasonal differences arising from the degree of vegetative screening and filtering of views that will arise in summer/winter; and, to any cumulative effect of the proposals. From this assessment the change in the character of the landscape resulting from the proposed development and the change in views/visual amenity may be determined.

The assessment should also clearly set out mitigation measures to address any adverse landscape and/or visual effects identified.



## Lighting Assessment

### Policy Drivers

South Worcestershire Development Plan 2016– Policies SWDP21 and SWDP25  
National Planning Policy Framework

### When required

With applications that propose development including artificial external lighting that may:-

- ♦ materially alter light levels outside the application site; or
- ♦ affect residential amenities, impact on visual amenities, highway/ railway safety or natural environment

Also, a Lighting Assessment will be required with all planning application proposing floodlighting.

### What is required

The Lighting Assessment should include:-

- ♦ details of the external lighting and hours when it will be switched on;
- ♦ lighting layout plan with beam orientation and a schedule of the equipment proposed;
- ♦ details of lighting levels and assessment on how the proposed lighting may affect local amenity, intrinsically dark landscapes, natural conservation, and highway/ railway safety (or as appropriate).

Reference should be made to the Institute of Lighting Professionals Guidance Notes for the Reduction of Obtrusive Light 01/20 and details of Vertical Illuminance and Luminaire Intensity at the nearest sensitive receptors provided.

## Nature Conservation/Ecological Information (Ecological Survey and Report)

### Policy Drivers

South Worcestershire Development Plan 2016– Policies SWDP 5 and 22  
National Planning Policy Framework

Section 40 of the Natural Environment and Rural Communities Act 2006 places a duty on all public authorities in England and Wales to have regard, in the exercise of their functions, to the purpose of conserving biodiversity.

### When required

Certain types of development are likely to require ecological surveys and impact assessments, such as barn conversions, demolition of certain buildings or alterations to roof spaces, removal of mature trees, orchards, scrub, and hedgerows; development near waterbodies etc. Appropriate ecological information should be provided with applications that:-

- ♦ propose development that would affect a site designated for its biodiversity or geological value; or
- ♦ propose development that is likely to have an impact on wildlife and biodiversity.

Appendix 1 includes a table setting out types of development proposals where an Assessment is required. Exceptions to when an assessment may not be required are also explained in the table.

### **What is required**

Habitat surveys must be carried out by suitably qualified ecologists at specific time periods during the appropriate stage of the year. **Not doing a study at the appropriate time can lead to delays or the refusal of the planning application.**

Clear information is required, which should be based on comprehensive, relevant, and up-to-date survey data, accurate assessments of impacts and practical measures to avoid adverse impacts. Reference must be made to the national, regional, or local contexts. Designated nature conservation sites are shown on the SWDP interactive map. The relevant section of the application form should accurately indicate the effects on these sites.

Ecological Information should:

- ♦ record which habitats, features and species are present or likely to be present on and, where appropriate, around the site;
- ♦ identify the extent/ area/ length/ numbers (where appropriate) present;
- ♦ map the habitat/ features distribution on site and/or in the surrounding area shown on an appropriate scale plan; species distribution and use of the area, site, structure, or feature (e.g., for feeding, shelter, breeding).

Any ecological report must identify and describe potential development impacts likely to harm designated sites, priority habitats, other biodiversity and geological features, protected/notable species and/or their habitats identified by the survey. These should include both direct and indirect effects both during construction and afterwards. Where harm is likely, evidence should be submitted to show:

- ♦ how alternative designs or locations have been considered;
- ♦ how adverse effects will be avoided wherever possible;
- ♦ how unavoidable impacts will be mitigated or reduced;
- ♦ how impacts that cannot be avoided or mitigated will be compensated.

In addition, an Ecological Report will need to include information on proposed works that will enhance, restore, or add to designated sites, priority habitats and features or habitats used by protected species. It will be expected that, as for all sites that biodiversity enhancement will be achieved. The anticipated changes in legislation may mean this is a requirement for more or all applications. The Assessment should also give an indication of likely changes to habitats and/or how species numbers may be affected, if at all, after development, e.g., whether there will be a net loss or gain.

# Noise Impact Assessment

## Policy Drivers

South Worcestershire Development Plan 2016 – Policy SWDP31  
National Planning Policy Framework  
Noise Policy Statement for England (and Explanatory Note)

## When required

Noise Assessments will be required to be provided with planning applications proposing: - new development that may create additional noise in areas where noise sensitive development already exists; and

- ♦ new noise sensitive development in areas that already experiences significant noise levels.

In this regard, development that may create additional noise would include: -

- ♦ development in which industrial (Use Class B2 uses) would take place;
- ♦ development that incorporates HGV turning, loading, and unloading areas (such as large retail developments);
- ♦ development that incorporates external plant and equipment that generates noise;
- ♦ development that may result in noise associated with the users of the proposal, particular outside daylight hours e.g., night clubs, event venues.

Noise sensitive development will include residential properties, hostels, and hotels.

## What is required

All planning and reserved matter applications that raise issues of disturbance or are a noise-sensitive development will need to be supported by a Noise Impact Assessment. This must be undertaken by a suitably competent and qualified acoustician. It must include;

- i. baseline monitoring,
- ii. predictions (supported by source data),
- iii. full details and specification of mitigation and
- iv. an assessment of the potential impact on residential receptors in accordance with current standards.

Where appropriate the assessment shall be carried out in accordance with relevant current British Standards. The standards primarily used are BS8233:2014 Guidance on sound insulation and noise reduction for buildings & BS4142:2014+A1:2019 Methods for rating and assessing industrial and commercial sound.

Where noise is likely to be an issue, applicants are advised to contact Worcestershire Regulatory Services team prior to the submission of a planning application

## **Odour Impact Assessment**

### **Policy Drivers**

South Worcestershire Development Plan 2016 – Policy SWDP31  
National Planning Policy Framework

### **When required**

Odour Impact Assessments will be required to be provided with planning applications proposing the installation of new commercial kitchens.

### **What is required**

An Odour Impact Assessment is a qualitative assessment of the immediate surroundings of a proposed development or operation. Its objective is to assess the possible odour impact that may be caused. This approach considers the location, scale and nature of the commercial kitchen, the location and operating parameters of the extraction system, and the sensitivity of the local area to determine the risk of odour effects.

An Odour Impact Assessment must be proportionate to the proposal. It may include the following;

- i. a full quantitative assessment,
- ii. basic qualitative odour impact assessment, and
- iii. identification of sources, pathways and receivers.

A supporting Odour Management Plan, the scale of which will depend on risks, must incorporate a description of the odour sources and details of monitoring, evaluation and mitigation methods.

Pre-application advice should be sought from Worcestershire Regulatory Services in order to improve the efficiency and effectiveness of the consultation process after the application has been validated.

## **Open Space/Recreational Facilities Assessment**

### **Policy Drivers**

South Worcestershire Development Plan 2016– Policy SWDP38  
National Planning Policy Framework  
Playing Fields Policy (Sport England)

### **When required**

SWDP policy SWDP38 sets out the limited circumstances when proposals for development that would result in the loss of recreational land and buildings will be permitted. These circumstances include where an assessment of community and technical need clearly demonstrates the building or land is surplus to requirements. An Open Space Assessment will therefore be required with all applications that propose the loss of recreational buildings or land and where: -

- ♦ an improved or an equivalent replacement facility is not proposed; or
- ♦ the development is not for recreational and/or community purposes related to the use of the open space or recreational buildings.

If it is likely to prejudice the use, or lead to the loss of use, of land being used as a playing field

### **What is required**

An assessment will need to show the impact of the proposed development on the need for recreational facilities and open space around the application site. Further guidance on how to assess needs and opportunities is provided by Sports England (see

If it involves [Planning for sport | Sport England](#)

If the proposal involves changes or loss of playing fields, it must include a written statement identifying and explaining the exceptions Sport England's Playing Pitch Policy to which the application relates, plus supporting information as applicable in accordance with Sport England's requirements.

## **Planning Obligations – Draft Head(s) of Terms and CIL Eligibility Statement**

### **Policy Drivers**

South Worcestershire Development Plan 2016- Policies SWDP7, SWDP15 SWDP39 and SWDP62

National Planning Policy Framework

Planning Practice Guidance – (section on Planning Obligations) Emerging Developer Contributions Supplementary Planning Document

### **When required**

For all applications where the proposed development either

- ♦ exceeds thresholds set out in planning policies or guidance relating to planning contributions/obligations (see above for policies and guidance documents); or
- ♦ for other reasons requires the provision of contributions/planning obligations.

### **What is required**

A document should be provided that provides as much details as possible as to planning obligations the applicants are willing to agree to and asking the Council to consider as part of the assessment of the proposal. At the least, a list of planning obligation heads of terms should be provided, including an explanation as to why these comply with the tests as set out in para. 204 of the NPPF. A Land Registry plan and details of all owners and interested parties for all land within the application site should be provided.

## Planning Statement

### Policy Drivers

South Worcestershire Development Plan 2016

### When required

Planning Statement setting out comments in support of proposals can be submitted with any planning application. A statement will be required when an application proposes development contrary to the development plan policies, for all major applications (including change of use), and development within the Green Belt.

### What is required

Planning statements should include all comments the applicants want the Council to consider in support of the proposal. Statements should: -

- ♦ explain why the proposal complies with relevant development plan policies; or if not in accordance with such policies;
- ♦ explain why the applicant(s) consider permission should be granted contrary to development plan policies.

Planning statements may also usefully include additional information, such as suggested planning conditions and expand on information provided on the application form. It would also be helpful for such documents to include an explanation as to why it is considered the proposal represents sustainable development, having regard to the advice in the National Planning Policy Framework.

## Refuse storage and collection details

### Policy Drivers

South Worcestershire Development Plan 2016 Policy SWDP33  
National Planning Policy Framework

### When required

New dwellings including apartments schemes, change of use applications, retail, and industrial development

### What is required

For residential units -

Storage areas for individual waste bins should consider the following criteria:

- ♦ Waste bins should be accommodated within the curtilage of each property and should not be stored on the highway.
- ♦ Storage areas should be identified on plans and collection points hard standing.
- ♦ Storage areas should be positioned to make it convenient for the householder to transport waste/recycling, no more than 20 metres from the external door.
- ♦ The maximum distance collection crews should have to move 2 wheeled bins is 15 metres and gradients should not be more than 1 in 12. A risk assessment will be required to determine collection points where standard kerbside collection points are not available.
- ♦ The distance collectors cover transporting waste containers to and from the collection vehicle should be minimised to achieve an economical service, with steps being avoided.

The refuse collection area must demonstrate capacity for refuse and recycling containers, and safe storage and where necessary to be appropriately stored.

Details of adequate access and details of distance for refuse lorry to the collection area be provided

Refuse Collection details must be provided for commercial activity.

## **Retail and Centres Impact Assessment**

### **Policy Drivers**

South Worcestershire Development Plan 2016 – Policy SWDP10

National Planning Policy Framework

### **When required**

Such assessments are required with any planning application proposing:

- ♦ any development for main town centre use (see definition in NPPF) that is not in a centre identified under policy SWDP10; or
- ♦ any retail or leisure development with over 1,000 sq. metres (net) of new floorspace and on sites outside the centres defined under SWDP policy 10.

### **What is required**

Retail and Centres Impact Assessments will need to include evidence/information to show:-

- ♦ for all main town centre use development proposals, compliance with the sequential test as set out under para. 88 of the NPPF;
- ♦ the scale of development is appropriate to the location;
- ♦ for all retail or leisure development of over 1,000 sq. metres, the impact of the development proposal on existing, committed and planned public and private investment in the centre(s) in the catchment of the proposal; and
- ♦ for all retail or leisure development of over 1,000 sq. metres, the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made. This should include the cumulative impact of relevant built or permitted schemes within the wider area.

For major schemes where the full impact will not be realised in five years, the impact should be assessed for up to ten years from the time the application is made. Further information and guidance on these assessments is included as part of the Planning Practice Guidance (see [Town centres and retail - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/town-centres-and-retail))

## Statement of Community Involvement

### When required

For all major and major change of use applications

### What is required

The Statement should set out how the applicant has complied with the requirements for pre-application consultation set out in the Local Planning Authority's adopted Statement of Community Involvement (paragraph 5.9 – 5.11) and demonstrating that the views of the local community have been sought and considered in the formulation of development proposals.

## Streetscene Elevations

### Policy Drivers

South Worcestershire Development Plan 2016 – Policy SWDP21

National Planning Policy Framework

Planning Practice Guidance – (Design section)

### When required

Street scene elevations will be required with detailed applications proposing: -

- ♦ major housing schemes;
- ♦ infill housing; and
- ♦ new housing or buildings of a similar scale or larger in sensitive locations such as Conservation Areas.
- ♦ changes in frontage or front elevations within a conservation area - e.g., replacement shopfront or new dormers in roof area
- ♦ when development from a change of use from retail to residential may have visual affect the streetscene
- ♦ new boundary treatments will impact on the streetscene

### What is required

Drawings drawn to recognised scale (e.g., 1:100 or 1:200) showing (where appropriate) existing street scene and street scene(s) as it would be because of the proposed development. New buildings should be shown in context with adjacent buildings (including property numbers where applicable).

As well as scaled drawings, illustrations and diagrams can be provided to show the overall street environment – these are particularly useful when assessing detailed applications proposing new housing development, where no street currently exists.



## Structural Survey

### Policy Drivers

South Worcestershire Development Plan 2016 – Policies SWDP6, SWDP21 and SWDP24

### When required

A structural survey is required with: -

- ♦ planning application/applications for listed building consent for works that include demolition of all or a significant part of a listed building; or
- ♦ planning applications proposing demolition of an unlisted building in a conservation area where the building is identified as locally important; or
- ♦ a planning application proposing the conversion of an existing rural building.

### What is required

For all applications, the survey document shall accurately describe the structural condition of the building to be demolished/converted. For applications proposing demolition of the building (be it listed, locally listed, or building to be replaced) the survey shall set out an explanation as to why repairs work, or alterations could not be carried out to address any structural problems. For applications seeking permission for conversion of rural buildings a full schedule of works (with plans) will be required to clearly explain and illustrate the works required to carry out the proposed conversion.

## Telecommunications Development – supplementary information

### Policy Drivers

South Worcestershire Development Plan 2016 – Policy SWDP26

### When required

All applications proposing telecommunications development, including applications for prior approval under part 24 of the Town and Country Planning (General Permitted Development) Order).

### What is required

A statement/ declaration that the proposal, when operational, will meet the ICNIRP (International Commission on Non-Ionizing Radiation Protection) guidelines must also accompany all applications.

Where new base stations are proposed on non-established telecoms sites, a list of alternative sites considered for the development is also required. All full planning applications need to provide evidence of consultation with local schools and day nurseries.

Photographs/Photomontages

## Transport Assessment/Transport Statement

### Policy Drivers

South Worcestershire Development Plan – policies SWDP4, and SWDP 21  
 National Planning Policy Framework  
 Worcestershire Local Transport Plan 4 – Streetscape Design Guide

### When required

The Worcestershire Local Transport Plan 4 – Streetscape Design Guide sets out thresholds for when a Transport Assessment (TA) or Transport Statement (TS) will normally be required. These are as follows: -

Land Use	Size	No Assessment Required	Transport Statement Required	Transport Assessment Required
B2 - General Industrial	GFA	> 2500 sqm	>2500 <4000 sqm	> 4000 sqm
B8 - Storage or Distribution	GFA	< 3000 sqm	>3000 < 5000 sqm	>5000 sqm
C1 - Hotels	Bedroom	< 75 bedrooms	> 75 < 100 bedrooms	> 100 bedrooms
C2 - Res. Institutions - Hospitals and Nursing Homes	Beds	< 30 beds	> 30 < 50 beds	> 50 beds
C2 - Res. Institutions - Residential Education	Student	< 50 Students	> 50 < 150 students	> 150 students
C2 - Res. Institutions - Institutional Hostels	Resident	< 250 residents	> 250 < 400 residents	> 400 residents
C3 - Dwelling Houses	Dwelling	< 50 units	> 50 < 80 units	> 80 units
E - Business	GFA	< 1500 sqm	> 1500 < 2500 sqm	> 2500 sqm
E - Food Retail	GFA	< 250 sqm	> 250 < 800 sqm	> 800 sqm
E - Non-Food Retail	GFA	< 800 sqm	> 800 < 1500 sqm	> 1500 sqm
E - Financial and Professional Services	GFA	< 1000 sqm	> 1000 < 2500 sqm	> 2500 sqm
E - Restaurants and Cafes	GFA	< 300 sqm	> 300 < 2500 sqm	> 2500 sqm
Sui Generis - Drinking Establishments	GFA	< 300 sqm	> 300 < 600 sqm	> 600 sqm
Sui Generis - Hot Food Takeaway	GFA	< 250 sqm	> 250 < 500 sqm	> 500 sqm
Non-Residential Institutions	GFA	< 500 sqm	> 500 < 1000 sqm	> 1000 sqm
Assembly and Leisure	GFA	< 500 sqm	> 500 < 1000 sqm	> 1500 sqm

In addition to the above development thresholds, other considerations for when a Transport Assessment is required are set out below.

Any development that is not in conformity with the adopted development plan. Any development generating 30 or more two-way vehicle movements in any hour.

- ♦ Any development generating 100 or more two-way vehicle movements per day.
- ♦ Any development proposing 100 or more parking spaces.
- ♦ Any development that is likely to increase accidents or conflicts among motorised users and non-motorised users, particularly vulnerable road users such as children, disabled and elderly people.
- ♦ Any development generating significant freight or HGV movements per day, or significant abnormal loads per year.
- ♦ Any development proposed in a location where the local transport infrastructure is inadequate. – for example, substandard roads, poor pedestrian/cycle facilities and inadequate public transport provisions.
- ♦ Any development proposed in a location within or adjacent to an Air Quality Management Area (AQMA).

Travel plans are required to be provided with every Transport Assessment.

### **What is required**

The general Transport Assessment methodology adopted by the County Council is in-line with the NPPF and the Ministry of Housing, Communities and Local Government - Planning Practice Guidance 'Travel Plans, Transport Assessments and Statements in Decision-Taking' updated in March 2014.

The content of a Transport Assessment and Statement suitable to the Local Highway Authority, is detailed at the link below:

<https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>

Submissions should be in accordance with these standards.

## **Travel Plan**

### **Policy Drivers**

South Worcestershire Development Plan 2016– Policy SWDP4

National Planning Policy Framework

Planning Policy Guidance – (section on Travel Plans)

### **When required**

The provision of a Travel Plan, including Personalised Travel Planning is mandatory for all residential developments of 50 dwellings or more. Developments under 50 dwellings must instead produce a 'Welcome Pack', in accordance with Worcestershire County Council guidelines.

Worcestershire County Council offer a Personalised Travel Planning Service to developers which can be procured through a Section 106 Agreement. This removes the need for the applicant to implement their own scheme and places the ownership of the Travel Plan in the hands of the Local Highway Authority.

There are no Travel Planning requirements from the Local Highway Authority for residential sites of five or less dwellings, but this does not mean that sustainable transport should not be encouraged where possible.

SWDP policy SWDP4 states that Travel Plans will be required for all major development – that is for planning applications proposing 10 or more dwellings or more than 1,000 sq. metres of non-residential building floorspace.

### **What is required**

A travel plan should set out measures to reduce the demand for travel by private cars and stimulate cycling, walking and public transport use through agreed targets and monitoring arrangements. For town centre development applications, draft travel plans will need to show that the needs of alternative powered vehicles have been considered. Further advice is included on the following webpages: -

<http://planningguidance.communities.gov.uk/blog/guidance/travel-plans-transport-assessments-and-statements-in-decision-taking/travel-plans/>

## **Tree Survey/ Arboricultural Statement**

### **Policy Drivers**

South Worcestershire Development Plan 2016: - Policy SWDP22

National Planning Policy Framework

Planning Practice Guidance - Natural Environment – Biodiversity, ecosystems, and green infrastructure section.

### **When required**

- ♦ with applications where there are trees/hedges on the proposed development site; and/or
- ♦ with applications when there are trees or hedges on land adjacent to the proposed development site that could influence or be influenced by the proposed development or be important as part of the local landscape character.

Please note- this includes householder schemes

## What is required

An Arboricultural Statement should show how the tree constraints on and adjacent to the site have been correctly incorporated into the design and how these trees are to be retained without damage during construction and future occupancy. The statement must be produced in line with the guidelines set out within BS5837:2012 and shall include:

- i. *Tree survey drawing and schedule* - The survey shall provide clear data regarding the species, size, age, condition, and useful life expectancy of trees. It shall also categorize trees, groups of trees or woodlands in terms of their quality and value within their existing context and not within the context of the proposals.
- ii. *Arboricultural Constraints Plan (ACP)* – An aid to layout design that shows tree Root Protection Areas (RPA) as well as representing the effect that the mature height and spread of retained trees will have on the development. The ACP shall incorporate the tree survey information as well as illustrate both the above-ground (shade patterns) and below-ground RPA constraints posed by the trees.
- iii. *Tree Protection Plan* – scale drawing produced by an arboriculturist showing the finalised layout proposals, tree retention and tree and landscape protection measures detailed within the Arboricultural method.
- iv. *Arboricultural Method Statement (AMS)* – sets out the information regarding the measures to be taken to protect the trees shown to be retained on the submitted drawings. It should also detail the methodology for the implementation of any aspect of the proposal that has the potential to result in loss or damage to a tree.

If the relevant tree is on private land or in an inaccessible place to members of the public, please ensure the application is accompanied by photographs of the tree and its setting for an understanding of the impact of works to the tree.

## Ventilation/Extraction Statement

### Policy Drivers

South Worcestershire Development Plan 2016– Policy SWDP31

### When required

A statement will be required with all applications for new restaurants, hot food takeaways and bars/pubs which sell hot food where they are proposed next to residential property. Residential property includes flats above neighbouring shops.

### What is required

Statements should include details of measures for fume extraction, including the mechanical equipment proposed, the location of any external pipework or flues and how a chimney would be capped to prevent ingress by rain.

Applications shall be submitted with the following information (where relevant):

- ◆ Elevations to show position, location, and height (where external) of any required equipment.
- ◆ Proposed external finishes and fixings.
- ◆ Manufacturer's specifications including maintenance requirements.
- ◆ Exhaust velocity at terminus.
- ◆ Silencing arrangements.
- ◆ Means of vibration isolation.
- ◆ Extraction fan acoustic performance (including noise emission in terms of sound power and sound pressure levels, and narrow-band and/or one-third octave band frequency spectra).
- ◆ Predicted odour and/or particulate concentrations.
- ◆ If involves capping a chimney, details of the final opening should be provided (as restricted opening will hinder the dispersion of fumes/odours)

## Viability Assessment

### Policy Drivers

South Worcestershire Development Plan 2016 Policies SWDP7, SWDP15 and SWDP62  
Developer Contributions Supplementary Planning Document 2018  
National Planning Policy Framework

### When required

In instances where an applicant is proposing that they cannot provide the full range of policy requirements (including affordable housing), as meeting such requirements would render the proposal not economically viable.

### What is required

A Viability Assessment (VA) which contains sufficient evidence to enable the Council to properly assess a scheme in accordance with the recommended practice set out in the Royal Institution of Chartered Surveyors (RICS) and the National Planning Policy Framework.

It should include the following information: -

- ◆ a quantity surveyor's cost assessment;
- ◆ market evidence of sales rates and site values;
- ◆ a development and sales programme (if relevant)
- ◆ details of any exceptional development costs.

Any information submitted regarding viability must meet the requirements, recommended approach and methodology of the NPPF and the latest National Planning Policy Guidance.

**NOTE:** Applicants will be required to cover the fees associated with work being considered by independent consultants on behalf of the Council.

## **Water Management Statement**

### **Policy Drivers**

South Worcestershire Development Plan 2016– Policies SWDP29 and SWDP30

### **When required**

For all applications that result in waste or surface water to be drained.

### **What is required**

The level of information required will depend upon the development proposed. However, the Statement should demonstrate that site drainage and runoff will be managed in a sustainable and co-ordinated way that mimics natural drainage network.

Information should be provided on how drainage system will protect water quality and secure long-term maintenance of drainage schemes (see SWDP policy SWDP29). For housing proposals further information should be provided in water consumption to demonstrate compliance with policy SWDP30.

# Part Three

## Recommended submissions to avoid conditions or delay for the development

### Additional Recommended Submissions

Although the following details are not essential in all circumstances, to validate your planning application their submission, where appropriate, is likely to reduce the time between submitting your application and starting development. For further advice about where this additional information is appropriate, please speak directly to the Council:

1. A schedule and samples of **external facing materials**, including those relating to all land surfaces not built upon.
2. The design and location of all **fences and walls**.
3. **Refuse and recyclable** storage arrangements.
4. A detailed hard and soft landscaping scheme to include:
  - ◆ Land-levels and gradients resulting in the formation of any banks, terraces, or other earthworks.
  - ◆ Hard surfaced areas and materials
  - ◆ Planting plans, specifications and schedules, planting size, species and numbers/ densities, trees to be retained and detailed regime for the ongoing and longer-term maintenance of all soft landscaping
  - ◆ A scheme for the timing / phasing of work.
  - ◆ Existing plants / trees to be retained
5. Details of **car parking spaces**, including their surfacing.
6. A Construction Environmental Management Plan (CEMP) to typically include:
  - ◆ Methods for the mitigation of noise and vibration from building works, and from the operation of any temporary power generation or pumping plant which will operate overnight.
  - ◆ Methods for dust control and suppression.
  - ◆ Control of transfer of mud out of the site - details of wheel washing facilities including location and type.
  - ◆ The areas for the storage of plant and materials.
  - ◆ Location of site compound.
  - ◆ A programme of works including phasing, management of deliveries and haul routes, measures for the control of traffic to and from the site, parking and temporary traffic management arrangements during construction and demolition
  - ◆ Construction staff parking arrangements and construction working times .

The documents should refer to the Worcestershire Regulatory Services Code of Best Practice for Demolition and Construction Sites 2nd Edition September 2020 in terms of Noise, Vibration and Dust Emissions and Working Hours.

<https://www.worcsregservices.gov.uk/media/raejo4k2/wrs-contractor-guidance-2nd-edition-v-1-0.pdf>

7. **Draft S106 Agreement/ Heads of Terms**. - Table 2.1 of the Planning Obligations SPD sets out the general thresholds for contributions and obligations.



# Part Four: Further guidance regarding ecology and nature conservation requirements of the Local Planning Authority

Figure 1:

Local requirement for protected species: Criteria and Indicative Thresholds (Trigger List) for when a Survey and Assessment is required<sup>1</sup>

Species likely to be affected and for which a survey may be required										
Proposals for development that will trigger a Protected/ Priority Species Survey and Assessment	Bats	Barn Owls	Breeding Birds	Great Crested Newts	Otters	Dormouse	Water Vole	Badger	Reptiles	Invertebrates
Proposed development which includes the modification, conversion, demolition or removal of buildings and structures (especially roof voids) involving the following: <ul style="list-style-type: none"> <li>♦ all agricultural buildings (e.g., farmhouses and barns) particularly of traditional brick or stone construction and/or with exposed wooden beams greater than 20cm thick;</li> <li>♦ all buildings with weather boarding and/or hanging tiles that are within 200m of woodland and/or water, are close to lines of trees and/or a network of hedges;</li> <li>♦ pre-1960 detached buildings and structures within 200m of woodland and/or water;</li> <li>♦ pre-1914 buildings within 400m of woodland and/or water;</li> <li>♦ pre-1914 buildings with gable ends or slate roofs, regardless of location;</li> <li>♦ all caves, tunnels, kilns, ice-houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and structures;</li> <li>♦ all bridge structures, aqueducts and viaducts (especially over water and wet ground).</li> </ul>	●	●	●							
Proposals involving lighting of churches and listed buildings. Flood lighting of green space within 50m of woodland, water, field hedgerows or lines of trees with obvious connectivity to woodland or water.	●	●	●							
Proposals affecting woodland, or field hedgerows and/or lines of trees with obvious connectivity to woodland or water bodies.	●		●	●		●		●		

<sup>1</sup>Based on “Local Requirements for Biodiversity: Validation Checklists”, ALGE (Association of Local Government Ecologists), June 2007

**Species likely to be affected and for which a survey may be required**

<b>Proposals for development that will trigger a Protected/ Priority Species Survey and Assessment</b>	Bats	Barn Owls	Breeding Birds	Great Crested Newts	Otters	Dormouse	Water Vole	Badger	Reptiles	Invertebrates
<p>Proposed tree work (felling or lopping) and/or development affecting:</p> <ul style="list-style-type: none"> <li>♦ mature and veteran trees that are older than 100 years;</li> <li>♦ trees with obvious holes, cracks, or cavities,</li> <li>♦ trees with a girth greater than 1m at chest height;</li> </ul> <p>Proposals affecting gravel pits, quarries and natural cliff faces and rock outcrops with crevices, caves, or other fissures.</p> <p>Where there are no existing great crested newt records: ponds within 500 m of Major proposals; ponds within 250 m of or Minor proposals; Where there are local records and no barriers to movement: all ponds within 500 m of all proposal sites. (Note: A major proposals is one that is more than 10 dwellings or more than 0.5 hectares or for non-residential development is more than 1000m<sup>2</sup> floor area or more than one hectare)</p> <p>Proposals affecting or within 50 m of rivers, streams, canals, lakes, reedbeds or other aquatic habitats.</p> <p>Proposals affecting 'derelict' land (brownfield sites), allotments, mature gardens, and railway land.</p> <p>Proposals affecting traditional orchards and mature gardens.</p> <p>Proposed development affecting any buildings, structures, feature, or locations where protected, or priority species are known to be present. * * Confirmed as present by either a data search (e.g., via the Worcestershire Biological Records Centre) or as notified to the developer by the local planning authority, and/or by Natural England, the Environment Agency or other nature conservation organisation.</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p>

**N.B.: Whilst carrying out a protected species survey please take note of the site's potential to support other protected or priority species and extend the survey accordingly if possible.**

### **Exceptions for when a full species survey and assessment may not be required:**

- a. Following consultation by the applicant at the pre-application stage, the LPA has stated in writing that no protected species surveys and assessments are required.
- b. If it is clear that no protected species are present, despite the guidance in the above table indicating that they are likely, the applicant should provide evidence with the planning application to demonstrate that such species are absent (for example, this might be in the form of a letter or brief report from a suitably qualified and experienced person, or a relevant local nature conservation organisation).
- c. If the development proposal will not affect any protected species present, then only limited information needs to be submitted. This information should, however, (i) demonstrate that there will be no significant effect on any protected species present and (ii) include a statement acknowledging that the applicant is aware that it is a criminal offence to disturb or harm protected species should they subsequently be found or disturbed.

In some situations, it may be appropriate for an applicant to provide a protected species survey and report for only one or a few of the species shown in the Table above e.g., those that are likely to be affected by a particular activity. Applicants should make clear which species are included in the report and which are not because exceptions apply.

# Appendix 1

## Guidance on Ecology Information Requirements for planning application

This document provides guidance on the place of biodiversity or ecological issues in the planning application process; the term ‘biodiversity’ is commonly used when referring to wildlife and includes all habitats and species of plants and animals, together with the natural systems that support them. The all-encompassing term means that wildlife interest can be found everywhere, from moorland expanses and wide river valleys to small gardens and disused, brownfield land. The land-use planning system plays an important role in protecting and enhancing the natural environment and all planned developments must take into account their impacts on the natural environment.

Current government planning guidance strongly encourages all development to avoid causing environmental harm and to achieve a net gain in biodiversity wherever possible. And forthcoming legislation will make it a legal obligation for developments to deliver a net gain in biodiversity.

This means that the development of a site should leave the natural environment in a better condition than before the development began.

In addition to the national guidance and legislation the Council has also developed Local Policies to specially identify, protect and enhance features of particular importance to Worcester.

To demonstrate to the Council that a development will not contravene nature conservation legislation and will achieve no net loss and net gain in biodiversity it will be necessary for most applicants to submit an Ecology Statement with their planning application.

### What information should be included in an Ecology Statement

This document provides advice on the scope and content of Ecology Statements which should be required from applicants.

The Statement must provide information on –

- 1. The current ecological value of the site**
- 2. The likely impacts that the development proposal will have on the natural environment**
- 3. Measures to be taken to avoid, mitigate\* and compensate\* for harmful ecological impacts**
- 4. Measures to be taken to achieve a net gain in biodiversity\*\***

\* Mitigation means alleviating an impact, for example removing vegetation only at certain times of the year to reduce the risk of nesting birds being harmed, while compensation involves replacing lost habitats, for example planting new trees as replacements for any lost.

\*\* In some cases, a Biodiversity Metric (a calculation) will need to be used to demonstrate a net gain. It's likely that a professional ecologist will need to calculate the Metric on behalf of applicants. Current government guidance is that all developments should deliver a 10% net gain in biodiversity as measures using a Metric. Albeit developments are of many different types and sizes and will be located in many different areas.

This means that the scope and overall content of the Ecology Statement should be proportionate to the likely level of ecological impacts which the development scheme will cause, and any net gain requirement should be proportionate.

## Overarching principles

If professional ecological surveys and assessments are necessary to inform an application as part of an Ecology Statement these surveys must be carried out and the results submitted before the application is decided. This is because the presence of protected species or protected nature conservation sites would be material to the determination of the application.

- ♦ Ecology surveys and assessments must be carried out by suitably qualified people and to appropriate standards. For information on how to find a suitably qualified ecologist see Appendix 2
- ♦ Species can be mobile in their habits and habitats can change over time. Ecology surveys must therefore be sufficiently up to date. In general surveys more than 18 months – two years old will be out of date
- ♦ Some wildlife is only evident at certain times of the year. This makes it important to plan ahead and consider ecology at an early stage in project planning. For most places ecology surveys carried out in mid-winter are unlikely to be very informative.
- ♦ Don't make quick assumptions about the likely ecological value of sites – for example, places in remote countryside may have limited ecological interest (such as some arable fields) while some urban sites may have significant interest.

## Deciding when a Professional Ecology Survey and Assessment needed to inform an Ecology Statement

### Householder applications and some building conversions

Most householder applications will not require the involvement of professional ecologists. For some properties very close to designated nature conservation sites simple method statements could be prepared explaining how work can be undertaken without causing harm to habitats or species.

The exception is when it is considered possible that a development could cause significant harm to bats. All UK bats and their resting places are legally protected, and lots of bat roosts are found in houses.

If the proposed works will affect existing buildings or features with any of the following a bat survey will be required -

- ♦ hanging tiles timber cladding or weatherboarding, roof voids where the building is within 200m of woodland or water this can include river or canal.
- ♦ pre-1960 buildings or structures within 200m of woodland and/or water
- ♦ pre-1914 buildings or structures within 400m of woodland and/or water
- ♦ pre-1914 buildings with gable ends, traditional clay tile roofs or slate roofs, hanging tiles or weatherboarding regardless of location
- ♦ any structure with gaps around roof structures such as flashing, ridge tiles, fascia, and soffit boards within 200m of woodland or water
- ♦ Structures where there is known current or historic bat use

Bats can, and do, turn up in unlikely places. If bats are suspected at any time a suitably qualified person should be contacted for advice.

The Ecology Statement must include details of the survey, and if bats are found full details of proposed avoidance, mitigation and compensation measures must be presented.

Useful biodiversity enhancement measures for householder applications that could be included in Ecology Statements are -

- ♦ The installation of bat roosting features, including artificial bat boxes
- ♦ The installation of bird nesting boxes
- ♦ Hedgehog boxes
- ♦ New landscaping

## **Prior notification applications**

Ecology Statements will not be required with Prior Notification applications, but applicants are reminded that nature conservation legislation protecting rare and endangered species still applies to all development work, irrespective of whether any objections have been raised to Prior Notifications.

The Council may advise an applicant of the need to take into account protected species during the course of any work which it is made aware of through Prior Notification applications.

## **Applications requiring Environmental Impact Assessment – Environmental Statement**

For applications which the Council decides require Environmental Impact Assessment (EIA developments) the Council can on request issue formal Scoping Opinions about the extent of ecological information needed to inform the application. EIA developments are likely to require comprehensive Ecological Impact Assessments (EcIA) and will need to demonstrate a net gain in biodiversity.

## Other applications, including outline applications

Larger applications which do not need full EclA will nevertheless require ecological surveys and assessments to inform Ecology Statements, proportionate to the likely impacts of the development.

Ecology surveys follow a number of steps -

### Preliminary Ecological Appraisals

The first step is to carry out a Preliminary Ecological Appraisal (PEA). PEAs usually involve first collecting available desktop information about whether a site is known to be designated for its wildlife interest or may be likely to support any notable\* habitats and species.

This information is available from Worcestershire Biological Records Centre

[Worcestershire Biological Records Centre \(wbrc.org.uk\)](http://wbrc.org.uk)

A charge may be made for the supply of data from the Centre. The results of data searches must be included in the Ecology Statement.

\* For land-use planning purposes some habitats and species are regarded more important than others because they are rare, endangered, vulnerable, irreplaceable, or legally protected. These habitats and species are often referred to as 'notable'.

It needs to be remembered that in many cases desktop data may not be complete – many places will not have been surveyed in the past and no existing information may be available.

In the absence of sufficient desk-top data, to decide if further ecology surveys may be needed, as general guidance if any of the following features are present on a development site and are likely to be affected by the development, further survey steps will be needed:

- ◆ Sites with ponds or within 250m of a pond
- ◆ Old and Veteran trees
- ◆ Trees with obvious holes, cracks, cavities, or heavy vegetation (e.g., ivy)
- ◆ Sites with streams, rivers, or lakes on or within 10m of the application site
- ◆ Woodlands and hedgerows
- ◆ Unmanaged grassland and scrub vegetation

If a PEA identifies that all or part of a site is specially protected (for example as a Local Nature Reserve or a Site of Special Scientific Interest) there will be a presumption against any development that would cause harm to the protected site. If harm cannot be avoided mitigation and compensation measures will be sought.

Where a PEA has assessed a development as having a negligible effect on biodiversity no further level of survey is required, but the Ecology Statement must include measures to enhance biodiversity wherever possible.

## Extended Phase 1 Habitat Surveys and UK Habitat Classification Surveys

If following the PEA further survey is needed the next step would be to undertake an Extended Phase 1 Habitat Survey or a UK Habitat Classification Survey. This will involve a site visit by a professional ecologist who will identify, map, and assess the habitats on the site and prepare a report. As part of this survey the ecologist will identify the potential of the site to support any notable species. Surveys to UK Habitat Classification Standard will be needed if a biodiversity metric will be used (see below).

The resulting survey report will form part of the Ecology Statement. It must give details of who carried out the survey, dates and times, survey methodologies and full results. The Phase 1 habitat survey will enable the ecologist to propose measures, mitigation, compensation, and net gain measures and these measures must be presented in the Ecology Statement. The Ecology Statement must also state how alternative designs or locations have been considered for the development to avoid any harm.

### Surveys for specific species

If the Phase 1 survey identifies that a development has the potential to cause harm to any notable specific surveys for these species will be needed. In Worcester, notable species which may be encountered include:

- ♦ Bats
- ♦ Slow worms
- ♦ Great crested newts
- ♦ Badgers

It's important that the impacts of a development on any notable species are fully understood so that mitigation and compensation measures can be properly informed. This may involve the ecologists needing to make repeat visits to find out how species are using the site and this can take time. Again, the need for early planning for ecology is stressed.

The species survey report will form part of the Ecology Statement. It must give details of who carried out the surveys, dates and times, survey methodologies and full results.

Species surveys will enable the ecologist to propose mitigation, compensation and net gain measures and these measures must be presented in the Ecology Statement.

To undertake works which will affect certain protected species a License will first need to be obtained from Natural England. Obtaining a License is a separate and additional process to obtaining planning permission, but Natural England will be unlikely to grant a License unless planning permission has first been granted. More information on Licenses can be found at – <https://www.gov.uk/guidance/wildlife-licences>



## Using a Biodiversity Metric

The use of Biodiversity Metrics to calculate biodiversity losses and gains on development sites is relatively new and the available Metrics are still in development stages, but it is likely that the use of Metrics will become a very important part of Ecology Statements in the future, and particularly when net biodiversity gain becomes a legal requirement.

Currently the most widely accepted Metric is one developed by government and is often referred to as the 'Defra Metric'. This can be found at

[-http://nepubprod.appspot.com/publication/5850908674228224](http://nepubprod.appspot.com/publication/5850908674228224)

To use the Metric properly UK habitat classification surveys will be needed, and Metric calculations will need to be carried out by suitably qualified ecologists.

If a Metric is used the full results of calculations must be included in the Ecology Statement.

## Off-site Compensation and off-site Net Gain

Sometimes it will not be possible to provide sufficient compensation for harm to habitats or biodiversity net gain within the application boundary. In these cases off-site habitat creation and enhancement may be considered.

For off-site habitat compensation and enhancement as much detail as possible should be included in the Ecology Statement, for example:

- ◆ The proposed location of the compensation measures
- ◆ Details of habitats to be created /enhanced
- ◆ Landowner agreements
- ◆ Costs of habitat creation and enhancement
- ◆ Future maintenance and monitoring

Applicants may own land other than the application site where habitat enhancements can be implemented, or it may be possible for the Council to secure a financial contribution from developers to improve local greenspace owned and managed by others.

# Appendix 2

## Relevant Nature Conservation Legislation

### **Wildlife and Countryside Act 1981 (and as amended)**

Under the terms of this Act in the UK it is an offence to deliberately capture, kill or disturb most protected species, or to destroy their resting places or breeding sites.

### **Conservation of Habitat and Species Regulations (2017 and as amended)**

A EU Directive which provides protection to designated sites (including Special Areas of Conservation and Special Protection Areas) and species and provides the highest level of environmental protection within the UK.

### **Protection of Badgers Act 1992**

Makes it illegal to cause harm to badgers and badger setts

# Appendix 3

## Where to find an ecological consultant

### **Chartered Institute of Ecology and Environmental Management (CIEEM)**

<https://www.cieem.net/>

### **Institute of Environmental Management and Assessment**

<https://www.iema.net/>

# Appendix 4

## Useful contacts and further information

**Natural England** hold a wide variety of publications providing standing advice on protected species, habitats and development. All are available to download free of charge.

**Joint Nature Conservation Committee (JNCC)** is the statutory adviser to Government on UK and international nature conservation. JNCC offer further information on wildlife law, designated nature conservation sites and a full list of species protected under the Wildlife and Countryside Act 1981.

<http://jncc.defra.gov.uk/>

### **Worcestershire Wildlife Trust**

The Trust campaigns for wildlife in Worcestershire and undertakes pro-active nature conservation and has a consultancy team.

# Appendix 5

## Refuse details for residential development

The Council operates an Alternate Weekly Collection of refuse and recycling, so it is essential that the correct capacity for refuse and recycling is provided.

For single properties, a 180-litre black bin for residual waste and a 240-litre green bin for recyclable waste are provided. Smaller 140-litre bins are available for sole occupants or small families that do not generate much waste. For multi-occupancy dwellings, we provide larger 1100-litre communal bins with a 660-litre size as an alternative where access is difficult.

Size (L) & Type	Material	W (mm)	D (mm)	H (mm)	Comments
140 Black	Plastic	490	550	1060	Standard for single flats also available as an alternative to 190L for low occupancy households
140 Green	Plastic	490	550	1060	Standard for single flats also available as an alternative to 180L for low occupancy households
180 Black	Plastic	525	740	1070	Standard for most properties
240 Black	Plastic	580	730	1060	Available for families with six or more permanently residing in the property or for specific medical needs (additional non-infectious waste)
240 Green	Plastic	580	730	1060	Standard for most properties
240 Brown	Plastic	580	730	1060	Garden waste - Optional subscription service

Figure 2. Containers required for external storage of waste for housing developments

### Specifications for external storage areas for housing developments

Storage areas for individual waste bins should consider the following criteria:

- ♦ Waste bins should be accommodated within the curtilage of each property and should not be stored on the highway.
- ♦ Storage areas should be identified on plans and collection points hard standing.
- ♦ Storage areas should be positioned to make it convenient for the householder to transport waste/recycling, no more than 20 metres from the external door.

**The maximum distance collection crews should have to move two wheeled bins is 15 metres and gradients should not be more than 1 in 12.** A risk assessment will be required to determine collection points where standard kerbside collection points are not available.

The distance collectors cover transporting waste containers to and from the collection vehicle should be minimised to achieve an economical service, with steps being avoided.

In developments where bin stores are not provided, there must be made space available on the property for bins to be stored by each householder. Bins must not be stored the public highway.

## Waste container collection from housing developments

Householders are required to present their bins at the edge of their property boundary, at the point nearest the highway, by 07:00 on collection day, and return them to their storage area, as soon as possible following collection.

Refuse collection vehicles must be able to stop and park safely within 15 metres of any individual dwelling boundary or within 15 metres of the bin storage area.

Where storage facilities are located within the development and access is to be provided for refuse collection vehicles, attention should be paid to the following:

Vehicle length	11,230 mm
Vehicle width	2,550 mm
Vehicle turning circle - kerb to kerb	21,188 mm (dia)
Vehicle turning circle - wall to wall	23,816 mm (dia)
Vehicle height clearance	4,000 mm

Figure 3. Details of refuse vehicles

Access to developments, wherever possible, should enable collection vehicles to continue in a forward gear and minimise reversing manoeuvres. Reversing of waste collection vehicles is a dangerous operation and requires the use of reversing assistants to support the driver. Where reversing cannot be avoided, vehicles should not be required to reverse distances in excess of 12 metres. Longer distances may be considered but the routes should be straight and free from obstruction.

Roadways and other surfaces used by refuse vehicles must be designed to withstand a laden weight of not less than 26 tonnes. Block paving should be avoided in turning areas.

Traffic regulation orders should be considered if access to a specific part of a development would not be possible if vehicles are parked in the area, particularly opposite dropped kerbstones designed for wheeled bin access.

## Flats and apartment developments

### Containers required for external storage of waste for flats and apartments

Communal storage facilities are deemed to be more appropriate for flats and apartments and should be provided at strategic locations throughout the site. The Council operates an Alternate Weekly Collection of refuse and recycling, and it is expected that new developments should allow sufficient space for the number of bins required to hold residual and recyclable waste separately for two weeks for the number of dwellings being served.

Our guidance assumes that one 1100-litre bin of mixed refuse should serve 4 flats/apartments for two weeks (all household waste generated), i.e., 275 litres per flat. This assumption allows for single or multiple occupancy. A combination of different bins can be arranged for any size of development.

Flats/apartments with families or more than two occupants will require a higher storage capacity for refuse. Please seek further advice (See Figure 4).

It is advisable to contact the Waste Management Department at the Council to verify that the numbers of bins that have been allocated are sufficient for the development.

Where Houses of Multiple Occupation exist (HMO) then please refer to Figure 6 below.

Developers will be required to purchase 1100/660-litre bins for residential refuse and recycling. Bins need to be purchased directly with the Council and not through another supplier.

Size (L) & Type	Material	W (mm)	D (mm)	H (mm)	Comments
660 Black	Plastic	1360	780	1200	Communal properties
660 Green	Plastic	1360	780	1200	Communal properties
1100 Black	Plastic	1360	1080	1350	Communal properties
1100 Green	Plastic	1360	1080	1350	Communal properties

Figure 4. The sizes of bins currently supplied

### Waste storage areas for flats and apartments

Storage areas should be designed to accommodate bins as calculated above.

The design of communal bin storage areas is vitally important within a development site. Poorly designed areas can lead to contamination of materials and litter, potentially resulting in public health issues. They must be an integral part of the development, located to avoid conflict with parking areas and to ensure that residents, collection vehicles and collectors can obtain access at all times.

## Storage areas for waste bins for flats and apartments

Storage areas should be identified on plans and need to be within 10m of where the refuse vehicle can safely stop on the nearest highway and should be easily accessible for the collection crews avoiding steps and steep slopes/ramps.

The design of storage areas should allow for easy removal of the bins over smooth, continuous surfaces, including the use of dropped kerbs to allow for emptying of the bins. Paths and alleyways should be not less than 1500mm wide for bulk bins.

**All bin storage areas should have a suitable enclosure, e.g., wooden fencing, brick or concrete walls to contain the bins.**

Enclosures should have double doors with a clear opening of at least 1500mm and with a mechanism to hold doors open during collection.

Where storage areas are secured, arrangements need to be made with us for the refuse collectors to gain access. Waste can be collected any time between 7.00 and 16:30.

Areas should be provided on suitable hard standing with adequate drainage.

Access for all residents including people with disabilities and wheelchairs users should be considered in line with appropriate building regulations and guidance.

Storage areas should be well illuminated to allow residents to use the areas in the evenings and feel safe doing so.

Bins should be located away from windows and ventilators to avoid any nuisance odours entering the premises.

It is recommended that internal bin stores for sack storage are ventilated to outside air.

It is good practice to provide signage at the storage points to remind residents of the need to segregate recyclable materials and to use the correct bin for each specific material source. Please contact the Waste Management Department to discuss the provision of signage.

## Waste collection for flats and apartments

Two options exist for the collection of waste bins from flats and apartments:

1. Waste bins are collected directly from the container store.
2. Waste bins are collected from an agreed collection point.

It is the responsibility of the caretaker/management company (or similar) to allow the collection crews access to the container stores/collection point on collection day and to ensure that access is not restricted, for example by parked cars.

The Waste Management Department can take responsibility for a key or access code to gain access into a development or bin area. The preferred option is for a lock with a code to be used to avoid the use of keys.

Access to developments, wherever possible, should enable collection vehicles to continue in a forward gear and minimise reversing manoeuvres .

No. of Flats/ Apartments	Residual Allocation	Q	Recycling Allocation	Q	Total Capacity (L)	Capacity per Flat (L)	
1	140	1	140	1	280	280	or 180 B and 240 G
2	140	2	140	2	560	280	
3	140	3	140	3	840	280	
4	660	1	660	1	1320	330	
5	1100	1	660	1	1760	352	
6	1100	1	1100	1	2200	367	
7	1100	1	1100	1	2200	314	
8	1100	1	1100	1	2860	358	
	660	1					
9	1100	1	660	2	3080	342	
10	1100	1	1100	1	3520	352	
	660	1	660	1			
11	1100	1	1100	1	3520	320	
	660	1	660	1			
12	1100	1	1100	1	3520	293	
	660	1	660	1			
13	1100	2	1100	1	3960	305	
			660	1			
14	1100	2	1100	2	4400	314	
15	1100	2	1100	2	4400	293	
16	1100	2	1100	2	5060	316	
	660	1					
17	1100	2	1100	2	5060	298	
	660	1					
18	1100	2	1100	2	5720	318	
	660	1	660	1			
19	1100	3	1100	2	5500	289	
20	1100	2	1100	2	5720	286	
	660	1	660	1			
24	1100	3	1100	3	7260	303	
	660	1					
28	1100	4	1100	4	8800	314	

No. of Flats/ Apartments	Residual Allocation	Q	Recycling Allocation	Q	Total Capacity (L)	Capacity per Flat (L)	
32	1100	5	1100	4	9900	309	
36	1100	5	1100	5	11000	306	
40	1100	6	1100	5	12100	303	
44	1100	6	1100	6	13200	300	
48	1100	7	1100	6	14300	298	
52	1100	7	1100	7	15400	296	
56	1100	8	1100	7	16500	295	
60	1100	8	1100	8	17600	293	

Figure 5. Communal bin calculations (Capacity per flat =275 litres per fortnight)

No. of Rooms	Residual Allocation	Q	Recycling Allocation	Q	Total Capacity
1-4	190	1	240	1	480
5-7	190	2	240	2	860
8-10	190	3	240	3	1290
10+	1100	1	1100	1	2200

Figure 6 – House of Multiple Occupancy Bin Calculations

Should you require further guidance on the below requirements, please contact:

**Worcester City Council Waste Team, Telephone 01905 722233**

[waste@worcester.gov.uk](mailto:waste@worcester.gov.uk)



# Appendix 6

## Cycle Storage

Within the **Streetscape Design Guide published by Worcestershire County Council** in regards to the standards required in relation to transport and highway design, amongst a raft of technical guidance, it also explains that cycle parking must be sheltered, secure and easily accessible and what type of cycle storage is considered acceptable.

### Householder type applications

Within the Streetscape Design Guide there is clear guidance intended specifically for the householder type of application. Appendix D of the Streetscape Design Guide is a Householder Planning Application Information sheet which has been prepared to act as a checklist guide for minor applications related to a household including dimensions and measurements regarding visibility and car parking requirements.

### Public Cycle Parking

Further information regarding designing for cycle parking and incorporating into wider design considerations can be found in the

[Gear change: a bold vision for cycling and walking \(publishing.service.gov.uk\)](#) document.

STANDARDS FOR PUBLIC CYCLE PARKING by the Bicycle Association were published in June 2021

<https://www.bicycleassociation.org.uk/news-press/new-uk-cycle-parking-standard-published/>

Green = Always required Yellow = May be required - dependant on proposals Y = Needed in all circumstances where the constraint applies	Householder	Full PP & COU	Outline with all materials reserved	Reserved Mattered	Listed Building Consent	Telecommunications	Advert Consent	Lawful Dev. Certificate Existing	Lawful Dev. Certificate Proposed	Non-material Amendment	Removal of Variation of condition	Discharge of conditions	Prior Approval of larger home extensions & additional storeys	Prior notification Agricultural or Forestry	Prior Approval for COU Part 3 GDPO 2015	Demolition in a Cons. Area	Works to trees in a conservation area or subject to a TPO	Works to trees subject to a TPO
<b>Part I National Validation Requirements</b>																		
Completed Forms	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Ownership certificates	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
The correct fee	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			
Location plan	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Design and access statement		Y	Y	Y	Y													
Fire Statement **		Y	Y	Y														
Block plan	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
Existing site plan																		
Proposed site plan																		
Existing elevations													Y*					
Proposed elevations																		
Existing floor plans																		
Proposed floor plans																		
Roof plans																		
Site Survey and Finished Floor Level Plans																		

Figure 7. List of documents required by application type

\*When there are additional storeys only

Yellow = May be required - dependant on proposals Y = Needed in all circumstances	Householder	Full PP & COU	Outline with all materials reserved	Reserved Mattered	Listed Building Consent	Telecommunications	Advert Consent	Lawful Dev. Certificate Existing	Lawful Dev. Certificate Proposed	Non-material Amendment	Removal of Variation of condition	Discharge of conditions	Prior Approval of larger home extensions & additional storeys	Prior notification Agricultural or Forestry	Prior Approval for COU Part 3 GDPO 2015	Demolition in a Cons. Area	Works to trees in a conservation area or subject to a TPO	Works to trees subject to a TPO
<b>Part II Local Application Requirements (as set out in the requirements within the main document)</b>																		
Affordable Housing Statement		Y	Y	Y														
Agricultural Land Appraisal		Y	Y	Y														
Air Quality Assessment																		
Archaeological Desk-based Assessment and Field Evaluation Report	Y	Y	Y	Y	Y												Y	
Community Infrastructure Levy (CIL) - Assumption Liability Form		Y	Y	Y														
Daylighting/Sunlight Assessment		Y	Y	Y														
Economic Statement		Y	Y	Y														
Employment Site Assessment		Y	Y	Y														
Energy Assessment		Y		Y														
Environmental Impact Assessment		Y	Y	Y														
Flood Risk Assessment (Y if in relevant flood zone)	Y	Y	Y	Y											Y			
Foul Sewerage Assessment		Y	Y	Y														

Figure 7. List of documents required by application type

Green = Always required Yellow = May be required - dependant on proposals Y = Needed in all circumstances	Householder	Full PP & COU	Outline with all materials reserved	Reserved Mattered	Listed Building Consent	Telecommunications	Advert Consent	Lawful Dev. Certificate Existing	Lawful Dev. Certificate Proposed	Non-material Amendment	Removal of Variation of condition	Discharge of conditions	Prior Approval of larger home extensions & additional storeys	Prior notification Agricultural or Forestry	Prior Approval for COU Part 3 GDPO 2015	Demolition in a Cons. Area	Works to trees in a conservation area or subject to a TPO	Works to trees subject to a TPO
<b>Part II Local Application Requirements (as set out in the requirements within the main document)</b>																		
Glint and Glare Assessment		Y	Y	Y														
Health Impact Assessment and HIA Screening		Y	Y	Y														
Heritage Statement				Y	Green		Y									Y		
Land Contamination Assessment		Y	Y	Y														
Landscape and Visual Impact Assessment		Y		Y														
Lighting Assessment		Y		Y														
Nature Conservation/ Ecological Information (Ecological Survey and Report) (Y if relevant ecology on the site)	Y		Y	Y														
Noise Impact Assessment		Y		Y														
Odour Impact Assessment		Y		Y														
Open Space/ Recreational Facilities Assessment		Y	Y	Y														
Planning Obligations and Heads of Terms and CIL Eligibility Statement		Y	Y	Y														

Figure 7. List of documents required by application type

Yellow = May be required - dependant on proposals Y = Needed in all circumstances	Householder	Full PP & COU	Outline with all materials reserved	Reserved Mattered	Listed Building Consent	Telecommunications	Advert Consent	Lawful Dev. Certificate Existing	Lawful Dev. Certificate Proposed	Non-material Amendment	Removal of Variation of condition	Discharge of conditions	Prior Approval of larger home extensions & additional storeys	Prior notification Agricultural or Forestry	Prior Approval for COU Part 3 GDPO 2015	Demolition in a Cons. Area	Works to trees in a conservation area or subject to a TPO	Works to trees subject to a TPO
<b>Part II Local Application Requirements (as set out in the requirements within the main document)</b>																		
Planning Statement		Y	Y	Y														
Refuse Storage and Collection Details		Y		Y														
Retail and Centres Impact Assessment		Y	Y															
Statement of Community Involvement		Y	Y															
Streetscene Elevations		Y																
Structural Survey		Y																
Telecommunication Supporting Information		Y	Y															
Transport Statement/ Transport Assessment		Y	Y															
Travel Plans		Y	Y															
Tree Survey/ Arboricultural Assessment	Y	Y	Y															
Ventilation & Extraction Details		Y																
Viability Assessment		Y	Y															
Water Management Statement (Y if the proposal affects water run off)	Y	Y																

Figure 7. List of documents required by application type