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1 February 2019

Dear Sir/Madam

PLANNING COMMITTEE

A meeting of the Planning Committee has been arranged to take place **MONDAY, 11TH FEBRUARY, 2019 at 6.00 PM IN THE COMMITTEE ROOM**, District Council House, Lichfield to consider the following business.

Access to the Committee Room is via the Members' Entrance.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Neil Turner'.

Neil Turner BSc (Hons) MSc
Director of Transformation & Resources

To: Members of Planning Committee

Councillors Marshall (Chairman), Powell (Vice-Chair), Mrs Bacon, Mrs Baker, Bamborough, Mrs Barnett, Cox, Drinkwater, Mrs Evans, Matthews, Pritchard, Mrs Stanhope MBE, Strachan and A Yeates



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AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Minutes of Previous Meeting 3 - 4
4. Planning Applications 5 - 32
5. Confirmation of Tree Preservation Order 423-2018 at 81 Hints Road, Hopwas, Tamworth, Staffordshire. B78 3AB 33 - 40
6. Planning Application Local Validation Guidance Update 41 - 72



PLANNING COMMITTEE

14 JANUARY 2019

PRESENT:

Councillors Marshall (Chairman), Powell (Vice-Chair), Mrs Baker, Bamborough, Mrs Barnett, Cox, Mrs Evans, Matthews, Pritchard and Strachan

1 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Mrs Bacon, Drinkwater, Mrs Stanhope MBE and A Yeates.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting held on 17 December 2018 previously circulated were taken as read, approved as a correct record and signed by the Chairman.

4 PLANNING APPLICATIONS

Applications for permission for development were considered with the recommendations of the Director of Place and Community and any letters of representation and petitions together with a supplementary report of observations/representations received since the publication of the agenda in association with Planning Applications 17/01191/OUFMEI and 18/01044/FUL & 18/01045/LBC

17/01191/OUFMEI – Hybrid planning application comprising full planning application for the construction of a sustainable mixed use urban extension comprising of 475 dwellings, new vehicular access points onto Claypit Lane and Birmingham Road, the remodelling and formation of a roundabout at the junction of Fossey Lane and Claypit Lane, comprehensive green infrastructure including up to 16.55 HA of country park, footpaths, cycleways, multifunctional open space including children's play areas, community orchard, open space for informal sport and sustainable urban drainage systems, foul and surface water drainage infrastructure including balancing ponds, and other ancillary infrastructure and ground remodelling, with outline applications for the serviced provision of 1.09 HA of land for a primary school and 1.9 HA for strategic sports provision with all matters reserved except access

Deanslade Park, Land South of Falkland Road, Lichfield, Staffordshire
Deanslade Park Consortium

RESOLVED: No presentation or debate took place as it was resolved that this matter be deferred to the next planning committee meeting.

18/01044/FUL & 18/01045/LBC – Retention of flue on side elevation at rear of premises
Loafers, 36 Bore Street, Lichfield, Staffordshire
For: Mr R Mountford

RESOLVED: That the planning application and the Listed Building Consent application be approved subject to conditions contained in the report of the Director of Place and Community, including those amended by the supplementary report.

(The Meeting closed at 6.14 pm)

CHAIRMAN

11 February 2019

Agenda Item 4

Contact Officer: Claire Billings

Telephone: 01543 308171

Report of the Director of Place and Community

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT, 1985

All documents and correspondence referred to within the report as History, Consultations and Letters of Representation, those items listed as 'OTHER BACKGROUND DOCUMENTS' together with the application itself comprise background papers for the purposes of the Local Government (Access to Information) Act, 1985.

Other consultations and representations related to items on the Agenda which are received after its compilation (and received up to 5 p.m. on the Friday preceding the meeting) will be included in a Supplementary Report to be available at the Committee meeting. Any items received on the day of the meeting will be brought to the Committee's attention. These will also be background papers for the purposes of the Act.

FORMAT OF REPORT

Please note that in the reports which follow

- 1 'Planning Policy' referred to are the most directly relevant Development Plan Policies in each case. The Development Plan comprises the Lichfield District Local Plan Strategy (2015), saved policies of the Lichfield District Local Plan (1998) as contained in Appendix J of the Lichfield District Local Plan Strategy (2015) and an adopted Neighbourhood Plan for the relevant area.
- 2 The responses of Parish/Town/City Councils consultees, neighbours etc. are summarised to highlight the key issues raised. Full responses are available on the relevant file and can be inspected on request.
- 3 Planning histories of the sites in question quote only items of relevance to the application in hand.

ITEM 'A' Applications for determination by Committee - **FULL REPORT** (Gold Sheets)

ITEM 'B' Lichfield District Council applications, applications on Council owned land (if any) and any items submitted by Members or Officers of the Council. (Gold Sheets)

ITEM 'C' Applications for determination by the County Council on which observations are required (if any); consultations received from neighbouring Local Authorities on which observations are required (if any); and/or consultations submitted in relation to Crown applications in accordance with the Planning Practice Guidance on which observations are required (if any). (Gold Sheets)

AGENDA ITEM NO. 4



ITEM A

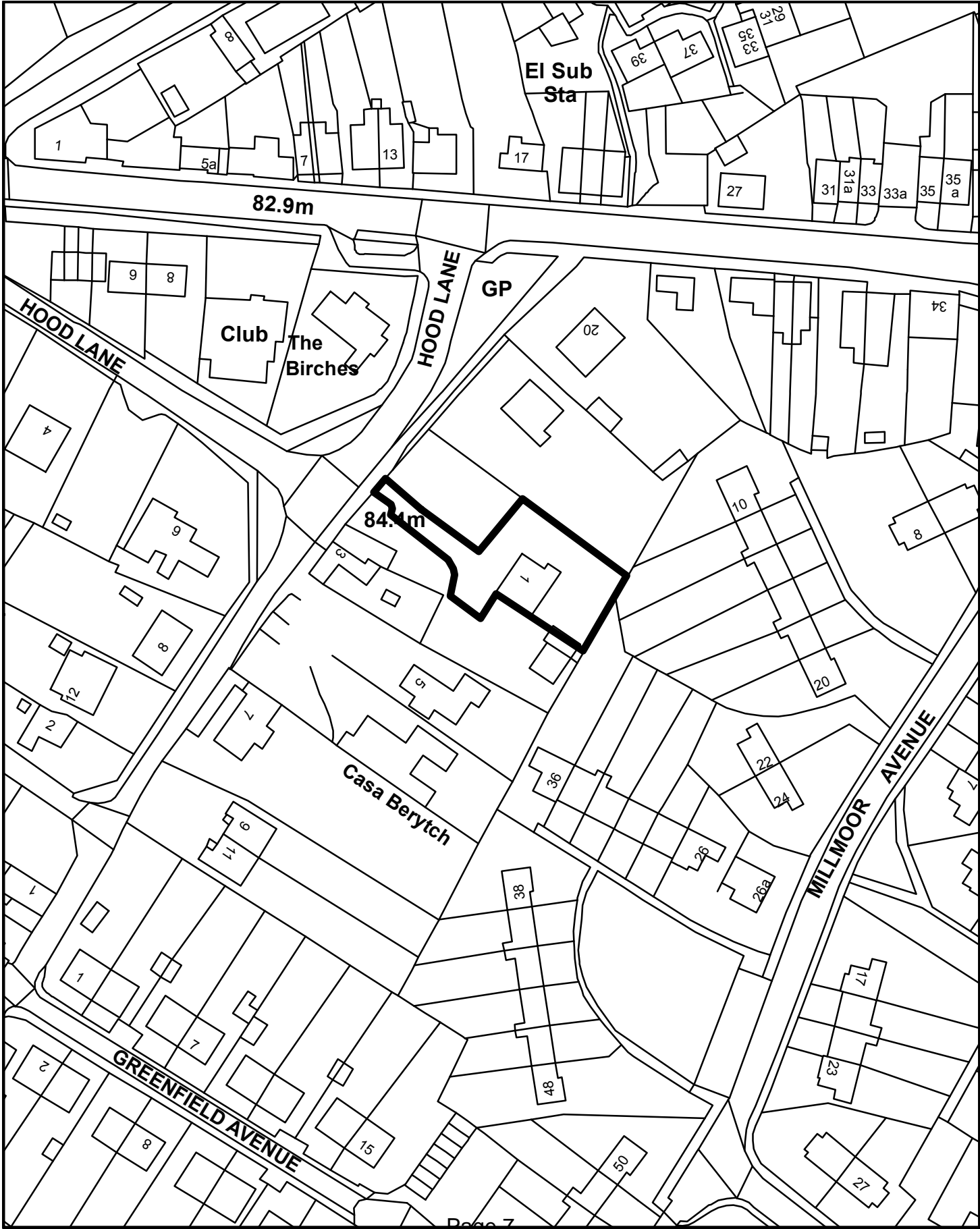
APPLICATIONS FOR DETERMINATION BY COMMITTEE: FULL REPORT

11 February 2019

CONTENTS

Case No.	Site Address	Parish/Town Council
18/01781/FUL	(Plot 3) 1 Hood Lane Armitage Rugeley	Armitage With Handsacre
18/01782/FUL	(Plot 4) 1 Hood Lane Armitage Rugeley	Armitage With Handsacre

 <p>Lichfield district council www.lichfielddc.gov.uk</p> <p>District Council House Frog Lane Lichfield Staffs WS13 6YY</p> <p>Telephone: 01543 308000 enquiries@lichfielddc.gov.uk</p>	<h1>LOCATION PLAN</h1> <p>18/01781/FUL 1 Hood Lane Armitage Rugeley</p>		<p>Scale: 1:1,000</p>	<p>Dated: February 2019</p>	
			<p>Drawn By:</p>		
			<p>Drawing No:</p>		
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18/01781/FUL

DEMOLITION OF EXISTING BUNGALOW AND ERECTION OF 1 NO. REPLACEMENT DETACHED DORMER BUNGALOW (PLOT 3)

1 HOOD LANE, ARMITAGE

FOR PIA HOUSING LIMITED

Registered 05/12/18

Parish: Armitage and Handsacre

Note: This application is being reported to the Planning Committee due to significant planning objections raised by Armitage with Handsacre Parish Council. Their grounds of objection are:

- Overdevelopment of the site and proximity to existing dwellings; and
- Increased traffic movements and parking issues.

RECOMMENDATION: Subject to the owners/applicants first entering into a Unilateral Undertaking for a financial contribution to mitigate the impact on the Cannock Chase Special Area of Conservation, then

Approve, subject to the following conditions:

- 1 The development hereby approved shall be begun before the expiration of three years from the date of this permission.
- 2 The development authorised by this permission shall be carried out in complete accordance with the approved plans and specification, as listed on this decision notice, except insofar as may be otherwise required by other conditions to which this permission is subject.

CONDITIONS TO BE COMPLIED WITH PRIOR TO THE COMMENCEMENT OF DEVELOPMENT

- 3 Before the development hereby approved is commenced, a Construction Management Plan comprising the routeing of construction vehicles to and from the site; parking facilities for vehicles of personnel, operatives and visitors; arrangements for the loading and unloading of plant and materials; areas of storage for plant and materials used during the construction of the proposed development; and measures to prevent the deposition of deleterious materials on the public highway during the construction of the proposed development shall be submitted to and approved in writing by the Local Planning Authority. The approved Construction Management Plan shall be implemented prior to the commencement of any works on the site and shall be maintained throughout the entire construction period.
- 4 Notwithstanding the details shown on the approved plans, before the development hereby approved is commenced, full details of the finished floor levels of the dwelling hereby approved, in comparison to existing ground levels within and surrounding the site shall be submitted to and approved in writing by the Local Planning Authority. The development shall thereafter be carried out in accordance with the approved details.

CONDITIONS TO BE COMPLIED WITH PRIOR TO OCCUPATION:

- 5 Before any of the dwellings hereby approved are first occupied, the new access, parking and manoeuvring area broadly indicated on the submitted Site Plan (drawing 2017:100:84) shall be completed and surfaced in a porous bound material with the individual parking bays clearly delineated which shall thereafter be retained for resident parking only for the life of the development.
- 6 Before any of the dwellings hereby approved are first occupied, the new site access shall be completed within the limits of the public highway as a vehicular dropped crossing.

- 7 Before the dwellings hereby approved are first occupied, the biodiversity enhancements comprising the installation of build-in Woodstone House Bat and Sparrow nest boxes to each gable end as indicated on drawing 2017:100:81, shall be provided.
- 8 Notwithstanding the details shown on the approved plans, the development hereby approved shall not be occupied until full details of both hard and soft landscaping works have been submitted to and approved in writing by the Local Planning Authority. The details shall include the formation of any banks, terraces or other earthworks, hard surfaced areas and materials, boundary treatments (including elevations of the proposed vehicle access gates), external lighting, planting plans, specifications and schedules (including planting size, species and numbers/densities), existing plants / trees to be retained and a scheme for the timing / phasing of implementation works. The landscaping works shall be carried out in accordance with the approved scheme for timing / phasing of implementation or within 8 months of first occupation of the development hereby approved, whichever is the later.

ALL OTHER CONDITIONS TO BE COMPLIED WITH:

- 9 The access shall remain un-gated.
- 10 The development hereby approved shall be carried out and thereafter retained in accordance with the following details:
 - Ibstock Birtley Olde English bricks shall be used in the construction of external walls; and,
 - Forticrete Gemini Slate Grey roof tiles shall be used in the construction of the roofs.
- 11 Any trees or shrubs planted or retained in accordance with the approved landscape and planting scheme which are removed, uprooted, destroyed, die or become severely damaged or become seriously diseased within 5 years of planting shall be replaced within the next planting season by trees or shrubs of similar size and species to those originally required.

REASONS FOR CONDITIONS

- 1 In order to comply with the requirements of Section 91 of the Town and Country Planning Act 1990, as amended.
- 2 For the avoidance of doubt and in accordance with the applicant's stated intentions, in order to meet the requirements of Policy BE1 of the Local Plan Strategy and Government Guidance contained in the National Planning Practice Guidance.
- 3 In the interests of highway safety, in accordance with Core Policies 3 and 5, Policy ST2 of the Local Plan Strategy and the National Planning Policy Framework.
- 4 To safeguard the amenity of the area and to safeguard the amenity of existing, neighbouring and/or future occupants of the development hereby approved, in accordance with Core Policy 3 and Policy BE1 of the Local Plan Strategy, the Sustainable Design SPD and the National Planning Policy Framework.
- 5 In the interests of highway safety, in accordance with Core Policies 3 and 5, Policy ST2 of the Local Plan Strategy and the National Planning Policy Framework.
- 6 In the interests of highway safety, in accordance with Core Policies 3 and 5, Policy ST2 of the Local Plan Strategy and the National Planning Policy Framework.

- 7 To secure a net gain to biodiversity and enhance the nature conservation value of the site in accordance with Core Policies 3 and 13 and Policy NR3 of the Local Plan Strategy, the Biodiversity and Development SPD and the National Planning Policy Framework.
- 8 To ensure the satisfactory appearance of the development and to safeguard the character and appearance of the area, in accordance with the requirements of Core Policies 3 and 13 and Policies NR4 and BE1 of the Local Plan Strategy and the National Planning Policy Framework.
- 9 In the interests of highway safety, in accordance with Core Policies 3 and 5, Policy ST2 of the Local Plan Strategy and the National Planning Policy Framework.
- 10 To ensure that the external appearance of the development is physically well related to existing buildings and its surroundings, in accordance with Core Policy 3 and Policy BE1 of the Local Plan Strategy and the National Planning Policy Framework.
- 11 To ensure the satisfactory appearance of the development and to safeguard the character and appearance of the area, in accordance with the requirements of Core Policies 3 and 13 and Policies NR4 and BE1 of the Local Plan Strategy and the National Planning Policy Framework.

NOTES TO APPLICANT

- 1 The Development Plan comprises the Lichfield District Local Plan Strategy (2015) and saved policies of the Lichfield District Local Plan (1998) as contained in Appendix J of the Lichfield District Local Plan Strategy (2015).
- 2 The applicant's attention is drawn to The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012, which requires that any written request for compliance of a planning condition(s) shall be accompanied by a fee of £34 for a householder application or £116 for any other application including reserved matters. Although the Local Planning Authority will endeavour to discharge all conditions within 21 days of receipt of your written request, legislation allows a period of 8 weeks, and therefore this timescale should be borne in mind when programming development.
- 3 Please be advised that Lichfield District Council adopted its Community Infrastructure Levy (CIL) Charging Schedule on the 19th April 2016 and commenced charging on the 13th June 2016. A CIL charge applies to all relevant applications. This will involve a monetary sum payable prior to commencement of development. In order to clarify the position of your proposal, please complete the Planning Application Additional Information Requirement Form, which is available for download from the Planning Portal or from the Council's website at www.lichfielddc.gov.uk/cilprocess.
4. Please note that prior to the new access being constructed you require Section 184 Notice of Approval from Staffordshire County Council. The link below provides a further link to "vehicle dropped crossings" which includes a "vehicle dropped crossings information pack" and an application form for a dropped crossing. Please complete and send to the address on the application form which is Staffordshire County Council at Network Management Unit, Staffordshire Place 1, c/o, 2 Staffordshire Place, Tipping Street, Stafford, ST16 2DH or email (nmu@staffordshire.gov.uk) www.staffordshire.gov.uk/transport/staffshighways/licences
5. Any soakaway should be located a minimum of 4.5m rear of the highway boundary.
6. It is the responsibility of the applicant to ensure the ground is suitable for use. If during excavations for foundations sandy soil is found Environmental Health should be contacted.
7. The proposal complies with the development plan and would improve the economic, social and environmental conditions of the area. It therefore comprises sustainable development

and the Local Planning Authority worked proactively and positively to issue the decision without delay. The Local Planning Authority has therefore implemented the requirement of Paragraph 38 of the NPPF.

PLANNING POLICY

National Government Guidance

National Planning Policy Framework

National Planning Practice Guidance

Local Plan Strategy

Core Policy 1 - The Spatial Strategy

Core Policy 2 - Presumption in Favour of Sustainable Development

Core Policy 3 - Delivering Sustainable Development

Core Policy 5 - Sustainable Transport

Core Policy 6 - Housing Delivery

Core Policy 13 - Our Natural Resources

Core Policy 14 - Our Built & Historic Environment

Policy SC1 - Sustainability Standards for Development

Policy ST1 - Sustainable Travel

Policy ST2 - Parking Provision

Policy H1 - A Balanced Housing Market

Policy NR3- Biodiversity, Protected Species and their Habitats

Policy NR4- Trees, Woodlands & Hedgerows

Policy NR7- Cannock Chase Special Area of Conservation

Policy BE1- High Quality Development

Policy Arm 1 -Armitage with Handsacre Environment

Policy Arm 4 -Armitage with Handsacre Housing

Supplementary Planning Documents

Sustainable Design

Trees, Landscaping and Development

Biodiversity and Development

Developer Contributions

RELEVANT PLANNING HISTORY

18/01140/FUL - Erection of 2no four bedroom dwellinghouses, including demolition of existing bungalow – Refused 05.10.2018

18/00155/FUL - Demolition of existing dwelling and erection of 1 no two bedroom bungalow, 2 no three bedroom detached dwellings and associated works – Refused 11.06.2018

17/01055/FUL- Erection of 2no three bedroom dwellings and associated works. – Approved 16.10.2017 (Site in front)

16/00427/FUL - Erection of 3no two bedroom dwellings and associated works. Approved 5.7.16

15/01144/FUL- Erection of 3no. dwellings and associated works- Withdrawn 19.11.15.

L929219- Proposed detached bungalow (Outline) - Refused 18.05.92.

CONSULTATIONS

Armitage with Handsacre Parish Council– Strong objection, the Parish Council feel that there are, already, too many properties built on the small piece of land being the existing garden of the existing

dwelling. These are all built very close to the properties surrounding the land. Over intensification of the area is obvious from the roadside and this new application for the existing dwelling to be demolished and replaced with 3 more dwellings, will also increase car movements and car parking issues on an already small road. (17.12.18)

Tree Officer – The proposal includes indicative landscaping (trees) within and adjacent to hard surfacing. If it is proposed to grant consent for the development a pre-commencement condition will be required in order to secure details of tree specifications, tree pit details, maintenance details etc. The details should have regard to the Trees, Landscaping and Development SPD (13.04.18)

Environmental Health Officer– No objections to the proposals in principle. The proposed development is however within influencing distance of an area of unknown filled ground (a former clay pit), and would therefore recommend an informative is attached to the decision notice if approved owing to the potential risk from ground gas. (06.01.19)

Staffordshire County Council Highways – No objections, subject to conditions in relation to the submission of full details of suitable vehicular access visibility splays; parking and turning areas to be provided prior to first occupation, surface materials, provision of a Construction Management Plan and the access remaining un-gated. (06.12.18)

Ecology Officer – Satisfied that the proposed works are unlikely to negatively impact upon protected or priority species or habitats. However, under policy NR3 of the adopted Lichfield District Council Local Plan a net gain to biodiversity must be incorporated into all developments. Due to the nature and location of the proposed development it is recommended that this net gain could be best achieved via the inclusion of a bat box or a bird box (or bat brick, swallow cup etc.). However a net-gain to biodiversity value could also be achieved through onsite habitat improvement works or the creation/planting of new habitats or features (i.e. additional tree or hedgerow planting, hibernacula creation, wildlife pond creation 'etc.'). Once incorporated into the development scheme such a net gain to biodiversity should be looked upon favourably and afforded appropriate weighting upon determination of the application as per the guidance of paragraph 118 of the NPPF 2012. In addition the applicant is advised to consult the Biodiversity and Development Supplementary Planning Document. (18.12.18)

Severn Trent Water– As the proposal has no impact on the public sewerage system, have no objections to the proposals and do not require a drainage condition to be applied. (20.12.18)

LETTERS OF REPRESENTATION

One letter of representation has been received. The following concerns/issues are raised from an adjacent resident:

- Intensification of development on the site;
- Overlooking and loss of privacy;
- Proximity of development to former clay pit
- Overshadowing
- Land levels and impact of development at these site levels;

OBSERVATIONS

Site and Location

The application site is located within the settlement boundary of Armitage with Handsacre and comprises part of the domestic curtilage of no. 1 Hood Lane and the footprint of the existing property, which is to be demolished to implement this proposal. The area is predominantly residential in nature. To the north the site shares its common boundary with 1A Hood Lane and to the west are the new properties facing Hood Lane itself. The rear garden of the proposed development will face the rear gardens of properties sited on Millmoor Avenue to the east. The ground levels at the site slope

upwards (north to south). The neighbouring dwelling at no.1A Hood Lane is sited approximately 1.5m lower when measured from the ground level of the site area.

Background

The site has been subject to several applications for residential development. Consent was granted in July 2016 for the Erection of 3no. two bedroom dwellings and associated works under application reference 16/00427/FUL with the original bungalow at no. 1 Hood Lane retained; this included the whole original curtilage of 1 Hood Lane. Subsequently, an application was approved on the site for the erection of 2no. three bedroom dwellings situated at the front of the site under application reference 17/00155/FUL. Works have commenced on site to implement this 2017 scheme. This current application relates principally to land at the rear of the site which has been sub divided between this site and the site of the existing bungalow, which is pending consideration for its redevelopment (application reference 18/01781/FUL). This would result in a total of four residential units within the original curtilage of 1 Hood Lane, if approved; including the 2 dwellings consented, which front onto Hood Lane, yet lie outside this current application site.

Proposals

Planning permission is sought for the demolition of the existing bungalow and erection of a replacement three bedroom bungalow to the rear of the site. The submitted plans indicate that the proposed dwelling would be set back approximately 33m from Hood Lane. The proposed dwelling would be sited approximately 9m from the rear boundary of the two recently built properties at the front of the site. The property would occupy a footprint of approximately 8m in depth and approximately 12m in width. This unit will be sited approximately 5.5m from the boundary with no. 1a Hood Lane, 2.8m further away than the existing bungalow at the site. The design of the property would incorporate a pitched roof and be approximately 7m to ridge line with two pitch-roofed dormer windows at the front and three dormers in the rear elevations, to accommodate rooms at first floor. The integral garage situated to the side of the property has a height of 4.5m to ridge and an eaves height of 2.3m.

Internally the proposed bungalow would comprise of an open plan living and study room, kitchen, dining room and integral garage at ground floor. The first floor would comprise of three bedrooms (one with en suite) and a bathroom.

Vehicular access would be taken from Hood Lane (and would be shared with the proposed dwelling subject to application 18/1782/FUL) with two parking spaces being provided. To the side of the proposed access way is an area of hard standing and planting. This would provide space for the collection of bins, on waste collection day.

Determining Issues

1. Principle of Development
2. Design and Layout
3. Residential Amenity
4. Parking and Highways Issues
5. Cannock Chase Special Area of Conservation
6. Other Matters
7. Human Rights

1 Principle of Development

- 1.1 Policy Armitage 4 of the Local Plan Strategy notes that small scale redevelopment within the village will be supported to provide new housing. Infill development will be prioritised provided that it does not result in a loss of services and facilities which contribute to the function of Armitage with Handsacre as a key rural settlement.

- 1.2 Policy Armitage 4 seeks to ensure housing in Armitage with Handsacre provides for the needs of the local community, particularly for those wishing to downsize, or start up home.
- 1.3 Furthermore, the principle of development within existing settlements is supported by the NPPF, although the NPPF sets out that Local Authorities should consider setting out policies which resist inappropriate development of residential gardens where development could cause harm to the local area. There is no specific policy within the adopted Local Plan Strategy to restrict development of gardens, although Policy BE1 seeks to minimise harm to local areas.
- 1.4 The site lies within the sustainable settlement of Armitage with Handsacre and is not allocated on the Local Plan Policy maps. The application site is located within an established urban area and is considered to be in a sustainable location. As such there is no objection to the general principle of developing the site for residential purposes, subject to compliance with all other relevant planning policies. Such matters are discussed below.
2. Design and Layout
- 2.1 Paragraph 61 of the NPPF sets out that local planning authorities should deliver a wide choice of high quality homes and create sustainable, inclusive and mixed communities. Core Policy 3 of the Local Plan lists a number of key issues that development should address in order to ensure sustainable development. The following key issues are relevant to this application:
- Protect and enhance the character and distinctiveness of Lichfield District and its settlements.
 - Be of a scale and nature appropriate to its locality.
 - Encourage the re-use of previously developed land in the most sustainable locations.
- 2.2 Policy BE1 of the Local Plan Strategy requires new development to carefully respect the character of the surrounding area and development in terms of layout, size, scale, architectural design and public views.
- 2.3 Policy H1 of the Local Plan Strategy sets out that the Council will actively promote the delivery of smaller properties including two bed apartments and two and three bed houses to increase local housing choice and contribute to the development of mixed and sustainable communities.
- 2.4 The proposed development would provide a replacement three-bedroom dwelling and therefore accords with the requirements of Policy H1 in respect of required housing size.
- 2.5 The existing properties on this side of Hood Lane do not follow a particularly strict building line with some properties being set directly at the back of the pavement and others set back varying distances. Existing properties also vary in terms of their style, appearance and materials including bungalows and two storey dwellings finished in brick and render. The proposed dwellings would be set back from the front of Hood Lane. The dwelling would be of a simple, traditional design and would be constructed of brick with tiled roofs. Fenestration sizes are considered appropriate to the house type. It is considered such design and layout is acceptable and would not be harmful to the character and appearance of the streetscene.
- 2.6 The plot size to building ratio is considered to be acceptable and future users would be provided with an adequate level of private amenity space. Whilst there would be a resultant increase in density within the site in conjunction with the development subject to 18/01782/FUL, it is not considered this would result in the overdevelopment of the site, so as to justify refusal of the application, as adequate amenity and separation distances would be provided; as discussed further in section 3. It should be noted that the overall footprint of the proposed dwelling is approximately 90m² whereas the existing bungalow has a footprint of approximately 100m². Furthermore, it is considered that the height, scale and massing of the

proposed development would be appropriate and would not appear incongruous within the streetscene, and would have no greater impact than the existing bungalow. A condition is recommended to ensure the use of appropriate materials as well as details of finished floor levels to be agreed. Therefore subject to such conditions, the layout and appearance of the dwellings would be acceptable.

- 2.7 Parking areas would be provided within the site in the form of a garage space and 2 no parking spaces driveways adjacent to the new dwelling. As such given the position of the dwelling set back from the road, these would not be highly visible within the street scene.
- 2.8 In view of the above, it is considered that the proposed new dwelling would relate well to the existing form of development in the area and would not detract from the character and appearance of the streetscene or the surrounding area. It is therefore considered the proposals are acceptable in terms of design and layout and accords with the development plan policies and the principles of the NPPF in this regard.

3 Residential Amenity

- 3.1 The Council's Sustainable Design SPD includes guidelines for space about dwellings and amenity standards in order to ensure privacy is preserved. These include a minimum distance separation of 21m between facing principal windows; 10m from first floor windows to boundaries shared with neighbours' private amenity space; 6m from ground floor windows to site boundaries except where no overlooking is demonstrated; and a minimum of 13m between principal windows and blank two storey elevations of neighbouring dwellings. This also indicates that increased separation distances will be required where there are significant variations in ground levels between new and existing development, with a general guide that the distance should be increased by 2 metres for every 1 metre rise in ground level. In addition, the SPD recommends that private amenity space amounting to 65m² should be provided for dwellings with three bedrooms.
- 3.2 The proposed dormer bungalow would include habitable room windows in the front and rear elevations. To the front, windows of the proposed property would face the rear of the recently built semi-detached dwellings at the front of the site (1b and 1c Hood Lane). The front elevations of the proposed dwelling would include a separation distance of approximately 20m from the rear elevations of 1b and 1c Hood Lane with the rear garden areas of these dwellings, the driveway and their associated boundary treatments in between.
- 3.3 Although, the separation distance that would be provided is slightly less than that normally required by the SPD (21m), it is noted that a reduced separation was accepted previously as part of the extant permission for the 2 no frontage dwellings and, it is not considered that this small reduction would result in an unacceptable loss of privacy to the future occupiers of 1b and 1c Hood Lane or the future occupiers of the proposed new dwellings. When compared with the existing situation the proposed dwelling would be set a further 0.5m away from these properties, whilst maintaining the intervening boundary screen and the a bungalow design in this location with no directly facing upper floor windows. It is also acknowledged that future occupiers would be buying with knowledge of this situation prior to occupation.
- 3.4 Whilst there is an acknowledged change in levels between this plot and the land level at 1A Hood Lane, the proposed dwelling would provide a greater distance separation from the common boundary with 1a Hood Lane than the existing bungalow at 1 Hood Lane. The existing property has a distance of approx. 2.8m from the side elevation of the property to the common boundary with 1A Hood Lane. The side elevation of the proposed dormer bungalow would be located approximately 5.5m from the common boundary with 1A Hood Lane, and would be of no greater scale or massing than the existing bungalow. Therefore, any impact with regard to light or overbearing impact would be less than that which already exists.

Furthermore, a condition is recommended requiring details of the proposed floor levels to be agreed prior to works commencing, in order to protect neighbouring amenity.

- 3.5 Given the siting of the proposed dormer bungalow further from the boundary of no. 1A Hood Lane and height of the dwelling being no taller than the existing bungalow it is not considered that the proposed development would cause any increased overlooking or overshadowing. Given the proposed dwelling is sited further from the boundary with no 1A Hood Lane than the existing bungalow, and the relationship between the two properties and their ground levels, it is considered that there would be a betterment to the neighbouring property, as the proposed built form would be sited a greater distance away from the existing property at 1A Hood Lane.
- 3.6 In terms of amenity for future occupiers, all habitable rooms would be provided with adequate light and outlook and private amenity space would be provided to the rear of the dwelling of 160m²; which exceeds the minimum guideline sizes within the Sustainable Design SPD. The depth of the private garden area for the property is slightly smaller than the guidelines specified in the SPD, measuring 9m rather than 10m, however it is not considered that this would warrant the refusal of the application in this instance, in view of the fact that no direct overlooking would result at the rear, due to the juxtaposition of the existing properties.
- 3.7 It is considered therefore that the proposed development would not result in unacceptable detrimental impact on the amenity of occupiers of surrounding properties and would provide future occupiers with an adequate level of amenity, subject to conditions, as recommended. As such, it is considered that the development would not conflict with the NPPF and development plan in this regard, so as to justify refusal.

4 Parking and Highways Issues

- 4.1 Policy ST2 of the Local Plan Strategy sets out that parking should be in accordance with the Sustainable Design SPD which states that dwellings with 3 bedrooms should be provided with 2 parking spaces per dwelling, which has been proposed within the development site.
- 4.2 Vehicular access for the proposed new dwellings would be taken from Hood Lane, in the same position as the extant permission currently being built to the front of site.
- 4.3 Staffordshire County Council Highways has raised no objections subject to conditions, in relation to the submission of full details of suitable vehicular access visibility splays; provision of a dropped crossing; that parking and turning areas are provided prior to first occupation and the access remaining un-gated. Such conditions have been recommended, where appropriate.
- 4.4 It is noted that SCCH have requested an additional condition in relation to visibility splays, however it is noted that these works have already been implemented on site and therefore this condition is not required. Overall, it is not considered that pedestrian or highway safety would be affected by the proposals.
- 4.5 The Parish Councils comments regarding increased traffic movements are noted, however these are considered by the Highways Authority to be negligible. Notwithstanding the proposed level of vehicular movement will be no greater than the scheme approved under application 16/00427/FUL.
- 4.6 As such, the development which would provide the main vehicular access in the previously approved position, would accord with the NPPF and development plan in relation to parking and highways issues, subject to conditions.

5. Cannock Chase Special Area of Conservation and CIL

- 5.1 Policy NR7 of the Local Plan Strategy sets out that any development leading to a net increase in dwellings within a 15km radius of the Cannock Chase Special Area of Conservation will be deemed to have an adverse impact on the SAC, unless or until satisfactory avoidance and/or mitigation measures have been secured. The Council adopted guidance on 10 March 2015 acknowledging a 15km Zone of Influence and seeking financial contributions for the required mitigation from development within the 0-8km zone. As the proposal lies within the 8 kilometre buffer of the Cannock Chase Special Area of Conservation, a financial contribution is payable through a Unilateral Undertaking.

6 Other Matters

- 6.1 In line with guidance contained within the NPPF and Policy NR3 of the Local Plan Strategy, a condition is recommended to ensure a net gain to biodiversity as part of the proposals through the installation of a bat/bird box within the build of the dwellings.
- 6.2 The Parish Council have raised objections with regard to overdevelopment of the site. However it should be noted that previous permissions have been approved for the same number of dwellings (4no- 2no to the front of the site and 2no to the rear) within the overall site under consent 16/00427/FUL. However this scheme was not implemented as a revised scheme was submitted and approved for the units to the front of the site, which altered the red line of the development and effectively made the rear part of the proposal legally unimplementable.
- 6.3 Comments from the Environmental Health Officer are noted. The agent has subsequently provided details of the membrane to be used in the build process which are considered acceptable to the Environmental Health Officer. As such an appropriately worded informative has been recommended.

7 Human Rights

- 7.1 The proposals set out in this report are considered to be compatible with the Human Rights Act 1998. The proposals may interfere with an objector's or individual's rights under Article 8 of Schedule 1 to the Human Rights Act, which provides that everyone has the right to respect for their private and family life, home and correspondence. Interference with this right can only be justified if it is in accordance with the law and is necessary in a democratic society. The potential interference here has been fully considered within the report and on balance is justified and proportionate in relation to the provisions of national planning policy and the policies of the Development Plan.



Conclusion

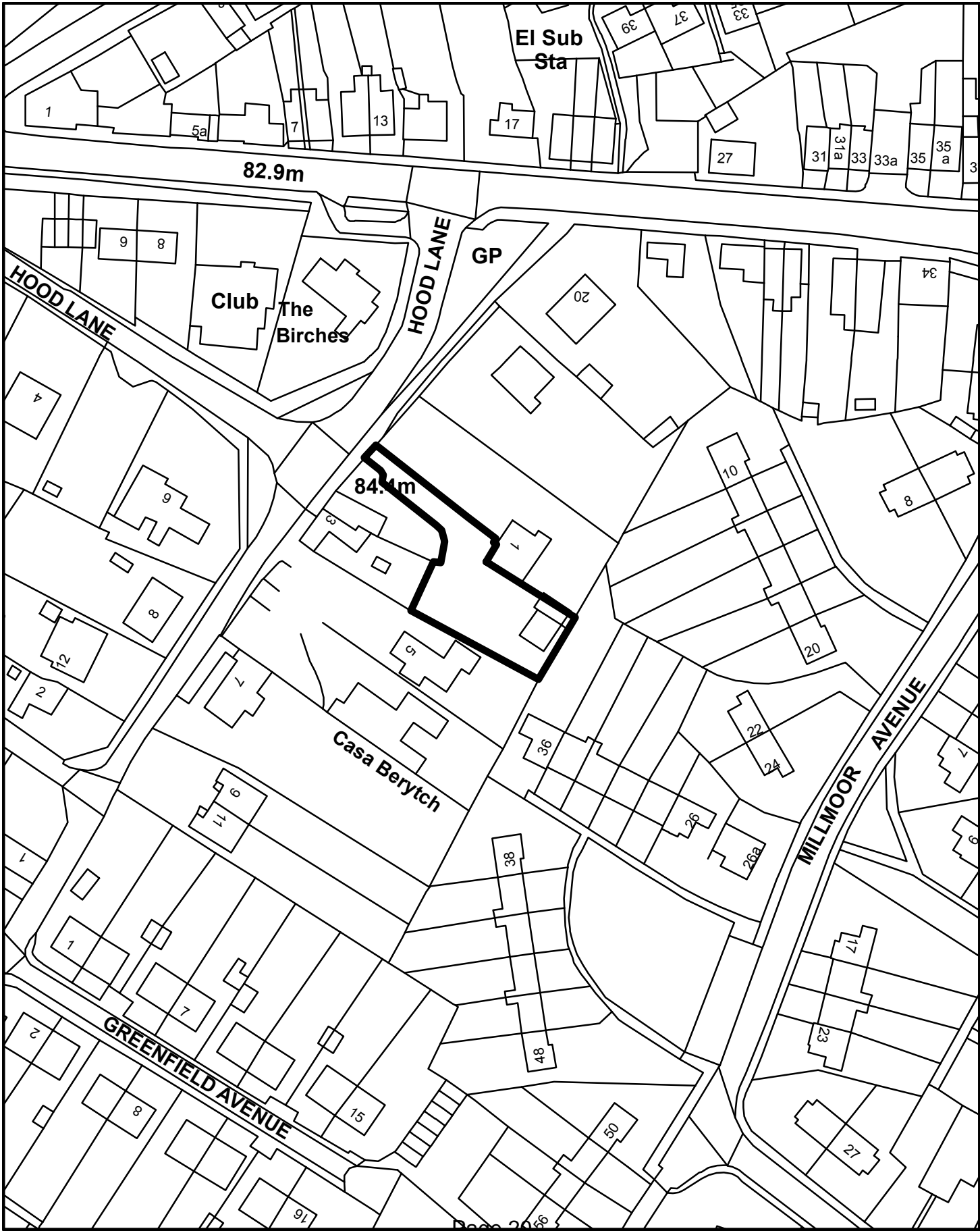
The principle of residential development on this site was previously found to be acceptable and remains acceptable. Furthermore, this is a sustainable location within the village where new residential development is supported in principle by local and national planning policy. It is considered that the applicants have submitted a suitable scheme which meets with the requirements of the relevant development plan policies and subject to conditions, the development would not have an adverse impact upon the character or appearance of the surrounding area, nor have a detrimental impact on the amenity of neighbouring residents or prejudice highway safety, so as to justify refusal.

The NPPF states that there are three dimensions to sustainable development, namely economic, social and environmental and that these should be considered collectively and weighed in the balance when assessing the suitability of development proposals. With reference to this scheme, environmentally, the development due to its scale, design, siting and materials will sit well within the plot and the

surrounding area. The proposal will also deliver a net gain to biodiversity within the site. Socially, the development would create new dwellings within a sustainable location. Economically, the development will provide a small scale development project.

Having regards the material weight attributable to each consideration, for the reasons set out above, it is considered that the proposal accords with the Development Plan and NPPF. Therefore, it is recommended that this application be approved, subject to conditions as set out above.

 <p> Lichfield district council www.lichfielddc.gov.uk District Council House Frog Lane Lichfield Staffs WS13 6YY Telephone: 01543 308000 enquiries@lichfielddc.gov.uk </p>	<h1>LOCATION PLAN</h1> <p> 18/01782/FUL 1 Hood Lane Armitage Rugeley </p>		Scale: 1:1,000	Dated: February 2019	
			Drawn By:		
			Drawing No:		
© Crown Copyright Database Rights 2015 Lichfield District Council Licence No: 100017765					



18/01782/FUL

**ERECTION OF 1NO DETACHED THREE BEDROOM DWELLINGHOUSE
1 HOOD LANE, ARMITAGE
FOR PIA HOUSING LIMITED
Registered 05/12/18**

Parish: Armitage and Handsacre

Note: This application is being reported to the Planning Committee due to significant planning objections raised by Armitage with Handsacre Parish Council. Their grounds of objection are:

- Overdevelopment of the site and proximity to existing dwellings; and
- Increased traffic movements and parking issues.

RECOMMENDATION: Subject to the owners/applicants first entering into a Unilateral Undertaking for a financial contribution to mitigate the impact on the Cannock Chase Special Area of Conservation, then

Approve, subject to the following conditions:

- 1 The development hereby approved shall be begun before the expiration of three years from the date of this permission.
- 2 The development authorised by this permission shall be carried out in complete accordance with the approved plans and specification, as listed on this decision notice, except insofar as may be otherwise required by other conditions to which this permission is subject.

CONDITIONS TO BE COMPLIED WITH PRIOR TO THE COMMENCEMENT OF DEVELOPMENT

- 3 Before the development hereby approved is commenced, a Construction Management Plan comprising the routeing of construction vehicles to and from the site; parking facilities for vehicles of personnel, operatives and visitors; arrangements for the loading and unloading of plant and materials; areas of storage for plant and materials used during the construction of the proposed development; and measures to prevent the deposition of deleterious materials on the public highway during the construction of the proposed development shall be submitted to and approved in writing by the Local Planning Authority. The approved Construction Management Plan shall be implemented prior to the commencement of any works on the site and shall be maintained throughout the entire construction period.
- 4 Notwithstanding the details shown on the approved plans, before the development hereby approved is commenced, full details of the finished floor levels of the dwelling hereby approved, in comparison to existing ground levels within and surrounding the site shall be submitted to and approved in writing by the Local Planning Authority. The development shall thereafter be carried out in accordance with the approved details.

CONDITIONS TO BE COMPLIED WITH PRIOR TO OCCUPATION:

- 5 Before any of the dwellings hereby approved are first occupied, the new access, parking and manoeuvring area broadly indicated on the submitted Site Plan (drawing 2017:100:84) shall be completed and surfaced in a porous bound material with the individual parking bays clearly delineated which shall thereafter be retained for resident parking only for the life of the development.
- 6 Before any of the dwellings hereby approved are first occupied, the new site access shall be completed within the limits of the public highway as a vehicular dropped crossing.

- 7 Before the dwellings hereby approved are first occupied, the biodiversity enhancements comprising the installation of build-in Woodstone House Bat and Sparrow nest boxes to each gable end as indicated on drawing 2017:100:84, shall be provided.
- 8 Notwithstanding the details shown on the approved plans, the development hereby approved shall not be occupied until full details of both hard and soft landscaping works have been submitted to and approved in writing by the Local Planning Authority. The details shall include the formation of any banks, terraces or other earthworks, hard surfaced areas and materials, boundary treatments (including elevations of the proposed vehicle access gates), external lighting, planting plans, specifications and schedules (including planting size, species and numbers/densities), existing plants / trees to be retained and a scheme for the timing / phasing of implementation works. The landscaping works shall be carried out in accordance with the approved scheme for timing / phasing of implementation or within 8 months of first occupation of the development hereby approved, whichever is the later.
- 9 The access shall remain un-gated.

ALL OTHER CONDITIONS TO BE COMPLIED WITH:

- 10 The development hereby approved shall be carried out and thereafter retained in accordance with the following details:
 - Ibstock Birtley Olde English bricks shall be used in the construction of external walls; and,
 - Forticrete Gemini Slate Grey roof tiles shall be used in the construction of the roofs.
- 11 Any trees or shrubs planted or retained in accordance with the approved landscape and planting scheme which are removed, uprooted, destroyed, die or become severely damaged or become seriously diseased within 5 years of planting shall be replaced within the next planting season by trees or shrubs of similar size and species to those originally required.
- 12 Notwithstanding the provisions of Schedule 2, Part 1 Classes A-E of the Town and Country Planning (General Permitted Development) Order 2015 (or any Order revoking, re-enacting or modifying that Order) no extensions, porches, garages, outbuildings, sheds, greenhouses, side windows, dormers or any other alteration to the roof shall be constructed without the prior grant of planning permission by the Local Planning Authority.

REASONS FOR CONDITIONS

- 1 In order to comply with the requirements of Section 91 of the Town and Country Planning Act 1990, as amended.
- 2 For the avoidance of doubt and in accordance with the applicant's stated intentions, in order to meet the requirements of Policy BE1 of the Local Plan Strategy and Government Guidance contained in the National Planning Practice Guidance.
- 3 In the interests of highway safety, in accordance with Core Policies 3 and 5, Policy ST2 of the Local Plan Strategy and the National Planning Policy Framework.
- 4 To safeguard the amenity of the area and to safeguard the amenity of existing, neighbouring and/or future occupants of the development hereby approved, in accordance with Core Policy 3 and Policy BE1 of the Local Plan Strategy, the Sustainable Design SPD and the National Planning Policy Framework.
- 5 In the interests of highway safety, in accordance with Core Policies 3 and 5, Policy ST2 of the Local Plan Strategy and the National Planning Policy Framework.

- 6 In the interests of highway safety, in accordance with Core Policies 3 and 5, Policy ST2 of the Local Plan Strategy and the National Planning Policy Framework.
- 7 To secure a net gain to biodiversity and enhance the nature conservation value of the site in accordance with Core Policies 3 and 13 and Policy NR3 of the Local Plan Strategy, the Biodiversity and Development SPD and the National Planning Policy Framework.
- 8 To ensure the satisfactory appearance of the development and to safeguard the character and appearance of the area, in accordance with the requirements of Core Policies 3 and 13 and Policies NR4 and BE1 of the Local Plan Strategy and the National Planning Policy Framework.
- 9 In the interests of highway safety, in accordance with Core Policies 3 and 5, Policy ST2 of the Local Plan Strategy and the National Planning Policy Framework.
- 10 To ensure that the external appearance of the development is physically well related to existing buildings and its surroundings, in accordance with Core Policy 3 and Policy BE1 of the Local Plan Strategy and the National Planning Policy Framework.
- 11 To ensure the satisfactory appearance of the development and to safeguard the character and appearance of the area, in accordance with the requirements of Core Policies 3 and 13 and Policies NR4 and BE1 of the Local Plan Strategy and the National Planning Policy Framework.
- 12 To ensure the satisfactory appearance of the development and to safeguard the amenity of existing, neighbouring and/or future occupants of the development hereby approved, in accordance with Core Policy 3 and Policy BE1 of the Local Plan Strategy, the Sustainable Design SPD and the National Planning Policy Framework.

NOTES TO APPLICANT

- 1 The Development Plan comprises the Lichfield District Local Plan Strategy (2015) and saved policies of the Lichfield District Local Plan (1998) as contained in Appendix J of the Lichfield District Local Plan Strategy (2015).
- 2 The applicant's attention is drawn to The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012, which requires that any written request for compliance of a planning condition(s) shall be accompanied by a fee of £34 for a householder application or £116 for any other application including reserved matters. Although the Local Planning Authority will endeavour to discharge all conditions within 21 days of receipt of your written request, legislation allows a period of 8 weeks, and therefore this timescale should be borne in mind when programming development.
- 3 Please be advised that Lichfield District Council adopted its Community Infrastructure Levy (CIL) Charging Schedule on the 19th April 2016 and commenced charging on the 13th June 2016. A CIL charge applies to all relevant applications. This will involve a monetary sum payable prior to commencement of development. In order to clarify the position of your proposal, please complete the Planning Application Additional Information Requirement Form, which is available for download from the Planning Portal or from the Council's website at www.lichfielddc.gov.uk/cilprocess.
4. Please note that prior to the new access being constructed you require Section 184 Notice of Approval from Staffordshire County Council. The link below provides a further link to "vehicle dropped crossings" which includes a "vehicle dropped crossings information pack" and an application form for a dropped crossing. Please complete and send to the address on the application form which is Staffordshire County Council at Network Management Unit, Staffordshire Place 1, c/o, 2 Staffordshire Place, Tipping Street, Stafford, ST16 2DH or email (nmu@staffordshire.gov.uk) www.staffordshire.gov.uk/transport/staffshighways/licences

5. Any soakaway should be located a minimum of 4.5m rear of the highway boundary.
6. It is the responsibility of the applicant to ensure the ground is suitable for use. If during excavations for foundations sandy soil is found the Lichfield District Council Environmental Health team should be contacted.
7. The proposal complies with the development plan and would improve the economic, social and environmental conditions of the area. It therefore comprises sustainable development and the Local Planning Authority worked proactively and positively to issue the decision without delay. The Local Planning Authority has therefore implemented the requirement of Paragraph 38 of the NPPF.

PLANNING POLICY

National Government Guidance

National Planning Policy Framework

National Planning Practice Guidance

Local Plan Strategy

Core Policy 1 - The Spatial Strategy

Core Policy 2 - Presumption in Favour of Sustainable Development

Core Policy 3 - Delivering Sustainable Development

Core Policy 5 - Sustainable Transport

Core Policy 6 - Housing Delivery

Core Policy 13 - Our Natural Resources

Core Policy 14 - Our Built & Historic Environment

Policy SC1 - Sustainability Standards for Development

Policy ST1 - Sustainable Travel

Policy ST2 - Parking Provision

Policy H1 - A Balanced Housing Market

Policy NR3- Biodiversity, Protected Species and their Habitats

Policy NR4- Trees, Woodlands & Hedgerows

Policy NR7- Cannock Chase Special Area of Conservation

Policy BE1- High Quality Development

Policy Arm 1 -Armitage with Handsacre Environment

Policy Arm 4 -Armitage with Handsacre Housing

Supplementary Planning Documents

Sustainable Design

Trees, Landscaping and Development

Biodiversity and Development

Developer Contributions

RELEVANT PLANNING HISTORY

18/01140/FUL - Erection of 2no four bedroom dwellinghouses, including demolition of existing bungalow – Refused 05.10.2018

18/00155/FUL - Demolition of existing dwelling and erection of 1 no two bedroom bungalow, 2 no three bedroom detached dwellings and associated works – Refused 11.06.2018

17/01055/FUL- Erection of 2no three bedroom dwellings and associated works. – Approved 16.10.2017 (Site in front)

16/00427/FUL - Erection of 3no two bedroom dwellings and associated works. Approved 5.7.16

15/01144/FUL- Erection of 3no. dwellings and associated works- Withdrawn 19.11.15.

L929219- Proposed detached bungalow (Outline) - Refused 18.05.92.

CONSULTATIONS

Armitage with Handsacre Parish Council– Strong objection, the Parish Council feel that there are, already, too many properties built on the small piece of land being the existing garden of the existing dwelling. These are all built very close to the properties surrounding the land. Over intensification of the area is obvious from the roadside and this new application for the existing dwelling to be demolished and replaced with 3 more dwellings, will also increase car movements and car parking issues on an already small road. (17.12.18)

Tree Officer – The proposal includes indicative landscaping (trees) within and adjacent to hard surfacing. If it is proposed to grant consent for the development a pre-commencement condition will be required in order to secure details of tree specifications, tree pit details, maintenance details etc. The details should have regard to the Trees, Landscaping and Development SPD (13.04.18)

Environmental Health Officer– No objections to the proposals in principle. The proposed development is however within influencing distance of an area of unknown filled ground (a former clay pit), and would therefore recommend an informative is attached to the decision notice if approved owing to the potential risk from ground gas. (06.01.19)

Staffordshire County Council Highways – No objections, subject to conditions in relation to the submission of full details of suitable vehicular access visibility splays; parking and turning areas to be provided prior to first occupation, surface materials, provision of a Construction Management Plan and the access remaining un-gated. (06.12.18)

Ecology Officer – Satisfied that the proposed works are unlikely to negatively impact upon protected or priority species or habitats. However, under policy NR3 of the adopted Lichfield District Council Local Plan a net gain to biodiversity must be incorporated into all developments. Due to the nature and location of the proposed development it is recommended that this net gain could be best achieved via the inclusion of a bat box or a bird box (or bat brick, swallow cup etc.). However a net-gain to biodiversity value could also be achieved through onsite habitat improvement works or the creation/planting of new habitats or features (i.e. additional tree or hedgerow planting, hibernacula creation, wildlife pond creation 'etc.). Once incorporated into the development scheme such a net gain to biodiversity should be looked upon favourably and afforded appropriate weighting upon determination of the application as per the guidance of paragraph 118 of the NPPF 2012. In addition the applicant is advised to consult the Biodiversity and Development Supplementary Planning Document. (18.12.18)

Severn Trent Water– As the proposal has no impact on the public sewerage system, have no objections to the proposals and do not require a drainage condition to be applied. (20.12.18)

LETTERS OF REPRESENTATION

None received

OBSERVATIONS

Site and Location

The application site is located within the settlement boundary of Armitage with Handsacre and comprises part of the domestic curtilage of no. 1 Hood Lane and footprint of the existing property which is to be demolished. The area is predominantly residential in nature. To the north the site shares

its common boundary with the adjacent proposed plot forming application reference 17/018/1781/FUL and to the west is Hood Lane itself with the rear gardens of properties sited on Millmoor Avenue. The ground levels at the site slope upwards further to the rear of the plot where the proposed dwelling is to be sited. Access to the property will be gained via Hood Lane utilising the existing access.

Background

The site has been subject to several applications for residential development. Consent was granted in July 2016 for the Erection of 3no. two bedroom dwellings and associated works under application reference 16/00427/FUL with the original bungalow at no. 1 Hood Lane retained; this included the whole original curtilage of 1 Hood Lane. Subsequently, an application was approved on the site for the erection of 2no. three bedroom dwellings situated at the front of the site under application reference 17/00155/FUL. Works have commenced on site to implement this 2017 scheme. This current application relates principally to land at the rear of the site which has been sub divided between this site and the site of the existing bungalow, which is pending consideration for its redevelopment (application reference 18/01781/FUL). This would result in a total of four residential units within the original curtilage of 1 Hood Lane, if approved; including the 2 dwellings consented, which front onto Hood Lane, yet lie outside this current application site.

Proposals

Planning permission is sought for the erection of a three bedroom detached dwelling to the rear of the site. The submitted plans indicate that the proposed dwelling would be set back approximately 36m from Hood Lane. The property would occupy a footprint of 58.7 m² with a maximum depth of 9.6m and approximately 8.5m in width. The design of the property would incorporate a pitched roof and be approximately 8m to ridge line and 5m to the eaves. A projecting gable feature porch features on the front elevation, with a depth of 1.5m. To the rear the property features a catslide roof with a dormer window to serve an ensuite to the master bedroom.

Internally the proposed dwelling would comprise of an open plan kitchen diner, utility with WC and lounge at ground floor. The first floor would comprise of three bedrooms (one with en suite) and a bathroom.

Vehicular access would be taken from the existing access on Hood Lane (and would be shared with the proposed dormer bungalow subject to application 18/1781/FUL) with two parking spaces being provided. To the side of the access way is an area of hard standing and planting. This would provide space for the collection of bins, on waste collection day.

Determining Issues

1. Principle of Development
2. Design and Layout
3. Residential Amenity
4. Parking and Highways Issues
5. Cannock Chase Special Area of Conservation
6. Other Matters
7. Human Rights

1 Principle of Development

- 1.1 Policy Armitage 4 of the Local Plan Strategy notes that small scale redevelopment within the village will be supported to provide new housing. Infill development will be prioritised provided that it does not result in a loss of services and facilities which contribute to the function of Armitage with Handsacre as a key rural settlement.

- 1.2 Policy Armitage 4 seeks to ensure housing in Armitage with Handsacre provides for the needs of the local community, particularly for those wishing to downsize, or start up home.
- 1.3 Furthermore, the principle of development within existing settlements is supported by the NPPF, although the NPPF sets out that Local Authorities should consider setting out policies which resist inappropriate development of residential gardens where development could cause harm to the local area. There is no specific policy within the adopted Local Plan Strategy to restrict development of gardens, although Policy BE1 seeks to minimise harm to local areas.
- 1.4 The site lies within the sustainable settlement of Armitage with Handsacre and is not allocated on the Local Plan Policy maps. The application site is located within an established urban area and is considered to be in a sustainable location. As such there is no objection to the general principle of developing the site for residential purposes, subject to compliance with all other relevant planning policies. Such matters are discussed below.
2. Design and Layout
- 2.1 Paragraph 61 of the NPPF sets out that local planning authorities should deliver a wide choice of high quality homes and create sustainable, inclusive and mixed communities. Core Policy 3 of the Local Plan lists a number of key issues that development should address in order to ensure sustainable development. The following key issues are relevant to this application:
- Protect and enhance the character and distinctiveness of Lichfield District and its settlements.
 - Be of a scale and nature appropriate to its locality.
 - Encourage the re-use of previously developed land in the most sustainable locations.
- 2.2 Policy BE1 of the Local Plan Strategy requires new development to carefully respect the character of the surrounding area and development in terms of layout, size, scale, architectural design and public views.
- 2.3 Policy H1 of the Local Plan Strategy sets out that the Council will actively promote the delivery of smaller properties including two bed apartments and two and three bed houses to increase local housing choice and contribute to the development of mixed and sustainable communities.
- 2.4 The proposed development would provide a three-bedroom dwelling and therefore accords with the requirements of Policy H1 in respect of required housing size.
- 2.5 The existing properties on this side of Hood Lane do not follow a particularly strict building line with some properties being set directly at the back of the pavement and others set back at varying distances. Existing properties also vary in terms of their style, appearance and materials including bungalows and two storey dwellings finished in brick and render. The proposed dwelling would be set back from the front of Hood Lane. The dwelling would be of a simple, traditional design and would be constructed of brick with tiled roofs. Fenestration sizes are considered appropriate to the house type. The design of the proposed dwelling is identical in nature to the previously approved scheme under application reference 16/00427/FUL. As such, it is considered the design and layout is acceptable and would not be harmful to the character and appearance of the streetscene.
- 2.6 The plot size to building ratio is considered to be acceptable and future users would be provided with an adequate level of private amenity space. Whilst there would be a resultant increase in density within the site, it is not considered this would result in the overdevelopment of the site, so as to justify refusal of the application, as adequate amenity and separation distances would be provided; as discussed further in section 3.

- 2.7 Furthermore, it is considered that the height, scale and massing of the proposed development would be appropriate and would not appear incongruous within the streetscene. It should be noted that the design of the proposed dwelling is identical in nature to the previously approved scheme under application reference 16/00427/FUL, however the developers did not implement this approved scheme. A condition is recommended to ensure the use of appropriate materials as well as details of finished floor levels to be agreed. Therefore subject to such conditions, the layout and appearance of the dwellings would be acceptable.
- 2.8 Vehicle parking would be provided within the site on the driveway adjacent to the property, and given the dwellings positioning set back from the road, this would not be highly visible within the street scene.
- 2.9 In view of the above, it is considered that the proposed new dwelling would relate well to the existing form of development in the area and would not detract from the character and appearance of the streetscene or the surrounding area. It is therefore considered the proposals are acceptable in terms of design and layout, and as such accord with the Development Plan and the principles of the NPPF in this regard.
- 3 Residential Amenity
- 3.1 The Council's Sustainable Design SPD includes guidelines for space about dwellings and amenity standards in order to ensure privacy is preserved. These include a minimum distance separation of 21m between facing principal windows; 10m from first floor windows to boundaries shared with neighbours' private amenity space; 6m from ground floor windows to site boundaries except where no overlooking is demonstrated; and a minimum of 13m between principal windows and blank two storey elevations of neighbouring dwellings. This also indicates that increased separation distances will be required where there are significant variations in ground levels between new and existing development, with a general guide that the distance should be increased by 2 metres for every 1 metre rise in ground level. In addition, the SPD recommends that private amenity space amounting to 65m² should be provided for dwellings with three bedrooms.
- 3.2 The proposed dwelling would include habitable room windows in the front and rear elevations. To the front, windows of the proposed property would face the rear boundary of no. 3 Hood Lane. The front elevations of the proposed dwelling would include a separation distance of a minimum of 22m from this rear elevation, with the driveway and associated boundary treatments in between. This distance complies with the guidelines within the SPD.
- 3.3 In terms of amenity for future occupiers, all habitable rooms would be provided with adequate light and outlook. An area of private amenity space would be provided to the rear of the dwelling of 91m²; which exceeds the minimum guideline sizes within the Sustainable Design SPD. The depth of the private garden area for the property is slightly smaller than the guidelines specified in the SPD, varying in depth from 11.3m to 8.5m, however it is not considered that this would warrant the refusal of the application in this instance, in view of the fact that no direct overlooking would result at the rear, due to the juxtaposition of the existing surrounding properties, and that consent has recently been granted for this proposal. It is however recommended that permitted development rights are removed from the dwellings by a condition, to ensure an adequate level of amenity space is appropriately maintained and to ensure no harm is caused to the residential amenity of neighbours.
- 3.4 It is considered therefore that the proposed development would not result in unacceptable detrimental impact on the amenity of occupiers of surrounding properties and would provide future occupiers with an adequate level of amenity, subject to conditions, as recommended. As such, it is considered that the development would not conflict with the NPPF and development plan in this regard, so as to justify refusal.

4 Parking and Highways Issues

- 4.1 Policy ST2 of the Local Plan Strategy sets out that parking should be in accordance with the Sustainable Design SPD which states that dwellings with 3 bedrooms should be provided with 2 parking spaces per dwelling, which has been proposed within the development site.
- 4.2 Vehicular access for the proposed new dwellings would be taken from Hood Lane, in the same position as the extant permission currently being built to the front of site.
- 4.3 Staffordshire County Council Highways has raised no objections subject to conditions, in relation to the submission of full details of suitable vehicular access visibility splays; provision of a dropped crossing; that parking and turning areas are provided prior to first occupation and the access remaining un-gated. Such conditions have been recommended, where appropriate.
- 4.4 It is noted that SCCH have requested an additional condition in relation to visibility splays, however it is noted that these works have already been implemented on site and therefore this condition is not required. Overall, it is not considered that pedestrian or highway safety would be affected by the proposals.
- 4.5 The Parish Councils comments regarding increased traffic movements are noted, however these are considered by the Highways Authority to be negligible. Notwithstanding the proposed level of vehicular movement will be no greater than the scheme approved under application 16/00427/FUL.
- 4.6 As such, the development which would provide the main vehicular access in the previously approved position, would accord with the NPPF and development plan in relation to parking and highways issues, subject to conditions.

5. Cannock Chase Special Area of Conservation and CIL

- 5.1 Policy NR7 of the Local Plan Strategy sets out that any development leading to a net increase in dwellings within a 15km radius of the Cannock Chase Special Area of Conservation will be deemed to have an adverse impact on the SAC, unless or until satisfactory avoidance and/or mitigation measures have been secured. The Council adopted guidance on 10 March 2015 acknowledging a 15km Zone of Influence and seeking financial contributions for the required mitigation from development within the 0-8km zone. As the proposal lies within the 8 kilometre buffer of the Cannock Chase Special Area of Conservation, a financial contribution is payable through a Unilateral Undertaking.

6 Other Matters

- 6.1 In line with guidance contained within the NPPF and Policy NR3 of the Local Plan Strategy, a condition is recommended to ensure a net gain to biodiversity as part of the proposals through the installation of a bat/bird box within the build of the dwellings.
- 6.2 The Parish Council have raised objections with regard to overdevelopment of the site. However it should be noted that previous permissions have been approved for the same number of dwellings (4no- 2no to the front of the site and 2no to the rear) within the overall site under consent 16/00427/FUL. However this scheme was not implemented as a revised scheme was submitted and approved for the units to the front of the site, which altered the red line of the development and effectively made the rear part of the proposal legally unimplementable.
- 6.3 Comments from the Environmental Health Officer are noted. The agent has subsequently provided details of the membrane to be used in the build process which are considered

acceptable to the Environmental Health Officer. As such an appropriately worded informative has been recommended.

7 Human Rights

- 7.1 The proposals set out in this report are considered to be compatible with the Human Rights Act 1998. The proposals may interfere with an objector's or individual's rights under Article 8 of Schedule 1 to the Human Rights Act, which provides that everyone has the right to respect for their private and family life, home and correspondence. Interference with this right can only be justified if it is in accordance with the law and is necessary in a democratic society. The potential interference here has been fully considered within the report and on balance is justified and proportionate in relation to the provisions of national planning policy and the policies of the Development Plan.

Conclusion

The principle of residential development on this site was previously found to be acceptable and remains acceptable. Furthermore, this is a sustainable location within the village where new residential development is supported in principle by local and national planning policy. It is considered that the applicants have submitted a suitable scheme which meets with the requirements of the relevant development plan policies and subject to conditions, the development would not have an adverse impact upon the character or appearance of the surrounding area, nor have a detrimental impact on the amenity of neighbouring residents or prejudice highway safety, so as to justify refusal.

The NPPF states that there are three dimensions to sustainable development, namely economic, social and environmental and that these should be considered collectively and weighed in the balance when assessing the suitability of development proposals. With reference to this scheme, environmentally, the development due to its scale, design, siting and materials will sit well within the plot and the surrounding area. The proposal will also deliver a net gain to biodiversity within the site. Socially, the development would create new dwellings within a sustainable location. Economically, the development will provide a small scale development project.

Having regards the material weight attributable to each consideration, for the reasons set out above, it is considered that the proposal accords with the Development Plan and NPPF. Therefore, it is recommended that this application be approved, subject to conditions as set out above.

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Tree Preservation Order No 423-2018

Report of the Cabinet Member for Economic Growth, Environment & Development Services

Date:	11/02/2019
Agenda Item:	5
Contact Officer:	Gareth Hare
Tel Number:	01543 308207
Email:	Gareth.hare@lichfielddc.gov.uk
Key Decision?	NO
Local Ward Members	Cllrs David Leytham, Rob Strachan, Alan White



1. Executive Summary

- 1.1 To seek members decision regarding the confirmation of Tree Preservation Order 423-2018 at 81 Hints Road, Hopwas, Tamworth, Staffs, B78 3AB

2. Recommendations

- 2.1 That the Committee confirm the Tree Preservation order without modifications.

3. Background

- 3.1 A tree preservation order was made on the 27th of September 2018 in respect of one Oak tree to the rear of 81 Hints Road, Hopwas, and abutting the Birmingham and Fazeley Canal. The grounds for the order are as follows:

The tree specified in this order stands within land adjacent to 81 Hints Road, Hopwas, Tamworth, Staffordshire. It is a mature Oak and stands adjacent to the Birmingham and Fazeley Canal and to the rear of 81 Hints Road, Hopwas. The tree is prominent in views along the canal and towpath, from Bells Bridge on Hints Road and in views from Hints Road N/E towards the canal. The tree is mature, well-formed and is likely to have a long life expectancy. A section 211 notice has been served notifying the Council of the proposed felling of the tree. The proposed works would remove an important tree from the landscape and any amenity it provides. It is not possible to refuse a Section 211 notice and therefore the only option the Council has to secure the retention of the tree is to serve a preservation order. On the above basis it is considered expedient to serve a tree preservation order.

The TPO documents are at **Appendix B**.

- 3.2 A number of objections to the order were received from several parties on a range of grounds. A site visit was held on the 25th of October 2018 in order to discuss the objections and examine the tree.
- 3.3 The objections are summarised below and dealt with in context for ease of reference:-

1. Close proximity of tree to the properties along Hints Road.

The tree is 15m from the rear of 79 Hints Road and 16.8m from the rear of 81 Hints Road. In the unlikely event that the tree were to fail in its' entirety in the direction of the properties then the very top of the tree would contact the buildings. However, on inspection the tree exhibited no signs of instability and the probability of such a failure is considered low. This low probability would also apply to the issues raised about a lightning strike.

2. Fears of falling branches/debris

There is a possibility (as with any tree) for branches to be shed for a variety of reasons. As highlighted at point 1, there is substantial separation between the tree and the rear of the properties so any falling material would be most likely within the gardens. During the site visit the crown structure was observed and no immediate signs of probable failure points were seen. The probability of branch failure is considered to be low. Deadwood accumulates within trees as part of normal growth processes. The tree in question was harshly pruned many years ago and is in the process of shedding duplicated material which it no longer requires. Deadwood may be removed without consent at any time and it is suggested that this is carried out on a periodic basis.

3. Sunlight/daylight to gardens/houses.

The tree stands due west of the properties. As such it will intercept sunlight/cast shade to varying degrees throughout the year in the latter part of the day. In addition it will reduce diffuse daylight to the plots. The location of the tree and the size/length of the gardens mean that for much of the day light levels are not constrained and the properties and gardens will receive sunlight/daylight. Please see aerial photograph at **Appendix A** for illustration. Some minor crown lifting works could be accomplished with little impact on the tree in order to increase light levels to the gardens in the latter part of the day.

4. Leaf fall/leaf collection/blocking of gutters and associated maintenance requirements.

Various issues are identified relating to the fall of leaves from the tree. These include, the frequency of leaf collection required, blocking of gutters, damage to lawns, impact on plants, access issues due to wheelchair use and the likely requirement to obtain paid help to assist in clearance. This issue is regularly raised in relation to protected trees whether in terms of applications for works, TPO confirmations or appeal decisions. The view of the Council is that the removal of leaves, clearing of gutters etc. is a normal part of property maintenance. Whilst it is appreciated that the clearing of leaves involves extra work, it is not a year round task and would only be substantially reduced by the removal of the tree which in the view of the Council would be a disproportionate response.

5. Conditions for gardening.

Issues are identified relating to the tree creating unfavourable conditions for gardening. Whilst the tree will outcompete certain types of plants planted close to it or beneath the canopy, it is not impossible to garden beneath trees. Many types of plants are suitable for planting beneath canopy cover and some will not grow in any other conditions. Often it is a case of gardening with, rather than against the prevailing conditions. A greenhouse is sited beneath the tree and is now unusable due to shade. It appears possible to relocate the greenhouse in another area of the garden in question.

6. Concerns regarding stability.

Concerns have been raised regarding the stability of the tree with reference to an amount of soil that was removed from the towpath in recent years. On inspection the soil removal did not appear to have substantially affected the root structure of the tree and there were no signs of instability evident. One of the objections refers to structural calculations relating to tree stability: whilst there are certain tests that can be carried out to ascertain the likely stability of a tree, these are not routinely applied where evidence of an issue is absent. Specific structural calculations relating to tree safety are not available.

7. Insurance

Property insurance was mentioned in relation to the tree. There are many properties within the District with large protected trees substantially closer than the tree in question. These properties do not appear to have issues in obtaining insurance and therefore the properties on Hints Road should not experience difficulties in obtaining insurance.

- 3.4 Applications can be made and determined under the new TPO (if confirmed) and if those applications are refused by Lichfield District Council then the applicant has recourse to appeal to the Planning Inspectorate (PINS).

Alternative Options	1. The Committee may choose not to confirm the Tree Preservation Order.		
Financial Implications	1. Tree Preservation Orders make provision for the payment by the Local Planning Authority, of compensation for loss or damage caused or incurred, within a twelve month period from the date of their decision, as a result of their refusal of any consent under the Tree Preservation Order or their grant of consent subject to conditions. There are no financial implications in the confirmation of a Preservation Order.		
Contribution to the Delivery of the Strategic Plan	1. Assists in ensuring that Lichfield remains a clean, green and welcoming place to live.		
Equality, Diversity and Human Rights Implications	1. The proposals set out in the report are considered to be compatible with the Human Rights Act 1998. The proposals may interfere with an individual's rights under Article 8 of Schedule 1 of the Human Rights Act, which provides that everyone has the right to respect for their private and family life, home and correspondence. Interference with this right can only be justified if it is in accordance with the law and is necessary in a democratic society. The potential interference here has been fully considered within the report and on balance is justified and proportionate in relation to the administration of the tree preservation order.		
Crime & Safety Issues	1. N/A		
	Risk Description	How We Manage It	Severity of Risk (RYG)
A	High Court Challenge (after confirmation)	Ensuring that the TPO is within the powers of the Act and that the requirements of the Act and Regulations have been complied with in relation to the TPO.	Green



Lichfield District Council
Tree Preservation Order Number 423-2018
81 Hints Road, Hopwas, Tamworth, Staffs
Eastings 417945 Northings 304639

All the trees described in this schedule are situated in the Whittington and Streethay ward in the District of Lichfield. All plot numbers referred to are Ordnance Survey numbers on 1:10000 sheets.

TREES SPECIFIED INDIVIDUALLY

Encircled in black on the map

Reference on Plan	Description	Situation
T1	Oak	Land adjacent to 81 Hints Road, Hopwas, Tamworth Staffs

TREES SPECIFIED BY REFERENCE TO AN AREA

Within a dotted line on the map

Reference on Plan	Description	Situation
	None	

GROUPS OF TREES

Within a broken line on the map

Reference on Plan	Description	Situation
	None	

WOODLANDS

Within a continuous black line on the map

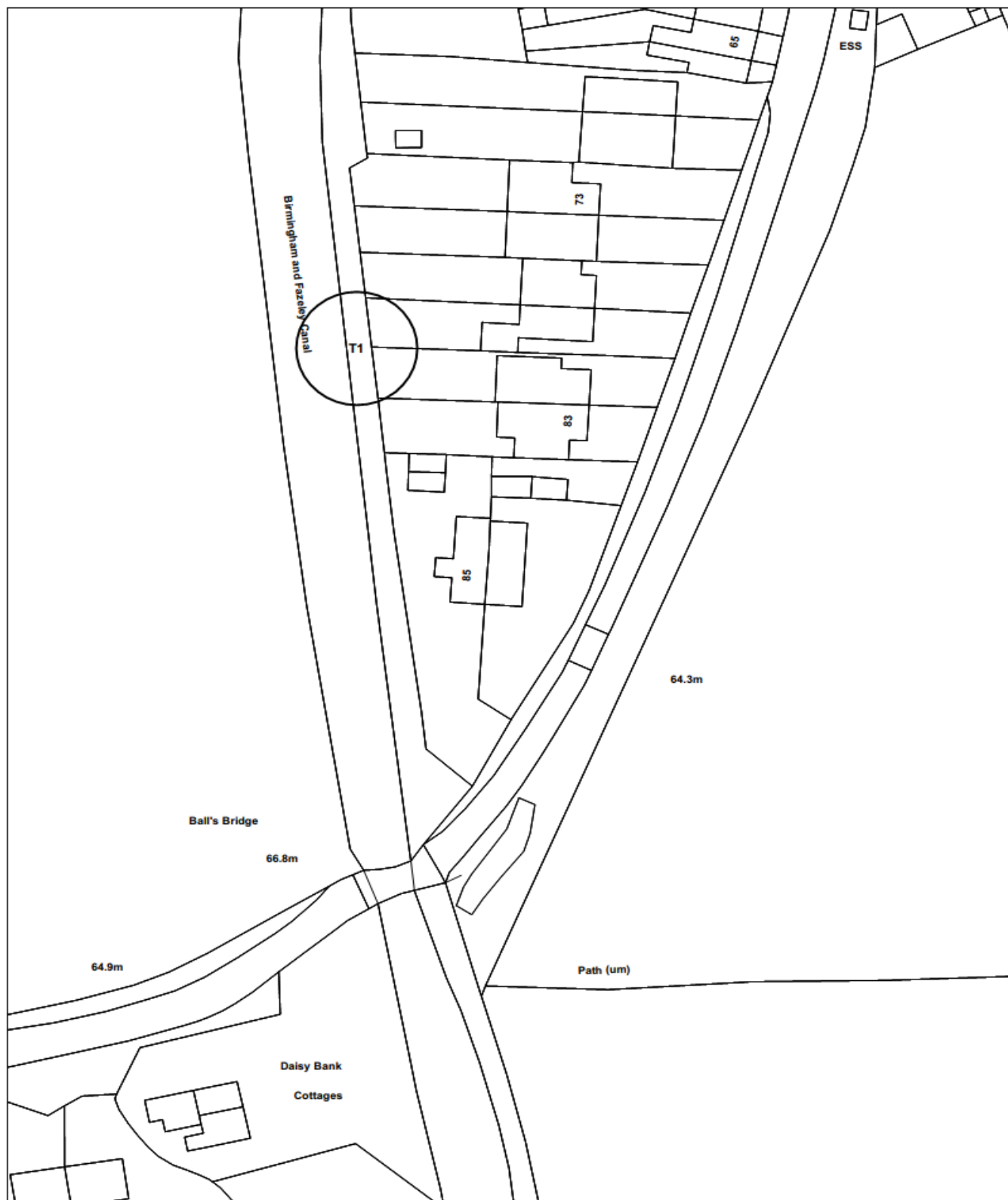
Reference on Plan	Description	Situation
	None	

**LICHFIELD DISTRICT COUNCIL
GROUNDS FOR MAKING TREE PRESERVATION ORDER 423-
2018.**

The tree specified in this order stands within land adjacent to 81 Hints Road, Hopwas, Tamworth, Staffordshire. It is a mature Oak and stands adjacent to the Birmingham and Fazeley Canal and to the rear of 81 Hints Road, Hopwas. The tree is prominent in views along the canal and towpath, from Bells Bridge on Hints Road and in views from Hints Road N/E towards the canal. The tree is mature, well-formed and is likely to have a long life expectancy. A section 211 notice has been served notifying the Council of the proposed felling of the tree. The proposed works would remove an important tree from the landscape and any amenity it provides. It is not possible to refuse a Section 211 notice and therefore the only option the Council has to secure the retention of the tree is to serve a preservation order. On the above basis it is considered expedient to serve a tree preservation order.

Signed:

.....
G. Hare.



<p>Lichfield district council www.lichfielddc.gov.uk</p> <p>District Council House Frog Lane Lichfield Staffs WS13 6YY</p> <p>Telephone: 01543 308000 enquiries@lichfielddc.gov.uk</p>	<p>Title: Lichfield District Council Tree Preservation Order No 423- 2018 81 Hints Road, Hopwas, Tamworth, Staffs Eastings 417945 Northings 304639</p>	<p>Scale:1:500 Dated: 26/09/2018</p>	
		<p>Drawn By: Gareth Hare</p>	
		<p>Drawing No: 1</p>	
<p>Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office © Crown Copyright Database Rights 2015 Lichfield District Council Licence No: 100017765 Dated 2015</p>			

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PLANNING APPLICATION LOCAL VALIDATION GUIDANCE UPDATE

Cabinet Member: Councillor I Pritchard

Date: 11 February 2019

Agenda Item: 6

Contact Officer: Jon Allinson

Tel Number: 01543 308195

Email: Jon.Allinson@Lichfielddc.gov.uk

Key Decision? No

Local Ward
Members All



PLANNING COMMITTEE

1. Executive Summary

- 1.1 To notify the Committee about the proposed revised Planning Applications Validation Criteria, attached (Appendix A) and to seek Member's endorsement to adopt the revised document for publication on the Councils' Website with immediate effect.

2. Recommendations

- 2.1 It is recommended that:

- a) The Committee notes the draft updated Planning Application Validation Guidance (2019) as set out in Appendix A, which includes amendments as suggested in response to consultation responses and,
- b) The Committee approves the adoption of the revised document for publication on the Council Website with immediate effect.

3. Background

- 3.1 Since 2008, the Council has had an adopted Local List of Criteria in respect to the validation of planning applications. This document has been updated in line with legislation and government guidance over the years. The most recent updated version was published in February 2017 entitled: 'Planning Application Validation Guidance'. This document sets out the types and level of supporting information required to be submitted with a planning application in order that a full assessment of the application can be carried out. In addition to national requirements, which include the mandatory submission of application forms, plans and fees, the guidance includes locally specified requirements (Local Lists). These include, for example, the need to submit Flood Risk Assessments (FRA), structural surveys and Transport Assessments where relevant to the retrospective proposed development.
- 3.2 Paragraph 44 of the NPPF (2018) sets out that Local Planning Authorities should publish a list of their information requirements for applications, which should be the minimum need to make decisions. Lists should be reviewed at least every two years. Local Planning Authorities (LPA) should only request supporting information that is relevant, necessary and material to the application in question.
- 3.3 Local Lists have the benefit of improving the quality of planning application submissions, and enables both officers and members of the public to assess the impact of a proposal from the date of application

submission. This then assists in expediting the application process and providing a high quality service and thereby, helps to facilitate meeting relevant national and local targets for the determination of planning applications.

- 3.4 Under Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (SI 2015/595) such Local Lists should be formally reviewed at least every two years, in order that the document can be given weight. It also states that an LPA cannot invalidate an application unless it has an adopted Local List.
- 3.5 As part of any review, Councils should first identify the policy drivers for each item on their existing Local List of information requirements, if these are not already stated. These drivers should be statutory requirements, national or local plan policies, or published guidance that explains how adopted policy should be implemented.
- 3.6 Council's should then, having identified the information requirements, decide whether they need to revise their existing Local List, having regard to the criteria set out in the National Planning Practice Guidance. The principles and criteria for Local List preparation are: a) is the additional information reasonable having regard, in particular, to the nature and scale of the proposed development; and b) is the additional information about a matter which it is reasonable to think will be a material consideration in the determination of the application.
- 3.7 If it is considered that no changes are necessary, then the new Local List should be published on a Council's website. However, should changes be necessary then before adopting and publishing a new list, consultation is required.
- 3.8 Following a review of the Council's adopted 2017 Planning Application Local Validation Guidance (Local List) it was considered that minimal updates were required, including updating contact details for national statutory consultees and removing reference to out of date guidance documents. Therefore, proportionately on the basis that the submission requirements have not changed, it was not considered that a period of public consultation was necessary at this time. The proposed updated 2019-2020 Local Validation List document is attached at Appendix A.

Alternative Options	<ol style="list-style-type: none"> 1. Not update the validation guidance- but as this documents is 2 years old and will be outside the valid period within which to invalidate planning application for failing to meet local validation list requirements it will not hold any weight in the process of validation. 2. Not have Planning Application Local Validation Guidance – The LPA will be unable to invalidate planning applications for failing to provide locally important assessments and documents e.g. Tree Surveys or heritage reports. Therefore, the quality of submissions will potentially be reduced and the timescales for the application process affected and/or would be necessary for the LPA to refuse more applications on the basis of insufficient information to determine.
Consultation	<ol style="list-style-type: none"> 1. None, as not applicable.
Financial Implications	<ol style="list-style-type: none"> 1. Failure to provide all necessary information to make an informed assessment of a planning application could result in unnecessary officer time spent requesting further information during the consideration of applications, thereby impacting on planning application performance and National Indicators. Should applications have to be withdrawn or refused due to lack of information, applicants currently have the opportunity to submit a 'free

	go' application within 12 months of a decision, which subsequently have financial implications on the Authority in processing the second application. Also, it could increase the number of planning appeals, which also has officer resource implications.
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Contribution to the Delivery of the Strategic Plan	1. Speeding up the planning application determination process and improving the quality of development will enhance the district as a place in which to live and work and will benefit the local economy.
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Equality, Diversity and Human Rights Implications	1. The adoption and use of a local list for validation ensures a consistent approach to all applicants.
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Crime & Safety Issues	1. None relevant.
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GDPR/Privacy Impact Assessment	1. Adoption of this guidance will not give rise to the storage of additional personal information over and above that required under the Planning Application submission requirements as set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015.
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	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Appeal to Secretary of State against refusal to validate an application.	Have adopted validation document in place and refer to national policy and validation guidance and provide other information on planning application validation on the Councils website.	Risk is considered to be tolerable (Green)

Background documents <ul style="list-style-type: none"> • The Town and Country Planning (Development Management Procedure) (England) Order 2015 (SI 2015/595). • NPPF (2018) • NPPG • Current adopted Local Validation Guidance (2017)

Relevant web links <ul style="list-style-type: none"> • Current adopted Validation Guidance (2017) -https://www.lichfielddc.gov.uk/Council/Planning/Planning-guidance/Downloads/Planning-Application-Validation-Requirements-FEB-2017-FINAL.pdf

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Lichfield District Council Development Services

Planning Application Local Validation Requirements

February 2019

To be used for all applications excluding compliance with
conditions and applications for Lawful Development Certificates

Lichfield District Council, Development Services, Frog Lane, Lichfield, WS13 6YZ
www.lichfielddc.gov.uk/planning
devcontrol@lichfielddc.gov.uk 01543 308174

Introduction

Under section 62(3) of the Town and Country Planning Act 1990 Local Planning Authorities have broad powers to request information that they consider necessary in support of planning applications, known as Local Lists. Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (SI 2015/595), the NPPF and the NPPG require that such lists are formally reviewed at least every two years.

This document sets out Lichfield District Councils requirements for a valid planning application. Lichfield District Council welcomes and encourages discussion before a planning application is submitted. Such discussions can assist in better quality applications which stand a better chance of a successful outcome. For further info regarding pre-application discussions please view our website (<https://www.lichfielddc.gov.uk/Council/Planning/Pre-application-guidance/About-pre-application-guidance.aspx>)

Planning Officers can advise on what additional **local list information** would be required to be submitted as part of a planning application at this **pre-application stage** depending on the circumstances of the particular proposal. There may still be circumstances where the need for additional information only becomes apparent during the consideration of an application.

Different types and scale of application will require different levels of information and supporting documentation to be submitted. The information required to make a valid application consists of:

- Mandatory national information specified in the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended), including a design & access statement where one is required,
- Information provided on the correct standard application form, and
- Information to accompany the application as specified on the local list of information requirements. The level of information required may be applied flexibly depending on the application type and site context
- In addition your development may be liable for a charge under the Community Infrastructure Levy if it involves new build floor area, including extensions (non domestic) or a new dwelling. You must therefore submit the national CIL form entitled “**Community Infrastructure Levy (CIL) - Determining whether a Development may be CIL Liable Planning Application, Additional Information Requirement Guidance**” at the same time as your planning application.

We are seeking to ensure that applications for planning permission contain all the information needed by the planning authority to make a decision from the point at which they are registered. This helps the planning authority to deal with the application efficiently. When your application is received it will be checked for accuracy to ensure all relevant information is supplied. To assist with determining what information is required for what type of application a guidance matrix is included at the rear of this document.

Applications will not be registered if relevant information is missing and may be returned if information is not received within the timescale requested.

Design and Heritage

Document	Policy Driver	When is Document Required	What Info is Required	Further Assistance?
Heritage Statement	<p>National Planning Policy Framework (NPPF)</p> <p>National Planning Practice Guidance (NPPG)</p> <p>Local Plan Strategy (LPS) : BE1, NR5</p> <p>Saved Local Plan : C2</p> <p>Trees Landscaping and Development SPD</p> <p>Historic Environment SPD</p>	<p>All Planning applications / Listed Building consents that affect a heritage asset and / or its setting.</p> <p>All applications involving demolition within a Conservation Area</p> <p>Hedgerow removal may also require a Heritage Statement where it forms part of a significant historic landscape or area of archaeological potential.</p> <p>A heritage statement will also be required in respect of proposals involving the disturbance of ground within a known area of archaeological significance, or in other areas the subject of major development proposals or significant infrastructure works, where archaeological remains may survive, as may be specified in pre-application advice.</p> <p>Heritage Assets include Listed Buildings, Conservation Areas, Scheduled Monuments, known archeological sites, and Registered Historic Parks and Gardens; and any non-designated assets which have a local architectural, historic, archaeological or artistic interest.</p>	<p>A Heritage Statement for a listed building should include:</p> <ul style="list-style-type: none"> • A statement of the architectural, historical or other significance of the building, its site and its setting. • An assessment of the impact of the proposals on the significance of the building, its site and setting and that of any adjacent heritage assets. • A justification for the proposals, in terms of the principles applied, together with any mitigations measures proposed. • Should a Heritage Asset be proposed for demolition it must be demonstrated that the application meets the criteria outlined in paragraph 133 of the NPPF. <p>A Heritage Statement for development in or adjacent to a Conservation Area; or a Registered Park and Garden; or for works to or within proximity of a Historic Hedgerow should include:</p> <ul style="list-style-type: none"> • An assessment of the significance of the designated area. Reference could be made to a Conservation Area appraisal. • An assessment of the impact of the development on the character and appearance of the designated area and/ or its setting. <p>A Heritage Statement for an undesignated Heritage Asset should include:</p> <ul style="list-style-type: none"> • An assessment of the significance of the undesignated heritage asset • An assessment of the impact of the development on the asset. <p>A Heritage Statement for development on land</p>	<p>LDC Conservation and Urban Design Team: 01543 308188 / 308203</p> <p>Staffordshire County Principal Archaeologist 01785 276580</p> <p>LDC Arboricultural Officers 01543 308185 /308207</p> <p>NPPF</p> <p>NPPG</p> <p>Staffordshire Historic Environment Record</p> <p>Historic England ' A Charter for Historic England Advisory Services'</p>

			<p>including or with the potential to include heritage assets with archaeological interest should include:</p> <ul style="list-style-type: none"> • An appropriate desk based assessment • For further info Contact the Staffordshire County Archaeologist <p>It should be noted that an application can affect more than one heritage asset and that the significance and impact of the proposals on each heritage asset should be included in the heritage statement. The level of details should be proportionate to the significance of the asset and the impact of the proposals on it.</p> <p>All Heritage statements should have reference to the Staffordshire Historic Environment Record.</p>	
Design and Access Statement (DAS)	<p>Section 42 of the 2004 Town and Country Planning Act.</p> <p>Development Management Procedure Order 2015 (as amended)</p> <p>NPPG</p> <p>NPPF</p>	<p>Applicants are advised to refer to Article 9 of the Development Management Procedure Order for full details but, in summary, a DAS is statutorily required for an application for Planning permission for:</p> <ul style="list-style-type: none"> • All major development; • Provision of new dwellings in a conservation area; or • Provision of a new building or buildings in a conservation area where 100 sqm of new floor space is being provided. <p>Applications for waste development, a material change of use, engineering or mining operations or S73 applications do not need to be accompanied by a DAS.</p> <p>A DAS is also required as part of all applications affecting listed buildings</p> <p>N.B. Even where not required, applicants may consider submitting a DAS in order to fully demonstrate the appropriateness of</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; www.cabe.org.uk/AssetLibrary/8073.pdf</p> <p>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> <p>The Statement must explain the applicant's approach to all forms of access and how relevant Local Plan Strategy policies have been taken into account, any consultation undertaken in relation to access issues, and how the</p>	<p>Design Council publication “Design and Access Statements: how to write, read and use them”</p> <p>LDC Urban Design and Conservation Team: 01543 308188</p> <p>NPPG</p>

		the design of the proposal.	<p>outcome of this consultation has informed the proposed development. Applicants must also explain how any specific issues which might affect access to the proposed development have been addressed.</p> <p>The level of detail in a Design and Access Statement should be proportionate to the complexity of the application, but should not be long. For most straightforward planning applications, the DAS may only need to be a page long. 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>	
Photographs & Photomontages	<p>NPPF</p> <p>LPS: BE1</p> <p>LPA: BE2</p> <p>Saved Local Plan: C2</p>	<p>Required for</p> <ul style="list-style-type: none"> • Wind turbine applications; • Advertisements adjacent to the Strategic Road Network; and • Major commercial and residential developments which will alter a streetscene. 	<p>Photomontages should show how development can be satisfactorily integrated within the street scene. If produced to an identifiable scale then this should be clearly stated.</p>	<p>NPPF</p> <p>LDC Development Management 01543 308174</p>
Landscape Visual impact Assessment	<p>NPPF</p> <p>LPS: BE1</p>	<p>Required for</p> <ul style="list-style-type: none"> • Wind turbine applications; and • Major commercial and residential developments which will alter the appearance of the landscape. 	<p>A Landscape Visual impact Assessment should be prepared in accordance with the guidelines set out within the Guidelines for Landscape and Visual impact Assessment (2013).</p> <p>The potential impacts to historic landscape character should also be considered, were relevant.</p>	<p>LDC Development Management 01543 308174</p> <p>Guidelines for Landscape and Visual impact Assessment (2013)</p>

Green Environment

Document	Policy Driver	When is Document Required	What Info is Required	Further Assistance?
Tree Survey / Assessment	NPPF NPPG LPS: NR4 Trees, Landscape and Development SPD	All applications (excluding Advertisements and Change of Use) where there are semi-mature / mature trees /protected trees or hedgerows within the site and/or off-site trees within 15metres of the application site (including street trees) irrespective of whether the trees are to be removed or retained. All sites where there is a Tree Preservation Order or any proposals within a Conservation Area.	1. Tree survey and plan as specified in BS.5837:2012 2. Information on <ul style="list-style-type: none"> which trees are to be retained and which are to be removed; Extent and location of root protection areas; means of protecting retained trees during construction works. <p>The information at 1 and 2 should be prepared by a suitably qualified and experienced Arboriculturalist.</p>	LDC Arboricultural Officers 01543 308185 /308207 BS 5837:2012 Trees, Landscape and Development SPD
Topographical Survey	NPPF NPPG LPS:BE1, NR4	All new build applications (excluding householder applications unless there are changes to land levels) All applications within proximity of established trees and where hard surfaces are proposed or being removed; retaining walls proposed; or changes of land levels.	Plan at recognised scale (1:200, 1:500, 1:1250) showing existing ground levels both within and surrounding the site in question.	LDC Arboricultural Officers 01543 308185 /308207
Landscaping Scheme	NPPF NPPG LPS: NR4, BE1 Trees, Landscape and Development SPD	All applications (excluding Householder, Listed Building Consent, Advertisements and Change of Use) plus where a development effects the setting of a designated heritage asset, should be accompanied by hard and soft landscaping details.	A landscaping scheme should be drawn to an appropriate scale (usually 1:100 or 1:200) and show full details of proposed landscaping. This should include details of proposed species, height at planting, spacing, densities, along with measures for the ongoing protection and maintenance of the landscaping.	LDC Arboricultural Officers 01543 308185 / 308207
Flood Risk Assessment	EIA Directive 2011/92/EC	In Flood zone 1 (Low Probability) any development site of 1 hectare or above will	Flood Risk Assessments should be undertaken by a suitably qualified professional, and be proportionate to the risk and scale, nature and location of the development. They will be	Environment Agency Flood Risk Standing Advice

	<p>Flood and Water Management Act 2010</p> <p>NPPF</p> <p>NPPG</p> <p>LPS Core Policy 3</p>	<p>require a Flood Risk Assessment.</p> <p>All Developments in Flood zones 2 and 3 must be accompanied by a Flood Risk Assessment.</p>	<p>expected to consider the various aspects relating to flood risk.</p> <p>Flood Risk Assessments should be supported by appropriate data and information, including historical information on previous flood events.</p>	<p>Environment Agency Climate Change Guidance</p> <p>Environment Agency 03708 506 506</p> <p>SCC Lead Local Flood Authority flood risk website</p> <p>NPPF Technical Guidance</p> <p>NPPG</p>
Surface water Drainage Strategy	<p>NPPF</p> <p>NPPG</p> <p>LPS: Core Policy 3 BE1</p> <p>Sustainable Design SPD</p> <p>River Mease SAC</p>	<p>All major developments should be accompanied by a sustainable drainage strategy.</p>	<p>Drainage strategies should include</p> <ul style="list-style-type: none"> • an existing site plan showing topography and how site currently drains; • proposed site showing how site will drain; • explanation of how the drainage hierarchy has been followed; • explanation of how flood risks will be mitigated; • surface water design for the site; • evidence that the site has an agreed point of discharge; calculations of current site run off; calculations of proposed site run off; likely forms of SuDS; • logical location of attenuation storage areas; • evidence of who will maintain and pay for the proposed system over the life of the development; and • explanation of how the site will adequately consider flood risk at all stages of development. 	<p>NPPG</p> <p>SCC Lead Local Flood Authority flood.team@staffordshire.gov.uk</p> <p>SCC SUDS Handbook https://www.staffordshire.gov.uk/environment/Flood-Risk-Management/SuDS-Handbook.pdf</p> <p>LDC Sustainable Design SPD</p>

Environmental Statement (Also known as EIA)	Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2017 (as Amended) NPPG	Usually these are only required for large-scale developments as defined in Schedule 1 and/or Schedule 2 of the Environmental Impact Assessment Regulations. Please liaise with Development Services if you are in any doubt whether you need an EIA or submit / request an EIA screening opinion.	Where an EIA is required, an Environmental Statement in the form set out in Schedule 4 to the regulations must be provided. Where an EIA is not required, the Local Planning Authority may still require environmental information to be provided. Applicants are advised to consult the NPPG as well as seeking a Screening Opinion from the Local Planning Authority to determine whether an EIA is required prior to application submission.	NPPG LDC Development Management 01543 308174
Open Space Assessment	NPPF NPPG Developer Contributions SPD	This is required for submission with any development proposals within an existing area of Public Open Space or for new major residential development.	An Open Space Assessment for development on existing Public Open Space, should seek to demonstrate through an independent assessment that existing Public Open Space land or buildings are surplus to local requirements. For development within existing Open Spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. Where open space and/ or associated facilities are proposed to be provided onsite or in-kind, applicants must define them in the application and provide a statement to accompany the planning application setting out: - • A maintenance specification for the works; and • How the facility will be initially installed and subsequently maintained to the submitted specification for at least 10 years. 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.	LDC Development Management 01543 308174 Developer Contributions SPD
Biodiversity Survey & Report	Habitat Directive 92/43/EEC (1992) The Conservation of Habitats and Species Regulations 2017 Wildlife and	Where a proposed development may: • Negatively impact on protected or priority species and/or habitats, • Would affect the biodiversity value of the area within the development boundary,	Ecological surveys should take place at the appropriate time of year for the species or survey type, and be conducted by a suitably qualified and experienced (i.e. licensed) individual. All surveys must follow the methodology as prescribed by the appropriate Natural England Standing Advice Species Sheet. A study carried out at the wrong time of year; that was undertaken 2 years or more from the current date; or indicates that further species survey work is required, will not be accepted and will invalidate any	LDC Ecology Team 01543 308164 Natural England 0300 060 3900 Staffordshire Requirements for Biodiversity and

<p>Countryside Act 1981 (as amended 2010)</p> <p>Natural Environment and Rural Communities (NERC) Act 2006</p> <p>Protection of Badgers Act 1992.</p> <p>Habitats Regulations 2010</p> <p>NPPF</p> <p>NPPG</p> <p>Circular 06/2005: Biodiversity and Geological Conservation – Statutory Obligations and their Impact within the Planning System.</p> <p>The West Midlands Biodiversity Pledge</p> <p>Staffordshire Requirements for Biodiversity and Geological Conservation (2008)</p> <p>Biodiversity and Development SPD</p>	<ul style="list-style-type: none"> • Would impact (directly or indirectly, individually or in combination with other developments) on a statutory designated site (i.e. SSSI, SAC etc.) <p>In these circumstances information must be provided to display the full ecological impact of the development as well as well as show progression through the mitigation hierarchy (i.e. information, avoidance, mitigation, compensation) for each negative impact likely to occur.</p>	<p>application.</p> <p>Furthermore:</p> <ul style="list-style-type: none"> • All planning applications with the potential to destroy, damage or adversely affect any statutory or non-statutory site must be supported by an impact assessment, which displays progression through the mitigation hierarchy and details all methods of avoidance, mitigation and/or compensation to be incorporated within the development scheme to account for the negative impacts. • The presence and population of all protected and priority species and priority habitats which occur either within the development site or may be negatively impacted upon by the proposed development must also be described. For what is considered a protected or priority species/habitat please refer to the Biodiversity and Development SPD • All planning applications on sites where protected or priority species have been previously recorded or there is a likelihood they may be present must be supported by up to date surveys. • If protected or priority species or priority habitat is found to likely be negatively impacted upon by a proposed development the applicant must display adherence to the mitigation hierarchy • Planning applications which are not supported by an adequate survey effort or don't display adherence to the mitigation hierarchy are likely to be refused. <p>Applicants are advised to seek specialist expertise and to discuss their proposals with the Council's Ecology Team at an early stage in the design process.</p>	<p>Geological Conservation (2011)</p> <p>Natural England Standing Advice Decision Tree and Protected Species Sheets</p> <p>CIEEM guidance on Ecological Assessment and Report Writing</p> <p>Staffordshire Ecological Record</p>
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	LPS :Core Policy 13, NR3, NR6, NR7, NR8; LPA: NR10			
Playing Fields Assessment	NPPF NPPG	For new developments which affect playing fields.	<p>The following information shall be submitted:</p> <ul style="list-style-type: none"> the size of the playing field and the area affected by the proposals; an existing site plan to a recognised scale, showing the layout of winter and summer pitches; the current sports played and the usage of the site; a proposed site plan, showing how new buildings and works will impact on the layout of pitches; and information on any alternative sport and recreational provision. 	<p>Sport England 03458 508508</p> <p>Playing Field Development Checklist www.sportengland.org</p> <p>NPPG</p>
Water Quality Assessment	<p>Habitat Directive 92/43/EEC</p> <p>EU Water Framework Directive</p> <p>The Conservation of Habitats and Species Regulations 2017</p> <p>Staffordshire Requirements for Biodiversity and Geological Conservation (2011)</p>	For all applications (excluding Listed Building Consents and, Advertisements) which do not drain into the foul mains system.	<p>The following information should be submitted to assess the impact of new development on the following watercourses and natural drainage systems including Black Brook, Fotherley Brook, River Tame, River Trent, Burntwood Brook, Ford Brook, Moreton Brook, River Blithe, River Mease and Cannock Extension Canal Special Area of Conservation –</p> <ul style="list-style-type: none"> Existing Drainage Survey Proposed Drainage Scheme A Statement which demonstrates that proposals do not negatively impact on the water environment through excess abstraction or the release of pollutants. <p>Water Quality Assessments should be undertaken in liaison with Severn Trent Water Limited.</p>	<p>Environment Agency 03708 506 506</p> <p>LDC Spatial Policy 01543 308174</p> <p>Natural England 0300 060 3900</p> <p>Southern Staffordshire Water Flow Cycle study</p> <p>Severn Trent Water Limited</p>
Cannock Chase Special Area of Conservation Impact Assessment	<p>Habitat Directive 92/43/EEC</p> <p>The Conservation of Habitats and Species Regulations 2017</p>	All applications which lead to a net increase in visitors; and residential units which are apartments, affordable housing or self-build housing which are exempt from CIL and are within the Cannock Chase Special Area of Conservation	<p>The following information should be submitted to assess the impact of new development on the Cannock Chase Special Area of Conservation –</p> <ul style="list-style-type: none"> Assessment of Local Open Space; Assessment of the number of additional visitors generated by the proposal to the Cannock Chase 	<p>Environment Agency 03708 506 506</p> <p>LDC Spatial Policy and Delivery 01543 308174</p> <p>Natural England 0300 060 3900</p>

	<p>Staffordshire Requirements for Biodiversity and Geological Conservation (2011)</p> <p>LPS: NR7, NR8</p> <p>Cannock Chase SAC – 'Guidance to Mitigate' (2015)</p>	Catchment area.	<p>SAC</p> <ul style="list-style-type: none"> • Alternative development sites in the area; and • Statement of alternatives to the Cannock Chase Visitor Experience. <p>Furthermore, a Planning obligation to financially mitigate the impact of the development on the Special Area of Conservation under Habitat Directive 92/43/EEC is required. For further info regarding the level of contribution please contact the Local Planning Authority. For other info regarding required details please see 'Developer Contributions SPD'.</p>	
River Mease Special Area of Conservation Impact Assessment	<p>Habitat Directive 92/43/EEC</p> <p>The Conservation of Habitats and Species Regulations 2010 (as amended).</p> <p>Staffordshire Requirements for Biodiversity and Geological Conservation (2011)</p> <p>LPS: NR7, NR8</p>	For all residential units which are apartments, affordable housing or self-build housing which are exempt from CIL applications within the River Mease catchment.	<p>The following information should be submitted to assess the impact of new development on the River Mease Special Area of Conservation –</p> <ul style="list-style-type: none"> • Drainage strategy; and • Construction Environmental Management and Habitat Plan. <p>Furthermore, a Planning obligation to financially mitigate the impact of the development on the Special Area of Conservation under Habitat Directive 92/43/EEC is required. For further info regarding the level of contribution please contact the Local Planning Authority. For other info regarding required details please see 'Developer Contributions SPD'.</p>	<p>LDC Spatial Policy 01543 308174</p> <p>LDC Ecology Team 01543 308164</p> <p>Natural England 0300 060 3900</p>

Transportation

Document	Policy Driver	When is Document Required	What Info is Required	Further Assistance?
Travel Plans	NPPF NPPG LPS:BE1, ST1	<p>A Travel Plan should be submitted alongside planning applications which are likely to have significant transport implications (see Transport Assessments below).</p> <p>The scope and need for a Travel Plan should be agreed with the Local Highway Authority (and the Highways Agency where there is a material impact on the Strategic Road Network) prior to the submission of an application.</p>	<p>A (draft) travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts. Details of how traffic implications of development will be managed, including details of the travel plan coordinator, the management arrangements for the plan – e.g. a steering group and the development timetable. The strategy should also include activities for marketing and promoting the plan to occupiers, users, visitors and residents of the site.</p> <p>In relation to proposals requiring a Travel Plan or Travel Plan Framework applicants need to ensure that this has been agreed prior to registration of the application. Unless there is agreement on the form and content of a Travel Plan then the application will not be validated.</p> <p>In some cases, for example where only Minimalist Travel Plans are required, it is possible to agree the content of the Travel Plan after the granting of consent. Unless the principle of a Minimalist Travel Plan has been agreed in writing with the County Council the application will not be validated.</p> <p>Applicants are advised to seek specialist expertise and to discuss their proposals with Staffordshire County Council (Highways) at an early stage in the design process.</p>	<p>NPPF</p> <p>NPPG</p> <p>GOV.UK Website</p> <p>Staffordshire County Council (Highways) 0300 111 8000</p>

Transport Statement / Assessments	<p>NPPF</p> <p>Manual for Streets.</p> <p>Circular 02/2013: The strategic road network and the delivery of sustainable development</p>	<p>All applications likely to generate very significant traffic movements associated with developments above set thresholds.</p> <p>All applications likely to have Public Right of Way implications.</p>	<p>Transport Assessments should:</p> <ol style="list-style-type: none"> 1) illustrate accessibility to the site by all modes of transport including likely modal shift; 2) detail measures to improve access by public transport, walking and cycling, so as to reduce the need for parking; and 3) detail any necessary highway mitigation works. <p>Guidance on the contents and thresholds for Transport Assessments and Traffic Statements are available in link below as set out in Appendix B of the DFT guidance: http://www.dft.gov.uk/pgr/regional/transportassessments/guidance</p> <p>Applicants are advised to seek specialist expertise and to discuss their proposals with Staffordshire County Council (Highways) at an early stage in the design process.</p> <p>When an application has transport implications, a Transport Assessment Verification form should be completed and applications should only be submitted in accordance with the specified requirements.</p> <p>Where the development proposals will have an impact on the Strategic Highway Network applicants should use this form to liaise with the Highways Agency, as well as Staffordshire County Council, to provide written confirm that the scope and detail of the TA work is appropriate.</p> <p>Where development proposals require work within the Strategic Highway Network boundary an agreed Stage 1 Road Safety Audit, a Non – Motorised User Audit and confirmation from the Highways Agency should also be provided within the application submission.</p>	<p>DFT Website</p> <p>NPPF</p> <p>NPPG</p> <p>Circular 02/2013: The strategic road network and the delivery of sustainable development</p> <p>Highways Agency (West Midlands) 0300 123 5000</p> <p>Staffordshire County Council (Highways) 0300 111 8000</p> <p>For any development that has significant transport implications see 'Guidelines for Transport Assessments and Travel Plans required by Staffordshire County Council for Private development Proposals – January 2008'.</p> <p>Staffordshire CC Rights of Way Officer 0300 111 8000</p>
Parking / Access Arrangements	<p>NPPF</p> <p>Manual for Streets.</p> <p>LPS:ST2</p> <p>Sustainable Design SPD</p>	<p>All applications (including domestic householder) proposing built structures / extensions.</p>	<p>Details should be provided of the level of provision of parking (including the provision of cycles) to be provided along with the proposed access details. These should be sufficiently detailed and set out on a scaled drawing.</p> <p>The details should ensure that the access works required to accommodate development include all the necessary information required to support the design.</p>	<p>Please contact the Staffordshire County Council (Highways) (0300 111 8000) for details of current design standards for accesses and the need for any</p>

				<p>supporting documentation.</p> <p>LDC Development Management 01543 308174</p> <p>Manual for Streets 1 & 2.</p> <p>LDC Sustainable Design SPD</p>
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Environmental Health

Document	Policy Driver	When is Document Required	What Info is Required	Further Assistance?
Noise and Vibration Assessments and Appraisals	Noise Policy Statement for England, March 2010. DEFRA	All applications likely to have an impact on noise and/or vibration sensitive development(s).	Applicants are advised to seek specialist expertise and to discuss their proposals in the first instance with Council's Pollution Control Team 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.	LDC Environmental Health 01543 308000
	Environmental Protection Act 1990 (As amended) NPPF NPPG Environmental Health Technical Planning Guidance: Noise & Vibration (2013) Minerals Policy Statement 2: Controlling and Mitigating the Environmental Effects of Minerals Extraction in England. 2005. Calculation of Road Traffic Noise, 1988. Calculation of Railway Noise, 1995. World Health Organisation Guidelines for Community Noise. World Health	All applications likely to have an impact on noise and/or vibration sensitive locations. All applications that introduce or expose noise and/or vibration sensitive development(s) into areas and locations where noise and/or vibration is likely to have an adverse impact. All planning applications for change of use of Listed buildings	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. Vibration surveys in particular shall be conducted having regard to the advice, recommendations or requirements contained in British Standards BS 6472: 2008 <i>'Guide to Evaluation of human exposure to vibration in buildings</i> Part 1: <i>Vibration sources other than blasting</i> , Part 2: <i>Blast-induced vibration</i> and BS 7385-2: 1993 Evaluation and measurement for vibration in buildings Part 1: <i>Guide for measurement of vibrations and evaluation of their effects on buildings</i>	Environmental Health Technical Planning Guidance: Noise & Vibration (2013) NPPG

	<p>Organisation Night Noise Guidelines for Europe.</p> <p>Clean Neighbourhoods Act 2005.</p> <p>Licensing Act 2003 (As amended).</p> <p>Noise Act 1996 (As Amended)</p> <p>British Standards BS4142, BS8233, BS7445.</p>			
Ventilation/ Extraction Details / Refuse collection	<p>NPPF</p> <p>NPPG</p> <p>Noise Policy Statement for England, March 2010.</p> <p>Environmental Health Technical Planning Guidance: Noise & Vibration (2013)</p> <p>LPS: BE1</p>	<p>All applications including the cooking of food (on more than a domestic scale) and all applications for commercial and industrial activities that produce fumes, vapors, gases, odours, particulate matter or use volatile chemicals.</p> <p>All applications for major housing and commercial developments.</p>	<p>Information should include:</p> <ul style="list-style-type: none"> • Elevations to show position, location and height (where external). • 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. <p>With regard to refuse disposal, areas and facilities should be identified to cater for commercial and domestic waste likely to arise from the development.</p>	<p>LDC Environmental Health 01543 308000</p> <p>LDC Operational Services: 01543 687570</p>
Lighting Assessment	<p>NPPF</p> <p>Environmental</p>	<p>All developments proposing external illumination e.g. floodlighting proposals</p>	<p>Details shall include</p> <ul style="list-style-type: none"> • the proposed external lighting, • the hours of use when the lighting would be 	<p>LDC Environmental Health 01543 308000</p>

	Health Technical Planning Guidance: External Artificial Lighting (2008) LPS: BE1		switched on, <ul style="list-style-type: none"> a layout plan encompassing the proposed beam orientation and light spillage, and future maintenance. 	
Land Contamination Assessment	NPPF Environmental Health Technical Planning Guidance: A guide for the redevelopment of land affected by Contamination in Staffordshire (3 rd Edition) (2008) LPS: BE1	All applications (excluding Householders, Advertisement and Heritage) where new development is proposed on land that is or may have been affected by contamination.	The land contamination assessment prepared by a suitably qualified professional, should include an extended assessment of contamination ; an assessment of the implications of the contamination on the development proposals; and mitigation.	LDC Environmental Health 01543 308000 Environment Agency 03708 506 506 Environmental Health Technical Planning Guidance: A guide for the redevelopment of land affected by Contamination in Staffordshire (3 rd Edition) (2008) http://www.defra.gov.uk/environment/quality/land/
Air Quality Assessment	Habitat Directive 92/43/EEC The Environment Act 1995. The Air Quality Standards Regulations 2010. NPPF Air Quality Strategy for England, Scotland, Wales and Northern Ireland	Applications that will give rise to emissions to air of pollutants for which there is a national air quality objective, or for which there may otherwise be a significant impact upon local air quality meeting the criteria set out below, including – <ul style="list-style-type: none"> New car parking areas with more than 100 spaces outside an Air Quality Management Area or more than 50 spaces inside an Air Quality Management Area. Proposals that will give rise to a change in traffic volumes of greater than +/- 5% in annual average daily traffic flows and/or peak daily traffic flows on roads with more than 5,000 annual average daily traffic flows. Proposals that will give rise to a change in vehicle speed of more than +/- 10 kph on roads with more than 5,000 annual average daily traffic flows. 	Applicants are advised to seek specialist expertise and to discuss their proposals with the Council's Environmental Health Team at an early stage in the design process. Guidance, procedures, recommendations and information to assist in the completion of a suitable air quality assessment may be found in the policies and guidance set out in the adjacent column. Additional technical information in support of proposed Air Quality Assessments will be available from the Environmental Health Team.	LDC Environmental Health 01543 308000 Environment Agency 03708 506 506 Natural England 0300 060 3900 http://www.defra.gov.uk/environment/quality/air/air-quality/laqm/guidance/policy/ Developer Contributions

	<p>2007</p> <p>LPS: BE1</p> <p>Developer Contributions SPD</p>	<ul style="list-style-type: none"> Proposals that will increase the number of heavy duty vehicles by 200 or more movements per day, including in relation to construction and demolition activities. Proposals for a bus station or goods vehicle park. Proposal for any biomass installation or biomass-fuelled CHP plant. CHP plant. Incinerator plant. Significant construction and demolition schemes. Regular exposure of members of the public (including residential properties, schools, hospitals, care homes, playgrounds, gardens, shopping areas) at locations where annual, daily, 8 hours, 1 hour or 15 minutes air quality objective values will, or may be, breached. Boiler and furnace plant capable of burning pulverised fuel, and/or solid matter at a rate of 45.4 hg per hour, and /or at a rate equivalent to 366.4 kW per hour any liquid or gaseous matter. Applications for specified industrial and commercial operations that require an Environmental Permit. <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.</p>	<p>Should the air quality assessment show a negative impact on air quality, it will be necessary to determine the financial costings associated to the level of emission generated by the development.</p>	<p>SPD – Section 6.7 & Appendix G</p> <p>https://www.gov.uk/government/publications/green-book-supplementary-guidance-air-quality</p>
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Wider Environment

Document	Policy Driver	When is Document Required	What Info is Required	Further Assistance?
Waste Audit / Site Waste Management Plan (SWMP)	<p>The Site Waste Management Plan Regulations 2008.</p> <p>NPPF</p> <p>Staffordshire County Council: Waste Local Plan</p>	<p>a) Waste Audit – strategic major applications (i.e. 50 dwellings or more, or 10,000sq.m. commercial floorspace)</p> <p>b) Site Waste Management Plan (SWMP) – strategic major applications (i.e. 50 dwellings or more, or 10,000sq.m. commercial floorspace) and demolition notification applications.</p>	<p>Information required should include details of the following:</p> <ul style="list-style-type: none"> • Management of waste generated by the development process, i.e. construction, demolition and excavation; • Management of waste arising when the site is operational • Use of recycled and renewable building materials in the construction of the development; • Provision for in-house storage, recycling, treatment and disposal of waste generated by the development once in use; • Access arrangements for collection of waste or waste derived end products generated by the development; • Provision for energy recovery from waste and use of waste derived energy within the new development (where feasible/ appropriate). <p>Relevant applications 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 adjacent).</p>	<p>Staffordshire County Waste Authority 0300 111 8000</p> <p>LDC Operational Services: 01543 308000</p>
Foul Sewerage Assessment	<p>Water Industry Act 1991</p> <p>NPPF</p> <p>LPS: BE1</p>	For the construction of 10+ dwellings and major commercial / industrial properties.	<p>A foul sewerage assessment should include</p> <ul style="list-style-type: none"> • a description of the type, quantities and means of disposal of any trade waste or effluent, where relevant. • Details of connections to foul and storm water sewers including details of the existing system to be shown on the application drawing(s). <p>NB In most circumstances surface water is not permitted to be connected to the public foul sewers.</p> <p>Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal.</p>	<p>Building Regulations Approved Document Part H</p> <p>BS6297</p> <p>LDC Building Control 01543 308000</p> <p>NPPG</p>

			<p>A foul drainage assessment should:</p> <ul style="list-style-type: none"> a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to mains sewer is not practical then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot be connected to the public mains sewer system and that the alternative means of disposal is satisfactory. <p>If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will be required. If a connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.</p> <p>This section should be read in conjunction with the Utilities Statement below.</p>	
Utilities Statement	NPPF	This is required for strategic major applications (i.e. 50 dwellings or more, or 10,000sq.m. commercial floorspace)	Details to demonstrate that the availability of utility services has been considered; details to meet any utility company requirements for substations etc.; provision of new utility connections and/or upgrading of facilities, and routing of services.	NPPF NPPG

Coal Mining Risk Assessment	NPPF	<p>All applications which involve foundation construction (excluding householder) which fall within Development High Risk areas as defined by The Coal Authority and held by the Local Planning Authority.</p>	<p>A Coal Mining Risk Assessment should be prepared by a suitably qualified and competent person (see former PPG14 for definition). It should contain:</p> <ol style="list-style-type: none"> 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). 2. Identify what risks these coal mining issues, including cumulative effects, pose to the proposed development. 3. Identify how coal mining issues have influenced the proposed development and what mitigation measures will be required to manage those issues and/or whether any changes have been incorporated into the development. 4. Confirm whether the prior written permission of the Coal Authority will be required for the site investigations and/or mitigation works; and indicate when this permission will be sought. <p>Any development that involves intrusive activities which intersect, disturb or enter any coal seams, coal mine workings or mine entries will require the prior written permission of The Coal Authority.</p> <p>NB - If an Environmental Statement is required by the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 as amended, it is suggested that the CMRA is included within the ES.</p>	<p>The Coal Authority website: www.gov.uk/planning-applications-coal-mining-risk-assessments</p> <p>The Coal Authority Planning and Local Authority Liaison Department 01623 637119</p> <p>Email: planningconsultation@coal.gov.uk</p>
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Other Documents

Document	Policy Driver	When is Document Required	What Info is Required	Further Assistance?
Planning and Sustainability Statement	NPPF, CP3, CP13, CP14 Sustainable Design SPD	All applications (except Advertisements and Householder) All new-build residential and commercial and changes of use to residential and commercial shall also make reference to the Sustainability Checklist within Appendix B of the Sustainable Design SPD.	<p>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 the development complies with and supports the following:</p> <ul style="list-style-type: none"> • Key requirements of national policy guidance • Reference to the Key Planning Objectives set out the NPPF providing an assessment on how the development proposed will contribute towards meeting the objectives; and general principles / fundamental aims of the Development Plan. <p>It should also include details of consultations with the Local Planning Authority and wider community / statutory consultees undertaken prior to submission.</p> <p>Alternatively, a separate statement on community involvement may be appropriate.</p> <p>For qualifying developments P&S statements shall include reference to the questions set out within the Sustainability Checklist.</p>	<p>NPPF</p> <p>LDC Spatial Policy 01543 308174</p> <p>Sustainable Design SPD Appendix B</p>
Statement of Community Involvement	NPPF	All major applications, and major change of use applications.	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 and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.	<p>LDC Spatial Policy 01543 308174</p> <p>LDC Statement of Community Involvement</p>

Evidence to accompany applications for town centre uses / retail impact assessments	NPPF NPPG LPS: E1	<p>A Sequential Assessment (para 86 of the NPPF) is required for planning applications for main town centres uses that are not in an existing centre and are not in accordance with an up to date development plan..</p> <p>An assessment addressing the impacts in paragraph 89 is required for all planning applications for retail and leisure developments over 1,000 square metres gross floorspace within Lichfield City; over 500 sqm gross floorspace within Burntwood; and over 100sqm gross floor space in any other centre.</p> <p>An impact assessment will also be required for applications in an existing centre, not in accordance with the development plan and which would substantially increase the attraction of the centre to an extent that the development could impact on other centres.</p>	<p>A Sequential assessment should look at whether there are any sequentially preferable sites that exist and to demonstrate why such sites are not practical in terms of their availability, suitability and viability. Further advice can be found in the Practice Guidance to the now replaced PPS4.</p> <p>Impact Assessments should assess (in summary):</p> <ol style="list-style-type: none"> 1) the impact on existing investment within centres, 2) the impact on the vitality and viability of town centres, 3) the impact on allocated sites outside town centres 4) impact of the proposal on in-centre trade/turnover and trade in the wider area, 5) current and future consumer expenditure capacity in the catchment area, 6) whether the proposal is of an appropriate scale and what impact it may have on locally important impacts. <p>NPPF – “Impact Assessment should include assessment of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and 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. For major schemes where the impact will not be realized in five years, the impact should also be assessed up to ten years from the time the application is made”</p>	NPPF NPPG LDC Spatial Policy 01543 308174
Planning Obligations – draft heads of terms	NPPF NPPG. Developer Contributions SPD LPS: H1, H2, IP1,NR7	<p>All major applications. However other relevant and necessary matters may be included within a Planning Obligation that cannot be secured through the normal planning process but are required in order for the development to be deemed acceptable in planning terms which would otherwise be refused.</p>	<p>Either</p> <ul style="list-style-type: none"> • a draft section 106 obligation based on the Local Planning Authority’s precedent, or • a statement of the proposed Heads of Terms, a location plan and land registry details, solicitor’s details and confirmation that the Local Planning Authorities fees in dealing with the matter will be met. 	LDC Planning Solicitor 01543 308000 LDC Spatial Policy 01543 308174

Viability Assessment	NPPF NPPG	Where an applicant is proposing that they cannot provide the full range of Section 106 requirements (including affordable housing), due to financial viability issues.	<p>Appendix C of the RICSs Guide to Planning and Viability (GN 94/2012) – details what a viability assessment should comprise. The level and detail of information forming the viability assessment will vary considerably from scheme to scheme.</p> <p>In addition to the above you must also submit an accompanying report detailing the following information</p> <ul style="list-style-type: none"> • Executive summary • Contents outline • Introduction and background • Description of site location • Planning policy context • Description of scheme • Market information summary • Build cost and programme • Methodology and approach • Outputs and results • Sensitivity analysis • Concluding statement <p>Any costs incurred as a result of the Council seeking independent advice regarding the viability assessments will be payable by the applicant.</p>	LDC Development Management 01543 308174
Affordable Housing Statement	NPPF NPPG Developer Contributions SPD	Residential developments of 15 Units (excluding Outline applications) or over unless Affordable Housing would render scheme unviable – A Planning Statement will be required if this is the case justifying in detail why unviable.	<p>Details relating to</p> <ul style="list-style-type: none"> • Number of Affordable Units; • Mix of Units inc; • Number of Bedrooms; • Floor Space of the Units; • Location of Units within the Site; Tenure; and • Details of any Registered Social Landlords acting as partners in the development. 	<p>LDC Housing Services 01543 308000</p> <p>LDC Spatial Policy 01543 308174</p> <p>NPPF</p> <p>NPPG</p>
Daylight / Sunlight Assessment	Sustainable Design SPD LPS: BE1	For developments which are likely to give rise to a loss of daylight / Sunlight to neighbours occupiers and users.	Information sufficient to enable assessment e.g. block plan showing neighbouring properties in relation to development.	<p>BRE Digest 209</p> <p>LDC Development Management: 01543 308174</p>

Structural Survey	NPPF Sustainable Design SPD	All barn conversion proposals except where the barn has already been fully converted. A structural survey should also be submitted in respect of schemes which involve the demolition of a building / structure / Listed Building / Listed structure.	Structural Surveys should be carried out by qualified structural surveyors, and detail the existing structural condition of the building and any recommended remedial works to improve its condition if possible.	NPPF LDC Building Control 01543 30800
Statement of Agricultural Need	NPPF Rural Development SPD	All new agricultural development requiring planning permission.	Details submitted should include the size of the Agricultural Holding; details of any additional rented land (and duration/details of the rental agreement); any other buildings used on the land inc. floorspace and current use; details of what the building will be used for including floor areas; number of animals kept (where relevant); and details of employees.	NPPF NPPG Rural Development SPD
Telecommunication Supporting Info.	NPPF LPS: BE1	All applications, including prior notifications for any form of telecommunications development.	Plans/Elevations; details of other sites considered; pre-application consultations undertaken; general background information and ICNIRP Certification.	NPPF Code of Best Practice on Mobile Phone Network Development.
Community Infrastructure Levy	NPPF Developer Contributions SPD	All planning applications that comprise any of the following: <ul style="list-style-type: none">• All extensions to super markets, neighbourhood convenience stores and retail warehousing in excess of 100 square metres (GIA)• The creation of new dwelling (not apartments)• New super markets• New retail warehousing• Neighbourhood convenience retail units	The Community Infrastructure Levy (CIL) allows Local Authorities in England and Wales to set a financial levy on developments to provide for essential infrastructure to support planned growth. Lichfield's CIL Charging Schedule became effective in June 2016 for all planning permissions approved from this date. All submissions that are for the types of application in the adjacent column must be accompanied by a completed CIL Additional Information Requirement Form in order for the CIL Charging Authority to determine if an application is chargeable or not. This form is available from the the Council's website. Please note that an application cannot be validated	LDC Spatial Policy 01543 308174 NPPG

			without a completed CIL Question Form and applicants will be reminded at the point of validation if a form is missing from the submission.	
Employment Land Assessment	NPPF Core Policy 7	In relation to sites or buildings in an existing employment use (B Class use) where the developer wants the Local Planning Authority to take into account the marketing situation for the site and/or where the Local Planning Authority has identified that marketing will be a material consideration for a development proposal.	A statement identifying how a site and/or premises have been marketed for employment use including details of: (a) The date of the commencement of the marketing exercise (b) The names and addresses of the agents marketing the premises (c) The publicity material produced to market the premises (d) The availability of the marketing material (e) The terms on which the premises has been marketed (f) Details of all of the inquiries received in response to the marketing exercise	LDC Spatial Policy 01543 308174

Planning Application Validation Matrix

	Full Planning Application	Outline Planning Application	Reserved Matters Application	Householder Application	Listed Building Consent Application	Application for Advertisement Consent	Application for Prior Notification	Application for Lawful Development Certificate (existing and proposed)	Application for prior notification for Telecommunications	Application for Prior Notification for Demolition	Applications for removal or variation of a condition following grant of planning permission (S73)	Discharge of condition following grant of planning permission	Application for non material amendment to existingplanning permission
Application Form	R	R	R	R	R	R	R	R	R	R	R	R	R
Ownership Certificate	R	R		R	R		R	R	R	R			
Notice to owner	R	R		R	R		R	R	R	R			
Agricultural Certificate	R	R		R	R		R	R	R	R			
Fee	C	C	R	C		R	R	R	R	R	R	R	R
Location Plan	R	R	R	R	R	R	C	R	R	R	R		C
Site Layout Plan	C	C	C	R	C	R	C	C	R	R	C	C	C
Existing and Proposed Elevations	C	C	C	R	C	C	C	C	C	C	C	C	C
Existing and Proposed Floorplans	C	C	C	R	C		C	C	C	C	C	C	C
Existing and Proposed Site Sections, Floor and Site Levels	C	C	C	C	C		C	C		C	C	C	C
Roof Plans	C	C	C	C	C		C	C			C	C	C
Affordable Housing Statement	C	C									C		
Air Quality Assessment	C	C									C		
SAC Impact Assessment	C	C											
Coal Mining Risk Assessment	C	C	C										
Daylight Sunlight Assessment	C		C	C							C		C
Design and Access Statement	C	C	C	C	R								
Drainage Strategy (SUDS)	C	C											
Ecological and Biodiversity Survey	C	C		C					C	C			
Employment Land Assessment	C	C									C		
Environmental Impact Assessment	C	C											
Foul Sewerage Assessment	C	C	C										
Flood Risk Assessment	C	C		C			C						
Heritage Statement	C	C	C	C	R	C			C	C	C		
Land Contamination Assessment	C	C	C				C						
Landscaping Scheme	C	C	C	C									
Lighting Assessment	C	C	C	C		C							
Noise / Vibration Assessment	C	C	C	C			C		C		C		
Open Space Assessment	C	C	C										
Parking / Access Assessments	C	C	C	C									C
Planning	R	R	C		R								
Planning Obligations Draft Heads of Terms	C	C					C				C		
Playing Fields Assessment	C	C											
Photographs and Photomontages	C	C		C	C								
Statement of Agricultural Need	C	C											
Statement of Community Involvement	C	C									C		
Structural Survey	C	C	C										
Sustainability Statement	R	R	R	C									
Site Waste Management Plan	C	C											
Telecommunications Supporting Information	C								R		C		
Transport Assessment / Statement /Travel Plan	C	C					C				C		
Town Centre / Retail Impact Assessment	C	C									C		
Topographical Survey	C	C	C	C									
Tree Survey / Tree Assessment	C	C	C	C							C		
Utilities Statement	C	C	C										
Ventilation / Extraction Details / Refuse Collection	C		C										
Viability Assessment	C	C	C								C		
Water Quality Assessment	C	C	C	C									
Community Infrastructure Levy Question Form	R	R	R	R			R				R		R

R – Required
C – Conditional - see relevant section (dependent on site and application context) ;

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