



## Planning Delivery

**Application for Planning Permission including Advertisement, Listed Building and Conservation Area Consents and Telecommunications Applications (N.B. this excludes applications for discharge, variation or compliance with conditions and applications for certification of lawfulness).**

Town and Country Planning Act 1990

# Validation Check List

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This document has been produced in accordance with Government publication “Guidance on information requirements and validation” issued in March 2010. **Please note National requirements are highlighted in yellow.**

Validation Number	Information Required (From V17 onwards 4 copies of these documents will be required, unless previously agreed)	Types of application that need this information	Guidance	Policy Driver (Policy drivers will be updated as and when new policy is adopted)	Tick Box <input checked="" type="checkbox"/>
<b>V1</b>	<p><b>Relevant Application Form</b></p> <p>1 original and 3 copies (1 original and 2 copies for an advertisement application) if submitted by post (paper)</p> <p>x 1 if submitted electronically</p>	<b>All applications</b>	<ul style="list-style-type: none"> <li>• 1 original and 3 copies (1 original and 2 copies for an advertisement application) of the completed relevant application form (paper).</li> <li>• Full contact details of the applicant and/or agent (where appropriate) must be completed.</li> <li>• <b>All</b> questions must be answered.</li> <li>• Declaration must be signed and dated.</li> </ul>	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2010</p> <p>Town and Country Planning (Application) Regulations 1988.</p> <p>The Town and Country Planning (Control of Advertisements) (England) Regulations 2007</p>	<input type="checkbox"/>
<b>V2</b>	<p><b>Agricultural Holding Certificate</b></p> <p>1 original and 3 copies if submitted by post</p> <p>x 1 if submitted electronically</p>	<b>All applications (except for consent to display advertisements).</b>	<ul style="list-style-type: none"> <li>• Delete those parts which are not applicable.</li> <li>• Sign and date.</li> </ul>	<p>Town and Country Planning Act 1990.</p> <p>The Town and Country Planning (Development Management Procedure) (England) Order 2010).</p>	<input type="checkbox"/>

<b>V3</b>	<b>Ownership Certificate</b> 1 original and 3 copies if submitted by post  x 1 if submitted electronically	<b>All applications (except for consent to display advertisements).</b>	<ul style="list-style-type: none"> <li>• If the applicant is the sole owner of the site (and there are no long leases) then Certificate A must be completed.</li> <li>• If the applicant is not the owner of the site (or only owns part) and the applicant knows who owns the site (or the other parts) then Certificate B must be completed (see V4 below).</li> <li>• Certificate C should be completed if there is more than one owner and the applicant knows some but not all of the owners of the site. (See V4 below).</li> <li>• Long leaseholders (more than 7 years remaining) are treated as owners for these purposes and therefore need to complete Certificate A. Certificate D should be completed if the applicant does not know any of the owner(s) of the site (see V4 below).</li> </ul>	Town and Country Planning Act 1990.  The Town and Country Planning (Development Management Procedure) (England) Order 2010	<input type="checkbox"/>
<b>V4</b>	<b>Article 6</b> 1 original and 3 copies if submitted by post  x 1 if submitted electronically	<b>All applications where Ownership Certificates B, C or D have been completed</b>	<ul style="list-style-type: none"> <li>• A notice must be served on all owners and / or published in the press in accordance with the instructions on the Certificate.</li> <li>• A copy of the Article 6 notice must be included in the application submission and can be found here: <a href="#">Article 6 Form</a></li> <li>• Where certificates C or D have been completed, a copy of the article published in the newspaper must also be provided.</li> </ul>	Town and Country Planning Act 1990.  The Town and Country Planning (Development Management Procedure) (England) Order 2010	<input type="checkbox"/>
<b>V5</b>	<b>Location Plan</b> 4 copies (3 copies for an advertisement application) if submitted by post  x 1 if submitted electronically	<b>All applications</b>	<ul style="list-style-type: none"> <li>• Based on an up-to-date map, drawn to an appropriate metric scale e.g. 1:1250, 1:2500.</li> <li>• Wherever possible plans submitted should use A4 or A3 paper.</li> <li>• Must show at least two named roads and surrounding buildings.</li> <li>• Site boundaries must be edged clearly with a red line. Include all land necessary to carry out the proposed development – e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking</li> </ul>	The Town and Country Planning (Development Management Procedure) (England) Order 2010  Town and Country	<input type="checkbox"/>

			<p>and open areas around buildings.</p> <ul style="list-style-type: none"> <li>• A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.</li> <li>• Must show the direction of North.</li> <li>• Identifies the proposed position of any advertisement proposed.</li> <li>• You can purchase 4 original location plans to submit with your planning applications by e-mailing your request to <a href="mailto:planning.customerservices@eaststaffsbc.gov.uk">planning.customerservices@eaststaffsbc.gov.uk</a> or you can obtain them direct from the Customer Services Centre, Market Place, Burton upon Trent , Uttoxeter Customer Services Centre, Red Gables, High Street, Uttoxeter or by calling 01283 508606. You can <a href="#">Pay Online</a> with a credit/debit card or payment can be made by cheque made payable to ESBC. You will need to complete a declaration/request form which can be found here: <a href="#">Ordnance Survey Declaration Form</a></li> </ul>	<p>Planning (Application) Regulations 1988.</p> <p>The Town and Country Planning (Control of Advertisements) (England) Regulations 2007</p>	
<b>V6</b>	<p><b>Block/Site Plan</b> 4 copies if submitted by post  x 1 if submitted electronically</p>	<b>All applications</b>	<ul style="list-style-type: none"> <li>• Drawn to an appropriate metric scale e.g. 1:200 or 1:500</li> <li>• Wherever possible plans submitted should use A4 or A3 paper.</li> <li>• Must show the site boundaries.</li> <li>• Must show the type and height of boundary treatment (e.g. walls, fences etc).</li> <li>• Must show the position of any immediately adjacent buildings or structure outside the site.</li> <li>• All elevations and plans must be clearly and logically named and given titles which refer to their content and details must be clear enough so that the quality of detail is not compromised when scanned and viewed electronically e.g. faint lines are unacceptable.</li> <li>• Must show the direction of North.</li> <li>• Must show clearly the proposed works in relation to what is already there, where relevant, preferably by the use of colour, differentiating them from the existing building(s).</li> <li>• Access and parking provision where relevant. You can purchase 4 original block plans to submit with your planning applications by e-mailing your request to <a href="mailto:planning.customerservices@eaststaffsbc.gov.uk">planning.customerservices@eaststaffsbc.gov.uk</a> or you can</li> </ul>	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2010</p> <p>Town and Country Planning (Application) Regulations 1988.</p>	<input type="checkbox"/>

			<p>obtain them direct from the Customer Services Centre, Market Place, Burton upon Trent, Uttoxeter Customer Services Centre, Red Gables, High Street, Uttoxeter or by calling 01283 508606. You can <a href="#">Pay Online</a> with a credit/debit card or payment can be made by cheque made payable to ESBC. You will need to complete a declaration/request form which can be found here: <a href="#">Ordnance Survey Declaration Form</a></p>		
<b>V7</b>	<p><b>Existing and Proposed Elevations</b>  x 4 if submitted by post  (3 copies for an advertisement application)   x 1 if submitted electronically</p>	<p><b>All applications proposing new buildings or alterations to the exterior of existing buildings.</b></p>	<ul style="list-style-type: none"> <li>• Drawn to an appropriate metric scale e.g. 1:50 or 1:100.</li> <li>• Wherever possible plans submitted should use A4 or A3 paper.</li> <li>• Must show clearly the proposed works in relation to what is already there, where relevant, preferably by the use of colour, differentiating them from the existing building(s).</li> <li>• All elevations should clearly indicate the existing and proposed building materials and the style, materials and finish of windows and doors.</li> <li>• Any blank elevations must also be included; if only to show that this is in fact the case.</li> <li>• All elevations and plans must be clearly and logically named and given titles which refer to their content and details must be clear enough so that the quality of detail is not compromised when scanned and viewed electronically e.g. faint lines are unacceptable.</li> <li>• Where any proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.</li> <li>• Advertisement applications require the following:- <ul style="list-style-type: none"> <li>• existing and proposed elevations to a scale of 1:50 or 1:100</li> <li>• a drawing to a scale of 1:50 or 1:100 showing advertisement size, siting, materials and colours to be used</li> <li>• height above ground</li> <li>• extent of projection and details of method and colours</li> </ul> </li> </ul>	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2010</p> <p>Town and Country Planning (Application) Regulations 1988.</p> <p>The Town and Country Planning (Control of Advertisements) (England) Regulations 2007</p>	<input type="checkbox"/>

			of illumination (if applicable).		
<b>V8</b>	<b>Existing and Proposed Floor Plans</b> x 4 if submitted by post  x 1 if submitted electronically	<b>All applications proposing new or amended floorspace and/or proposals to alter existing buildings.</b>	<ul style="list-style-type: none"> <li>• Drawn to an appropriate metric scale e.g. 1:50 or 1:100.</li> <li>• Wherever possible plans submitted should use A4 or A3 paper.</li> <li>• Must show the proposed openings to accord with elevations.</li> <li>• Where existing buildings or walls are to be demolished these should be clearly shown.</li> <li>• The drawings submitted should show details of the existing building(s), where relevant, as well as those of the proposed development, preferably by the use of colour, differentiating them from the existing building(s).</li> <li>• For change of use applications (where internal alterations are proposed) – must show existing and proposed layout of the rooms on the submitted drawings.</li> </ul>	The Town and Country Planning (Development Management Procedure) (England) Order 2010  Town and Country Planning (Application) Regulations 1988.	<input type="checkbox"/>
<b>V9a</b>	<b>Existing and Proposed Site Sections</b> x 4 if submitted by post  x 1 if submitted electronically	<b>All applications proposing changes to site levels or where existing levels across the site vary more than 1m.</b>	<ul style="list-style-type: none"> <li>• Show a cross section(s) through the proposed building(s).</li> <li>• Drawn to an appropriate metric scale e.g. 1:50 or 1:100.</li> <li>• Wherever possible plans submitted should use A4 or A3 paper.</li> <li>• In all cases where a proposal involves a change in ground levels, drawings should be submitted to show both existing and finished levels.</li> <li>• Plans should show existing site levels and finished site levels (preferably by the use of colour differentiating them from the existing levels). With levels related to a fixed datum point either off site but nearby, or at some point on the site which will not be affected by the works proposed.</li> <li>• Plans must also show the proposals in relation to adjoining land and buildings.</li> </ul>	The Town and Country Planning (Development Management Procedure) (England) Order 2010  Town and Country Planning (Application) Regulations 1988.	<input type="checkbox"/>
<b>V9b</b>	<b>Finished Floor and Site Levels</b> x 4 if submitted by post  x 1 if submitted electronically	<b>All new buildings (excluding household and commercial extensions)</b>	<ul style="list-style-type: none"> <li>• Drawn to an appropriate metric scale e.g. 1:50 or 1:100.</li> <li>• Wherever possible plans submitted should use A4 or A3 paper.</li> <li>• In all cases where a proposal involves a change in ground levels, drawings should be submitted to show both existing and finished levels to include details of foundations, retaining structures and how eaves relate to adjacent land and boundaries. Details should also be submitted</li> </ul>	The Town and Country Planning (Development Management Procedure) (England) Order 2010  Town and Country	<input type="checkbox"/>

			<p>explaining how any encroachment on adjacent land is to be avoided.</p> <ul style="list-style-type: none"> <li>Plans should show existing site levels and finished floor levels (preferably by the use of colour differentiating them from the existing levels). With levels related to a fixed datum point either off site but nearby, or at some point on the site which will not be affected by the works proposed.</li> <li>Where no changes to site levels are proposed, and finished floor levels are not to be raised, stating this on plans will be acceptable.</li> </ul>	<p>Planning (Application) Regulations 1988.</p>	
<b>V10</b>	<p><b>Roof Plans</b> x 4 if submitted by post x 1 if submitted electronically</p>	<p><b>All applications where alterations to the roof are proposed.</b></p>	<ul style="list-style-type: none"> <li>Drawn to an appropriate metric scale e.g. 1:50 or 1:100.</li> <li>Wherever possible plans submitted should use A4 or A3 paper.</li> <li>Must show the shape of the existing and proposed roof (preferably by the use of colour differentiating them from the existing roof).</li> <li>Must show details of the roofing material, any rooflights, flues and any vents and their location on the roof.</li> </ul>	<p>Town and Country Planning (Application) Regulations 1988.</p>	<input type="checkbox"/>
<b>V11</b>	<p><b>Appropriate Fee paid in full</b></p>	<p><b>All applications.</b></p>	<p>You can calculate or view all Planning Fees and exemptions here: <a href="#">Planning Fees</a></p> <ul style="list-style-type: none"> <li>If your planning application is submitted on line via the Planning Portal <a href="http://www.planningportal.gov.uk">www.planningportal.gov.uk</a> you can also pay on line via a secure web-site.</li> <li>Alternatively, if submitting a paper submission you can <a href="#">Pay Online</a> with a credit/debit card, send a cheque made payable to ESBC or pay with your Debit/Credit card by calling 01283 508606.</li> </ul>	<p>Town and Country Planning Fees Regulations.2009</p>	<input type="checkbox"/>
<b>V12</b>	<p><b>Information statutorily required for all applications for outline planning permission</b></p>	<p><b>Outline planning applications</b></p>	<ul style="list-style-type: none"> <li><b>Use</b> – the use or uses proposed for the development and any distinct development zones within the site identified;</li> <li><b>Amount of development</b> – the amount of development proposed for each use;</li> <li><b>Indicative layout</b> – an indicative layout with separate</li> </ul>	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2010</p>	<input type="checkbox"/>

			<p>development zones proposed within the site boundary where appropriate:*</p> <ul style="list-style-type: none"> <li>• <b>Scale Parameters</b> – an indication of the upper and lower limits for height, width and length of each building within the site boundary;*</li> <li>• <b>Indicative access points</b> – an area or areas in which the access point or points to the site will be situated.*</li> </ul> <p>*Where these matters are reserved for subsequent approval</p>	DCLG Circular 01/2006	
<b>V13</b>	<p><b>Design and Access Statement (DAS)</b></p> <p><b>x 4 if submitted by post</b></p> <p><b>x 1 if submitted electronically</b></p>	<p><b>Required for all applications except those set out in adjacent guidance column.</b></p> <p><b>N.B. Even where not required, applicants may consider submitting a DAS in order to fully demonstrate the appropriateness of the design of the proposal.</b></p>	<p>Applicants are advised to refer to Part 2 Article 8 (4c) of The Town and Country Planning (Development Management Procedure) (England) Order 2010 for full details but, in summary, a DAS is not statutorily required for:</p> <p>i. engineering or mining operations</p> <p>ii. development of an existing dwellinghouse, or development within the curtilage of a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse, where no part of that dwellinghouse or curtilage is within a conservation area, SSSI or is a listed building.</p> <p>iii. a material change in the use of land or buildings, unless it also involves operational (built) development</p> <p>iv. extensions to the time limits for implementing existing planning permissions</p> <p>v. development of an existing flat for any purpose incidental to the enjoyment of the flat as such, where no part of that flat is within a conservation area, SSSI, or is a listed building.</p> <p>vi. the extension of an existing building used for non-domestic purposes where the floorspace created by the development does not exceed 100 square metres and where no part of the building or the development is within a conservation area, SSSI, or is a listed building.</p> <p>vii. the erection, construction, improvement or alteration of a</p>	<p>Section 42 of the 2004 Town and Country Planning Act.</p> <p>The Town and Country Planning (Development Management Procedure) (England) Order 2010</p> <p>PPS1: Delivering Sustainable Development (paragraphs 13, 33 – 35), PPS1 Supplementary: Planning and Climate Change (paragraphs 41 – 42).</p>	<input type="checkbox"/>

			<p>gate, fence, wall or other means of enclosure, up to 2m high or the height of the existing means of enclosure, whichever is the higher, where no part of the building or the development is within a conservation area, SSSI or is a listed building.</p> <p>viii. development on operational land (land used to carry out statutory undertakings or land in which an interest is held for that purpose*) consisting of the erection of a building or structure up to 100 cubic metres in volume and 15m in height and where no part of the development is within a conservation area, SSSI or is a listed building.</p> <p>ix. the alteration of an existing building where the alteration does not increase the size of the building and where no part of the building or the development is within a conservation area, SSSI or is a listed building.</p> <p>x. the erection, alteration or replacement of plant or machinery where, as a result of the development, the height of the plant or machinery would not exceed the greater of 15 metres above ground level, or the height of the original plant or machinery, and where no part of the development is within a conservation area, SSSI or is a listed building; or</p> <p>xi. Section 73 (applications (to develop land without conditions previously attached).</p> <p>The CABE publication “Design and Access Statements: how to write, read and use them” gives advice on how best to use and prepare a DAS, and can be downloaded at: <a href="#">CABE Guidance</a></p> <p>Where required, a DAS should explain the design principles and concepts that have been applied to the development and how issues relating to access to the development have been dealt with. The DAS must include information on the amount of development, layout, scale, landscaping and appearance, prevention of crime and a detailed explanation of how climate change mitigation and adaptation measures have been considered in the design of the proposal. The context of the development needs to be appraised and an assessment made of how the design takes account of that context.</p>		
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			<p>For outline applications the statement should justify the principles of design and access and detail the use, the amount of development, scale parameters, indicative layout and access points.</p> <p>For reserved matters proposals a DAS is required, demonstrating how the principles of the outline stage statement have been applied and adhered to.</p> <p>*As defined in Section 263 (1) (a) (b) of the Town and Country Planning Act 1990.</p>		
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The information and reports referred to below are shown in alphabetical order; please refer to column 3 for the threshold criteria applicable to each application type.

<b>V14</b>	<b>Affordable Housing Statement</b>	<b>All applications for 15 or more dwellings.</b>	<ul style="list-style-type: none"> <li>• Statement must include details of tenure, location and number of proposed affordable dwellings.</li> <li>• Refer to Supplementary Planning Document – Housing Choice.</li> <li>• <b>Housing Choice link to be added when adopted.</b></li> </ul>	<p>PPS3: Housing (paragraph 29).</p> <p>Housing Choice SPD</p> <p>East Staffordshire Local Plan Saved Policy IMR2</p>	<input type="checkbox"/>
<b>V15</b>	<b>Air Quality Assessment</b>	<b>Applications that are likely to give rise to emissions to air of pollutants for which there is a national air quality objective, or for</b>	<p>An Air Quality Assessment must accompany all planning applications which propose:</p> <ul style="list-style-type: none"> <li>• Proposals that will give rise to a significant change in either traffic volumes, typically a change in annual average daily traffic (AADT) or peak traffic flows of greater than <math>\pm 5\%</math> or <math>\pm 10\%</math> depending on local circumstances. The new guidance recommends that an AQ assessment should be required if there is a change of <math>\pm 5\%</math> within or close to an AQMA, outside it is <math>\pm 10\%</math>. For roads with an AADT of 10,000+ and vehicle speeds</li> </ul>	<p>Air Quality Strategy 2007.</p> <p>The Environment Act 1995.</p> <p>The Air Quality Standards Regulations 2010.</p> <p>Development Control:</p>	<input type="checkbox"/>

		<p><b>which there may otherwise be a significant impact upon local air quality meeting the criteria set out in the adjacent guidance column.</b></p>	<p>change by <math>\pm 10</math>kph then an AQ assessment would also be required.</p> <ul style="list-style-type: none"> <li>Proposals that significantly alter traffic composition (i.e. an increase in the number of HGVs of 200 movements or more per day).</li> <li>Proposals that include significant new car parking, which is taken to be 100 spaces outside of an AQMA and just 50 within an AQMA. Previously there was a blanket approach of 300 spaces. This should also include proposals for new coach or lorry parks.</li> <li>Proposals that include biomass boilers or biomass-fuelled CHP plant, regardless of whether they are in an AQMA or not.</li> <li>The new guidance also recommends that consideration should be given to the impacts of centralised boilers or CHP plant burning other fuels (e.g. gas or oil) within or close to an AQMA.</li> <li>AQ assessments are also required for large, long term construction sites that would generate large HGV flows (&gt;200 movements per day) over a period of a year or more.</li> <li>Introduction of new exposure close to existing sources of air pollutants, including road traffic, industrial operations, agricultural operations etc</li> </ul> <p>Details of Air Quality Management Areas within East Staffordshire can be emailed to you on request: <a href="mailto:planning.customerservices@eaststaffsbc.gov.uk">planning.customerservices@eaststaffsbc.gov.uk</a></p> <p>A separate Air Quality Assessment may not be required where it will be submitted as part of a formal EIA for a major development (see V21 below). Applicants are advised to seek specialist expertise and to discuss their proposals with East Staffordshire Pollution Control Team on <b>01283 508848</b> at an early stage in the design process.</p>	<p>Planning For Air Quality (2010 Update)</p>	
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V16	<b>Archaeological Asset or Scheduled Ancient Monument Heritage Statement</b>	<b>All development which may potentially affect sites of archaeological importance or areas recorded on the Monuments Record.</b>	<p>Applicants should check whether a development proposal may affect archaeological remains/assets, by consulting Staffordshire County Council Archaeology on 01785 277290</p> <p>Applications for development which may potentially affect archaeological remains should as a minimum include a <b>Desk Based Assessment</b> summarising the following:</p> <ul style="list-style-type: none"> <li>• Justification for development affecting a Scheduled Ancient Monument or other archaeological remains of potential national importance</li> <li>• The historic development of the site and surrounding area</li> <li>• The nature and extent of the above- and below-ground remains known/ likely to be present</li> <li>• The impact that the proposed development is likely to have on surviving assets.</li> </ul>	PPS5: Planning for the Historic Environment (March 2010),	<input type="checkbox"/>
V17	<b>Coal Mining Risk Assessment</b>	<b>All applications (excluding householder) which fall within the Coal Mining Development Referral Areas as defined by The Coal Authority and held by the Local Planning Authority.</b>	<p>A Coal Mining Risk Assessment (CMRA) should be prepared by a suitably qualified and competent person (see PPG14 for definition). It should contain:</p> <ol style="list-style-type: none"> <li>1. Site specific coal mining information including past/present/future underground mining, shallow coal workings, mine entries (shafts or adits), mine gas, within an area which has a current licence to extract coal, geological features, any recorded surface hazards, or within a former or present surface mining [old opencast] area.</li> <li>2. Identify what risks these coal mining issues, including cumulative effects, pose to the proposed development.</li> <li>3. Identify how coal mining issues have influenced the proposed development and whether any other mitigation measures are required to manage those issues and/or whether any changes have been incorporated into the development.</li> <li>4. Any development that involves intrusive activities which intersect, disturb or enter any coal seams, coal mine workings or mine entries will require the prior written permission of The Coal Authority.</li> </ol> <p>Note - if an Environmental Statement is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended, it is suggested that the CMRA is included within the ES.</p> <p>Where to look for further assistance</p>	PPG14 Development on Unstable Land.	<input type="checkbox"/>

			<p>Planning Policy Guidance 14: Development on Unstable Ground and its associated Appendices and Annexes provides comprehensive guidance for both Local Planning Authorities and applicants in relation to the development in areas which may be affected by land instability issues.</p> <p>The Coal Authority website:-  <a href="http://www.coal.gov.uk/services/planning">www.coal.gov.uk/services/planning</a>  The Coal Authority Planning and Local Authority Liaison Department can be contacted by:  Telephone: 01623 637119 (direct)  Email: <a href="mailto:planningconsultation@coal.gov.uk">planningconsultation@coal.gov.uk</a>  The Local Planning Authority has been provided with Coal Mining Development Referral Areas by The Coal Authority.</p>		
<b>V18</b>	<b>Conservation Area Impact Assessment/ Heritage Statement</b>	<b>All development proposals in or adjacent to a designated Conservation Area.</b>	<p>Applications for development within or adjacent to a designated Conservation Area should include a statement summarising the key characteristics of the development and its impact on the special interest, the significance of the heritage assets, and the character and appearance of the area. This may form part of the <b>Design and Access Statement</b> (see V13 above).</p> <p>The statement should evaluate the development in terms of the following:-</p> <ul style="list-style-type: none"> <li>• How the proposal contributes positively to the special interest, character and appearance of the Conservation Area.</li> <li>• Loss or alteration of property or feature e.g. wall, which makes a positive contribution to the special interest, character and appearance of the area.</li> <li>• Impact of any proposed new buildings on the special interest, character and appearance of the area.</li> <li>• Justification for the scale, massing, siting, layout, design and choice of materials, and impact of these on the special interest, character and appearance of the area.</li> <li>• Justification for the proposed use and impact on the special interest, character and appearance of the area in</li> </ul>	<p>PPS5: Planning for the Historic Environment (March 2010),</p> <p>Conservation Area Character Appraisals and Documents</p>	<input type="checkbox"/>

			<p>terms of anticipated levels of traffic, parking and other activity that would result.</p> <p>Where a Character Appraisal or Conservation Area Document has been prepared for the Conservation Area, applicants will be expected to have regard to this when evaluating the impact of a proposal on the area and its setting. (see link below for all conservation area documents)</p> <p><a href="#">Link to Conservation Area Documents</a></p>		
<b>V19</b>	<b>Draft Heads of Terms – Planning Obligation (Section 106 Agreement or Unilateral Undertaking)</b>	<b>All applications above the thresholds set out in the adjacent guidance column.</b>	<p>A draft agreement under section 106 should accompany all planning applications above the thresholds set out below and as a minimum should cover the following heads of terms depending on the size of the scheme:</p> <p><b>RESIDENTIAL</b></p> <p><b>Development of 7-9 dwellings:</b></p> <ul style="list-style-type: none"> <li>• Contribution towards the provision of school places.</li> </ul> <p><b>between 10 and 14 dwellings:</b></p> <ul style="list-style-type: none"> <li>• Contribution towards the provision of school places.</li> <li>• Contribution towards or provision of open space.</li> </ul> <p><b>15 dwellings or more:</b></p> <ul style="list-style-type: none"> <li>• Contribution towards the provision of school places.</li> <li>• Contribution towards or provision of open space.</li> <li>• Contribution towards or provision of Affordable Housing.</li> </ul> <p><b>Development of an unspecified number of dwellings on a site over 0.5ha or specific schemes of 24 dwellings or more:</b></p> <ul style="list-style-type: none"> <li>• Contribution towards the provision of school places.</li> <li>• Contribution towards or provision of open space.</li> <li>• Contribution towards or provision of Affordable Housing.</li> <li>• Contribution or provision of public art.</li> <li>• Contribution towards or provision of National Forest Planting in relevant area (see V28)</li> </ul>	<p>Section 106 of the Town and Country Planning Act 1990 as amended by Planning and Compensation Act 1991 Section 12.</p> <p>Government Circular 05/2005.</p> <p>Supplementary Planning Documents Housing Choice and Open Space</p> <p>East Staffordshire Local Plan saved policy IMR2</p>	<input type="checkbox"/>

			<ul style="list-style-type: none"> <li>• Contribution towards the Burton Urban Area Transport Management System (BUATMS) for developments within Burton upon Trent.</li> <li>• Provision of a Residential Green Travel Plan.</li> </ul> <p><b>NON-RESIDENTIAL</b>  <b>Development of 1000m<sup>2</sup> or more of new floorspace and/or the site area exceeds 1ha:</b></p> <ul style="list-style-type: none"> <li>• Contribution or provision of public art.</li> <li>• Contribution towards, or provision of National Forest Planting in relevant area (see V28)</li> <li>• Contribution towards the Burton Urban Area Transport Management System (BUATMS) for developments within Burton upon Trent.</li> <li>• Provision of a Green Travel Plan.</li> </ul> <p>This list is not exhaustive and any other relevant and necessary matter may be included within a Planning Obligation that cannot be secured through the normal planning process but is required in order for the development to be deemed acceptable in planning terms, which would otherwise be refused.</p> <p>The draft heads of terms will need to be accompanied by up-to-date land title information, and an undertaking to pay the reasonable costs of the Council on a Solicitors letterhead.</p> <p>Full details of the key heads of terms, and the draft undertaking to pay the cost of the Council, are available on the Council's website by clicking the following link:  <a href="#">Section 106 Obligations and Information</a></p>		
<b>V20</b>	<b>Ecological and bio-diversity survey</b>	<b>All applications proposing the conversion of redundant buildings and other</b>	<p>Ecological surveys must be carried out in very specific time periods, and developers should be aware of this in relation to the following items. Not doing a study at the appropriate time can be a major issue for the planning application.</p> <ul style="list-style-type: none"> <li>• All planning applications with the potential to destroy, damage or adversely affect any site, habitat or earth</li> </ul>	<p>PPS 9 Biodiversity and Geological Conservation</p> <p>Wildlife and Countryside Act 1981.</p>	<input type="checkbox"/>

		<p><b>applications meeting the criteria set out in the adjacent guidance column.</b></p>	<p>heritage feature should be supported by an impact assessment to a nationally recognised standard.</p> <ul style="list-style-type: none"> <li>All planning applications on sites where protected or important species have been recorded, reported or can reasonably be expected to be present should be supported by survey work to properly demonstrate presence or absence.</li> <li>Planning applications which are not supported by an adequate impact assessment are likely to be refused.</li> </ul> <p>Further information can be found by selecting the link below:-</p> <p><a href="http://www.naturalengland.org.uk/ourwork/planningtransportlocalgov/spatialplanning/standingadvice/default.aspx">http://www.naturalengland.org.uk/ourwork/planningtransportlocalgov/spatialplanning/standingadvice/default.aspx</a></p> <p>If further information on the habitats of protected species is required, please contact either Natural England or Staffordshire Wildlife Trust.</p>	<p>Protection of Badgers Act 1992.</p> <p>Habitats Regulations 2010.</p> <p>Circular 6/2005: Biodiversity and Geological Conservation – Statutory Obligations and their Impact within the Planning System</p>	
<b>V21</b>	<p><b>Environmental Impact Assessment (EIA) Screening Opinion / Scoping Opinion</b></p>	<p><b>a) Major developments which are of more than local importance;</b></p> <p><b>b) Developments which are proposed for particularly environmentally sensitive or vulnerable locations; and</b></p> <p><b>c) Developments</b></p>	<p><b><u>Where an EIA is mandatory</u></b></p> <p>An EIA must be undertaken for development proposals that fall within the types listed in Annex I to the EIA Directive (e.g. integrated industrial chemical plants, large scale thermal and nuclear power stations, and metal production plants). Applicants are advised to seek a scoping opinion from the Local Planning Authority prior to commencing work on the EIA. An Environmental Statement should be submitted alongside the planning application.</p> <p><b><u>Where an EIA may be required</u></b></p> <p>Where an applicant is uncertain whether a development proposal requires an EIA (development proposal types listed in Annex II to the EIA Directive), they should seek a Screening Opinion from the Local Planning Authority prior to submitting the planning application. If it is agreed that an EIA is required, the applicant should seek a scoping opinion from the Local</p>	<p>Circular 02/99: Environmental Impact Assessment.</p> <p>Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999.</p> <p>EIA Directive 97/11/EC.</p>	<input type="checkbox"/>

		<p><b>with unusually complex and potentially hazardous environmental effects</b></p>	<p>Planning Authority and an Environmental Statement should be submitted alongside the planning application.</p> <p>All development types are set out in Annex I and II of the EIA Directive (available in link below):</p> <p><a href="#">Link to European Commission Environment Website</a></p> <p><b>For a Screening Opinion or Scoping Opinion you should submit:</b></p> <p>A) a brief description of the nature and purpose of the proposal and its possible environmental effects, giving a broad indication of their likely scale;</p> <p>B) a plan indicating the proposed location of the development which should:</p> <ul style="list-style-type: none"> <li>• Be based on an up-to-date map.</li> <li>• Be drawn to an appropriate metric scale e.g. 1:1250, 1:2500.</li> <li>• Use A4 or A3 paper where possible.</li> <li>• Show at least two named roads and surrounding buildings.</li> <li>• Clearly show edges of site boundaries with a red line. (Include all land necessary to carry out the proposed development – e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings).</li> <li>• Show the direction of North.</li> <li>• Be clearly and logically named and given titles which refers to its content, and details must be clear enough so that the quality of detail is not compromised when scanned and viewed electronically e.g. faint lines are unacceptable.</li> </ul> <p><b>Where an Environmental Statement is required</b>, it should (as a minimum) include all information set out in Annex C of Circular 02/99: Environmental Impact Assessment.</p>		
<b>V22</b>	<b>Flood Risk Assessment and</b>	<b>a) Flood Risk</b>	a) A Flood Risk Assessment must demonstrate:	The Town and Country Planning	<input type="checkbox"/>

	<p><b>Sustainable Drainage</b></p>	<p><b>Assessment</b></p> <p><b>Planning applications on sites of 1 hectare or more in Flood Zone 1 and all proposals for new developments located in Flood Zones 2 and 3.</b></p> <p><b>b) Sustainable Drainage</b></p> <p><b>All major applications (10 or more dwellings or 1000 sq.m. or more of new floorspace).</b></p>	<ul style="list-style-type: none"> <li>• whether any proposed development is likely to be affected by current or future flooding from any source;</li> <li>• that the development is safe and where possible reduces flood risk overall;</li> <li>• whether it will increase flood risk elsewhere; and</li> <li>• the measures proposed to deal with these effects and risks.</li> <li>• designs which reduce flood risk to the development and elsewhere, by incorporating sustainable drainage systems and where necessary, flood resilience measures; and identifying opportunities to reduce flood risk, enhance biodiversity and amenity, protect the historic environment and seek collective solutions to managing flood risk.</li> <li>• Sequential and Exception tests may be required for all development in Flood Zones 2 and 3 other than changes of use.</li> </ul> <p>b) Details must also accompany all major planning applications setting out how Sustainable Urban Drainage Systems (SUDS) are proposed to be incorporated in the scheme to alleviate sewer/flooding problems by preventing or minimising surface water entering the sewerage system and should clearly demonstrate that the scheme is consistent with the relevant planning policies.</p> <p>If you are unsure whether your site is likely to be affected by flooding, please click the link below:-</p> <p><a href="#">Environment Agency - Flood maps</a></p> <p>For householder and minor extensions in Floodzones 2 and 3, please submit the form below with the application:-</p> <p><a href="#">Environment Agency - Householder and Minor Extensions</a></p>	<p>(Development Management Procedure) (England) Order 2010</p> <p>PPS25: Development and Flood Risk (March 2010)</p>	
<p><b>V23</b></p>	<p><b>Foul and Surface Water Drainage Assessment</b></p>	<p><b>All applications for the construction of new dwellings</b></p>	<p>Details of connections to foul and surface water sewers must be shown on application drawings.</p> <p>Please be aware that connections to surface water drains in most cases are unacceptable and soakaways will have to be</p>	<p>PPS 23: Planning and Pollution Control</p> <p>DETR Circular 03/99</p> <p>Building Regulations</p>	<input type="checkbox"/>

		<b>and commercial or industrial properties</b>	considered.  In circumstances where soakaways cannot be used the Local Planning Authority would require submission of porosity tests.	Approved Document Part H  BS6297	
<b>V24</b>	<b>Fume Extraction (Flue Equipment/Chimney)</b>	<b>All applications for proposals which include or involve the cooking of food on a commercial scale and all applications for commercial and industrial activities that produce fumes, vapours, gases, odours, particulate matter or use volatile chemicals.</b>	<ul style="list-style-type: none"> <li>• Elevations to show position, location and height (where external).</li> <li>• Proposed external finishes and fixings.</li> <li>• Means of vibration isolation.</li> <li>• 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).</li> <li>• Predicted odour and/or particulate concentrations.</li> </ul>	PPS 23: Planning and Pollution Control  Noise Policy Statement for England, March 2010.  East Staffordshire Local Plan Saved Policy BE1  Staffordshire Structure Plan Saved Policies NC18 and NC19  East Staffordshire Design Guide	<input type="checkbox"/>
<b>V25</b>	<b>Joinery Details</b> X 4 copies if submitted by post  X 1 if submitted electronically	<b>All applications for replacement windows, doors and other joinery details within listed buildings</b>	Details of the appearance of all joinery shall be submitted to a scale of 1:20, with sections at a scale of 1:5 where appropriate.	PPS5: Planning for the Historic Environment (March 2010), Policy HE6 – HE9 of PPS5 and the PPS5 Practice Guide  Staffordshire Structure Plan Saved Policy NC19	<input type="checkbox"/>

<b>V26</b>	<b>Landscape Masterplan</b>	<b>Major applications – 10+ houses and creation of 1,000m<sup>2</sup> floor area</b>	<p>Development proposals meeting the criteria in the previous column will be required to be supported by a Landscape Masterplan which must be fully integrated with proposals for ecological enhancement.</p> <p>Schemes should include landscaping zones, schedule of likely species and details of National Forest planting where appropriate.</p>	<p>PPS 1:Delivering Sustainable Development (2005) and PPS 7: Sustainable Development in Rural Areas</p> <p>East Staffordshire Local Plan Saved Policies NE1, NE14, NE15, BE1</p> <p>Staffordshire Structure Plan Saved Policies NC2 and NC12</p> <p>East Staffordshire Design Guide</p>	<input type="checkbox"/>
<b>V27</b>	<b>Lighting Assessment</b>	<b>All applications where lighting is proposed</b>	<p>Lighting Assessments should include details of external lighting and the proposed hours when the lighting would be switched on should be submitted. These details shall include a layout plan showing adjoining properties with beam orientation and a schedule of the equipment in the design.</p>	<p>PPS1 Sustainable development</p> <p>East Staffordshire Local Plan Saved Policies BE1 and NE27</p>	<input type="checkbox"/>

<b>V28</b>	<b>Listed Building Heritage Statement</b>	<b>All development proposals affecting the fabric of the building or either directly or indirectly affecting a statutorily Listed Building (Grade II, II* or I)</b>	<p>Applications for development affecting a statutorily Listed Building should include a statement <b>summarising</b> the key characteristics of the development and its impact on the character and appearance of the building. Such an assessment should include appropriate photographs and schedule of works for new or restored features of architectural and historic importance.</p> <p>The Heritage Statement should evaluate the development in terms of the following:-</p> <ul style="list-style-type: none"> <li>• Statement of significance of the historic building and its setting.</li> <li>• The current status of the building and the contribution it makes towards the character of the surrounding area with reference to the current listing description.</li> <li>• The impact of the proposal on the special architectural or historic interest of the building and/or its setting – such as proposed alterations, extensions or demolition.</li> <li>• Justification for any proposed change of use, and impact of the proposed use and any physical alterations required to adapt the building for the new use.</li> <li>• Justification for demolition of all or part of a building</li> <li>• Justification for “enabling development” required to fund the conservation, repair, restoration or adaptation of a building (where relevant).</li> <li>• Mitigation for loss of all or part of a building such as preservation by record or relocation elsewhere.</li> </ul> <p>Please see link to listed building descriptions here:-<a href="#">Heritage Gateway</a>.</p>	PPS5: Planning for the Historic Environment (March 2010), Policy HE6 – HE9 of PPS5 and the PPS5 Practice Guide.	<input type="checkbox"/>
<b>V29</b>	<b>National Forest Planting</b>	<b>All housing development over 0.5ha, industrial, commercial and leisure</b>	<p>Development proposals meeting any of the criteria set out in the previous column will be required to be supported by an indicative scheme showing 20% of National Forest planting.</p> <p>Where National Forest planting cannot be provided entirely on the site, you will be expected to make a financial contribution through a planning obligation (see V19 above).</p>	PPS9: Biodiversity and Geological Conservation  East Staffordshire Local Plan Saved Policies NE14, NE15	<input type="checkbox"/>

		<b>development over 1ha</b>		and IMR2	
<b>V30</b>	<b>Noise and Vibration Assessments and Appraisals</b>	<p><b>All applications likely to have an impact on noise and/or vibration-sensitive development(s) (typically sensitive development would consist of residential or office proposals, however other developments may require these assessments on a case by case basis)</b></p> <p><b>All applications likely to have an impact on noise and/or vibration-sensitive locations.</b></p> <p><b>All applications that introduce or expose noise and/or vibration-</b></p>	<p>Applicants are advised to seek specialist expertise and to discuss their proposals in the first instance with East Staffordshire Borough Council's Pollution Control Team on <b>01283 508848</b> at an early stage in the design and planning process to establish whether a Noise and Vibration Appraisal is required to be submitted alongside the planning application.</p> <p>Guidance, procedures, recommendations and information to assist in the completion of a suitable noise and/or vibration survey and assessment may be found in the policies and guidance set out in the adjacent column. Additional technical information in support of proposed noise surveys will be available from the Pollution Control Team.</p> <p>Vibration surveys in particular shall be conducted having regard to the advice, recommendations or requirements contained in British Standards BS 6472: 2008 'Guide to Evaluation of human exposure to vibration in buildings Part 1: Vibration sources other than blasting, Part 2: Blast-induced vibration and BS 7385-2: 1993 Evaluation and measurement for vibration in buildings Part 1: Guide for measurement of vibrations and evaluation of their effects on buildings Part 2 'Guide to damage levels from ground-borne vibration'.</p>	<p>Noise Policy Statement for England, March 2010.</p> <p>PPG 24 Planning and Noise, 1994.</p> <p>Minerals Policy Statement 2: Controlling and Mitigating the Environmental Effects of Minerals Extraction in England. 2005.</p> <p>Calculation of Road Traffic Noise, 1988.</p> <p>Calculation of Railway Noise, 1995.</p> <p>World Health Organisation Guidelines for Community Noise.</p> <p>World Health Organisation Night Noise Guidelines for Europe.</p> <p>National Noise Actions Plans.</p>	<input type="checkbox"/>

		<b>sensitive development(s) into areas and locations where noise and/or vibration is likely to have an adverse impact.</b>		Environmental Protection Act 1990.  Clean Neighborhoods Act 2005.  Licensing Act 2003.  Noise Act 1996.  British Standards BS4142, BS8233, BS7445.	
<b>V31</b>	<b>Open Space Provision</b>	<b>All applications for more than 10 dwellings</b>	<p>Development of 10 or more dwellings is required to provide open space, or make a contribution to open space in the area (as governed by the adopted Supplementary Planning Document on Open Space).</p> <p>Where open space facilities are proposed to be provided on-site or in-kind you must define them in the application and provide a statement to accompany the planning application setting out:</p> <ul style="list-style-type: none"> <li>• A maintenance specification for the works</li> <li>• how the facility will be initially installed and subsequently maintained to the submitted specification for at least 10 years</li> <li>• how it will meet all other requirements within the Open Space SPD (available in link below):</li> <li>• <a href="#">Link to Open Space SPD</a></li> </ul> <p>Where open space facilities cannot be provided entirely on-site or can only be provided on-site in part, you will be expected to make a financial contribution through a Planning Obligation (See V19 above).</p>	<p>PPS1: Delivering Sustainable Development (2005).</p> <p>PPG17: Planning for Open Space, Sport and Recreation (2002).</p> <p>Supplementary Planning Document Open Space</p> <p>East Staffordshire Local Plan Saved Policy IMR2</p>	<input type="checkbox"/>
<b>V32</b>	<b>Planning and Sustainability Statement</b>	<b>All major applications, major change of</b>	The statement should identify the context and need for a proposed development and should include an assessment of how the proposed development accords with relevant national and local planning policies. For example, it should show how	PPS1: Delivering Sustainable Development (December 2007),	<input type="checkbox"/>

		<b>use applications</b>	<p>the development complies with and supports the following:</p> <ul style="list-style-type: none"> <li>• Key requirements of national policy guidance (see PPS1 Supplement, plus any other relevant national policy guidance);</li> <li>• General principles/fundamental aims of the Development Plan.</li> </ul> <p>It should also include details of consultations with the Local Planning Authority and wider community/statutory consultees undertaken prior to submission, alternatively, a separate statement on community involvement may be appropriate (see V37 below).</p>	<p>paragraphs 38 – 44.</p> <p>East Staffordshire Borough Council Statement of Community Involvement 2007</p>	
<b>V33</b>	<b>Preliminary Risk Assessment (Contaminated Land)</b>	<b>All applications (excluding householder developments) where land contamination can reasonably be expected to be found</b>	<p>Any application for development on sites of ‘potentially contaminating uses of land’ as outlined on Page 12, Table 2.1 of PPS 23 should be supported by a Preliminary Risk Assessment (PRA), which should:</p> <ul style="list-style-type: none"> <li>• Include discussion of former uses and site setting.</li> <li>• Draw conclusions of the risks posed i.e. the possible sources of contamination, possible contaminant pathways and potential 'Controlled Waters' receptors.</li> <li>• Include consideration of options to deal with risks posed e.g. breaking the pollutant linkage.</li> <li>• Demonstrate that the developer understands the possible scale of remediation.</li> </ul> <p><a href="#">Link to PPS 23</a></p>	<p>PPS 23 Planning and Pollution Control</p>	<input type="checkbox"/>
<b>V34</b>	<b>Sequential Assessment for Town Centre Uses/Retail Impact Assessment</b>	<b>Applications for extensions to Town Centre uses over 200m<sup>2</sup> gross floorspace, and new retail/leisure uses over</b>	<p>A Sequential Assessment should look at whether there are any sequentially preferable sites that exist and demonstrate why such sites are not practical in terms of their availability, suitability and viability. Further guidance can be found in the PPS 4 Practice Guidance by clicking the following link:</p> <p><a href="#">Link to PPS 4 Guidance Note</a></p> <p>Retail Impact Assessments should assess in summary, the</p>	<p>PPS 4: Planning for Sustainable Economic Growth</p>	<input type="checkbox"/>

		<b>2,500m<sup>2</sup> gross floorspace which are currently outside a designated centre. An Assessment may also be required for a development which would substantially increase the attraction of a centre to the detriment of other centres</b>	<p>following:-</p> <ol style="list-style-type: none"> <li>1. The impact on existing investment within centres.</li> <li>2. The impact on the vitality and viability of town centres.</li> <li>3. The impact on allocated sites outside town centres.</li> <li>4. The impact of the proposal in-centre trade/turnover and trade in the wider area.</li> <li>5. Current and future consumer expenditure capacity in the catchment area.</li> <li>6. Whether the proposal is of an appropriate scale and what effects it may have on locally important impacts.</li> </ol>		
<b>V35</b>	<b>Site of Biological Importance (SBI) and Biodiversity Alert Sites (BAS)</b>	<b>All applications adversely affecting a Site of Biological Importance (SBI) and Biodiversity Alert Sites (BAS) meeting the criteria set out in the adjacent guidance column.</b>	<p>Where proposals are likely to result in the loss or damage to SBI's or BAS's clear justification should be based on comprehensive, relevant and up to-date data with reference to the national, regional or local contexts of the site and must accompany all planning applications.</p> <ul style="list-style-type: none"> <li>• In or adjacent to <b>woodland</b>: ancient woodland, 'aged' or 'veteran' trees, native broadleaved woodland and scrub, hedgerows and wet woodland such as alder or willow carr;</li> <li>• In or adjacent to <b>grassland</b>: unimproved or semi-improved neutral, calcareous, acid or marshy grassland whether managed or not;</li> <li>• In or adjacent to <b>heathland</b>: heather, bilberry or gorse heath, wet heathland and bog, acid grassland/ heath mosaic where heather is present in any proportion;</li> <li>• Adjacent to <b>open water and wetland</b>: watercourses, canals, reservoirs, ponds and their banks, reed beds and</li> </ul>	PPS9: Biodiversity and Geological Conservation.	<input type="checkbox"/>

			<p>swamps;</p> <ul style="list-style-type: none"> <li>In or adjacent to <b>geological exposures and features:</b> particularly important are the sites where Wenlock shales and limestones or exposures of Triassic sandstones can be seen.</li> </ul> <p>If an SBI or BAS is damaged or destroyed, compensatory provision of equivalent value will be required.</p> <p>If further information on whether a site is an SBI or BAS, please contact either Natural England or Staffordshire Wildlife Trust.</p>		
<b>V36</b>	<b>Statement of Agricultural Need</b>	<b>All new agricultural buildings (including extensions)</b>	<p>An application should be accompanied by a statement demonstrating the need for the building. The statement should include the following information:-</p> <ul style="list-style-type: none"> <li>Size of agricultural holding on which the building is to be erected.</li> <li>Details of any additional rented land, these details should include the basis on which the land is rented (i.e. how long it has been rented for, including start and end contract dates and what type of contract there is for each piece of land).</li> <li>Details of other buildings used, including those on the rented land (details should include the floor space of the building and what each part of the building is currently used for).</li> <li>Precise details of the proposed use of the building, including details of the floor area for each proposed use.</li> <li>Details of the number of animals kept at the site (where relevant).</li> <li>Details of those employed at the site, and whether this is on a full or part time basis and their only source of income.</li> </ul> <p>If proposing a new agricultural workers dwelling then you are advised to consult Annex A to PPS 7 for details of the tests</p>	PPS 7: Sustainable Development in Rural Areas	<input type="checkbox"/>

			that the Council will apply and these should be addressed in your Statement.		
<b>V37</b>	<b>Statement of Conformity with Statement of Community Involvement and Pre-application consultation</b>	<b>All applications for development above the thresholds set out in the Adopted SCI.</b>	<p>Varying levels of pre-application consultation should be undertaken as set out in the SCI available in link below:</p> <p><a href="#">East Staffordshire Adopted SCI</a></p> <p>A statement of conformity should be completed by applicants who have undertaken pre-application consultation. The statement should clearly demonstrate how you have fulfilled principles outlined within the SCI.</p>	East Staffordshire Borough Council Statement of Community Involvement (2007).	<input type="checkbox"/>
<b>V38</b>	<b>Structural Survey</b>	<b>All applications where conversion or replacement of buildings is proposed, or where the demolition of a listed building or structure is proposed, or where a protected tree is to be felled due to impact on adjoining buildings</b>	<p>The statement should include full details of the structural integrity of all elements of the building to be converted or demolished and outline any repairs or demolition works necessary to facilitate the conversion. Further details can be found in the Supplementary Planning Document – Re-use of Redundant Buildings - click the following link:-</p> <p><a href="#">Link to Rural Buildings SPD</a></p> <p>If removal of a protected tree is necessitated by structural damage to adjoining buildings a structural survey will be required.</p>	<p>PPS 7: Sustainable Development in Rural Areas</p> <p>PPS 3: Housing</p> <p>PPS5: Planning for the Historic Environment (March 2010), Policy HE6 – HE9 of PPS5 and the PPS5 Practice Guide.</p> <p>Supplementary Planning Document – Re-use of Redundant Buildings 2010</p> <p>TPO Regulations and Best Practice Guide</p> <p>BS 5837: Trees in relation to construction</p> <p>Staffordshire Structure plan</p>	<input type="checkbox"/>

				Saved Policy NC12	
<b>V39</b>	<b>Telecommunication Supporting Information</b>	<b>All applications including prior notification for telecommunication on equipment</b>	<p>Full details of alternative sites considered for the equipment, including any consultations undertaken with the local residents/stakeholders, and compliance with ICNIRP Certification.</p> <p>All applications should be supported by relevant photomontages and existing and proposed coverage's plots.</p>	PPG 8: Telecommunications	<input type="checkbox"/>
<b>V40</b>	<b>Transport Assessment and Traffic Statement</b> 4 copies if submitted by post  x 1 if submitted electronically	<b>All applications likely to generate very significant traffic movements associated with developments above the thresholds set out in the adjacent guidance column.</b>	<p>Guidance on Transport Assessments and Traffic Statements is available in link below:-</p> <p><a href="#">Department of Transport Assessment Guidance</a></p> <p>Applicants are advised to seek specialist expertise and to discuss their proposals with Staffordshire County Council's Highway Authority on <b>01785 276640</b> at an early stage in the design process.</p> <p>Please be aware that any Transport Assessment will need to be accompanied by a signed Transport Verification Form from Staffordshire County Council Highways, a copy of which can be found within the following document:-</p> <p><a href="#">Guidelines for Transport Assessments and Travel Plans</a></p>	PPG 13: Transport (paragraphs 23-27).  PPS 1: Delivering Sustainable Development  Manual for Streets.  East Staffordshire Local Plan Saved Policy T1.  Staffordshire Structure Plan Saved Policies T1A and T18A.	<input type="checkbox"/>
<b>V41</b>	<b>Travel Plan</b> 4 copies if submitted by post  x 1 if submitted electronically	<b>All applications likely to generate significant traffic movements associated with developments below the thresholds set out in the adjacent guidance</b>	<p>Guidance on Travel Plans is available in link below:-</p> <p><a href="#">Department of Transport Guidance on Travel Plans.</a></p> <p>Applicants are advised to seek specialist expertise and to discuss their proposals with Staffordshire County Council's Highway Authority on <b>01785 276640</b> at an early stage in the design process.</p>	PPG 13: Transport (paragraphs 23-27).  PPS 1: Delivering Sustainable Development East Staffordshire Local Plan Saved Policy T1.  Staffordshire Structure Plan Saved Policies T1A	<input type="checkbox"/>

		<b>column.</b>		and T18A.	
<b>V42a</b>	<b>Tree Assessment</b>	<b>All applications relating to works to protected trees</b>	<p>The Assessment shall identify the physical condition of the tree and give precise details of all works proposed e.g. 30% crown thinning or raise crown by 1 metre. Vague terms such as lopping/pruning are not acceptable.</p> <p>If removal is necessitated by structural damage to adjoining buildings a structural survey will be required.</p>	<p>PPS9: Biodiversity and Geological Conservation</p> <p>TPO Regulations and Best Practice Guide</p> <p>BS 5837: Trees in relation to construction</p> <p>Staffordshire Structure Plan Saved Policy NC12</p>	<input type="checkbox"/>
<b>V42b</b>	<b>Tree Survey</b>	<b>All applications where development will affect existing trees</b>	<p>The survey should clearly identify all trees on the site and include a plan showing their location in relation to the proposed development. This plan should be cross referenced with the survey. Any necessary root protection zones for any trees within 10 metres of buildings to be erected. The survey should include details of any works proposed to trees within the site boundary; justification for these works will be required.</p> <p>Any protection measures proposed to trees during construction should also be outlined.</p>	<p>PPS9: Biodiversity and Geological Conservation</p> <p>TPO Regulations and Best Practice Guide</p> <p>BS 5837: Trees in relation to construction</p> <p>Staffordshire Structure Plan Saved Policy NC12</p>	<input type="checkbox"/>
<b>V43</b>	<b>Waste Audit and Site Waste Management Plan (SWMP)</b>	<b>a) Waste Audit Applications for 10 or more dwellings or 1000m<sup>2</sup> or more</b>	<p>a). A <b>Waste Audit</b> is required for all major applications. This should include details of the following:</p> <ul style="list-style-type: none"> <li>• Management of waste generated by the development process, i.e. construction, demolition and excavation;</li> <li>• Use of recycled and renewable building materials in the construction of the development;</li> <li>• Provision for in-house storage, recycling, treatment and</li> </ul>	<p>The Site Waste Management Plan Regulations 2008.</p> <p>PPS10: Planning for Sustainable Waste Management (July</p>	<input type="checkbox"/>

		<p><b>of new Floorspace.</b></p> <p><b>b) Site Waste Management Plan</b></p> <p><b>Applications where estimated construction costs are higher than £300,000 (for 4 or more additional dwellings or 250m<sup>2</sup> or more of new floorspace).</b></p>	<p>disposal of waste generated by the development once in use;</p> <ul style="list-style-type: none"> <li>• Access arrangements for collection of waste or waste derived end products generated by the development;</li> <li>• Provision for energy recovery from waste and use of waste derived energy within the new development (where feasible/ appropriate).</li> </ul> <p>b) It is a legal requirement for a <b>SWMP</b> to be prepared for any project involving construction work* with an estimated cost greater than £300,000. To be valid, an application should include a copy of the latest version of each SWMP prepared for the application site, or failing that, there should be a statement explaining why copies of the SWMP(s) cannot be provided.</p> <p>Applicants are encouraged to use the waste auditing and benchmarking tools/SWMP templates developed by BRE and WRAP (examples of free templates provided in links below):</p> <p><a href="http://www.smartwaste.co.uk">www.smartwaste.co.uk</a></p> <p><a href="http://www.wrap.org.uk/construction/tools_and_guidance/site_waste_management_planning/index.html">http://www.wrap.org.uk/construction/tools_and_guidance/site_waste_management_planning/index.html</a></p> <p>* As defined in the SWMP Regulations 2008.</p>	<p>2005), paragraphs 3, 33 – 34.</p>	
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