Full Planning Application Validation Requirements.

What you need to include when you submit a full major or minor planning application for planning permission.

Not to be used for Prior Approval applications, Householder applications, and Minor Material Amendment applications under Section 73.

Written by: Development Management

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Table of contents.

Introduction.

Walsall Council has produced this guide to help its Development Management customers understand what needs to be submitted to support a planning application. This guide covers all planning application types excluding Prior Approvals, and householders which are included in a separate published dedicated Householder Validation Checklist. It also excludes Section 73 applications which are already subject to a reduced number of national validation requirements. You are encouraged to seek pre-application advice to understand what supporting documents and plans might be required for a S73 application.

This checklist is supplemented by a number of detailed guidance notes which have been published alongside this checklist.

A checklist has been produced under Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2015, the Planning Practice Guidance and paragraph 44 of the National Planning Policy Framework (NPPF). The guidance states that Local Planning Authorities should publish their information requirements for applications, which should contain only the information necessary to make decisions (supporting information that is relevant, necessary and material to the application).

Walsall Council welcomes and encourages you to apply for pre-application advice before submitting a planning application. Pre-application advice can assist in better quality applications with a better chance of a successful outcome. [Further information on applying for pre-application advice](#).

When the information required by this checklist is not submitted with an application and is considered by the Local Planning Authority (LPA) to be reasonable and necessary to assess the application correctly, the LPA will declare the application invalid, and delays will occur whilst you source/provide the information. All technical surveys and reports should be carried out by a competent person.

If applications are accompanied by the necessary supporting information, the Council is more likely to be able to make a decision within the governments timeframes for determining applications. Nevertheless, there may be instances when a validated application does not contain all the information needed to make a decision. Consequently, the Council may seek additional information post-validation under the Town and Country Planning (Application) Regulations 1988.

If the application is later found to be invalid after registration, the original start date for processing the application will be disregarded, and the time from the resubmitted information will be recalculated.

If applicants or their representatives disagree with the Council's request for information or plans contained in the list, they may choose to

challenge the Council's decision not to validate the application via appeal for non-validation under Section 78 of the Town and Country Planning Act 1990. The grounds for an appeal would be a failure to resolve within eight weeks of the LPA receiving the application. The right to file a complaint with the Local Government Ombudsman remains.

How Do I Demonstrate Biodiversity Net Gain?

Biodiversity Net Gain is an approach to development that aims to leave the natural environment in a better state than it was beforehand by delivering measurable improvements for biodiversity by creating or enhancing habitat in association with development.

In accordance with the National Planning Policy Framework Paragraphs 180 and 186 and Environment Act 2021 it became a statutory requirement in February 2024 for the majority of developments to meet a minimum of 10% biodiversity net gain. Although applications that meet the threshold to be classified as a 'small site' will not be required to meet this minimum requirement until April 2024.

All strategic, major and minor applications covered by the Town and Country Planning Act will be required to meet this requirement, with only the following exclusions applying:

- Permitted development.

- Urgent crown development.

- Temporary impacts that can be restored within 2 years.

- Existing sealed surfaces (such as tarmac or existing buildings) with a zero metric score.

- Development impacting habitat of an area below a 'de minimis' threshold of 25 metre squared, or 5m for linear habitats such as hedgerows.

- Householder applications.

- Biodiversity gain sites (where habitats are being enhanced for wildlife).

- Small scale self-build and custom housebuilding.

Further guidance is available using this Weblink to biodiversity net gain published on GOV.UK website.

Tree Guidance.

Walsall Council is committed to improving the local environment by securing high quality design resulting in development which respects existing natural features of value as well as restoring and extending the resource. It is vital to ensure that trees and woodlands be sustained throughout the borough. It is also important to conserve the visual quality of the natural environment for all people currently living or working in Walsall as well as for visitors and prospective investors.

For detailed guidance on submitting tree related information please refer to our separate validation guidance note for trees.

What Should a Heritage Statement Contain?

A Heritage Statement (sometimes referred to as a Heritage Impact Statement and Heritage Assessment) is a written assessment that describes the significance of any heritage asset and / or their setting affected by a development proposal, and / or the contribution of that setting and of the impacts of that development proposal upon them.

For detailed guidance on what to include in a Heritage Statement please refer to our separate validation guidance note for heritage statements.

Ecology Surveys.

Walsall holds numerous local and internationally designated sites of ecological interest, with many rare and legally protected species present within the green spaces and urban areas of the Borough.

All developments, even those involving minor works, have the potential to adversely impact these sites and species. As such Walsall has a duty and a commitment to protect them by understanding any potential impacts a development may have and ensuring the potential impacts are avoided, mitigated, or compensated for as part of the planning process. While safeguarding key important sites, habitats and species.

For detailed guidance on submitting ecology related information please refer to our separate validation guidance note for ecology survey and report requirements.

Validation Checklist.

A simple checklist of what is required for a planning application (excluding householders and Prior Approvals) is provided below.

National Validation.

National Requirement	Validation Code
Application form	NV1
Fee	NV2
Ownership certificate	NV3
Agricultural land declaration	NV4
Location plan	NV5
Any other plans, drawings and information to describe the application	NV6
Design and Access Statement	NV7

Local Validation.

Local Requirement	Validation Code
Site/Block Plans - Existing and Proposed	LV8
Floor Plans - Existing and Proposed	LV9
Elevation Plans - Existing and Proposed	LV10
Street-scene Plans - Existing and Proposed	LV11
Site Section Plans	LV12
Vehicle Parking Plans - Existing and Proposed	LV13
Heritage Statement	LV14
Tree Surveys and Arboricultural Implications Assessment	LV15
Preliminary Ecological Appraisal / Ecological Impact Assessment report	LV16
Flood Risk Assessment & Sustainable Urban Drainage Strategy (SUDS)	LV17
Coal Mining Risk Assessment	LV18
Habitat Regulations Assessment	LV19
Biodiversity Net Gain	LV20
Noise Impact Assessment	LV21
Ground Contamination Assessment	LV22
Transport Assessment / Transport Statement	LV23
Travel Plan / Travel Statement	LV24
Air Quality Assessment	LV25
Planning Statement	LV26
Landscape Scheme	LV27
EIA Screening Opinion	LV28
Retail Sequential Assessment	LV29
Retail Impact Assessment	LV30

Detailed Validation Guidance.

Scale and Disclaimers.

We will accept submitted plans that include a do-not-scale disclaimer providing they can be accurately measured at the stated scale.

45 Degree Code.

We will assess potential impacts to any adjoining or adjacent neighbours' amenity arising from your proposal using the 45-degree line. You are encouraged to demonstrate adherence to the 45-degree code in your application submission.

Please refer to our separate validation guidance on the 45-degree code.

Application form - NV1.

Validation Requirement.

- Appropriate application form.

- All parts of the form must be completed.

- The site address must match the address marked on the location plan and block plan.

- The declaration must be signed and dated.

Further guidance on application forms published on GOV.UK website.

You can apply for planning permission and complete the application forms online through the Planning Portal.

Link back to a simple checklist.

Fee - NV2.

Validation Requirement.

- Correct full fee to be paid.

[Simple version of the nationally set planning fees published on the Planning Portal website.](#)

[Make a planning payment using the council online payment webpage.](#)

Always provide the site address of the proposed planning application as the reference number.

You can pay by credit/debit card by calling 01922 652620. Always provide the site address of the proposed planning application as the reference number.

[Link back to a simple checklist.](#)

Ownership Certificate – NV3.

Validation Requirement.

- A completed ownership certificate.

- Signed and dated.

Each application must be accompanied by an Ownership certificate. There are four types, and you need to identify which is the correct one for your application.

Certificate A

To be completed if you are the sole owner of the land to which the application relates and there are no agricultural tenants.

Certificate B

To be completed if you are not the sole owner, or if there are agricultural tenants, and you know the names and addresses of all the other owners and/or agricultural tenants together with one of the notices below. A Notice under Article 13 must then be served on the owner and a copy of the notices included with the planning application.

Certificate C

To be completed if you do not own all of the land to which the application relates and do not know the name and address of all of the owners and/or agricultural tenants. A Notice under Article 13 must then be served on the

known owners and a copy of the notices included with the planning application.

Certificate D

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

Notices under Article 13

This notice is to be printed and served on individuals prior to completing Certificate B or C in the application form.

[Download the notice under article 13 from the Planning Portal website.](#)

[Link back to a simple checklist.](#)

Agricultural Land Declaration – NV4.

Validation Requirement.

- Completed agricultural land declaration.

Agricultural tenants on a site must be notified prior to the submission of an application for planning permission. Applicants must certify that they have notified any agricultural tenants about their application, or that there are no agricultural tenants on the site. This declaration is required whether or not the site includes an agricultural holding. It is incorporated into the ownership certificates on the standard application form.

[Further guidance on ownership certificates and agricultural land declaration published on GOV.UK website.](#)

[Link back to a simple checklist.](#)

Location Plan – NV5.

Validation Requirement.

- Location plan based on an up-to-date ordnance survey map.

- Shows the application site in relation to surrounding area.

- Should identify sufficient roads and / or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

- Identified metric scale typically 1:1250 or 1:2500.

- Show the direction of north.

- Application site should be edged clearly with a red line.

- Red line should include all land necessary to carry out the proposed development (e.g., land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings).

- Red line should also include any associated works to the highway falling outside of the application site i.e., dropped kerb and new vehicular access or works to the highway.

- A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

When using Ordnance Survey mapping for planning applications, the map should:

- NOT be Photocopy or screen grab image.

- NOT be a Land Registry map.

- NOT be used for multiple applications unless you have a bulk copy arrangement licence.

- NOT to be copied from existing OS mapping if using hand drawn maps.

- SHOW OS Crown copyright as an acknowledgement.

- SHOW the correct licence number.

[Further guidance on using ordnance survey maps for planning applications is published on the Ordnance Survey website.](#)

[You can buy a plan from one of Ordnance Survey's business partners by using this Weblink.](#)

[Further guidance on what plans must be submitted with a planning application is published on GOV.UK website.](#)

[Link back to a simple checklist](#).

Any other plans to describe the application – NV6.

Validation Requirement.

Additional plans and drawings will in most cases be necessary to describe the proposed development, as required by the legislation.

Design and Access Statement – NV7.

Validation Requirement.

A Design and Access Statement (DAS) must be submitted for:

- Applications for major development.

- Applications for development in a conservation area, where the proposed development consists of one or more dwellings or a building or buildings with a floor space of 100 square metres or more.

- Applications for listed building consent.

[Further guidance on Design and Access Statements is published on GOV.UK website.](#)

Site/Block Plans - Existing and Proposed – LV8.

Validation Requirement.

- Block or Site Plan.

- Based on an up-to-date map.

- Shows the proposed development in relation to the site boundaries and other existing buildings on the site.

- Must show access arrangements.

- Must show all buildings, roads and footpaths on land adjoining the site including access arrangements within 10 metres of the boundary.

- Identified metric scale typically 1:100, 1:200 or 1:500.

- Show the direction of north.

- Should be scaled to fit onto A4 or A3 size paper.

Should include unless they would NOT influence or be affected by the proposed development:

- All public rights of way (crossing or adjoining the site).

- The position of all trees on the site, and those on adjacent land.

- The extent and the type of any hard surfacing.

- The boundary treatment including walls or fencing where this is proposed.

- Main river or ordinary watercourse.

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[Link back to a simple checklist](#).

Floor Plans - Existing and Proposed – LV9.

Where relevant you may wish to choose to show the 45-degree line(s) in relation to the proposal from nearest neighbour(s) habitable window(s). This is a key part of the council's assessment of a development proposal.

Further guidance on the 45-degree code.

Validation Requirement.

Applications that include existing and/or proposed floorspace:

- Label plans clearly and logically, for example, by showing the room names.

- Show internal divisions within the building.

- Clearly show existing layout (where relevant / necessary) and proposed layout for example through use of different coloured lines accompanied by a key to describe each.

- Identified metric scale typically 1:100, 1:200 or 1:500.

- Should be scaled to fit onto A4 or A3 size paper.

Link back to a simple checklist.

Elevation Plans - Existing and Proposed – LV10.

Validation Requirement.

Applications that include existing and/or proposed building(s):

- All elevations must be clearly and logically labelled, for example front or rear elevation and given titles which refer to their content.

- Clearly show existing and proposed elevations for example through use of different shading or colour accompanied by a key to describe each.

- Where any proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

- Where an existing building is being extended or altered, the whole of any existing elevation that is being extended or altered must be shown, not just part of it.

- Identified metric scale typically 1:100, 1:200 or 1:500.

- Should be scaled to fit onto A4 or A3 size paper.

Street-scene Plans - Existing and Proposed – LV11.

Validation Requirement.

Applications that will change the site's appearances in the main street scene(s) or to key public frontages i.e. canal or public realm:

- Show existing and proposed front elevations on street-scene plans and relationship with adjoining and adjacent properties where a proposal introduces new built form or includes substantial changes to the existing main elevation and/or includes any change to the main roof that would be visible within the street scene.

- Show any changes in land levels between application site and adjoining or adjacent properties.

- Clearly annotate existing and proposed eaves and ridge heights where a proposal involves any change to the main roof.

- Clearly label each elevation.

- Identified metric scale typically 1:100, 1:200 or 1:500.

- Should be scaled to fit onto A4 or A3 size paper.

Site Section Plans – LV12.

Validation Requirement.

Applications that include changes to site levels by more than 0.3 metres:

- Show any proposed changes to site levels over 0.3 metres within the application site.

- Show any relationship with adjoining changes in land levels.

- Show a cross section(s) through the proposed building(s) and/or extension(s).

- Identified metric scale typically 1:100, 1:200 or 1:500.

- Should be scaled to fit onto A4 or A3 size paper.

Link back to a simple checklist.

Vehicle Parking Plans - Existing and Proposed – LV13.

Validation Requirement.

Applications that include existing and/or proposed parking:

- Showing existing and proposed vehicle parking spaces within the application site.

- Showing swept path analysis (auto-track) for all relevant types and sizes of vehicles associated with the development.

- Identified metric scale typically 1:100, 1:200 or 1:500.

- Should be scaled to fit onto A4 or A3 size paper.

Link back to a simple checklist.

Heritage Statement – LV14.

Validation Requirement.

Applications that have potential to impact on a heritage asset(s):

- Describe the significance of any heritage assets affected, including any contribution made by their setting.

- Level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance.

    Please refer to the separate published validation guidance on heritage statements.

Link back to a simple checklist.

Tree Surveys and Arboricultural Implications Assessment – LV15.

Validation Requirement.

Applications that have potential to impact on trees:

- Survey and appraisal of trees on the application site and adjoining land consistent with the standards set out in British Standard 5837:2012.

- A tree survey in table and plan form in accordance with the provisions of B.S.5837:2012 Trees in Relation to Design Demolition and Construction – Recommendations must be provided showing the condition, location and constraints of all trees on and adjacent to the site.

- Trees which are to be retained and removed should be clearly marked on a Tree Protection Plan (TPP) and the Proposed Site/Layout Plan, illustrating root protection areas.

- Arboricultural Method Statement and Tree/hedge Protection Plan (TPP) should be provided detailing the measures to be taken to protect all trees proposed to be retained on the submitted drawings accompanied by schedules of any necessary facilitative tree work. Details of special construction techniques and any other special measures required to retain trees should be included.

- Schedule of tree works/pruning to retained trees in accordance with B.S.3998: 2010 Tree Work – Recommendations should be included.

Please refer to the separate published validation guidance on trees.

Link back to a simple checklist.

Preliminary Ecological Appraisal / Ecological Impact Assessment report – LV16.

Validation Requirement.

Applications that have potential to impact on protected species and wildlife:

- Include existing and proposed site plans.

- Up-to-date site photographs annotated with descriptions.

- Description of the proposal

- Desktop study, which includes a data search request from EcoRecord, Local Biological Record Centre

- Field Survey:

  - Undertaken by an appropriately qualified and experienced person.

  - Details of the survey methodology undertaken.

- o Conducted at an appropriate time of year and undertaken within last survey season.

- o Appropriate surveys for the development undertaken.

- Description of the ecological importance of the site and individual habitats and species

- Detailed results of all specialist surveys undertaken

- Map utilising UKHAB / JNCC Phase 1 Habitat Survey Categories.

- Impact Assessment

- Mitigation and enhancement strategy

- Implementation of mitigation measures

- Monitoring

- Should a Natural England License be required after planning approval, a detailed response to the three tests under the Conservation of Natural Habitat and Species Regulations 2010 (See Annex 9 in the Council's published Natural Environment SPD) will be required.

- Up-to-date best practice guidelines for surveys and reports should be adhered to and referenced. Where deviation/s or limitation/s have occurred, these should be clearly justified within the submitted report.

Please refer to the separate published validation guidance for ecology survey and report requirements.

Link back to a simple checklist.

Flood Risk Assessment – LV17.

Validation Requirement.

Applications that fall into following categories:

- Flood Risk Assessment required for planning applications where the site area is 1 hectare or more in Flood Zone 1.

- Flood Risk Assessment required for all planning applications for new developments (excluding extensions at first floor or above) located in Flood Zones 2 and 3.

- Sustainable Drainage scheme required for all major applications (10 or more dwellings, or 1000 square metres or more of new floorspace).

Flood Risk Assessment (FRA) must demonstrate:

- whether any proposed development is likely to be affected by current or future flooding from any source.

- that the development is safe and where possible reduces flood risk overall.

- whether it will increase flood risk elsewhere; and

- the measures proposed to deal with these effects and risks.

- design which reduces flood risk to the development itself and elsewhere, by incorporating sustainable drainage systems and where necessary, flood resilience measures; and identifying opportunities to reduce flood risk, enhance biodiversity and amenity, protect the historic environment and seek collective solutions to managing flood risk.

- how surface water flows will be reduced back to equivalent greenfield rates.

- consideration of any impacts of a Suds' proposal on the significance of heritage asset(s).

For detailed West Midlands based guidance on what to include in a Flood Risk Assessment please view the separate guidance note published alongside this checklist.

[Further guidance on what to include in your assessment published on GOV.UK website.](#)

[Further guidance on sequential test published on GOV.UK website.](#)

[Link back to a simple checklist.](#)

Coal Mining Risk Assessment – LV18.

Validation Requirement.

Applications that fall into following categories:

- A Coal Mining Risk Assessment is required for Applications (excluding householder and exemptions (as defined on the list published on the Coal Authority website) which fall within the Development High Risk Areas as defined by The Coal Authority and held by the Local Planning Authority.

- The Local Planning Authority has implemented the Coal Authority's "risk based" approach to planning applications, and specific "Development High Risk Areas" have been defined in areas that have been subject to past coal mining activity and have recorded coal mining features present at surface or shallow depth.

- The Coal Mining Risk Assessment should be prepared by a suitably qualified and competent person (see NPPF and Coal Authority guidance on Risk Assessments for further information about this).

Further guidance on Coal Mining Risk Assessments is published on GOV.UK website.

Link back to a simple checklist.

Habitat Regulations Assessment – LV19.

Validation Requirement.

Applications that fall into following categories:

- If your development is one of the types listed below which would lead to a net increase (1 or more) of dwellings and is located within the 15km zone of influence of Cannock Chase Special Area of Conservation (SAC) you will need to complete the habitat regulation assessment (HRA) form published alongside this checklist:

    o any housing development.

    o tourist accommodation, including caravan sites.

    o conversion of buildings into dwellings.

    o agricultural workers dwellings.

    o houses of multiple occupancy (HMOs).

    o care homes that fall under use Class C3.

    o prior approval applications for the creation of dwellings.

    o Gypsy, Traveller and travelling snowpersons' accommodation (except showman's yards with no accommodation attached).

    o new horse/pony trekking centers, livery yards or significant extensions to existing ones

- You need to check the pre-populated information on the HRA form and make any necessary edits or additions.

- You must complete the details on the front page of the HRA form except for the planning application reference which will be added by the LPA once the application has been registered. If you have a planning portal reference number, please include it.

- The LPA will contact you to advise of the next stages of this process once the submitted HRA form has been reviewed (usually after the 21-day statutory consultation period). The LPA will explain how to secure any necessary mitigation required to address impacts to the SAC.

- A habitat regulation assessment will be required for any development with the potential to impact the Cannock Extension Canal SAC.

Further guidance on special areas of conservation published on the Council website.

Link back to a simple checklist.

Biodiversity Net Gain – LV20.

Validation Requirement.

From February 2024, all developments excluding those that are exempt in chapter 2 of the Biodiversity Gain Requirements (Exemptions) Regulations 2024, would need to meet a minimum 10% biodiversity net gain.

Outline planning applications:

- A statement to agree to the inclusion of the necessary biodiversity gain condition on any planning permission.

- The pre-development biodiversity value of the onsite habitat on the date of application (or an earlier date) including a completed metric calculation tool (Using the latest DEFRA Metric spreadsheet version) showing the calculations.

- A proposed earlier date for the pre-development biodiversity value, if necessary, with reasons given for proposing that date.

- A statement confirming whether the biodiversity value of the onsite habitat is lower on the date of application (or an earlier date) because of the carrying out of activities in which case the value is to be taken as immediately before the carrying out of the activities, and if degradation has taken place supporting evidence of this.

- A description of any irreplaceable habitat on the land to which the application relates, that exists on the date of application (or an earlier date).

- A plan, drawn to an identified scale which must show the direction of North, showing onsite habitat existing on the date of application, including any irreplaceable habitat.

Full planning applications:

- A draft biodiversity gain plan including a completed biodiversity metric calculation tool (Using the latest DEFRA Metric spreadsheet version).

- A draft habitat management and monitoring plan.

- Details of any planning obligations / covenant required.

- A plan, drawn to an identified scale which must show the direction of North, showing onsite habitat existing on the date of application, including any irreplaceable habitat.

- A plan, drawn to an identified scale which must show the direction of North, showing post development habitat.

Noise Impact Assessment – LV21.

Validation Requirement.

Applications that fall into following categories:

- Major industrial or commercial applications.

- Major applications that introduce or expose noise and/or vibration-sensitive development(s) into areas and locations where noise and/or vibration is likely to have an adverse impact.

The Noise Impact Assessment should outline the potential sources of noise generation, and how these may have a negative effect on local amenity. The assessment should also outline how the developer mitigates any adverse issues identified by the assessment. Any recommendations to mitigate noise should be incorporated into the submitted plans for the application.

Ground Conditions - Contamination and Land Stability – LV22.

Validation Requirement.

Applications that fall into following categories:

- New development except changes of use or adaptation of existing buildings that do not involve any excavation, ground works or other operations which involve ground disturbance.

- Major residential development not using a sewerage undertaker the completion and submission of the Environment Agency foul drainage assessment form (published alongside this checklist).

- Non-residential development proposing non-mains foul drainage the completion and submission of the Environment Agency foul drainage assessment form (published alongside this checklist). This is not required if the site is located within source protection zone 1 and/or it is for the disposal of trade effluent where the building is +1000m2 / site area is +1ha.

Applications that fall within the above categories should be accompanied by a Desk Top Study written by a competent person setting out:

- the land use history of the site and adjoining land.

- likelihood of contamination, landfill gas, land instability or other present hazards.

- potential risks to future site users.

- the environment.

- ground water and controlled waters.

- an indication of the nature and extent of any additional investigation needed to fully characterise the site.

Where the Desk Top Study indicates that the site may be significantly contaminated or highlights concerns that extensive remediation works will be required to make the site suitable for the proposed development, intrusive investigation works may need to be completed and a site investigation report produced to support the application. In the case of land stability this may require slope stability analysis to inform the design process. In such instances the applicant is encouraged to seek pre-application advice with the LPA to establish the extent of information required to ensure that an application is acceptable.

For detailed West Midlands based guidance on what to include in a contaminated land assessment please view the separate guidance note published alongside this checklist.

[Further guidance on contaminated land published on the council website.](#)

[Find out about pollution and previous land use published on the council website.](#)

[Link back to a simple checklist.](#)

Transport Assessment / Transport Statement – LV23.

Validation Requirement.

Applications likely to generate very significant traffic movements and/or large numbers of trips.

Guidance on Transport Assessment / Statement available at:

[Further guidance on transport assessments and statements.](#)

[Link back to a simple checklist.](#)

Travel Plan / Travel Statement – LV24.

Validation Requirement.

Applications likely to generate significant traffic movements and/or large numbers of trips.

[Further guidance on transport assessments and statements.](#)

[Customer guide to completing Planning Obligations](#)

[Link back to a simple checklist.](#)

Air Quality Assessment – LV25.

Validation Requirement.

Applications that fall into following categories:

- Developments within areas where air quality does not, or is unlikely to, meet air quality objectives (air quality hotspots).

- The assessment should include consideration of potential increased exposure for relevant receptors affected by the development. The assessment should take into account the individual and cumulative air quality impacts of existing and committed developments.

Assessment should include any recommended mitigation measures.

Further guidance on air quality.

Link back to a simple checklist.

Planning Statement – LV26.

Validation Requirement.

Applications that fall into following categories:

- Major applications (10 or more dwellings or 1,000m^2 or more of new floorspace) including change of use applications, extensions and mezzanine floors, except for waste management and mineral development applications.

The statement must include a general description of the application site and the proposed development, and a summary of how the proposal accords with relevant national and local planning policies, including policies governing the sustainable use and consumption of resources.

The statement should cover the following issues:

- A general description of the application site.

- A general description of the development.

- A statement demonstrating that the proposal is a sustainable development.

- A statement demonstrating that the proposal is either consistent with development plan land use policy, or a departure that is justified (with reasons set out).

- An Energy Statement summarising how the proposal addresses the need for energy efficiency and to increase use of renewable/ low carbon energy.

- A Waste and Resource Management Statement summarising how the proposal addresses the need for resource efficiency and sustainable waste management.

- A Water Conservation Statement summarising how the proposal addresses the need to minimise water consumption and use water more efficiently.

Link back to a simple checklist.

Proposed Landscape Scheme – LV27.

Validation Requirement.

Applications that propose landscaping:

- All detailed applications containing areas of land that will include areas of hard and / or soft landscaping.

The proposed landscaping scheme should include details of proposed plant species taking account of local biodiversity and habitat requirements and include all proposed external hard surfaces.

Link back to a simple checklist.

Environmental Impact Assessment Screening Opinion– LV28.

Validation Requirement.

Applications that fall into following categories:

- Major developments which are of more than local importance.

- Developments which are proposed for particularly environmentally sensitive or vulnerable locations.

- Developments with unusually complex and potentially hazardous environmental effects.

- Developments that are likely to have significant environmental effects will require an Environmental Impact Assessments (EIA). Proposals that may require this need to be "screened" by the Council to determine whether an EIA is required, this process

should be applied for prior to the submission of an application. The procedure for this is governed by the European EIA Directive and the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 (SI 2011 No. 1824) (the EIA Regulations).

Further guidance on EIA screening opinion / scoping opinions.

Link back to a simple checklist.

(Retail) Sequential Assessment – LV29.

Validation Requirement.

Applications that fall into following categories:

- Applications for all main town centre uses that are not in an existing centre and are not in accordance with an up-to-date development plan resulting in the creation of more than 200m gross^2 additional floorspace.

- As well as floorspace resulting from new development, this requirement also applies to extensions to main town centre uses, and any application for the conversion of floorspace to a main town centre use; and/or any application to vary or remove vary conditions controlling the range of goods sold from a retail use, where the resulting gross floorspace exceeds 200m^2.

Proposals should demonstrate that the site is within an existing centre. Where an edge of centre, or failing that, an out of centre, site is proposed, the Sequential Assessment should seek to demonstrate that there are no alternative and sequentially preferable sites or buildings available.

Guidance on ensuring vitality of town centres.

Link back to a simple checklist.

Retail Impact Assessment – LV30.

Validation Requirement.

Applications that fall into following categories:

- Retail and leisure uses, where over 2,500m2 gross floorspace is proposed in an edge or out of centre location, and is not in accordance with the development plan; or

- Retail and leisure uses, within an existing centre and not in accordance with the development plan, where in the opinion of the council with reference to relevant local planning policy, the proposal is potentially not of a scale appropriate to the function of that centre, and has the ability to undermine the vitality and viability of other centres.

Link back to a simple checklist.