



The Validation of Planning Applications Shropshire Council 2022

The purpose of this Validation Checklist is to set out what information, and to what standard, must be submitted with all types of applications in the County, alongside National Validation Requirements which apply throughout the Country. The aim is to make the process clear for anyone applying as well as ensuring that the Council has sufficient relevant information it needs to determine the application.

The submission of the right information is a significant factor in making timely and good-quality planning decisions. In producing this document, the Council has aimed to strike the right balance between ensuring that all those involved in consultation and decision-making have the right information before them, while avoiding placing any unreasonable or unnecessary burden on those preparing applications.

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Our Approach to Planning Validation

Validation is a check by the Local Planning Authority (LPA) that an application and all supporting documents meets the set down standards and requirements. Our approach to the validation of planning applications is to provide proportionate information to consultees and those with an interest in the development, support a straightforward determination process, and reach the correct decision.

The information provided in this document draws on the principles of best practice and up to date Government guidance to deliver a more responsive approach to planning validation. It sets out the required information applicants need to submit to allow the planning service to provide a quicker, more consistent, and efficient planning service. These guidelines will help to ensure that applications are “fit for purpose” and minimise requests for the submission of additional information at a later stage. 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.

Validation Guidelines

Different types of application and scale of development will require different levels of information and supporting documentation to be submitted.

National and Local Requirements

To make a valid planning application there are the following requirements:

- Mandatory national information (**National Validation List**) specified in Government legislation, regulations and guidance;
- Information to support the application as specified on the **Local Validation List**

The National Validation List applies to all planning applications in England and is set down by Government legislation. The Local Validation Requirements are compiled by the LPA having regard to the local area, local policies and constraints and are relied upon for a successful determination.

We encourage applicants to submit Local Validation Requirements at validation stage to support and improve their application. This guide is designed to provide information and explanatory notes to all applicants for each document that may be requested by the Authority, together with links to useful sources of information and standing advice from Statutory Planning consultees.

Formal Pre-Application Planning Advice

In all instances the Council encourages applicants to engage in pre-application discussions so that they are clear about the information that the LPA will need in order to understand the anticipated impacts of the development. To support pre-application engagement, Shropshire Council has formalised the procedures for requesting advice, for which there is a charge.

The value of pre-application planning discussions is recognised and considered to be an important part of the planning process. Providing advice offers significant potential to improve both the efficiency and effectiveness of the planning application process and improve the quality of planning applications and their likelihood of success.

The Benefits of Pre-Application advice

- A prospective applicant can expect a clear, timely and authoritative written response on the merits of the proposed development. The proposed development will be assessed in accordance with relevant planning policies, current legislation, local and national constraints. This response will offer clear advice on consultation requirements and will verify a list of documents and information from the Local Validation List that the officer feels is necessary to be submitted at the validation stage.
- Reduce the likelihood of submitting invalid applications
- A site visit may be carried out by the planning officer
- Confirm whether any additional information and /or survey work would be required and what you would need to include in any planning application
- Identify any other relevant planning considerations
- Outline any possible mitigation of the impact of a proposed development
- Give an informal opinion on the likely outcome of the proposal and an indication of how amendments may improve the potential of a successful outcome

To apply for formal pre-application advice please complete the [pre-application request form](#) and go to [pre-application fees](#) in order to confirm the requisite fee.

For more information on the service provided by Shropshire Council, please contact the area planning offices - contact details at the back of this document.

How to Submit Applications

Electronic Submission

By working and communicating electronically throughout the planning process we are cutting costs, delays, waste and red tape. By implementing improvements to the service, we provide we can demonstrate a commitment to delivering a faster and smarter planning application system.

Currently we receive about 85% per cent of applications via electronic submission and are now encouraging all agents to submit all planning applications and works to trees applications via the electronic submission route using [Planning Portal](#). We believe that submitting applications online provides benefits for both agents and the Council.

Why Submit Online?

Online applications are quicker, easier and cheaper for you to submit and for us to process.

Encouraging greater online working by everyone will help to reduce costs and meet our aims of providing a faster, more open, transparent and accessible planning service.

There are several benefits in submitting your applications via electronic means:

- step by step creation of applications, save and work on your applications in draft form and then submit when complete
- online help function, tips, and guidance together with interactive guides and fee calculators
- submit your application 24 hours, 7 days a week without the delays associated with traditional postal systems – no postage costs
- receipt within 24 hours of your submission by the LPA
- attach quickly and easily all supporting documents, drawings and plans – no printing required, if you currently use any form of CAD then you're halfway to submitting electronically
- help to reduce paper creating a more sustainable environment!
- buy a site location and block plan licensed by Ordnance Survey and meeting requirements
- submit multiple related applications together as part of a single project
- archive all your applications with a download facility for storing on your own computer
- Professional Portal; a hub of tools, services and guidance for those in the planning industry

Please note: under The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) where an application is made online the applicant shall be taken to have agreed:

- a) For the Local Planning Authority to use such communications for the purposes of the application;*
- b) That the applicant's address for these purposes is the address provided with the application; and*
- c) That this agreement shall remain until the applicant gives the Local Planning Authority written notice to stop using electronic communication*

Email Submission

Applications can be emailed direct to planning.validation@shropshire.gov.uk

Please note:-

- All documents and attachments should be saved in .pdf format before submission;
- Avoid multiple documents saved to one file, single document per attached file;
- Documents should be scanned at the correct orientation;
- Email size is limited to 15mb, file size is 10mb;
- Documents should have a resolution of less than 100 pixels per inch;
- Reduce/compress all files before submission

Paper Submission

Applications can also be submitted in paper format. The requisite forms can be downloaded from the Shropshire Council website [planning pages](#) or from the [Planning Portal](#).

Please note: if applying in paper format, we will only need to receive one copy of all documentation.

Applications in paper format must be sent to the following address:-

**Planning Validation Team, Development Management, Shropshire Council, PO Box 4826
Shrewsbury, SY1 9LI**

Help and advice with choosing the right forms

If you are unsure of what application form to submit please refer to the following options to help you:-

❖ The Planning Portal website

[Planning Portal](#)

❖ The Shropshire Council website planning pages

[Planning Pages](#)

❖ Shropshire Council - Planning Validation Team

Telephone: 01743 258750

❖ Government website

www.gov.uk

What Happens During the Validation Process?

Shropshire Council has a dedicated Validation Team that is trained to identify what information is necessary for each type of application. The Validation Team is responsible for checking submissions and making proportionate requests for information where necessary.

As the validation process is a quantitative exercise and not a qualitative one the quality of what is submitted should be a matter of judgement during the determination process and not the validation process. To this end, and in keeping with published Government guidelines, the Council's approach to validation offers clarity for applicants in setting out which documents are required to allow an application to become valid.

The following general guidance can be applied to the process of validation and what is needed for submission:

For submissions that have received formal Pre-Application advice:

Applications will be validated using National Validation Requirements and any documentation, from the Local Validation Requirements, that is listed as being required by the Planning Officer in the Pre-Application response. If any of the documents identified as being required at PREAPP stage are not submitted with the application, the submission will be deemed invalid.

Please note: further documentation **may** still be requested by the Planning Officer during the decision making process if required or if the quality of submitted documents do not meet the required standards (or the scheme has altered significantly from that discussed during the Pre-Application stage).

For submissions that have not received formal Pre-Application advice:

Applications will be validated using National Validation Requirements only. Any other documents that have been provided to support the application will be passed to the Case Officer to consider as part of the determination process.

Please note: It is **highly likely** that further documentation from Local Validation Requirements will be requested by the Planning Officer during the determination process to support a sound decision if no documents were submitted initially. Failure to submit the correct documents could result in a delay in the decision making process.

Notification of Validity/Invalidity

Shropshire Council aims to confirm validity/ invalidity within 5 working days from the date of receipt, this is however dependent on the complexity of the application submission. Please note: all correspondence will be directed to the agent, where one is provided.

If an application lacks the necessary information as stated in the National Validation Requirements, or the information identified at PREAPP stage, then the LPA is entitled to deem an application invalid.

In the event of an application being deemed invalid, the LPA will first notify the agent or applicant that this is the case and will request the additional information required in order to validate the application. After 21 days, if the requested information is not received the application will be deemed 'not proceeded with'. Any monies paid will be refunded and an administration charge applied.

Once a submission has been successfully deemed a valid application it will be registered as such and will be transferred to the relevant area office for assessment and consideration taking it through to determination. It is at this stage that a Planning Officer will be allocated.

Notification will be provided via email, wherever possible, to the agent or applicant confirming the validity of the application, the statutory 'start date' of the application and a determination period.

Who else is notified of the application?

After the Local Planning Authority has registered a planning application as being valid, it will undertake a period of consultation. The extent and type of consultation depends on the type of application and scale of development. The formal consultation period will normally last for 21 days, 31 days for Parish/Town Councils, and the Local Planning Authority will identify and consult a number of different groups -

- [Statutory consultees](#) – where there is a requirement set out in legislation to consult a specific body, who are then under a duty to respond providing advice on the proposal in question.
- Any consultation required by a [direction](#) – where there are further, locally specific, statutory consultation requirements as set out in a consultation direction.
- [Non statutory consultees](#) where there are planning policy reasons to engage other consultees who – whilst not designated in legislation – are likely to have an interest in a proposed development.

We also carry out further publicity by issuing a planning notice to be sited on or near the proposed development site, and/or by a formal notice in the Shropshire Star. This publicity is dependent on the type of proposal and the scale of development.

Statement of Community Involvement

The Statement of Community Involvement for Shropshire (SCI) was formally adopted 30 June 2021. The SCI is the document which formally sets out how the Council will engage communities and organisations on planning issues across the county. The document includes information on how the council will seek to involve people in the plan-making process and in the determination of individual planning applications.

You can view the SCI here [Statement of Community Involvement](#)

Submission Requirements

This section details the statutory **National** and **Local Validation Requirements** for most types of application that can be submitted to the LPA. The section also includes general guidelines which are applicable to all types of application.

Standard of Submitted Information

Applicants and agents are encouraged to submit supporting documents to a good standard as this will greatly assist the determination process and go towards achieving a successful outcome. In some circumstances the supporting information may be inadequate or of poor quality. Local planning authorities have the ability to request clarification and/or further information during the determination process (i.e. after the application has been validated).

If a submitted application lacks adequate supporting information or Local Validation Requirements, then the Local Planning Authority has the ability to proceed to determination without any further negotiation.

For a breakdown of the type of documentation that may need to be submitted with your application please refer to the Validation Requirements section further in the document.

Application Forms

Applications should, wherever possible, be submitted electronically via [Planning Portal](#) or by email, using a standard application form.

Please note the following application types are currently **not** available to submit online via the Planning Portal. You can [download the relevant forms and associated documents here](#).

- Application for a Certificate of Lawfulness of Proposed Works to a listed building
- Planning application for development relating to the onshore extraction of oil and gas
- Notification for Prior Approval of a Proposed Larger Home Extension
- Enlargement of a dwellinghouse by construction of additional storeys
- New dwellinghouses on detached blocks of flats
- New dwellinghouses on detached buildings in commercial or mixed use
- New dwellinghouses on terrace buildings in commercial or mixed use
- New dwellinghouses on terrace buildings in use as dwellinghouses
- New dwellinghouses on detached buildings in use as dwellinghouses
- Demolition of buildings and construction of new dwellinghouses in their place
- Application for Permission in Principle

Quality of plans and documents submitted

All documents and drawings submitted will be added to the Planning Service's Document Management System and where required, displayed on-line on the statutory planning register via [Public Access](#) for the public to view and make comment.

Applicants/agents are therefore asked to ensure that documents and drawings are of a sufficient quality and that their clarity is such that the documents can be viewed accurately after being scanned. The council will not accept drawings which are substandard in quality. If the required type of plans and drawings do not achieve the required quality, your application will not be valid.

For all plans, drawings and documents:

- Based on up to date information;
- Ensure that all documents, whether in electronic or paper format, are clearly legible, particularly if they have to be scanned;
- That the applicant/agent has ownership of the plans/drawings or documents;
- The relevant scale is clearly indicated;
- If measurements are shown please ensure they are in metric format;
- Please ensure they are clearly titled eg. existing front elevation; proposed site plan
- Not previously used for another purpose
- Proposal is clearly shown
- File names should accurately reflect the content

For Location Plans and Site/Block Plans which are based on Ordnance Survey:

- Be based on an up-to-date map and show the surrounding area;
- Location Plans should be at an identified standard metric scale (typically 1:1250 (town centre) or 1:2500 (rural areas)), or a different scale for larger sites;
- scale of the plan and the direction of north clearly marked;
- Should be site centered and be scaled to fit on an A4 or A3 size document (wherever possible);
- State, for all plans, the size of the paper on which it was drawn;

For Location Plans and Site/Block Plans which are based on Ordnance Survey:

- Not be a Land Registry document;
- Not originally provided for another purpose (e.g. personal use, sale of property), or display the name, logo or address or license details of a third party;
- Display
 - the statement '© Crown copyright and database right 20xx';
 - an Ordnance Survey licence number in the format 1000xxxxx; and
 - Ordnance Survey or licensed partner branding.
- Not be a photocopy or screen grab image;
- Not be copied from existing OS mapping if using hand drawn maps;

National Validation Requirements

There are some submission requirements which are set by legislation, dependent on what type of application, that fall under the **National Validation Requirements** and it is important that the applicant checks the details against all of these as part of their submission.

Under the National Validation Requirements and as a minimum requirement an application for planning permission must be accompanied by:

- **Location plan** – which shows the site area and its surrounding context
- **Site and Block Plan** – which shows the proposal in context to the site
- An **ownership certificate** A, B, C or D must be completed stating the ownership of the application site (normally part of the application form)
- **Agricultural holdings certificate** – this is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application (normally part of the application form)
- **Design and access statement** (*where applicable*) – this should outline the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with
- **Heritage Statement** (*where applicable*) – this should include an assessment of the archaeological, architectural, historical or other significance of any heritage assets.
- **Fire Statement** (*where applicable*) – should include measures to ensure fire safety matters are incorporated at the planning stage for schemes involving a relevant high-rise residential building.
- Any other **plans, drawings and information** necessary to describe the development which is subject of the application
- Correct application **fee**, (*where applicable*).

Further information on exactly what is required and to what standard can be found in the section 'Explanatory Notes'.

Local Validation Requirements

The local list of validation requirements is prepared by the Local Planning Authority to clarify what information can be asked for, for applications of a particular type, scale or location.

In addition to being specified on an up-to-date local list published on the Local Planning Authority's website, information requested with a particular planning application must be:

- Reasonable - having particular regard to the nature and scale of the proposed development; and

- about a matter which it is reasonable to think will be a material consideration in the determination of the application.

The level of information required from the Local Validation Requirements will be dependent on the scale, location and nature of the development together with local constraints and policies.

National and Local Validation Requirements **- by application type**

This section details most application types and includes what is required at submission stage from National Validation Requirements and what can be asked for during the validation or decision making stage from the Local Validation Checklist.

There is further guidance in the sections 'Explanatory Notes : National Validation Requirements' and 'Explanatory Notes : Local Validation Requirements', further in this document.

1. HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION FOR WORKS TO, OR WITHIN, THE CURTILAGE OF A HOUSE

[Planning Portal](#)

[Application Form](#)

[How To Complete](#)

National Validation Requirements

Your application MUST include the following:

- ☐ Completed Application Form - please ensure the Ownership Certificates and Declaration are completed
- ☐ The correct planning fee
- ☐ Location Plan(s)
- ☐ Block (Site) Plan
- ☐ Existing and Proposed Elevations
- ☐ Existing and Proposed Floor Plans
- ☐ Design and Access statement (*where applicable*)
- ☐ Heritage Statement (*where applicable*)

Local Validation Requirements

In addition to the National Validation Requirements the following information may also be required, where applicable, and requested during validation to properly evaluate your proposal and/or the decision making process. For guidance on which documents to include please see the Explanatory Notes following this section:

- ☐ Drainage Assessment
- ☐ Ecological Assessment and Protected Species Surveys
- ☐ Roof Plans
- ☐ Tree Survey/ Arboricultural Impact Assessment/ Tree Protection Plan/ Method Statement
- ☐ Cross Sectional Drawings
- ☐ Coal Mining Assessment (*in relevant areas*)
- ☐ Evidence of compliance with NPPF Sequential and Exception Tests (*in relevant areas*)
- ☐ Completed River Clun information checklist (*in relevant area*)

2. HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION FOR WORKS OR EXTENSION TO A DWELLING AND RELEVANT DEMOLITION OF AN UNLISTED BUILDING IN A CONSERVATION AREA

[Planning Portal](#)

[Application Form](#)

[How To Complete](#)

National Validation Requirements

Your application MUST include the following:

- ☐ Completed Application Form - please ensure the Ownership Certificates and Declaration are completed
- ☐ The correct planning fee
- ☐ Location Plan(s)
- ☐ Block (Site) Plan
- ☐ Existing and Proposed Elevations
- ☐ Existing and Proposed Floor Plans
- ☐ Design and Access statement (*where applicable*)
- ☐ Heritage Statement (*where applicable*)

Local Validation Requirements

In addition to the National Validation Requirements the following information may also be required, where applicable, and requested during validation to properly evaluate your proposal. For guidance on which documents to include please see the explanatory notes following this section:

- ☐ Drainage Assessment
- ☐ Ecological Assessment and Protected Species Surveys
- ☐ Land Contamination Assessment
- ☐ Tree Survey/ Arboricultural Impact Assessment/ Tree Protection Plan/Arboricultural Method Statement
- ☐ Cross Sectional Drawings
- ☐ Coal Mining Assessment (*in relevant areas*)
- ☐ Photo Montages
- ☐ Planning Statement
- ☐ Method of Demolition Statement
- ☐ Evidence of compliance with NPPF Sequential and Exception Tests (*in relevant areas*)
- ☐ Completed River Clun information checklist (*in relevant area*)

3. HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION FOR WORKS OR EXTENSION TO A DWELLING AND LISTED BUILDING CONSENT

[Planning Portal](#)

[Application Form](#)

[How To Complete](#)

National Validation Requirements

Your application MUST include the following:

- ☐ Completed Application Form - please ensure the Ownership Certificates and Declaration are completed
- ☐ The correct planning fee
- ☐ Location Plan(s)
- ☐ Block (Site) Plan
- ☐ Existing and Proposed Elevations
- ☐ Existing and Proposed Floor Plans
- ☐ Design and Access Statement
- ☐ Heritage Statement

Local Validation Requirements

In addition to the National Validation Requirements the following information may also be required, where applicable, and requested during validation to properly evaluate your proposal. For guidance on which documents to include please see the explanatory notes following this section:

- ☐ Detailed plans drawn to a metric scale of not less than 1:20 to show all new doors, windows, shop fronts, panelling, fireplaces, mouldings and other decorative pieces
- ☐ Ecological Assessment and Protected Species Surveys
- ☐ Photographs/ Photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
- ☐ Cross Sectional Drawings
- ☐ Coal Mining Assessment (*in relevant areas*)
- ☐ Planning Statement
- ☐ Evidence of compliance with NPPF Sequential and Exception Tests (*in relevant areas*)
- ☐ Schedule of Works – detailing all works to be carried out to the building, method of works, materials to be used, style, materials and finish of the proposed doors and windows.
- ☐ Structural Survey
- ☐ Tree Survey/Arboricultural Impact Assessment/Tree Protection Plan/Arboricultural Method Statement
- ☐ Completed River Clun information checklist (*in relevant area*)

4. APPLICATION FOR FULL PLANNING PERMISSION

[Planning Portal](#)

[Application Form](#)

[How To Complete](#)

National Validation Requirements

Your application MUST include the following:

- ☐ Completed Application Form - please ensure the Ownership Certificates and Declaration are completed
- ☐ The correct planning fee
- ☐ Location Plan(s)
- ☐ Block (Site) Plan
- ☐ Existing and Proposed Elevations
- ☐ Existing and Proposed Floor Plans
- ☐ Summary of application documents (*where applicable*)
- ☐ Design and Access statement (*where applicable*)
- ☐ Heritage Statement (*where applicable*)
- ☐ Fire Statement (*where applicable*)

Local Validation Requirements

In addition to the National Validation Requirements the following information may also be required, where applicable, and requested during validation to properly evaluate your proposal. For guidance on which documents to include please see the explanatory notes following this section:

- ☐ Air Quality Assessment
- ☐ Affordable Housing Sect. 106 pro-forma
- ☐ Affordable Housing Statement
- ☐ Cross Sectional Drawings
- ☐ Drainage Assessment
- ☐ Ecological Assessment and Protected Species Surveys
- ☐ Environmental Statement
- ☐ Flood Risk Assessment
- ☐ Evidence of compliance with NPPF Sequential and Exception Tests
- ☐ Fume Extraction Details/Assessment
- ☐ Housing Statement

- ☐ Land Contamination Assessment
- ☐ Landscape Assessment and Landscaping Proposals
- ☐ Lighting Assessment
- ☐ Noise Assessment
- ☐ Odour Assessment
- ☐ Photographs/Photomontages
- ☐ Planning Obligations
- ☐ Planning Statement
- ☐ Roof Plans
- ☐ Site Waste Management Plan
- ☐ Statement of Community Involvement
- ☐ Structural Survey
- ☐ Surface Water Management
- ☐ Transport Assessment / Travel Plan
- ☐ Tree Survey/Arboricultural Impact Assessment/Tree Protection Plan/Arboricultural Method Statement
- ☐ Ventilation System Details
- ☐ Visual Impact Assessment
- ☐ Marketing Report
- ☐ Financial Viability Assessments
- ☐ Coal Mining Assessment
- ☐ Business Plan
- ☐ Completed River Clun information checklist (*in relevant area*)

5. APPLICATION FOR OUTLINE PLANNING PERMISSION WITH SOME MATTERS RESERVED

[Planning Portal](#)

[Application Form](#)

[How To Complete](#)

National Validation Requirements

Your application MUST include the following:

- ☐ Completed Application Form - please ensure the Ownership Certificates and Declaration are completed
- ☐ The correct planning fee
- ☐ Location Plan(s)
- ☐ Block (Site) Plan
- ☐ Existing and Proposed Elevations (*where applicable*)
- ☐ Existing and Proposed Floor Plans (*where applicable*)
- ☐ Summary of application documents (*where applicable*)
- ☐ Design and Access statement (*where applicable*)
- ☐ Heritage Statement (*where applicable*)
- ☐ Fire Statement (*where applicable*)

Local Validation Requirements

In addition to the National Validation Requirements the following information may also be required, where applicable, and requested during validation to properly evaluate your proposal. For guidance on which documents to include please see the explanatory notes following this section:

- ☐ Air Quality Assessment
- ☐ Affordable Housing Statement
- ☐ Drainage Assessment
- ☐ Evidence of compliance with NPPF Sequential and Exception Tests
- ☐ Ecological Assessment and Protected Species Surveys
- ☐ Environmental Statement
- ☐ Flood Risk Assessment
- ☐ Housing Statement
- ☐ Land Contamination Assessment
- ☐ Landscape Assessment and Landscaping Proposals

- ☐ Lighting Assessment
- ☐ Noise Assessment
- ☐ Odour Assessment
- ☐ Photographs/Photomontages
- ☐ Planning Obligations
- ☐ Planning Statement
- ☐ Site Waste Management Plan
- ☐ Statement of Community Involvement
- ☐ Surface Water Management
- ☐ Transport Assessment / Travel Plan
- ☐ Tree Survey/Arboricultural Impact Assessment/Tree Protection Plan/Arboricultural Method Statement
- ☐ Visual Impact Assessment
- ☐ Marketing Report
- ☐ Coal Mining Assessment
- ☐ Business Plan
- ☐ Financial Viability Assessment
- ☐ Completed River Clun information checklist (*in relevant area*)

6. APPLICATION FOR OUTLINE PLANNING PERMISSION WITH ALL MATTERS RESERVED

[Planning Portal](#)

[Application Form](#)

[How To Complete](#)

National Validation Requirements

Your application MUST include the following:

- ☐ Completed Application Form - please ensure the Ownership Certificates and Declaration are completed
- ☐ The correct planning fee
- ☐ Location Plan(s)
- ☐ Block (Site) Plan showing the position of vehicular access
- ☐ Design and Access statement (*if required*)
- ☐ Heritage Statement (*where applicable*)
- ☐ Fire Statement (*where applicable*)

Local Validation Requirements

In addition to the National Validation Requirements the following information may also be required, where applicable, and requested during validation to properly evaluate your proposal. For guidance on which documents to include please see the explanatory notes following this section:

- ☐ Air Quality Assessment
- ☐ Affordable Housing Statement
- ☐ Drainage Assessment
- ☐ Evidence of compliance with NPPF Sequential and Exception Tests
- ☐ Ecological Assessment and Protected Species Surveys
- ☐ Environmental Statement
- ☐ Flood Risk Assessment
- ☐ Housing Statement
- ☐ Land Contamination Assessment
- ☐ Landscape Assessment and Landscaping Proposals
- ☐ Lighting Assessment
- ☐ Noise Assessment
- ☐ Odour Assessment

- ☐ Photographs/Photomontages
- ☐ Planning Obligations
- ☐ Planning Statement
- ☐ Site Waste Management Plan
- ☐ Statement of Community Involvement
- ☐ Surface Water Management
- ☐ Transport Assessment / Travel Plan
- ☐ Tree Survey/Arboricultural Impact Assessment/Tree Protection Plan/Arboricultural Method Statement
- ☐ Visual Impact Assessment
- ☐ Marketing Report
- ☐ Coal Mining Assessment
- ☐ Business Plan
- ☐ Financial Viability Assessment
- ☐ Completed River Clun information checklist (*in relevant area*)

7. APPLICATION FOR PLANNING PERMISSION AND RELEVANT DEMOLITION IN A CONSERVATION AREA

[Planning Portal](#)

[Application Form](#)

[How To Complete](#)

National Validation Requirements

Your application MUST include the following:

- ☐ Completed Application Form - please ensure the Ownership Certificates and Declaration are completed
- ☐ The correct planning fee
- ☐ Location Plan(s)
- ☐ Block (Site) Plan
- ☐ Existing and Proposed Elevations
- ☐ Existing and Proposed Floor Plans
- ☐ Design and Access Statement (*where applicable*)
- ☐ Heritage Statement (*where applicable*)
- ☐ Fire Statement (*where applicable*)
- ☐ Method of Demolition Statement

Local Validation Requirements

In addition to the National Validation Requirements the following information may also be required, where applicable, and requested during validation to properly evaluate your proposal. For guidance on which documents to include please see the explanatory notes following this section:

- ☐ Air Quality Assessment
- ☐ Affordable Housing Sect. 106 pro-forma
- ☐ Affordable Housing Statement
- ☐ Cross Sectional Drawings
- ☐ Drainage Assessment
- ☐ Ecological Assessment and Protected Species Surveys
- ☐ Environmental Statement
- ☐ Flood Risk Assessment
- ☐ Evidence of compliance with NPPF Sequential and Exception Tests
- ☐ Fume Extraction Details/Assessment

- ☐ Housing Statement
- ☐ Land Contamination Assessment
- ☐ Landscape Assessment and Landscaping Proposals
- ☐ Lighting Assessment
- ☐ Noise Assessment
- ☐ Odour Assessment
- ☐ Photographs/Photomontages
- ☐ Planning Obligations
- ☐ Planning Statement
- ☐ Roof Plans
- ☐ Site Waste Management Plan
- ☐ Statement of Community Involvement
- ☐ Structural Survey
- ☐ Surface Water Management
- ☐ Transport Assessment / Travel Plan
- ☐ Tree Survey/Arboricultural Impact Assessment/Tree Protection Plan/Arboricultural Method Statement
- ☐ Ventilation System Details
- ☐ Visual Impact Assessment
- ☐ Marketing Report
- ☐ Financial Viability Assessments
- ☐ Coal Mining Assessment
- ☐ Business Plan
- ☐ Completed River Clun information checklist (*in relevant area*)

8. APPLICATION FOR PLANNING PERMISSION AND LISTED BUILDING CONSENT

[Planning Portal](#)

[Application Form](#)

[How To Complete](#)

National Validation Requirements

Your application MUST include the following:

- ☐ Completed Application Form - please ensure the Ownership Certificates and Declaration are completed.
- ☐ The correct planning fee
- ☐ Location Plan(s)
- ☐ Block (Site) Plan
- ☐ Existing and Proposed Elevations
- ☐ Existing and Proposed Floor Plans
- ☐ Design and Access statement
- ☐ Heritage Statement
- ☐ Fire Statement (*where applicable*)

Local Validation Requirements

In addition to the National Validation Requirements the following information may also be required, where applicable, and requested during validation to properly evaluate your proposal. For guidance on which documents to include please see the explanatory notes following this section :

- ☐ Air Quality Assessment
- ☐ Affordable Housing Statement
- ☐ Cross Sectional Drawings
- ☐ Detailed plans drawn to a metric scale of not less than 1:20 to show all new doors, windows, shop fronts, panelling, fireplaces, mouldings and other decorative parts
- ☐ Drainage Assessment
- ☐ Ecological Assessment and Protected Species Surveys
- ☐ Environmental Statement
- ☐ Flood Risk Assessment
- ☐ Evidence of compliance with NPPF Sequential and Exception Tests
- ☐ Fume Extraction Details/Assessment
- ☐ Housing Statement
- ☐ Land Contamination Assessment

- ☐ Landscape Assessment and Landscaping Proposals
- ☐ Lighting Assessment
- ☐ Noise Assessment
- ☐ Odour Assessment
- ☐ Photographs/ Photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
- ☐ Planning Obligations
- ☐ Planning Statement
- ☐ Roof Plans
- ☐ Schedule of Works – detailing all works to be carried out to the building, method of works, materials to be used, style, materials and finish of the proposed doors and windows
- ☐ Site Waste Management Plan
- ☐ Statement of Community Involvement
- ☐ Structural Survey
- ☐ Surface Water Management
- ☐ Transport Assessment / Travel Plan
- ☐ Tree Survey/Arboricultural Impact Assessment/Tree Protection Plan/Arboricultural Method Statement
- ☐ Ventilation System Details
- ☐ Visual Impact Assessment
- ☐ Marketing Report
- ☐ Financial Viability Assessment
- ☐ Coal Mining Assessment
- ☐ Business Plan
- ☐ Completed River Clun information checklist (*in relevant area*)

9. APPLICATION FOR PLANNING PERMISSION AND ADVERTISEMENT CONSENT

[Planning Portal](#)

[Application Form](#)

[How To Complete](#)

National Validation Requirements

Your application MUST include the following:

- ☐ Completed Application Form - please ensure the Ownership Certificates and Declaration are completed
- ☐ The correct planning fee
- ☐ Location Plan(s)
- ☐ Block (Site) Plan
- ☐ Existing and Proposed Elevations
- ☐ Existing and Proposed Floor Plans
- ☐ Advertisement drawing(s) showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of method and colour(s) of illumination
- ☐ Design and Access statement (*where applicable*)
- ☐ Heritage Statement (*where applicable*)
- ☐ Fire Statement (*where applicable*)

Local Validation Requirements

In addition to the National Validation Requirements the following information may also be required, where applicable, and requested during validation to properly evaluate your proposal. For guidance on which documents to include please see the explanatory notes following this section:

- ☐ Air Quality Assessment
- ☐ Affordable Housing Sect. 106 pro-forma
- ☐ Affordable Housing Statement
- ☐ Cross Sectional Drawings
- ☐ Drainage Assessment
- ☐ Ecological Assessment and Protected Species Surveys
- ☐ Environmental Statement
- ☐ Flood Risk Assessment
- ☐ Evidence of compliance with NPPF Sequential and Exception Tests
- ☐ Fume Extraction Details/Assessment

- ☐ Housing Statement
- ☐ Land Contamination Assessment
- ☐ Landscape Assessment and Landscaping Proposals
- ☐ Lighting Assessment
- ☐ Noise Assessment
- ☐ Odour Assessment
- ☐ Photographs/Photomontages
- ☐ Planning Obligations
- ☐ Planning Statement
- ☐ Roof Plans
- ☐ Site Waste Management Plan
- ☐ Statement of Community Involvement
- ☐ Structural Survey
- ☐ Surface Water Management
- ☐ Transport Assessment / Travel Plan
- ☐ Tree Survey/Arboricultural Impact Assessment/Tree Protection Plan/Arboricultural Method Statement
- ☐ Ventilation System Details
- ☐ Visual Impact Assessment
- ☐ Marketing Report
- ☐ Financial Viability Assessments
- ☐ Coal Mining Assessment
- ☐ Business Plan
- ☐ Completed River Clun information checklist (*in relevant area*)

10. LISTED BUILDING CONSENT FOR ALTERATIONS, EXTENSION OR DEMOLITION OF A LISTED BUILDING

[Planning Portal](#)

[Application Form](#)

[How To Complete](#)

National Validation Requirements

Your application MUST include the following:

- ☐ Completed Application Form - please ensure the Ownership Certificates and Declaration are completed.
- ☐ Location Plan(s)
- ☐ Block (Site) Plan
- ☐ Existing and Proposed Elevations
- ☐ Existing and Proposed Floor Plans
- ☐ Design and Access statement
- ☐ Heritage Statement

Local Validation Requirements

In addition to the National Validation Requirements the following information may also be required, where applicable, and requested during validation to properly evaluate your proposal. For guidance on which documents to include please see the explanatory notes following this section:

- ☐ Ecological Assessment and Protected Species Surveys
- ☐ Photographs/ Photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
- ☐ Detailed plans drawn to a metric scale of not less than 1:20 to show all new doors, windows, shop fronts, panelling, fireplaces, mouldings and other decorative parts
- ☐ Schedule of Works – detailing all works to be carried out to the building, method of works, materials to be used, style, materials and finish of the proposed doors and windows.
- ☐ Planning Statement
- ☐ Structural Survey
- ☐ Completed River Clun information checklist (*in relevant area*)

11. APPLICATION FOR CONSENT TO DISPLAY AN ADVERTISEMENT

[Planning Portal](#)

[Application Form](#)

[How To Complete](#)

National Validation Requirements

Your application MUST include the following:

- ☐ Completed Application Form – please ensure that Section 10 Interest in Land is completed
- ☐ The correct planning fee
- ☐ Location Plan(s)
- ☐ Block (Site) Plan
- ☐ Existing and Proposed Elevations
- ☐ Advertisement drawing(s) showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of method and colour(s) of illumination

Local Validation Requirements

In addition to the National Validation Requirements the following information may also be required, where applicable, and requested during validation to properly evaluate your proposal. For guidance on which documents to include please see the explanatory notes following this section:

- ☐ Heritage Statement (*where applicable*)
- ☐ Lighting assessment (where illuminated advertisements are proposed)
- ☐ Photographs and Photomontages

12. APPLICATION FOR LAWFUL DEVELOPMENT CERTIFICATE FOR EXISTING USE OR OPERATION OR ACTIVITY INCLUDING THOSE IN BREACH OF A PLANNING CONDITION

[Planning Portal](#)

[Application Form](#)

[How To Complete](#)

National Validation Requirements

Your application MUST include the following:

- ☐ Completed Application Form - please ensure the Ownership Certificates and Declaration are completed.
- ☐ Location Plan(s)
- ☐ The correct planning fee
- ☐ Such evidence verifying and supporting the existing use or operation
- ☐ Other information as is considered to be relevant to the application

Local Validation Requirements

In addition to the National Validation Requirements the following information may also be required, where applicable, and requested during validation to properly evaluate your proposal. For guidance on which documents to include please see the explanatory notes following this section:

- ☐ Ecological Assessment and Protected Species Surveys
- ☐ Existing elevations
- ☐ Existing floor plans
- ☐ Existing site survey plan
- ☐ Heritage Statement (*where applicable*)
- ☐ Lawful Development Certificate supporting information (e.g. sworn affidavit(s))
- ☐ Photographs and Photomontages
- ☐ Planning Statement

13. APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE FOR PROPOSED USE OR DEVELOPMENT

[Planning Portal](#)

[Application Form](#)

[How To Complete](#)

National Validation Requirements

- ☐ Your application MUST include the following:
- ☐ Completed Application Form - please ensure the Ownership Certificates are completed
- ☐ Location Plan(s)
- ☐ Site Plans (existing and proposed)
- ☐ Existing and Proposed Elevations (*where applicable*)
- ☐ Existing and Proposed Floorplans (*where applicable*)
- ☐ The correct planning fee
- ☐ Such evidence verifying and supporting the existing use or operation
- ☐ Other information as is considered to be relevant to the application

Local Validation Requirements

In addition to the National Validation Requirements the following information may also be required, where applicable, and requested during validation to properly evaluate your proposal. For guidance on which documents to include please see the explanatory notes following this section :

- ☐ Ecological Assessment and Protected Species Surveys
- ☐ Heritage Statement
- ☐ Planning Statement
- ☐ Tree Survey/ Arboricultural Impact Assessment/ Tree Protection Plan/ Arboricultural Method Statement

14. APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED AGRICULTURAL DEVELOPMENT – PROPOSED BUILDING

[Planning Portal](#)

[Application Form](#)

[How To Complete](#)

National Validation Requirements

Your application MUST include the following:

- ☐ Completed Application Form or written description of the proposed development and the materials to be used
- ☐ Location Plan(s)
- ☐ Block (Site) Plan
- ☐ The correct planning fee
- ☐ Proposed Elevations
- ☐ Proposed Floorplans

Local Validation Requirements

In addition to the National Validation Requirements the following information may also be required, where applicable, and requested during validation to properly evaluate your proposal. For guidance on which documents to include please see the explanatory notes following this section:

- ☐ Drainage Assessment
- ☐ Ecological Assessment and Protected Species Surveys
- ☐ Landscape Assessment and Landscaping Proposals
- ☐ Noise assessment
- ☐ Completed River Clun information checklist (*in relevant area*)

15. APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED AGRICULTURAL DEVELOPMENT – PROPOSED ROAD

[Planning Portal](#)

[Application Form](#)

[How To Complete](#)

National Validation Requirements

Your application MUST include the following:

- ☐ Completed Application Form or written description of the proposed development and the materials to be used
- ☐ Location Plan(s)
- ☐ The correct planning fee
- ☐ Block (Site) Plan
- ☐ Detailed Drawings showing road layout and visibility splay

Local Validation Requirements

In addition to the National Validation Requirements the following information may also be required, where applicable, and requested during validation to properly evaluate your proposal. For guidance on which documents to include please see the explanatory notes following this section:

- ☐ Ecological Assessment and Protected Species Surveys
- ☐ Landscape Assessment and Landscape Proposals
- ☐ Drainage Assessment

16. APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED DEVELOPMENT BY ELECTRONIC CODE SYSTEMS OPERATORS

[Planning Portal](#)

[Application Form](#)

[How To Complete](#)

National Validation Requirements

Your application MUST include the following:

- ☐ Completed Application Form or written description of the proposed development and the materials to be used
- ☐ Location Plan
- ☐ The correct planning fee
- ☐ Evidence that the developer has given notice of the proposed development in accordance with Schedule 2 Part 16 Section A3 (1) of the General Permitted Development Order (GDPO) 2015
- ☐ Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an aerodrome evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome operator in accordance with Schedule 2, Part 16 Section A3 (2) of the GDPO 2015

Local Validation Requirements

In addition to the National Validation Requirements the following information may also be required, where applicable, and requested during validation to properly evaluate your proposal. For guidance on which documents to include please see the explanatory notes following this section :

- ☐ Acoustic report
- ☐ Ecological Assessment and Protected Species Surveys
- ☐ Detailed Drawings showing proposed development
- ☐ Supplementary Information Template (as set out in Annex F of the code Best Practice on Mobile Phone Network Development)
- ☐ Tree Survey/ Arboricultural Impact Assessment/ Tree Protection Plan/ Arboricultural Method Statement

17. APPLICATION FOR HEDGEROW REMOVAL NOTICE

[Planning Portal](#)

[Application Form](#)

[How To Complete](#)

National Validation Requirements

Your application MUST include the following:

- ☐ Completed Application Form or form set out in Schedule 4 to the Hedgerow Regulations 1997
- ☐ Location Plan (s) which clearly shows the location and length of the hedgerow(s) to be removed (if possible, please provide a plan to a scale of 1:12500. A different scale can be used as long as it shows clearly the location and length of the hedgerow that you wish to remove.
- ☐ Evidence of the date of planting (if known)

Local Validation Requirements

In addition to the National Validation Requirements the following information may also be required, where applicable, and requested during validation to properly evaluate your proposal. For guidance on which documents to include please see the explanatory notes following this section :

None applicable

18. APPLICATION FOR PRIOR NOTIFICATION – PROPOSED DEMOLITION

[Planning Portal](#)

[Application Form](#)

[How To Complete](#)

National Validation Requirements

Your application MUST include the following:

- ☐ Completed Application Form or written description of the proposed development
- ☐ A statement that the application has displayed a site notice in accordance with Schedule 2 Part 11 Section B2 of the GPDO 2015
- ☐ Location Plan
- ☐ The correct planning fee
- ☐ Method of Demolition Statement

Local Validation Requirements

In addition to the National Validation Requirements the following information may also be required, where applicable, and requested during validation to properly evaluate your proposal. For guidance on which documents to include please see the explanatory notes following this section :

- ☐ Ecological Assessment and Protected Species Surveys
- ☐ Heritage Statement (*where applicable*)
- ☐ Photographs/ Photomontages
- ☐ Planning Statement
- ☐ Structural Statement

19. APPLICATION FOR APPROVAL OF RESERVED MATTERS FOLLOWING OUTLINE APPROVAL

[Planning Portal](#)

[Application Form](#)

[How To Complete](#)

National Validation Requirements

Your application MUST include the following:

- ☐ Completed Application Form
- ☐ Location Plan(s)
- ☐ Block (Site) Plan
- ☐ Existing and proposed elevations
- ☐ Existing and proposed floor plans
- ☐ The correct planning fee
- ☐ Design and Access statement (*if required*)
- ☐ Such particulars, information, plans and drawings, as are necessary to deal with the matters reserved in the outline planning permission

Local Validation Requirements

In addition to the National Validation Requirements the following information may also be required, where applicable, and requested during validation to properly evaluate your proposal. For guidance on which documents to include please see the explanatory notes following this section:

- ☐ Air Quality Assessment
- ☐ Affordable Housing Sect. 106 pro-forma
- ☐ Affordable Housing Statement
- ☐ Cross Sectional Drawings
- ☐ Drainage Assessment
- ☐ Ecological Assessment and Protected Species Surveys
- ☐ Environmental Statement
- ☐ Flood Risk Assessment
- ☐ Evidence of compliance with NPPF Sequential and Exception Tests
- ☐ Fume Extraction Details/Assessment
- ☐ Housing Statement
- ☐ Land Contamination Assessment

- ☐ Landscape Assessment and Landscaping Proposals
- ☐ Lighting Assessment
- ☐ Noise Assessment
- ☐ Odour Assessment
- ☐ Photographs/Photomontages
- ☐ Planning Obligations
- ☐ Planning Statement
- ☐ Roof Plans
- ☐ Site Waste Management Plan
- ☐ Statement of Community Involvement
- ☐ Structural Survey
- ☐ Surface Water Management
- ☐ Transport Assessment / Travel Plan
- ☐ Tree Survey/Arboricultural Impact Assessment/Tree Protection Plan/Arboricultural Method Statement
- ☐ Ventilation System Details
- ☐ Visual Impact Assessment
- ☐ Marketing Report
- ☐ Financial Viability Assessments
- ☐ Coal Mining Assessment
- ☐ Business Plan
- ☐ Completed River Clun information checklist (*in relevant area*)

20. APPLICATION FOR REMOVAL OR VARIATION OF CONDITION FOLLOWING GRANT OF PLANNING PERMISSION

[Planning Portal](#)

[Application Form](#)

[How To Complete](#)

National Validation Requirements

Your application MUST include the following:

- ☐ Completed Application Form - please ensure the Ownership Certificates and Declaration are completed.
- ☐ Planning Fee

Local Validation Requirements

In addition to the National Validation Requirements the following information may also be required, where applicable, and requested during validation to properly evaluate your proposal. For guidance on which documents to include please see the explanatory notes following this section :

- ☐ Location Plan
- ☐ Block (Site) Plan
- ☐ Air quality assessment (*where applicable*)
- ☐ Ecological Assessment and Protected Species Surveys
- ☐ Existing and proposed elevations
- ☐ Existing and proposed floor plans
- ☐ Land contamination assessment
- ☐ Noise assessment
- ☐ Such particulars as are necessary to deal with the matters relating to the variation of the condition
- ☐ Completed River Clun information checklist (*in relevant area*)

21. APPLICATION FOR TREE WORKS: WORKS TO TREES SUBJECT TO A TREE PRESERVATION ORDER (TPO) OR NOTIFICATION OF PROPOSED WORKS TO TREES IN A CONSERVATION AREA (CA)

[Planning Portal](#)

[Application Form](#)

[How To Complete](#)

For works to trees protected by a Tree Preservation order (**TPO**), you **MUST** provide the following:

- ☐ Completed and dated application form, with all (mandatory) questions answered;
- ☐ Sketch plan showing the location of all tree(s);
- ☐ A full and clear specification of the works to be carried out;
- ☐ Statement of reasons for the proposed work; and
- ☐ Evidence in support of statement of reasons, where require by the standard application form.

Failure to supply sufficiently precise and detailed information may result in your application being rejected or delay in dealing with it.

For works to trees in conservation areas (**TCA**), it is important to supply precise and detailed information on your proposal. You may, therefore, wish to provide the following:

- ☐ Completed and dated form, with all questions answered;
- ☐ Sketch plan showing the precise location of all tree(s); and
- ☐ A full and clear specification of the works to be carried out (*where applicable*)

Whether the trees are protected by a **TPO** or in a **Conservation Area**, please indicate which of the following types of additional information you are submitting:

- ☐ Photographs
- ☐ Report by an arboriculturalist
- ☐ Management Plan or schedule of works for the tree(s)
- ☐ Report by an engineer, surveyor or other professional
- ☐ Details of any assistance or advice sought from a Local Planning Authority officer prior to submitting the application.

22. APPLICATION FOR PLANNING PERMISSION FOR MINERAL WORKING

National Validation Requirements

Your application MUST include the following:

- ☐ Completed Application Form - please ensure the Ownership Certificates are completed
- ☐ The correct planning fee
- ☐ Location Plan(s)
- ☐ Block plan of site
- ☐ Existing and proposed elevations
- ☐ Existing and proposed floor plan
- ☐ Existing and proposed site sections, finished floor and site levels
- ☐ Roof plans
- ☐ Summary of application documents (*if required*)
- ☐ Design and Access statement (*where applicable*)

Local Validation Requirements

In addition to the National Validation Requirements the following information may also be required, where applicable, and requested during validation to properly evaluate your proposal. For guidance on which documents to include please see the explanatory notes following this section :

- ☐ Assessment of the site, including geology, hydrogeology and hydrology
- ☐ Blasting Assessment
- ☐ Daylight/ Sunlight assessment, where appropriate
- ☐ Drainage Assessment
- ☐ Dust Assessment
- ☐ Ecological Assessment and Protected Species Surveys
- ☐ Economic statement
- ☐ Environmental Statement (under EIA) Regulations
- ☐ Flood Risk Assessment
- ☐ Fume Extraction Assessment
- ☐ Heritage Statement (*where applicable*)
- ☐ Land Contamination Assessment

- ☐ Landscape Assessment and Landscaping Proposals
- ☐ Land Stability
- ☐ Lighting assessment
- ☐ Noise impact assessment
- ☐ Photographs/Photomontages
- ☐ Planning obligations – Draft Head(s) of Terms
- ☐ Planning Statement
- ☐ Reclamation, Aftercare and Management Plans
- ☐ Site Waste Management Plan
- ☐ Soil Handling Strategy
- ☐ Statement of Community Involvement
- ☐ Transport Assessment / Travel Plan
- ☐ Tree Survey/ Arboricultural Impact Assessment/ Tree Protection Plan/ Arboricultural Method Statement
- ☐ Visual Impact Assessment
- ☐ Working plan for mineral site
- ☐ Completed River Clun information checklist (*in relevant area*)

23. APPLICATION FOR APPROVAL OF NON-MATERIAL AMENDMENT FOLLOWING A GRANT OF PLANNING PERMISSION

[Planning Portal](#)

[Application Form](#)

[How To Complete](#)

National Validation Requirements

Your application MUST include the following:

- ☐ Completed Application Form
- ☐ The correct planning fee
- ☐ Plans and Drawings or information necessary to describe the subject of the amendments

Local Validation Requirements

- ☐ Location Plan
- ☐ Block (Site) Plan
- ☐ Existing and Proposed Floorplans
- ☐ Existing and Proposed Elevations
- ☐ Plans and Drawings or information necessary to describe the subject of the amendments

24. NOTIFICATION FOR PRIOR APPROVAL FOR CHANGE OF USE (AND BUILDING WORKS) UNDER SCHEDULE 2 PART 3 OF THE TOWN & COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT) ORDER 2015

National Validation Requirements

Your application **MUST** include the following:

- ☐ Completed Application Form
- ☐ Location Plan(s)
- ☐ Block (Site) Plan
- ☐ Existing and proposed elevations
- ☐ Existing and proposed floor plans
- ☐ The correct planning fee
- ☐ Flood Risk Assessment (if relevant)

Explanatory Notes : National Validation Requirements

Any application submitted without the relevant documentation identified in the **National** Validation Checklist will **not** be deemed valid and will result in the delay in determination of your application.

The determination process will only commence once all requisite documentation for that specific type of development has been submitted to accompany the application:

- 1) Application Form
 - a) Ownership Certificates
- 2) Location Plan(s) and Site/Block Plans
 - a) Location Plan
 - b) Site Plan(s)
 - c) Ordnance Survey
 - d) Purchasing Plans
- 3) Existing and Proposed Floor Layout Plans and Elevational Drawings
 - a) Elevation Drawings
 - b) Floor Layout Drawings
 - c) Contextual Drawings
- 4) Planning Fee
- 5) Design & Access Statement (*where required*)
- 6) Heritage Statement (*where required*)
- 7) Fire Statement (*where required*)

1) Application Form

When completing the form please take note of the following:

All sections of the form should be completed. If a section is not applicable to your type of development then please either cross through or insert the words “Not Applicable” or N/A for clarity;

If completing the form by hand please use **BLOCK CAPITALS** throughout the form, ensuring that it is legible;

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf), please enter the full company name and address and contact details. All correspondence, including the decision notice, will be sent electronically to the agent, therefore please ensure that there is an email address;

Keep the Description of Proposal as concise yet as comprehensive as possible and only detail the development you require planning permission for;

Ensure you complete a clear address (as far as is possible) of the application site, if the application relates to open ground please provide a grid reference;

If you have received formal Pre-Application advice from the planning service please provide the relevant reference number and the name of the officer;

Please indicate on the form whether you propose any new vehicular access and show the location of this on the plans. Any public highway or footpath that crosses or adjoins the site must be shown clearly on the plans. Legal procedures for diversion or closures of public highways and/or footpaths must be completed prior to works commencing on site;

When describing the current use of the site please also include any details of the part(s) of any listed building(s)/structure(s) being affected.

Land affected by contamination covers all cases where actual or suspected presence of substances in, on or under the land may cause risk to people, property, activities or the environment.

Please give the site area in hectares, this should include all land needed for the development. For some applications the fee is based on the site area, in which case an accurate answer to this question is particularly important;

Please ensure the Ownership Certificate is completed (see over for guidance) and the Declaration is signed and dated, as these are the legal parts of the form;

Please give contact numbers and email addresses for both the applicant and agent (where applicable);

a) Ownership Certificates (A, B, C or D as applicable) and Agricultural Land Declaration

An ownership certificate must be completed stating the current ownership of the land to which the application relates. It is an offence, to knowingly or recklessly, complete a false or misleading certificate.

‘Owner’ means a person having a freehold interest or a leasehold interest with at least seven years unexpired.

‘Agricultural tenant’ means a tenant of an agricultural holding, the land of which forms part of the application site.

Certificate A – sole ownership and no agricultural tenants

Should only be completed if the applicant is the sole owner of any part of the land to which the application relates and there are no agricultural tenants.

Certificate B – shared ownership (all other owners known) and/or agricultural tenants

Should be completed if the applicant is not the sole owner of the entire application site; or, if there are agricultural tenants on any part of the land; and the applicant knows the names and addresses of all the other owners and/or agricultural tenants (e.g. this certificate will need to be served if the proposals encroach onto adjoining land; or an access track is not solely owned by the applicant).

[Notice 1](#) must be completed and sent to all known owners/agricultural tenants.

Certificate C – shared ownership (some other owners/agricultural tenants known)

Should be completed if the applicant does not own all of the land to which the application relates and does not know the names and address of all of the owners and/or agricultural tenants.

[Notice 1](#) must be completed and sent to all known owners/agricultural tenants.

[Notice 2](#) must be completed and published in a local newspaper - a copy of the notice should be sent with the application to the Local Planning Authority.

Certificate D – shared ownership (none of the other owners/agricultural tenants are known)

Should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants.

[Notice 2](#) must be completed and published in a local newspaper - a copy of the notice should be sent with the application to the Local Planning Authority.

2) Location Plan(s) and Site/Block Plans

A location plan shows the proposal site in context to the surrounding area, roads and buildings and a site, or block, plan shows the proposed development in context to the proposal site.

a) The **Location Plan** should:

- Be based on an up-to-date map;
- Not be hand-drawn
- Have the application site centered on the page;
- Be at an identified standard metric scale (typically 1:1250 (town centre) or 1:2500 (rural areas)) with the scale and the direction of north clearly marked;
- Be scaled to fit on an A3 or A4 size document;
- State, for all plans, the size of the paper on which it was drawn;
- Show sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear (*wherever possible*);
- Show application site boundaries and all land necessary to carry out the proposed development;
- Have all land necessary to carry out the proposed development e.g. land required for access to the site from the road, outlined in red, and any other land owned by the applicant that is close to or adjacent to the site, outlined in blue;
- Show all public rights of way crossing or adjoining the site;
- Ensure that all documents, whether in electronic or paper format, are clearly legible, particularly if they have to be scanned.

b) The **Site Plan** (also known as **Block Plan**) should:

- Be based on an up-to-date map;
- Not be hand-drawn
- Be at an identified standard metric scale (typically 1:500), with the scale and the direction of north clearly marked;
- Be scaled to fit on an A3 or A4 size document;
- Show the proposed development in relation to the site boundaries and other existing buildings on the site, with dimensions specified including those to the boundaries;
- Include a scale bar;
- Show all public rights of way crossing or adjoining the site;
- Show all of the proposed development which should be plotted to scale;
- Wherever possible submit an 'existing site plan' and a separate 'proposed site plan'
- Identify and label buildings to be demolished.

c) When using **Ordnance Survey** mapping for planning applications, the map(s) should:

- Not be a Land Registry document;
- Not be used for multiple applications;

- Not originally provided for another purpose (e.g. education use, personal use);
- Not be under the ownership of a third party, without their express permission;
- Not be a photocopy or screen grab image;
- Not be copied from existing OS mapping;
- Should be produced by an up to date licence holder
- Should display
 - the statement '© Crown copyright and database right 20xx';
 - an Ordnance Survey licence number in the format 1000xxxxx; and
 - Ordnance Survey or licensed partner branding.

If you require any further information or clarification on Ordnance Survey Licences and Copyright, please contact the Ordnance Survey Helpdesk on – (Freephone) 03456 050505 or go to [Ordnance Survey - Planning Application Maps](#)

d) Purchasing plans:

Ordnance Survey maps can be obtained from a number of authorised Ordnance Survey mapping and data centres as an on-line, telephone or walk-in service. To find out your nearest mapping providers please visit the [Ordnance Survey - Partner Network](#). Alternatively you can search for a Planning Maps supplier through any internet search engine.

Although Shropshire Council can not recommend any specific supplier of Ordnance Survey Maps, we are aware that a number of suppliers, including a walk-in service in Shrewsbury Town Centre, do exist. Please contact the Planning Validation team on 01743 258750 for an up to date list.

You can purchase planning maps direct from an accredited supplier either as a stand-alone process or as part of the on-line submission process via [Planning Portal - Buy A Plan](#)

Existing and Proposed Floor Layout Plans and Elevational Drawings

When you submit your planning application, you must include a series of accurate drawings and plans that clearly illustrate what you are proposing. All drawings and plans must be of a suitable standard of presentation. Freehand sketches and pencil drawings are not acceptable.

a) Elevation drawings show what a building will look like from the outside.

In most cases, two separate sets of elevation drawings will be required, “existing” elevations showing the building as it is before the proposed development and “proposed” elevations showing how the building will look after the proposed development has taken place. Please ensure you have ownership of the drawings.

Elevations should:

- Be to a scale of 1:100 or 1:50;
- Be clearly annotated, e.g. existing and proposed;
- Show every elevation of the building affected by the proposed development, e.g. front, side(s) and rear and state the direction in which each elevation faces, e.g. rear (south);
- For extensions to existing buildings, the proposal should be shown in relation to the whole of the existing property, so that the relationship of the new extension/building to the existing building can be seen;
- Show outline elevations of other buildings that are close to the development;
- Show the position and size of all windows and doors (existing and proposed).

b) Floor plans show the internal layout of the building.

In most cases, two separate sets of floor plans will be required: “existing” floor plans showing the existing building before the proposed development is carried out and “proposed” floor plans showing how the building will look, after the works have been carried out. Please ensure you have ownership of the drawings.

Floor plans should:

- Be to a scale of 1:100 or 1:50
- Be clearly annotated, e.g. existing and proposed;
- Label each floor, e.g. first, second, basement
- Show all relevant floor levels of the building(s) being constructed, altered or extended, in relation to the remainder of the building;
- Clearly state the use of each room and include position of windows and doors

c) Contextual drawing

Dependent on the scale of development it may be useful to submit a context drawing, also known as a street scene. Normally required for works that will be visible from the road- especially new buildings or large side extensions that will be near to the boundary/neighbouring building, or where there is a notable difference in heights between the proposed works and neighbouring dwellings/buildings.

3) The Planning Fee

Planning fees are set nationally and most planning applications incur a fee. Planning fees do not incur a VAT charge.

[Planning Portal](#) includes a fee calculator for applicants, which can be used as a stand-alone tool or also as a step in the online application process. However, please note the fee calculator can only calculate the fee using the information it is given, if the information is wrong then the fee may be wrong. There may be an additional fee due, or a refund, at validation stage. Alternatively, the Local Planning Authority will be able to advise on specific cases and payment methods or you can download a Fee Schedule here - [Fee Schedule](#)

If an application is still in validation and you choose not to carry on with the submission then the fee will be refunded. However, if you wish to withdraw at any time after the application has been registered as being valid, or at any time before it has been determined, the fee will not be refundable.

When a previous application has been granted, refused or withdrawn, one further application by the same applicant, for the same type of application, same type of development, and on the same site can generally be made free of charge within 12 months. It is for the local authority to decide whether this concession applies.

For fees purposes, site area is defined as the area to which the application relates. This is usually shown edged in red on plans accompanying an application form, and floor space is taken to be the gross amount (all storeys, including basements and garaging, external terracing, balconies and canopies) to be created by the development. This is an external measurement including thickness of external and internal walls.

Ways to pay:

- Via the [Planning Portal](#)*
- Through the Shropshire Council Website pages at [Pay for It](#), using a valid debit/credit card or paypal
- By phone – Validation Team (01743 258750)
- By BACS – Please contact the Planning Validation Team for details

*Please note: for applications submitted via the Planning Portal payment has to be made direct to them. The Portal will not transfer the application to the Validation Team until a payment has cleared. There is also an additional administration charge to be made.

4) Design and Access Statement

A Design and Access Statement (D&A) is a report accompanying and supporting a planning application. It explains and justifies the proposal in a structured way and illustrates the process that has led to particular design choices being made. They provide a framework for applicants to explain how the proposed development is suitable for the site and its setting, and demonstrate that it can be adequately accessed by all prospective users. The level of detail in a D&A should be proportionate to the complexity of the application.

You'll need to include a D&A if you're applying for:

- a major development (as defined in the [article 2 of the Town and Country Planning \(Development Management Procedure \(England\) Order 2015](#), whether it is an application for Full Planning Permission or Outline Planning Permission;
- any development for the creation of one or more houses in a designated area*;
- any development of 100 square metres or more in a designated area;
- Listed Building Consent

*A designated area being either a Conservation Area or a World Heritage Site

What information is required?

Whilst there are many ways of presenting a Design and Access Statement, one suggested way is to structure the statement using the following headings as a guidelines:

- Scale – what size the buildings and spaces will be, why those sizes are right for the site
- Land Use – what buildings and spaces will be used for, how will it fit in to the area
- Amount – how much development is proposed, why is this an appropriate amount
- Appearance – what the building and spaces will look like, how the appearance fits in to its surroundings
- Landscaping – how open spaces will be treated to enhance the protect the character of a place, include all treatments of outdoor space – plant schedule, street furniture, features
- Layout – how the buildings, public and private spaces will be arranged on site, how it will work and fit with its surroundings
- Access – vehicular and transport links; inclusive access regardless of age or disability; movement through the site; explain access for emergency vehicles

The D&A should also explain how relevant policies in the [Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#) have been taken into account.

Applications for Listed Building Consents will always require a D&A statement. For applications affecting the historic environment the key components of the design and access statement are how the principles and concepts of the proposed development take account of the significant of heritage assets, their special interest and setting. The Statement should include:

- A statement of the special architectural or historic interest of the building or site including the significant of archaeology, history, character of the building or site;
- The particular physical features of the building that may be affected by the development;
- How the special character and setting of a heritage asset will be affected by the proposed changes;
- A justification statement outlining why the proposed works are necessary

Further Advice:

- Design Council : [Design & Access Statements - how to write, read and use them](#)
- Shropshire Council : [Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#)
- Historic England : [Design & Access Statement and Listed Building Consent](#)

5) Heritage Statement

A Heritage Asset is a *'building, structure, monument, site or area identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest'*.

Designated Heritage Assets, as designated under the relevant legislation, can include the following:

- World Heritage Site
- Conservation Areas
- Listed Buildings
- Scheduled Ancient Monuments
- Historic Parks & Gardens
- Registered Battlefield
- Scheduled Archaeological Sites

Local planning authorities may identify **non-designated heritage assets**. These are buildings, monuments, sites, or landscapes identified as having a degree of significance meriting consideration in planning decisions, but which are not formally **designated heritage assets**

The requirement for a Heritage Statement is set out in para.189 of the National Planning Policy Framework (NPPF). Where an application potentially affects the significance of heritage assets, including any effects on their settings, supporting information in the form of a Heritage Assessment will be required.

As a minimum the Shropshire Historic Environment Record should have been consulted and the heritage assets assessed using appropriate expertise where necessary. In order that the degree of impact of a development proposal can be fully assessed it is essential that the significance of heritage assets, including any contribution made by their settings, is fully understood. Where

necessary, the Heritage Assessment should include a qualitative visual assessment to show how the proposal affects the heritage significance of its surroundings.

For sites which include, or are considered to have the potential to include, heritage assets with archaeological interest an appropriate desk-based assessment and, where necessary a field evaluation, will be required.

Situations in which a Heritage Assessment will be required include any proposals within or affecting a Designated Heritage Asset (see above) and Non-Designated Heritage Assets, including sites within the cores of historic settlements which are considered to have, or have the potential to have, archaeological interest.

Further Advice:

[Historic England](#): Historic Environment Good Practice Advice

- Planning Note 2 - [Managing Significance in Decision-Taking in the Historic Environment \(2015\)](#)
- Planning Note 3 - [The Setting of Heritage Assets \(2015\)](#)
- Shropshire Council: [Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#)
 - Core Strategy CS5: Countryside and Green Belt
 - Core Strategy CS6: Sustainable Design and Development Principles
 - Core Strategy CS17: Environmental Networks
- Shropshire Council: [Site Allocations and Management of Development \(SAMDev\)](#)
 - MD13: Historic Environment
- Shropshire Council: [Historic Environment Team](#)

6) Fire Statement

The requirement for a Fire Statement was introduced for applications submitted on or after 1st August 2021 and requires the developer to submit a statement setting out fire safety considerations specific to the development which includes one or more relevant buildings.

Relevant buildings are where there are two or more dwellings or educational accommodation in a building of 18m or more in height or more than 7 storeys.

Further Advice:

www.gov.uk

- [Fire Safety and High-Rise Residential Buildings](#)

Explanatory Notes : Local Validation Requirements

General

Community Infrastructure Levy (CIL)

The Community Infrastructure Levy (CIL) is a non-negotiable fee which local authorities in England and Wales can charge on new development in order to contribute towards the cost of local infrastructure.

Shropshire Council introduced CIL with effect from 1st January 2012 and **applies to the following types of planning applications:**

- Applications for the creation of a new dwelling, including conversions, holiday let properties and change of use, regardless of size; and
- Residential extensions including conversions with a gross new build floorspace of 100 sq.metres (1,076 sq. foot)

Whilst currently not a requirement to complete and submit a [CIL Liability Form 0](#) at validation stage, it is a requirement for a completed form to be submitted before an application can be determined. Please note applicants will be reminded at the point of validation if a form is missing from the submission.

Similarly, [CIL Form 5 : Notification of Chargeable Development](#) must be completed and signed for a development that involves proposals for one or more new dwellings (through conversion) regardless of size; where this development is permitted under the Prior Notification route (or other Permitted Development).

Please note: completion of these forms will enable Shropshire Council to establish whether or not the development is liable to make a CIL contribution, and if so to calculate the liability accurately, based on the information provided.

Further advice:

- Shropshire Council : CIL@Shropshire.gov.uk
 - [Community Infrastructure Levy](#)
- [Planning Portal : Community Infrastructure Levy](#)
- www.gov.uk
 - [Planning Practice Guidance : Community Infrastructure Levy](#)

Planning Statement

For more complex or larger proposals it may be helpful for a Planning Statement to be submitted with the application. The complexity and length of this statement will be governed by the scale of the proposed development.

A planning statement will identify the context and need for a proposed development and will include an assessment of how the proposed development accords with relevant national and local planning policy. The statement provides the opportunity for an applicant to present the planning case for the proposal and should describe the issues raised by the development on the site and the surrounding area.

In addition, it should refer to all material planning considerations in Shropshire Council's Site Allocations and Management of Development (SAMDev) Plan and Core Strategy together with national planning guidance and will need to say how they relate to the proposal. It will also need to say how the development would conform to any relevant supplementary planning guidance that has been issued, such as a development brief or planning brief for the site.

If pre-application advice has been received, then a summary of the advice should be given and how the proposals meet with that advice.

Further Advice:

- Shropshire Council : [Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#)
- Shropshire Council : [Site Allocations and Management of Development \(SAMDev\)](#)

Statement of Community Involvement (SCI)

A report outlining what and how pre-submission consultation has taken place. Consultation with planning officers, stakeholders, Parish/Town Councils, statutory consultees and the public is to be encouraged. An SCI will include

- the scale of notification including a list of properties, businesses and organisations contacted;
- location, date and duration of any events / activities held;
- list of participants;
- summary of the comments received and issues raised;
- a clear indication of which comments have resulted in amendments to the scheme and what those changes are; and also which comments have not, and why not

For smaller schemes this might be entirely contained in the Design and Access Statement. For schemes that are likely to have significant public interest this might be required in a separate statement.

Environmental Impact Assessment (EIA)

An Environmental Impact Assessment is a document prepared to describe the effects of a development proposal on the environment, whether that is the natural and physical environment or the relationship between the proposal and the people within the environment.

The aim of the EIA is to ensure that a Local Planning Authority, when deciding whether to grant planning permission for a project which is likely to have a significant effect on the environment, does so in the full knowledge of the likely effects, and takes this into account during the decision-making process. An EIA is also to ensure that the public are given early and effective opportunities to participate in the decision-making procedure.

An applicant may request a 'screening opinion' (to determine whether an EIA is required) from the planning authority before submitting the application.

The Town & Country Planning (Environmental Impact Assessment) Regulations 2017 sets out the process of compiling EIA consisting of screening, scoping and the preparation of the environmental statement. An EIA is only required for certain types of development that fall within Schedule 1 and for some Schedule 2 projects.

Where an EIA is not required, the Local Planning Authority may still require environmental information to be provided.

Further Advice:

- www.gov.uk :
 - Planning Practice Guidance : [Environmental Impact Assessment](#)
- [Town & Country Planning \(Environmental Impact Assessment\) Regulations 2017](#)

Natural Environment

Landscape Character Impact Assessments

The impact of a development on the wider landscape can be a significant material consideration for planning applications. This applies particularly for commercial/agricultural proposals in rural locations or schemes for renewable energy such as wind turbines where the visual impact of a scheme may extend across a broader geographical area. Our appreciation and understanding of landscapes has increased over time, partly as the result of our need and desire to record, understand, influence and manage change.

Landscape Character Impact Assessments are a tool that help to understand, and articulate, the character of the landscape and the impact of a development proposal on it. It also helps identify the features that give a locality its 'sense of place' and pinpoints what makes it different from neighbouring areas.

Further advice:

- Shropshire Council : ecology@shropshire.gov.uk
- Natural England : enquiries@naturalengland.org.uk
- [Natural England](#) :
 - [Landscape: detailed information](#)
 - [What is a Landscape Character Assessment](#)

Landscape Assessment and Landscaping Proposals

Consideration of landscape effects: The developer should look at the effects of the proposed development on the Landscape character of the area by reference to the Shropshire Character Assessment (Landscape Description Unit information) and Shropshire Typology. The developer should also look at the likely effects of the development on the local character particularly with regard to scale, and the effects on field and hedge patterns.

Visual effects: Viewpoints should be identified by agreement with Development Management Officers and the visual effects described and analysed from each viewpoint. Viewpoints should represent locations where the public may be able to view the development, e.g. public roads, public buildings, footpaths, and properties. Sensitivity will vary with the location and the viewer (Refer to 'Guidelines for landscape and Visual Impact Assessment' where appropriate).

Site landscaping proposals: Details of site related landscaping, including a plan, species lists to be submitted. Native species of local provenance should be used in more rural settings. Landscaping should be appropriate to the local area and landscape character.

Further Advice:

- Shropshire Council : ecology@shropshire.gov.uk
- Natural England : enquiries@naturalengland.org.uk
- [Natural England](#) :
 - [Landscape: detailed information](#)
 - [What is a Landscape Character Assessment](#)

Ecological Assessments and Protected Species Survey Reports

Many types of planning application and consent (including Listed Building Consent) may require an Ecological Assessment depending upon the location, site, scale and methods of works proposed. For some species there is a relatively short window within the year when surveys can be undertaken and, in some cases, the lack of an appropriate survey may lead to a delay of up to 12 months if the survey window is missed. This may lead to planning applications being refused, based on a lack of information or needing to be withdrawn in some cases.

It is always advisable to seek formal pre-application advice from Shropshire Council at the earliest possible stage to establish the type, scale and timing of any ecological assessment and/or protected species surveys required.

It should be noted that an ecological assessment has a life span of 3 years or less (depending on the species covered) before being considered 'out of date'. Some reserved matters applications may require updated surveys even if surveys were carried out at outline stage.

An Ecological Assessment will be needed where legally protected or priority animals, plants, fungi or habitats may be present and may be affected by the development. Such species and habitats could be affected by developments even if they are outside the site boundary. Commonly found species include badger, bats, great crested newt, barn owl, reptiles and water vole. If the development site is in, or within an [Impact Risk Zone](#) for internationally or nationally designated wildlife site (SSSI, SAC or candidate SSSI/SAC), or a Natural Asset as listed in SAMDev Plan Policy MD12: Natural Environment, an ecological (or geological), assessment will always be required.

The Ecological Assessment should be carried out by a qualified and experienced ecologist with the relevant protected species licenses. Surveys should normally follow nationally accepted guidance and best practice. If survey work or mitigation recommendations differ from this guidance, then scientifically argued reasons for the different approaches should be provided. The Ecological Assessment should consist of:

- Extended Phase 1 habitat survey, habitat map and target notes on any significant biodiversity or geological features including species, habitats, designated wildlife or geological sites and the Shropshire Environmental Network;

- A desk study of historical species records and local, regional or national wildlife designated sites;
- Supplementary detailed surveys (phase 2 habitat surveys, protected or priority species or geological features as appropriate to the site);
- Evaluation of the importance of biodiversity or geological features present at a local, regional, national, international level;
- Analysis of the direct and indirect impacts of the development (during construction, working area, additional infrastructure and post construction);
- Proposed avoidance, mitigation or compensation measures, including method statements and site plans where appropriate;
- Any losses or gains to priority habitats or the Environmental Network should be stated (hectares);
- Legal implications such as the need for European Protected Species Mitigation Licences or other licences (e.g. badgers) and details on how the favourable conservation status of populations of protected species will be maintained;
- Proposed biodiversity or geo-diversity enhancement measures.

Further Advice:

- Shropshire Council : ecology@shropshire.gov.uk
- [Natural England](mailto:enquiries@naturalengland.org.uk) : enquiries@naturalengland.org.uk
- [Natural England](#) : [Protected Sites and Species](#)
- [Bat Conservation Trust](#) : [Buildings, Planning and Development](#)
- [Shropshire Council](#) publishes guidance notes for developers, applicants and agents, as required, which provide detailed guidance on aspects of ecology relating to development. The following Guidance Notes on [Biodiversity, Ecology and Planning](#) are currently available on the Shropshire Council website:
 - Guidance Note 1: *'When is an Ecological Assessment Required?'*
 - Interim Guidance Note 2: *Assessing the impact of ammonia and nitrogen on designated sites and Natural Assets from new or expanding livestock units*
 - Guidance Note 11: *'Environmental Networks*

Comprehensive guidance is to be published in future on the planning web pages in the form of the Natural Environment Supplementary Planning Document (NESP), following Shropshire's Local Plan review. A link to the NESP will be provided on the same web page as the guidance notes when it becomes available.

Habitat Regulation Assessment

Any proposed development which has the potential to impact upon an International Designated Site (Special Protection Area (SPA), Special Area of Conservation (SAC) or Ramsar site) must be screened through the Habitat Regulation Assessment Process, Natural England must be

formally consulted and their opinion taken into account and, if necessary, an Appropriate Assessment must be undertaken. Applicants will be asked to provide information necessary for the Council to carry out the Habitats Regulations Assessment. Planning permission can only legally be issued if it can be concluded, in the absence of reasonable scientific doubt, that the proposal will not have a likely significant effect or, following more detailed assessment, not have adverse effect on the integrity of International Designated Sites. The only exception to this would be if the planning authority decided there was a significant over-riding public interest and appropriate compensation put forward. The planning decision would then be made by the Secretary of State. The kinds of applications likely to require screening under Habitat Regulation Assessment include intensive farming units, industrial processes, composting and anaerobic digestion, large scale housing developments and any development on, or within the [Impact Risk Zone](#) of an International Designated Site.

An unusual situation can be found in the River Clun catchment, as any nutrients (Nitrogen or Phosphorus), suspended solids (sediment) or other pollutants entering the water courses could adversely affect the River Clun Special Area of Conservation (designated for its population of freshwater pearl mussels). This means that any development, however small, must be screened for significant effects under the Habitats Regulations (see Guidance Note 12, mentioned above).

Further advice:

- Shropshire Council : ecology@shropshire.gov.uk
- Natural England : enquiries@naturalengland.org.uk
- Shropshire Council : [Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#)
 - Policy CS6: Sustainable Design and Development Principles
 - Policy CS17: Environmental Networks
- Department for Communities & Local Government:
 - [Circular 06/05: Biodiversity and Geological Conservation - Statutory Obligations and Their Impact Within The Planning System](#)
- [Natural England](#) :
 - [Guidance on Habitats Regulations Assessment](#)

Lighting Assessment

Light pollution caused by excessive or poor use of artificial outdoor light, especially at night, can disrupt the natural patterns of wildlife. Full details of any proposed external illumination should be included with the application.

This should include: a description of the proposed hours of operation, light spillage, level of illumination and column heights, a layout plan of the proposed development site showing beam orientation and spread, the type of light fixing [e.g. wall mounted or free-standing columns] and a

statement of any proposed mitigation measures.

A lighting impact statement may be required for floodlighting proposals particularly for sports grounds or developments close to residential buildings.

An Ecological Assessment and/or Bat Survey may be required for any proposals involving lighting of churches and listed buildings or flood lighting of green space within 50m of woodland, water, field hedgerows or lines of trees with obvious connectivity to woodland or water.

Further advice:

- Shropshire Council : ecology@shropshire.gov.uk
- Natural England : enquiries@naturalengland.org.uk
- Shropshire Council : [Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#)
 - Policy CS6: Sustainable Design and Development Principles
 - Policy CS17: Environmental Networks
- Department for Communities & Local Government:
 - [Circular 06/05: Biodiversity and Geological Conservation - Statutory Obligations and Their Impact Within The Planning System](#)
- [Natural England](#) :
 - [Guidance - Light Pollution](#)
 - [Protected Sites and Species](#)
- [Shropshire Wildlife Trust](#) : [Wildlife and Planning Advice](#)
- Bat Conservation Trust :
 - [Buildings, Planning and Development](#)
 - [Artificial Lighting Guidance](#)

All European Sites are also Sites of Special Scientific Interest. Potential developments can be checked against Natural England's 'Impact Risk Zones' on the '[Magic](#)' website.

River Clun Catchment Area

The River Clun in South Shropshire is a European designated wildlife site known as a 'special area of conservation', because of its particular sensitivities in terms of water quality. Special areas of Conservation are amongst the most important and sensitive sites in the UK and are afforded the highest level of legal protection under the Conservation of Species and Habitats Regulations 2017 (*as amended*).

A map of the River Clun catchment area is provided here [Clun Catchment Area](#)

Further advice:

- Shropshire Council : ecology@shropshire.gov.uk
- Shropshire Council – [Guidance for development within the River Clun catchment](#)
- Natural England : enquiries@naturalengland.org.uk
- DEFRA : [Nutrient Pollution: reducing the impact on protected sites](#)
- Department for Communities & Local Government:
 - [Circular 06/05: Biodiversity and Geological Conservation - Statutory Obligations and Their Impact Within The Planning System](#)

Trees and Hedgerows

In determining planning applications local authorities have a statutory duty to make appropriate provision for the protection and planting of trees. Therefore, the potential effect of development on trees, whether statutorily protected or not, is a material consideration in the planning process. The nature and level of detail of information required to enable a Local Planning Authority to properly consider the implications and effects of development proposals varies between stages of the process and in relation to what is proposed.

Shropshire Council expects and requires planning applications to conform to and comply with British Standard 5837:2012 Trees in Relation to Design, Demolition and Construction (or its current version), unless otherwise justified and agreed with the LPA. Table B.1 of Annexe B to BS5837: 2012 provides advice on an appropriate amount of information to be sought / provided.

In summary, in support of a **planning application** Shropshire Council seeks the following **minimum** arboricultural information:

- tree survey;
- tree retention / removal plan;
- retained trees and RPA(s) (root protection areas – see BS5837) shown on the proposed layout;
- strategic hard and soft landscape design (in accordance with BS8545: 2014 Trees – from Nursery to Independence in the Landscape);
- arboricultural impact assessment.

Additional information may be sought in support of a planning application, especially where construction is proposed within the RPA, as follows:

- existing and proposed finished levels;
- tree protection plan;
- arboricultural method statement (heads of terms);
- details of all special engineering within the RPA and other relevant construction details.

In connection with **reserved matters or planning conditions** Shropshire Council seeks the following **minimum** information:

- alignment of utility apparatus (including drainage) where outside the RPA or where installed using a trenchless method;
- dimensioned tree protection plan;
- detailed arboricultural method statement;
- schedule of works to retained trees;
- detailed hard and soft landscape design.

Additional information may be sought including:

- details of arboricultural site monitoring;
- tree and landscape management plan;
- post-construction remedial works; and,
- landscape maintenance schedule.

Shropshire Council's tree officers can give further advice on the type and level of information likely to be required in any particular case. Some commonly required key elements are outlined below. Tree surveys, reports and other relevant arboricultural information should be undertaken / prepared by a competent arborist with appropriate knowledge and experience.

Tree Survey

Records information about trees and hedges on and adjacent the development site. Development proposals should be able to demonstrate how they have considered and responded to the constraints and opportunities posed by trees and hedges in the layout and design of the development and landscaping of the site.

Arboricultural Impact Assessment

Evaluates the direct and indirect effects of the proposed development and, where necessary, recommends mitigation. It considers any tree and/or hedge loss required to implement the design, any new planting associated with the development and any potentially damaging activities proposed in the vicinity of retained trees and hedges. It is important to consider not only the impacts of the development upon trees, but also the potential effects of retained trees on the development - for example 'liveability' issues such as shading, proximity and overhang, amongst others, for future occupants / users of the site.

Tree Protection Plan

A Protection Plan (TPP) should be superimposed on a final site layout plan and clearly indicate those trees and hedges to be retained and those to be removed, as well as the precise location of protective barriers, ground protection or other measures for the protection of retained trees and hedges. Land for future tree planting should be similarly identified and protected where feasible.

Arboricultural Method Statement

A Method Statement may be required for any operations (including demolition, site clearance and levelling, installation of utilities and construction activities) proposed within or that could affect, the canopy spread or root protection area of retained trees and hedges. It should be appropriate to the proposals and demonstrate how works can be designed, undertaken and monitored so as to avoid causing damage or harm to retained trees and hedges.

Further advice:

- Shropshire Council : trees@shropshire.gov.uk
- Shropshire Council :
 - Trees and Development Guidance Note 7: [Trees and Development](#)

- Shropshire Council : [Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#)
 - Policy CS5: Countryside and Green Belt
 - Policy CS6: Sustainable Design and Development Principles
 - Policy CS17: Environmental Networks
- Shropshire Council : [Site Allocations and Management of DeveLopment \(SAMDev\)](#)
 - Policy MD2: Sustainable Design
 - Policy MD12: Natural Environment
- British Standard Institute:
 - [BS 5837: 2012](#) - Trees in relation to design, demolition & construction – Recommendations
- Forestry Commission: [Planning Applications affecting trees and woodland](#)

Open Space Assessment

For development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. Applicants should seek to demonstrate through an independent assessment that land or buildings are surplus to requirements and any such evidence must accompany the planning application.

Further Advice:

- Shropshire Council : [Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#)
 - Policy CS6: Sustainable Design and Development Principles
- Shropshire Council : [Planning Guidance: Open Space](#)

Policy Documents

Planning Obligations/Heads of Terms

Planning Obligations and Section 106 agreement contributions are legal agreements that are used, in appropriate circumstances, to ensure that developments provide or contribute towards infrastructure and facilities that are necessary to support the development. Without these contributions the development would otherwise be unacceptable in planning terms. To lessen the impact of a development, planning obligations are used to secure affordable housing and other measures.

All applications which will require contributions under planning policy should be accompanied by draft Heads of Terms which should be discussed and agreed at the pre-application stage.

Further advice:

- Shropshire Council : [Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#)
 - Policy CS9: Infrastructure Contributions
- Shropshire Council : [Supplementary Planning Document - Developer Contributions](#)
- Shropshire Council : planning.policy@shropshire.gov.uk
- www.gov.uk : [Planning Practice Guidance : Planning Obligations](#)

Sustainability Checklist

Shropshire Council expects developers and applicants to adopt the highest possible standards of energy and sustainable design in new and retrofit development. From the early stages of the design process, sustainability should be a key consideration through the development, linking water use and flood risk, biodiversity and green infrastructure, green and active travel, net-zero carbon, sustainable construction, materials and waste.

The Sustainability Standards Checklist sets out the standards that applicants are expected to demonstrate their compliance with.

Further advice:

- Shropshire Council : [SPD - Sustainability Checklist](#)
[Sustainability Checklist Template](#)
[Sustainability Checklist – Waste Audit Template](#)
[Sustainability Checklist – Waste Checklist Template](#)

Flood and Water Management

Sustainable Drainage Systems (SuDS) and Local Flood Risk Management

Flood risk must be appropriately managed as part of all development. All developments will integrate measures for the sustainable management of water to reduce flood risk, avoid adverse impacts on water quality and quantity, including groundwater resources, and provide opportunities to enhance biodiversity, health and recreation. Shropshire Council's [SuDS requirements for new developments](#) details the relevant approval and design processes as well as including submission requirements for the demonstration of these principles.

When making a planning application we require you to submit a Surface Water Management Document in the form of Appendix A1 for major development or Appendix A2 for minor development, from the Interim Guidance for Developers.

Whilst a planning application may be validated without the requirements of the SuDS Handbook's checklist being submitted an objection to the application, based on the quality of information that is submitted, may be made by the consultee in response.

Flood Risk Assessment

You need to do a Flood Risk Assessment (FRA) for most developments if within one of the flood zones. This includes developments :

- in flood zone 2 or 3 including [minor development](#)
- more than 1 hectare (ha) in flood zone 1
- less than 1 ha in flood zone 1, including a change of use in development type to a more vulnerable class (for example from commercial to residential), where they could be affected by sources of flooding other than rivers and the sea (for example surface water drains, reservoirs)
- in an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency

[Find out what flood zone you're in](#)

Further Advice:

- Shropshire Council : [Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#)
 - Policy CS6: Sustainable Design and Development Principles
 - Policy CS18: Sustainable Water Management

- Shropshire Council : [Site Allocations and Management of Development \(SAMDev\)](#)
 - Policy MD2: Sustainable Design
- Shropshire Council:
 - [SuDS Requirements for New Developments](#)
 - [Surface Water Management – Guidance for Developers](#)
 - [SuDS Handbook](#)
 - [Surface Water Drainage Appendix A1 form for major development](#)
 - [Surface Water Drainage Appendix A2 form for minor development](#)
- www.gov.uk
 - [Approved Document H : Drainage and Waste Disposal](#)
- www.gov.uk
 - [Planning Practice Guidance : Flood Risk and Coastal Change](#)
- Environment Agency
 - [Flood Risk Assessment if you're applying for planning permission](#)

Housing

Affordable Housing Contributions Statement

Shropshire Council policy requires all new open market housing developments to contribute towards the provision of affordable housing in accordance with Core Strategy CS11.

As part of Pre-App advice, the Council will advise developers on the acceptable mix of types and sizes of dwellings in any location, whether urban or rural. Overall, the Council seeks to achieve mixed, balanced, inclusive and sustainable communities.

Applications for open market dwellings which aim to provide 10 or more houses in the market towns and other key centres and 5 or more houses in designated rural areas, must be accompanied by an Affordable Housing Contributions Statement.

The statement should clearly detail:

- the market housing proposed including the number and size of units;
- the proposed number of affordable units; and
- the type of affordability or tenure;
- or,
- the off-site financial contribution where on-site delivery is not applicable.

Further Advice:

- Shropshire Council : [Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#)
 - CS11 : Type and Affordability of Housing
- Shropshire Council : [Site Allocations and Management of Development \(SAMDev\)](#)
 - MD1 : Scale and Distribution of Development
 - MD2 : Sustainable Design
 - MD3 : Delivery of Housing Development
- Shropshire Council :
 - [Supplementary Planning Document - Type and Affordability of Housing](#)
 - [Affordable Housing](#)
- DCLG : [Planning Policy Statement 3 - Housing](#)
- www.gov.uk: [Affordable Housing Supply](#)

Affordable Housing – single dwelling

Where development of a single affordable house is proposed, a letter from Shropshire Council's Rural Enabler or Housing Enabling & Development Officer confirming assessment of the applicant's local housing needs information is required.

Further Advice:

- Shropshire Council :
 - [Affordable Housing](#)
 - [Self Build and Custom Build](#)
- Shropshire Council : [Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#)
 - CS11 : Type and Affordability of Housing

Highways and Parking

Transport Assessment

A transport assessment identifies what measures will be taken to deal with the anticipated transport impacts of the development scheme in relation to all forms of travel and will be required for all major development. Information should include all existing and proposed vehicular and pedestrian movements to and from the site the maximum number of movements to be created daily, routes and the types/sizes of vehicles referred to. Loading areas and arrangement for manoeuvring, servicing and parking of vehicles should also be clearly identified. A sustainable approach to transport should be explored for all proposals and consideration given to using alternative modes of transport where appropriate.

Travel Plan

A travel plan will usually include any travel issues which need to be addressed, details of how people travel to the site, an action plan, a specific car reduction target and details of how the travel plan will be monitored and reported on. Generally, travel plans focus on the journey to work. Travel plans are usually required for medium to large-scale developments involving uses other than just private housing.

Further Advice:

- Shropshire Council : [Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#)
 - CS7 : Communications and Transport
- Shropshire Council : [Highways Development Control](#)
 - email: highwaysdevelopment@shropshire.gov.uk
- Shropshire Council : Local Transport Plan
 - [Local Transport Plan](#)
- www.gov.uk
 - [Travel Plans, Transport Assessments and Statements](#)

Technical Assessments

Structural Survey

In most cases, before an application for the conversion of any agricultural buildings can be progressed it will be necessary for a full structural survey to be carried out to confirm that the proposed conversion work can be carried out without the need for demolition or substantial rebuilding. This survey should clearly set out the existing condition of the foundations, external walls and roof structure together with any conclusions and recommendations to justify appropriate repairs. Furthermore, detailed working drawings will be required to show both existing and proposed elevations, floor plans and materials to be used as well as a typical cross section through the building.

Air Quality

Development can have several different implications for air quality. Different aspects are set out below:

a. Fume Extraction Assessment:

All applications for restaurants, hot food takeaways and bars/pubs which sell hot food should include details of measures for fume extraction where they are in close proximity to residential property. Residential property includes flats above neighbouring shops. The details for fume extraction should include details of the mechanical equipment proposed including baffles and odour extraction equipment, what fan will be used, and details of noise associated at the point where the extract leaves the system and the location of any external pipework or flues.

It is the responsibility of the owner or occupier of the building to ensure that adequate fume extraction is provided and maintained in order to control odour and that this extraction system does not cause any noise nuisance issues. Should any odour or noise nuisance issues occur in the future the owner/occupier of the premises may be liable to statutory nuisance enforcement action. If the applicant requires any guidance on the provision of fume extraction, they should submit a pre-application asking for specific advice on what may be suitable in the location they are proposing.

b. Air Quality Assessment:

The decision as to whether an Air Quality Assessment is required requires judgement. It is not possible to apply an exact and precise set of criteria to all development proposal situations. An Air Quality Assessment should be submitted where the proposal would result in an adverse impact in any declared Air Quality Management Area. In addition, an assessment should be made when sensitive development (e.g. residential use) is proposed close to land uses that may be a source of air pollution (e.g. highly trafficked roads or industrial uses). The following criteria may help define when an Air Quality Assessment is considered necessary:

- Proposals for activity requiring regulation under Pollution Prevention and Control Regulations
- Proposals that will result in increased congestion, a change in traffic volumes (typically a change in annual average daily traffic (AADT) or peak traffic flows of more than + 5% or 10%, depending on local circumstances), or a change in vehicle speed (typically of more than +/- 10kph), or both, usually on a road with more than 10, 000 AADT;
- Proposals which significantly alter the composition of traffic locally (i.e. increase the proportion of HGVs) for example bus stations, HGV parks, increased delivery traffic etc;
- Proposals that include new parking – e.g. >300 spaces or an increase in current parking provision by, for example 25%, although account should be taken of car park turnover, i.e. the difference between short-term and long-term parking or new coach or lorry parks;
- Developments located in, or which may affect, sensitive areas (e.g. ecological sites) or areas of poor air quality (including AQMAs), where either direct emissions to air occur, or where any of the preceding criteria are met:
 - Introduction of new exposure close to existing sources of air pollutants, including road traffic,
 - Industrial operations, agricultural operations etc.
 - Potential impacts from construction on nearby residents
 - Development which would give rise to significant dust emissions in areas where people and/or commercial activities would be exposed.

In general any development which is likely to create the need for assessment under the Local Air Quality Management regime document Technical Guidance (2009) (TG(09)).

c. Emissions of dust, smoke, fumes, gases, bio aerosols and odour:

Where proposals have potential for the emission of dust, smoke, fumes, gases, bio aerosols or odour, an application should be accompanied by an assessment of the potential impact on local amenities and, where relevant, public health, the measures proposed to control and reduce these emissions and the estimated effectiveness of these measures.

d. Biomass Boilers

Biomass boilers are regulated in a variety of ways (depending on the size of the boiler and the type of fuel) and additional information may be needed to make the appropriate assessment.

The technical details of the biomass boiler, emission concentrations, fuel specification, fuel storage and delivery arrangements in addition to a determination of stack height must be submitted for approval.

Further Advice:

- Shropshire Council : [Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#)

- CS6 : Sustainable Design and Development Principles
- Shropshire Council : [Public Protection](#)
 - email: public.protection@shropshire.gov.uk
- Shropshire Council
 - [Air Quality](#)
 - [Biomass and Air Quality Information for Developers](#)

Noise Impact Assessment

The impact of noise can be a material consideration in the determination of planning applications. Wherever practicable noise sensitive developments [e.g. housing, hospitals or schools] should be separated from major sources of noise [e.g. general industry, road, rail and air transport]. It is equally important that new development involving noisy activities should wherever possible be sited away from noise sensitive uses. If a scheme is proposed which generates significant noise or a sensitive development is proposed near a source of noise then a Noise Impact Assessment should be submitted.

Further Advice:

- Shropshire Council : [Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#)
 - CS6 : Sustainable Design and Development Principles
- British Standards Institution publication:
 - “BS4142: 2014 - Method for Rating Industrial Noise Affecting Mixed Residential and Industrial Areas” (Sept.97)
- Gov.UK
 - [Guidance : Noise](#)
 - [Guidance : Noise Management](#)
- Department for Communities and Local Government (DCLG):
 - BS8233:2014 - Guidance on sound insulation and noise reduction for buildings

Land Contamination Assessment

When considering planning applications local planning authorities are under a duty to take account of whether a site may be contaminated. Where relevant, it is a developer's responsibility to ensure that the development is safe and suitable for its proposed use. Failure to appropriately address risks from land affected by contamination at the time of development may result in later action being taken under Part IIA Environmental Protection Act 1990. All supporting evidence should be produced by appropriately-qualified professionals.

Applications involving development of sites located on or within 250 metres of a former landfill site will need to include a risk assessment of landfill gas migration.

To fulfil requirements of a planning condition there are four compliance phases to satisfy:-

Phase I: Desk based study - identifies the potential for and likelihood of contamination.

Phase II: Intrusive investigations - proves the presence of / characterise any contamination and assess whether it will potentially result in harm / pollution.

Phase III: Remediation strategies - proposals to REMOVE contamination substances from the site, TREAT on-site, or CONTAIN contamination so it no longer poses a risk of harm to Human Health or of causing pollution.

Phase IV: Completion / Validation report - to demonstrate that the Remediation Strategy was actioned; and that the site has now been appropriately-remediated to a standard so that it is suitable for use.

Repetition can be minimised if reports are combined and cross-referenced properly. In particular the

Phase I and Phase II reports may be submitted together

Further Advice:

- Shropshire Council : [Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#)
 - CS6 : Sustainable Design and Development Principles
- Environment Agency
 - [Land Contamination Guidance](#)
- Department of Communities and Local Government
 - [Planning Policy Statement 23: Planning and Pollution Control](#)
- Shropshire Council Environmental Health – email: public.protection@shropshire.gov.uk

Private Water Supplies

Where a development proposes to be supplied with water by a non-mains supply the applicant shall submit details of the supply which they will use. Where an existing supply is suggested e.g. tapping into an existing spring, well or borehole the applicant shall provide details of the water quality to ensure that the supply is of suitable quality for its use. Shropshire Council can be contacted to carry out testing and provide results for this reason.

For details of how to install a private water supply and if a supply is suitable please contact a consultant or company who carries out installations to find appropriate information.

Further advice:

- Shropshire Council : [Private Water Supplies](#)
 - [New Private Water Supply Regulations](#)
- Drinking Water Inspectorate :
 - [Legislative background to the private water supplies regulations 2009](#)
 - [Private Water Supplies](#)

Site Waste Management Plan

The Council has a statutory duty to collect waste and to provide recycling collections from all properties and so all new housing developments must accommodate this. The management of waste from domestic properties can have significant economic, social and environmental impact which can give rise to material planning considerations.

When submitting a planning application for residential development, irrelevant of the size of development, Shropshire Council will expect to see specific details of the proposed storage accommodation for waste and recyclable material.

Further Advice:

- Shropshire Council : [Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#)
 - CS19 : Waste Management Infrastructure
- Shropshire Council
 - [Supplementary Planning Document : Sustainable Design \(part 1\)](#)
- DCLG
 - [National Planning Policy for Waste](#)

Landfill Waste Statement

Applications for landfilling or landraising with waste must include the following details:

- An assessment of the suitability of the site for the proposed use;
- An assessment of the potential environmental impacts (including biodiversity and geodiversity) and risk to public health;
- An assessment of the visual impact of the proposal on both local amenities; and the wider
- landscape;
- Details of the nature and source of the proposed infill;
- Steps taken to recycle, process, treat or re-use the waste materials before landfilling at the site or before importation;
- The purpose of the proposed landfilling operations;
- Details of the volume to be landfilled and tonnes to be imported; A working plan with drawings;
- Site drainage details, including details of the protection of ground and surface water and the management of leachate;
- A scheme of landfill gas management and usage where landfill gas is produced; Access and wheel cleaning;
- Restoration and aftercare proposals; and
- Compliance with the requirements of Landfill (England and Wales) Regulations 2002.

Further Advice:

- Shropshire Council : [Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#)
 - CS19 : Waste Management Infrastructure
- www.gov.uk : [Planning Practice Guidance - Waste](#)

Commercial Development

Economic Statement

An economic statement is necessary to support application which propose a development which will have an impact on employment or the local economy. A supporting statement of any regeneration benefits from the proposal including details of any jobs that would be created or supported; the relative floor-space totals for each use where known, any community benefits; and reference to any relevant regeneration strategies. The use of regeneration statements will be particularly beneficial for larger schemes for the development of previously used land. However, there will be cases for the inclusion of a regeneration statement for smaller schemes where it can be demonstrated that significant benefits to the community will result. The regeneration benefits of a development may help to counterbalance some of the negative aspects of a proposal.

Retail Impact Assessment

Proposals for major retail development outside existing town centres will need to be accompanied by a retail impact assessment. Exceptions to this could include small shops designed to serve only its local neighbourhood and farm shops largely selling its own produce. For guidance on suitability of locations please refer to the Shopping and Town Centre section contained in the North Shropshire Local Plan. Early discussion with Planning Officers will help to identify what background documents need to be taken into consideration and which sites must be considered in the sequential analysis.

Further Advice:

- [Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#)
 - CS1: [Strategic Approach](#)
 - CS3: [Market Towns & Other Key Centres](#)
 - CS13: [Economic Development, Enterprise Employment](#)
 - CS15: [Town & Rural Centres](#)
- [Shropshire Economic Growth Strategy 2017 - 2021](#)

Minerals Applications

Soil Handling Strategy

An application for the winning and working of minerals which affects soil resources must include full details of a soil survey carried out at the site, identifying areas of different soil quality where these exist. The application must set out a soil handling strategy which should include:

- the area and depth of topsoil and subsoil stripping;
- the method of soil stripping, moving and replacement including the machinery to be used and measures to prevent the mixing of soils of different characteristics;
- the proposed timing of operations;
- the volumes of soils to be stripped; the phasing of stripping, storage and replacement; the location and dimensions of soil storage mounds; the treatment of stored soils;
- details of the design and construction of soil storage mounds;
- the depth of topsoil and subsoil to be replaced;
- the treatment of subsoil and topsoil to maintain fertility and prevent compaction;
- the volume of any imported soil making material to be used if any and where this would be stored; and
- the location of unstripped soils and how they will be protected

Reclamation, Aftercare and Management Plans

Applications for mineral working must be accompanied by a satisfactory reclamation scheme. The proposed after use of a mineral working site and means of achieving this must be established at the outset and the reclamation requirements taken account of at every stage of the proposal. The submitted reclamation scheme should, where practicable, provide for the progressive reclamation of the site.

Where the proposed after use is to agriculture, forestry, amenity and/or nature conservation, the Mineral Planning Authority will require a 5 year period of aftercare. Where the site or part of the site is to be restored within 2 years of the commencement of working, the aftercare scheme should accompany the application. In other cases the application should set out the commitment to achieve aftercare and the main aftercare strategy to be followed. Aftercare schemes should identify the steps to be carried out, the timing of operations and who will be responsible for implementing the scheme. The scheme should allow for regular review of progress and for flexibility in responding to circumstances at the site.

A management plan is often essential to the satisfactory reclamation and the long term after use of a site. It is important that the management plan is prepared in consultation with the relevant parties and submitted at the application stage. This will avoid possible uncertainty and conflicts between different uses. The management plan will be a valuable tool to ensure that management objectives influence the design, working, landscaping and reclamation of the

proposals and will provide guidance for those implementing management objectives beyond the 5-year aftercare period.

Assessment of the site

Applicants for mineral working must provide supporting technical information, incorporating adequate detail and geographical coverage, to enable the potential impacts to be readily understood. This information should provide a baseline for the preparation of the working, reclamation and aftercare/management schemes for the site. This assessment should include:

- plans where appropriate including, if relevant, surrounding features, such as roads and buildings (e.g. 1:1250 or 1:500 scale);
- existing services and infrastructure;
- a landscape assessment of the site including a survey of levels of contours at the site and adjoining areas, existing land uses, drainage within the site and its outfalls, landform features such as hedgerows, woodland etc. rights of way, services, boundary walls and fences and informal public access (if appropriate this can be included in the Visual Impact Statement);
- an ecological assessment of the site, including the identification of any important habitats or species. The survey work should be carried out at the time of year most appropriate for the habitat or species in question (if appropriate this can be included in the Biodiversity/Ecology Report and Tree survey/Arboricultural Report);
- the nature of the mineral to be extracted;
- the known extent, depth and quality of the mineral and how it was proved;
- existing geology, hydrogeology and hydrology.

Working plan for mineral sites

Applicants for mineral working must submit with the application a working plan including text and plans, including:

- plans where appropriate (eg 1:1250 or 1:500 scale);
- a layout plan showing the site boundary, the maximum extent of the excavation area, stand-offs, phasing, drainage, screens, plant, buildings, access, service and water diversions, haul roads, areas required for traffic circulation and parking, the storage and processing of minerals, soils, overburden and waste and any other operational matters referred to;
- details of the method of working, phasing plans to indicate the direction and depth of working;
- the depth, volume, tonnage and distribution of the overburden and mineral to be extracted and, where the site is an extension to an existing site, the volume, tonnage and life of remaining reserves with planning permission;
- the type, nature, volume and tonnage of any waste materials to be generated, e.g., silt;
- a full hydrological / hydrogeological assessment by a competent person including the depth of water table the extraction depth and an assessment of the impact of the working and reclamation on the surrounding water resources and any implications for local abstractors and surface water features;
- the drainage of the site including, the means of disposing of waste water, drainage courses and discharge points, lagoons, maintenance and works to watercourses;

- a programme of the proposed operations, including the duration of each phase of the operations;
- the access to the site from the public highway;
- the means of transporting the mineral and overburden within the site; the machinery to be employed to excavate the mineral and overburden; the hours of operation,
- details of any processing or treatment of minerals to be carried out including the production capacity;
- the location and external appearance of plant, machinery and buildings, including the type, height, and method of cladding;
- the location, design, construction and treatment of storage mounds;
- measures to prevent pollution;
- the diversion of services, rights of way and drainage, the timing of the diversions and whether they are permanent or temporary

Visual Impact Assessment

An assessment of the visual impact of the proposal on both:

- local amenities;
- and the wider landscape.

This should include an assessment of viewpoints and the character of the surrounding landscape. Details of existing trees and vegetation to be retained and any mitigation measures and their effectiveness should be submitted with the application. Where landscaping works are proposed or existing features are to be retained, proposals should include arrangements for protection measures, long term maintenance and management of landscaping.

Blasting Assessment

Where proposals for mineral working include blasting the application must include an assessment of:

- the need for blasting;
- the strategy for using blasting;
- the stages in the development when blasting is required;
- the proposed frequency of blasting;
- the design of blasts;
- potential vibration (ppv), noise and air overhead pressure levels at the nearest dwellings and other sensitive properties;

Further Advice:

- Shropshire Council : [Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#)
 - CS6: Sustainable Design and Development Principles
 - CS20: Strategic Planning for Minerals
- Shropshire Council : Minerals & Waste email: planning.northern@shropshire.gov.uk or planning.southern@shropshire.gov.uk
- Shropshire Council : [Site Allocations and Management of Development \(SAMDev\)](#)
 - MD17: Managing the Development and Operation of Mineral Sites
- [Planning Practice Guidance : Minerals](#)
- [National Planning Policy Framework](#) : Facilitating the Sustainable Use of Minerals

The Development Management Team

Please contact us . . .

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