

Validation Document

Update July 2022

Worcestershire County Council as the County Planning Authority (CPA) are responsible for the processing and determination of planning applications for Minerals and Waste management development and planning applications for the County Council's own developments such as schools, roads and libraries.

The purpose of this document is to provide applicants and their agents with guidance on the information required by the County Council to support proposals for development when submitting a planning application



Contents

Validation Document – Update July 2022	6	Coal Mining Risk Assessment (CMRA)	19
Foreword	7	When might it be required?	19
Introduction	8	What should it include?	19
Validation process	9	Planning Policy/Legislation Drivers	19
The structure of this document	9	Further Information	19
Further information	10	Contaminated Land Assessment	21
Reviewing this document	10	When might it be required?	21
Contact details	10	What should it include?	21
Air Quality Assessment	11	Planning Policy/Legislation Drivers	21
When might it be required?	11	Further Information	22
What should it include?	11	Control of Litter, Vermin and Birds	23
Planning Policy / Legislation Drivers	12	When might it be required?	23
Bromsgrove District Plan 2011-2030	12	What should it include?	23
Further Information	12	Planning Policy/Legislation Drivers	23
Bio-aerosol Assessment	13	Design and Access Statement	24
When might it be required?	13	When might it be required?	24
What should it include?	13	What should it include?	24
Planning Policy/Legislation Drivers	13	Planning Policy/Legislation Drivers	24
Further Information	13	Further information	25
Biodiversity Surveys and Reports	14	Environmental Statement	26
When might it be required?	14	When might it be required?	26
What should it include?	14	What should it include?	26
Planning Policy/Legislation Drivers	15	Planning Policy/Legislation Drivers	26
Further Information	16	Further Information	26
Chimney Stack Height Determination	17	Flood Risk Assessment	27
When might it be required?	17	When might it be required?	27
What should it include?	17	What should it include?	27
Planning Policy/Legislation Drivers	17	Planning Policy/Legislation Drivers	27
		Further Information	28

Foul Sewage Drainage Strategy / Utilities Assessment	29	Planning Obligations	45
When might it be required?	29	When might it be required?	45
What should it include?	29	What should they include?	45
Planning Policy/Legislation Drivers	30	Planning Policy/Legislation Drivers	45
Further Information	30	Further Information	46
Geodiversity Assessment	31	Planning Statement	47
When might it be required?	31	When might it be required?	47
What should it include?	31	What should it include?	47
Planning Policy/Legislation Drivers	31	Planning Policy/Legislation Drivers	47
Further information	32	Further Information	47
Heritage Statement	33	Playing Pitch Assessment	48
When might it be required?	33	When might it be required?	48
What should it include?	33	What should it include?	48
Planning Policy/Legislation Drivers	34	Planning Policy/Legislation Drivers	48
Further Information	35	Further Information	49
Landscape and Visual Impact Assessment	36	Structural Surveys	50
When might it be required?	36	When might it be required?	50
What should they include?	36	What should it include?	50
Planning Policy/Legislation Drivers	36	Planning Policy/Legislation Drivers	50
Further Information	37	Further Information	51
Land Stability Assessment	38	Surface Water Drainage Strategy	52
When might it be required?	38	When might it be required?	52
What should it include?	38	What should it include?	52
Planning Policy/Legislation Drivers	38	Planning Policy/Legislation Drivers	52
Further Information	38	Further Information	53
Lighting Assessment	39	Sustainability Statement	54
When might it be required?	39	When might it be required?	54
What should it include?	39	What should it include?	54
Planning Policy/Legislation Drivers	39	Planning Policy/Legislation Drivers	54
Further Information	40	Further Information	55
Mitigation and Monitoring of Emissions (Dust, Noise, Odours, Vibration)	41	Transport Assessment / Transport Statement	56
When might it be required?	41	When might it be required?	56
What should it include?	41	What should it include?	56
Planning Policy/Legislation Drivers	41	Planning Policy/Legislation Drivers	56
Further Information	42	Further Information	57
Photographs and Photomontages	43	Travel Plan	58
When might it be required?	43	When might it be required?	58
What should they include?	43	What should it include?	58
Planning Policy/Legislation Drivers	43	Planning Policy/Legislation Drivers	58
Further Information	44	Further Information	59

Tree Survey / Arboricultural Statement	60	Checklist 4: For Waste Management Facilities (Except Landfill)	81
When might it be required?	60	Forms	81
What should it include?	60	Plans	81
Planning Policy/Legislation Drivers	60	Assessments	83
Further Information	60		
Water Environment Hydrology / Hydrogeology Assessment	61	Checklist 5: Landfill	86
What should it include?	61	Forms	86
Planning Policy/Legislation Drivers	61	Plans	86
Further Information	62	Assessments	88
Informative	62		
Mineral Resource Assessment	63	Checklist 6: Lawful Development Certificate	90
When might it be required?	63	Forms	90
What should it include?	63	Plans	90
Planning Policy/Legislation Drivers	63	Other Requirements	91
Further Information	64	FEES	91
Health Impact Assessment (HIA) Screening	65	Checklist 7: Lawful Development Certificate – Proposed	92
Planning Policy/Legislation Drivers	65	Forms	92
Further Information	66	Plans	92
		Supporting Documents	93
		FEES	93
Checklist 1: County Councils Own Developments	67	Checklist 8: Advertisements	94
Forms	67	Forms	94
Plans	67	Plans	94
Existing and Proposed Site Plan	68	Assessments	95
Existing and Proposed Elevations	68	FEES	95
Existing and Proposed Floor Plans	68		
Existing and Proposed Site Sections and Finished Floor and Site Levels	68	Checklist 9: Demolition	96
Roof plans	69	Forms	96
Landscaping Plan	69	Plans	96
Assessments	69	Assessments	97
FEES	70	FEES	97
Checklist 2: Outline Planning Applications	71	Checklist 10: Removal or Variation of Conditions	98
Forms	71	Forms	98
Plans	71	Plans	98
Assessments	72	Assessments	98
FEES	74	FEES	100
Checklist 3: Mineral Working	75	Appendix 1: Biodiversity and Local Requirements for Protected Species	101
Forms	75	Measurable biodiversity net gain:	101
Plans	75	Pre-application consultation:	102
Restoration and Aftercare and After-use plans	78	Ecological Survey Methods:	102
Assessments	78	Desktop data-search.	102
FEES	80		

Local Requirements for Designated Sites and Priority Habitats Criteria (Trigger List) for when Surveys and Assessments are required	105
1: Designated Sites	105
2: Priority Habitats	105
3. Other Biodiversity Features	106
Points to note regarding surveys are as follows:	108
Appendix 2: Geodiversity and Local Requirements	109
1: Designated Sites	109
2: Other Geodiversity Conservation Features	109
Appendix 3: Lead Local Flood Authority's Surface Water Checklist	111
Appendix 4: Health Impact Assessment	112



Validation Document – Update July 2022

Worcestershire County Council as the County Planning Authority (CPA) are responsible for the processing and determination of planning applications for Minerals and Waste management development and planning applications for the County Council's own developments such as schools, roads and libraries.

The purpose of this document is to provide applicants and their agents with guidance on the information required by the County Council to support proposals for development when submitting a planning application. required by the County Council to support proposals for development when submitting a planning application



Foreword

As part of the County Council's wider 'Open for Business' and 'Environment' agendas, the County Council has reviewed and published this Planning Validation Document.

This document has been put together to help guide applicants and their agents through the planning process, offering detailed advice on the documents and information required to submit a successful planning application. This will help make things simpler for those looking to apply for planning permission, but also allow the County Council to accept, validate and determine applications more efficiently, reducing delays that may otherwise occur in the processing of planning applications, and further improve the performance of the County Planning Authority.

The submission of any planning application involves applicants in considerable expense in appointing agents, preparing plans and supporting documents, and the submission of the planning application fee; therefore, it is crucial that the right information is submitted in support of a planning application from the outset. This Validation Document provides applicants and their agents with guidance on the information required by the County Council proportionate to the application submission, thereby giving greater certainty and clarity on what information is required for applications of a particular type, scale or location, whilst looking after Worcestershire's environment by ensuring the right information is submitted in order to enable a timely and informed decision.

For all these reasons, we fully endorse this Validation Document. We believe it will provide greater certainty to businesses and developers and help to provide a more efficient and effective planning system within Worcestershire.



Councillors Ian Hardiman and Linda Robinson

Chairman and Vice Chair of the Planning and Regulatory Committee



Introduction

Worcestershire County Council as the County Planning Authority (CPA) is responsible for processing Planning Applications relating to:

- The treating, storing, processing or disposing of waste materials and related development
- The winning and working of minerals and associated development, and
- Any development to be undertaken by the County Council itself such as new libraries, schools, roads, bridges, railway stations and other strategic infrastructure.

All other planning applications are dealt with by the relevant District, City or Borough Council (click the links below):

- [**Bromsgrove District Council**](#)
- [**Malvern Hills District Council**](#)
- [**Redditch Borough Council**](#)
- [**Worcester City Council**](#)
- [**Wychavon District Council**](#)
- [**Wyre Forest District Council**](#)

The purpose of this document is to provide applicants and their agents with guidance on the information required by the County Council to support proposals for development when submitting a planning application. This will help facilitate the proposal through the planning process.

If an applicant fails to submit an application in accordance with the requirements set out in this document the County Council will be entitled to declare the application invalid¹.

The County Council strongly advises that all potential applicants discuss their proposals with planning officers before submitting their planning application. Pre-application discussions with planning officers will help applicants to ensure that their application contains appropriate information and is valid and avoid unnecessary cost and delay. This Validation Document is a 'living document', and it will be revised and updated to take account of new planning guidance.

It is accepted good practice to allow the community to express its views on proposals at the pre-application stage. The County Council has adopted a [**Statement of Community Involvement \(SCI\)**](#), which advises applicants on involving the community before submitting a planning application. This gives local people a chance to comment when there is still genuine scope to make changes to proposals.

¹ Under Article 11 of The Town and Country Planning (Development Management Procedure) (England) Order 2015, as amended.

Validation process

The information required to make a valid planning application consists of:

- Mandatory national information requirements, specified in The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended);
- Information provided on the standard application form (**1APP Form**) or, for minerals applications, Worcestershire County Council's Mineral **Application Form**; and
- The County Planning Authority's local list of information requirements.

Following this document will enable the County Council to accept and validate applications more quickly, thereby reducing delays that would otherwise occur in the processing of the application.

The structure of this document

The Validation Document is divided into:

A “List of Assessments”:

The “List of Assessments” explains when a particular assessment may be required to be submitted with an application and what the assessment should include. The “List of Assessments” also includes the policy drivers - national and local planning policy and statutory requirements that the assessment is based upon, and where to look for further assistance; and

Ten checklists for different application types:

The checklists indicate what is required to be submitted with each type of planning application and incorporate the national information requirements and the local list of information requirements for each application type.

The checklists cover a range of application types, as outlined below.

Checklist 1

- Applications for Development by the County Council under Regulation 3 of the Town & Country Planning General Regulations 1992; or
- Applications for Approval of Reserved Matters following Outline Application (Development by the County Council under Regulation 3 of the Town & Country Planning General Regulations 1992 only).

Checklist 2

- Outline Planning Applications with some or all Matters Reserved (Development by the County Council under Regulation 3 of the Town & Country Planning General Regulations 1992 only).

Checklist 3

- Applications to Carry Out Mineral Working and Associated Development.

Checklist 4

- Applications for Waste Management Facilities (Except Landfill).

Checklist 5

- Applications for Waste Management Facilities (Landfill).

Checklist 6

- Applications for a Lawful Development Certificate for an existing use or operation or activity including those in breach of planning control.

Checklist 7

- Applications for a Lawful Development Certificate for a proposed use or development.

Checklist 8

- Applications for planning permission and consent to display an advertisement(s) by the County Council under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 (as amended).

Checklist 9

- Applications for prior notification of proposed demolition by the County Council (Town and Country Planning (General Permitted Development) Order 2015 Schedule 2 Part 11) (as amended)

Checklist 10

- Applications for Removal or Variation of a Condition Following the Grant of Planning Permission (Section 73 of the Town & Country Planning Act 1990 (as amended)) If an application is not accompanied by the relevant information outlined in the appropriate checklist, then the applicant should provide a written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances, parts of a particular assessment may not be necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied; failure to do so may delay consideration of the application.

If an application is deemed to be invalid, the Council will set out its reasons for declaring the application invalid in writing and specify the information required in order to make the application valid. Applicants who wish to challenge the decision of the Council have a right of appeal for non-validation under Section 78 of the Town and Country Planning Act 1990 (as amended).

While this document contains the Council's general requirements, the Council may request further information in order to determine the application². Having regard to Section 6 of the Growth and Infrastructure Act 2013, such requests for information must be reasonable having regard, in particular, to the nature and scale of the proposed development; and may require particulars of, or evidence about, a matter only if it is reasonable to think that the matter will be a material consideration in the determination of the application.

Applicants are strongly advised to consider using competent planning consultants to prepare their planning application. A list of planning consultancies in the West Midlands region is available on [the Royal Town Planning Institute's \(RTPI\) website](#).

Further information

Further guidance on information requirements, design and access statements, the standard application form (**1APP Form**), and the validation process is set out in the following documents and websites:

- [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015 \(as amended\)](#)
- [Planning Portal](#)
- [Planning Practice Guidance](#)

Reviewing this document

We will review this document at least every 2 years; in accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) and the Government's Planning Practice Guidance. Any minor amendments resulting from changes to Government guidance may be undertaken without a full review or consultation.

Contact details

Worcestershire County Council Planning Development Management

Directorate of Economy and Infrastructure County Hall

Spetchley Road Worcester WR5 2NP

Tel: **01905 763763** | Email: DevControlTeam@worcestershire.gov.uk | Web: www.worcestershire.gov.uk

² Regulation 4 of the Town and Country Planning [Applications] Regulations 1988 enables local planning authorities to direct applicants to supply any further information, plans and drawings necessary to enable applications to be determined



Air Quality Assessment

When might it be required?

When a proposed development is likely to have an impact upon air quality or is in the vicinity of areas of poor air quality including those designated as an Air Quality Management Area (AQMA).

What should it include?

Air Quality Assessments should indicate the likely change in air quality resulting from the proposed development and outline appropriate measures to mitigate any negative effects and include the following:

- Detailed dispersion modelling utilising an appropriate model, such as ADMS Roads, using monitoring data.
- A plan of proposed development.
- Coordinates of receptor points and depiction on a diagrammatic plan.
- Details of meteorological dataset used in assessment.
- Traffic count data utilised in assessment including details of accuracy and how arrived at 24 hour levels if from peak hour count data. Suitability of the dataset should be discussed with Worcestershire County Council's Highways department to state prior to undertaking the assessment.
- Source of speed data and consideration for accuracy and suitability of data and adjustments within model are required.
- A table of traffic links and data utilised in model and demonstrated on a plan.
- The cumulative impacts on air quality from individual small and large scale major development sites in local areas should be included in modelling scenarios.
- The following scenarios should be considered in modelling: Baseline Year, With and Without the Scheme for development operational year, With development and other committed developments (Cumulative Impact) for development operational year.
- A further sensitivity test is required for nitrogen dioxide that involves assuming a 'Without Emissions Reduction' for road traffic scenario from the baseline year.
- A table of measured versus modelled data prior to adjustment and subsequent alteration as outlined in the **Technical Guidance Lower Air Quality Management (LAQM) TG09** to demonstrate steps taken to improve model uncertainty.
- Consideration should be given to any further improvements that can be made to the model to improve the primary adjustment factor.
- An explanation for primary adjustment factor greater than two following model improvements should be provided.

- Include modelling error (e.g. Root Mean Square Error) at value less than 10% of objective under consideration.

Air Quality Assessments must be undertaken and prepared by competent and qualified persons.

Planning Policy / Legislation Drivers

National Planning Policy Framework

Section 15: Conserving and Enhancing the Natural Environment

National Planning Policy for Waste

Appendix B

Worcestershire Waste Core Strategy

Policy WCS 14: Amenity

Borough of Redditch Local Plan No. 4

Policy 19: Sustainable Travel and Accessibility

Bromsgrove District Plan 2011-2030

Policy BDP1: Sustainable Development Principles Policy BDP16: Sustainable Transport

Policy BDP19: High Quality Design Policy BDP22: Climate Change

South Worcestershire Development Plan

Policy SWDP31: Pollution and Land Instability

Wyre Forest District Local Plan 2016 – 2036

Policy SP.16: Health and Wellbeing

Policy SP.27: Transport and Accessibility in Wyre Forest

Policy SP.33: Pollution and Land Instability

Further Information

Department for Levelling Up, Housing and Communities, Planning Practice Guidance:

- **Planning Practice Guidance: Air Quality**
- **Department for Environment, Food and Rural Affairs (Defra) 2010 to 2015 government policy: environmental quality**
- **Department for Environment, Food and Rural Affairs (Defra), Air Quality.**



Bio-aerosol Assessment

When might it be required?

Proposals for turning (disturbance) and/or shredding organic matter, such as composting facilities that are within 250 metres of a residential property, work place or other sensitive location, will need a risk assessment of bio-aerosols to ascertain the potential impacts on neighbouring sensitive receptors or other sensitive locations.

What should it include?

Bio-aerosol assessments should identify sources, pathways and receptors, paying particular attention to sensitive receptors and including mitigation measures.

Planning Policy/Legislation Drivers

National Planning Policy Framework Section 15: Conserving and Enhancing the Natural Environment

Worcestershire Waste Core Strategy Policy WCS 1: Presumption in favour of sustainable development

Policy WCS 3: Re-use and Recycling Policy WCS 6: Compatible land uses Policy WCS 14: Amenity

Policy WCS 17: Making provision for waste in all new development

Further Information

Environment Agency (2017) M9 – Environmental monitoring of bioaerosols at regulated facilities:

HSE (2010) Bioaerosol emissions from waste composting and the potential for workers' exposure.



Biodiversity Surveys and Reports

When might it be required?

Where a proposed development is likely to have impacts on wildlife and biodiversity and/or meets the criteria set out in the Town and Country Planning (Environmental Impact Assessment) Regulations 2017,

an Ecological Impact Assessment (EclA) will be required. This will be applicable where there are protected and priority species, sites designated for their local, national or international importance for nature conservation, important habitats or other biodiversity features:

- on the development site; or
- on land adjacent to the development site.

Appendix 1: Gives examples of protected and priority species, designated sites, important habitats or other biodiversity features and should be used in determining whether an EclA is required.

What should it include?

EclA should demonstrate that a development will not impact biodiversity. However, it is possible that Protected Species Surveys and Assessments, Habitat

Surveys and Assessments and/or Designated Sites Impact Assessments may be required (see Appendix 1). All surveys and reports must demonstrate compliance with British Standard BS42020:2013. Existing survey data up to two years old may be acceptable in some cases where a competent ecologist can confirm ground conditions and previous survey findings are very unlikely to have changed in the interim.

The EclA must clearly express how the development will **achieve measurable net-gain for biodiversity**, in line with the principles and guidance for UK construction and development.

From November 2023 it is anticipated that a minimum of 10% biodiversity net gain will be a mandatory requirement, under the Environmental Act (2021). Please also refer to Appendix 1 for further information regarding net-gain for biodiversity.

EclAs must be undertaken and prepared by competent and qualified persons, at an appropriate time and month of the year, in suitable weather conditions and using nationally recognised survey guidelines/methodologies where these exist. Departures from standard survey approaches may be acceptable in some cases, but the rationale for each departure should be clearly articulated and based on robust scientific evidence, professional judgement and demonstrable ecological expertise, and must be agreed with the County Planning Authority through pre-application consultation.

A list of accredited professional Ecologists and Environmental Consultancies is available on [the CIEEM](#) and the [Ends Directory](#) websites.

Please refer to Appendix 1: Biodiversity and Local Requirements for Protected Species for further details of ecological survey seasons. Where the above surveys and assessments are required, an application may not be valid until survey information is gathered at an optimum time of year.

The EclA should be informed by a local ecological data search. The first point of contact for ecological data is the [Worcestershire Biological Records Centre \(WBRC\)](#).

The EclA must be to an appropriate level of scope and detail and must:

- Record which habitats and features are present on, and where appropriate around, the site, identifying their extent/length/area;
- Identify and map habitats and features that will be affected by the proposal;
- Identify key species present and identify their population status;
- Map their distribution and use of the area/site, structure or feature that will be affected by the proposal; and
- Identify and describe potential development impacts likely to affect the species and habitats identified by the surveys. These should include both direct and indirect effects, both during and after construction.

The Assessment should identify and describe potential development impacts likely to harm designated sites, priority habitats, and other listed biodiversity features (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely, evidence must be submitted to show how:

- Alternative designs and locations have been considered;
- Adverse effects will be avoided where reasonably possible;
- Unavoidable impacts will be mitigated or reduced; and
- Impacts that cannot be avoided or mitigated will be compensated for.

The Assessment should give an indication of likely change in the area (hectares) and condition of habitats on the site after development, e.g. whether there will be a net- loss or gain. Proposals that will enhance or restore protected and 'important' habitats and habitats/features associated with protected and 'important' species are encouraged.

Biodiversity net-gain, which is an approach to development that leaves biodiversity in a better state than before, is strongly encouraged. Use of the DEFRA Biodiversity Net Gain metric (V3.0, JP039, until superseded) to demonstrate predicted changes to habitats on site is recommended.

An ecological survey and assessment may form part of a wider Environmental Impact Assessment (EIA).

Planning Policy/Legislation Drivers

[National Planning Policy Framework](#) Section 15: Conserving and Enhancing the Natural Environment

[National Planning Policy for Waste](#) Appendix B

[Worcestershire Waste Core Strategy](#)

Policy WCS 1: Presumption in favour of sustainable development

Policy WCS 3: Re-use and Recycling Policy WCS 6: Compatible land uses Policy WCS 14: Amenity

Policy WCS 17: Making provision for waste in all new development

[Environment Act 2021](#)

[Borough of Redditch Local Plan No. 4](#)

Policy 16: Natural Environment and Landscape

[Bromsgrove District Plan 2011-2030](#)

Policy BDP 21: Natural Environment

South Worcestershire Development Plan

Policy SWDP 22: Biodiversity and Geodiversity

Wyre Forest District Local Plan 2016 – 2036

Policy SP.23: Protecting and enhancing Biodiversity

Policy SP.25: Regenerating the Waterways

Policy SP.28: Green Infrastructure

Policy SP.32: Sustainable Drainage Systems (SuDS)

Further Information

Chartered Institute of Ecology and Environmental Management (CIEEM), **Resources Hub**.

Department for Levelling Up, Housing and Communities **Planning Practice Guidance**.

■ Planning Practice Guidance: Natural Environment

Existing environmental information may be available from Local Record Centres, Worcestershire Wildlife Trust, and the Earth Heritage Trust. Online information on internationally and nationally designated sites is also available at **Magic Maps**.

Natural England (2016) Standing Advice for Protected Species.

Natural England (2017) Standing Advice for Protected Species, Ancient Woodland and Veteran Trees.

Natural England's Standing Advice provides advice to planners on deciding if there is a 'reasonable likelihood' of protected species being present. It also provides advice on survey and mitigation requirements.

Office of the Deputy Prime Minister (ODPM) (2005) Circular 06/2005: Biodiversity and Geological Conservation – Statutory Obligations and their Impact within the Planning System.

Water Framework Directive (WFD).

British Standard BS 42020:2013 Biodiversity – Code of Practice for Planning and Development

Worcestershire County Council (2013) Worcestershire Green Infrastructure Strategy 2013-2018.

Worcestershire Biodiversity Action Plan 2018-2027.



Chimney Stack Height Determination

When might it be required?

Local Authorities should be advised of any new biomass boiler between 50kW and 2MW for Local Air Quality Management purposes.

Additionally, when a proposed development is for a furnace requiring approval by Local Authority for associated chimney height under section 14 and 15 of the Clean Air Act 1993, an application for approval of the Chimney Stack Height is required. This occurs when furnaces are designed to:

- burn pulverised fuel;
- burn, at a rate of 45.4 kilograms or more an hour, any other solid matter; or
- burn, at a rate equivalent to 366.4 kilowatts or more, any liquid or gaseous matter.

Chimney Stack Height Assessments, if required, must be undertaken and prepared by competent and qualified persons.

What should it include?

An application form completed with all information required including:

- Description of boiler including size in kW or MW (Thermal Input Capacity).
- Proposed height of Chimney Stack (above ground (metres)).
- Height and width (metres) of any buildings within 5x proposed chimney stack height distance.
- Proposed stack diameter (metres).
- Maximum emission rate for nitrogen dioxide and particulate matter (in grams per second).

Note: When a proposed development has the potential to impact upon air quality or is in the vicinity of existing areas of poor air quality designated as Air Quality Management Areas, an Air Quality Assessment is required.

Application forms are available from Worcestershire Regulatory Services.

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 15: Conserving and Enhancing the Natural Environment

National Planning Policy for Waste

Appendix B

Worcestershire Waste Core Strategy

Policy WCS 14: Amenity

Borough of Redditch Local Plan No. 4

Policy 19: Sustainable Travel and Accessibility

Bromsgrove District Plan 2011-2030

Policy BDP1: Sustainable Development Principles Policy BDP16: Sustainable Transport

Policy BDP19: High Quality Design Policy BDP22: Climate Change

South Worcestershire Development Plan

Policy SWDP31: Pollution and Land Instability

Wyre Forest District Local Plan 2016 – 2036

Policy SP.37: Renewable and Low Carbon Energy

Further Information

HMSO (1993) Clean Air Act.

Environmental Protection UK (EPUK) (2009) Biomass and Air Quality Information for Developers.



Coal Mining Risk Assessment (CMRA)

When might it be required?

For all non-householder applications which fall within the Coal Mining Development High Risk Areas as defined by The Coal Authority and held by the County Planning Authority. Some developments of a certain type or nature are exempt from the requirement for a Risk Assessment. These can be identified using the [Coal Authority's Exemptions List](#).

What should it include?

The Coal Mining Risk Assessment (CMRA) should be prepared by a suitably qualified and competent person. It should:

- Contain site specific coal mining information, including past/present/future underground mining, shallow coal workings, mine entries (shafts or adits), mine gas, within an area which has a current licence to extract coal, geological features, any recorded surface hazards, or within a former or present surface mining [old opencast] area.
- Identify what risks these coal mining issues, including cumulative effects, pose to the proposed development.
- Identify how coal mining issues have influenced the proposed development and whether any other mitigation measures are required to manage those issues and/or whether any changes have been incorporated into the development.
- Any development that involves intrusive activities which intersect, disturb or enter any coal seams, coal mine workings or mine entries will require the prior written permission of the Coal Authority.

Note - if an Environmental Statement (ES) is required by the Town and Country Planning (Environmental Impact Assessment) Regulations 2017, it is suggested that the CMRA is included within the Environmental Statement.

Planning Policy/Legislation Drivers

[National Planning Policy Framework](#)

Section 15: Conserving and enhancing the natural environment

Section 17: Facilitating the sustainable use of minerals

Further Information

The Coal Authority, Planning applications: Coal Mining Risk Assessments.

Contact the Coal Authority Planning and Local Authority Liaison Team:

Telephone: 01623 637 119

or Email: **planningconsultation@coal.gov.uk**

Contact the County Planning Authority - Development Control Team to find out the location of Coal

Mining Development High Risk Areas as defined by The Coal Authority: Development Control team:

DevControlTeam@worcestershire.gov.uk

Department for Levelling Up, Housing and Communities, Planning Practice Guidance.

■ **Planning Practice Guidance: Land Stability**



Contaminated Land Assessment

When might it be required?

A Contaminated Land Assessment may be required where contamination is known or suspected.

Applicants are strongly advised to consult with the Environment Agency and Worcestershire Regulatory Services prior to submitting a planning application to ascertain whether there are likely to be concerns regarding contamination risks.

Contaminated Land Assessments must be undertaken and prepared by competent and qualified persons.

What should it include?

Where contamination is known or suspected or the proposed use would be particularly vulnerable, then the applicant should provide as a minimum a Preliminary Risk Assessment, comprising:

- Desk study – This should comprise a search of available environmental information and historical maps, which can be used to identify the likelihood of contamination.
- Walkover site reconnaissance – A simple walkover survey of the site should be conducted to identify pollution linkages not obvious from the desk study. It should include a description of condition of structures, soils and vegetation.
- Conceptual model identifying potential pollutant sources, pathways and receptors (pollutant linkages) as a basis for assessing the risks and appraising the options for remediation.

The assessments should be carried out in accordance with relevant guidance and best practice, namely DEFRA and Environment Agency CLR11 Model Procedures for the Management of Land Contamination and BS10175: Code of Practice for Investigation of Contaminated Land.

Sufficient information is required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level, therefore, further site investigations may need to be carried out and a remediation strategy submitted.

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

Planning Policy/Legislation Drivers

National Planning Policy Framework Section 15: Conserving and enhancing the natural environment

Worcestershire Waste Core Strategy Policy WCS 1: Presumption in favour of sustainable development
Policy WCS 5: Landfill and disposal Policy WCS 6: Compatible land uses

Borough of Redditch Local Plan No. 4

Policy 5: Effective and Efficient Use of Land

Bromsgrove District Plan 2011-2030

Policy BDP19: High Quality Design

South Worcestershire Development Plan

Policy SWDP31: Pollution and Land Instability

Wyre Forest District Local Plan 2016 – 2036

Policy SP.33: Pollution and Land Instability

Further Information

Department for Levelling Up, Housing and Communities, **Planning Practice Guidance**.

Planning Practice Guidance: Land affected by contamination

Land contamination risk management (LCRM):

Advice should be sought from the **Environment Agency** and **Worcestershire Regulatory Services**



Control of Litter, Vermin and Birds

When might it be required?

For all proposals that would involve processes and uses that could attract vermin and birds and generate litter.

What should it include?

Method of management for the control and monitoring of vermin, birds and litter.

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 8: Promoting healthy and safe communities

Section 15: Conserving and enhancing the natural environment

National Planning Policy for Waste

Appendix B

Worcestershire Waste Core Strategy Policy WCS 1: Presumption in favour of sustainable development

Policy WCS 14: Amenity

Borough of Redditch Local Plan No. 4

Policy 40: High Quality Design and Safer Communities

Bromsgrove District Plan 2011-2030

Policy BDP19: High Quality Design

South Worcestershire Development Plan

Policy SWDP21: Design

Wyre Forest District Local Plan 2016 – 2036

Policy SP.20: Quality Design and Local Distinctiveness

Policy DM.24: Quality Design and Local Distinctiveness



Design and Access Statement

When might it be required?

A Design and Access Statement is not required for all developments. Please refer to The Town and Country Planning (Development Management Procedure) (England) (Amendment) Order 2015 for a detailed list of what applications are required to be accompanied by a Design and Access Statement.

What should it include?

A Design and Access Statement is a short report accompanying and supporting a planning application that should set out the design principles and concepts that have been applied to the development and how issues relating to access to the development have been dealt with. The level of detail required in a Design and Access Statement will depend on the scale and complexity of the application and be proportionate to the type of development proposed.

A Design and Access Statement shall:

- Explain the design principles and concepts that have been applied to the development;
- Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;
- Explain the policy adopted as to access, and how the development plan policies relating to access have been taken into account;
- State what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and
- Explain how any specific issues which might affect access to the development have been addressed.

Planning Policy/Legislation Drivers

The Town and Country Planning (Development Management Procedure) (England) (Amendment) Order 2015

Worcestershire Waste Core Strategy

Policy WCS 8: Site infrastructure and access Policy WCS 9: Environmental assets

Policy WCS 10: Flood risk and water resources

Policy WCS 11: Sustainable design and operation of the facility

Policy WCS 12: Local characteristics

Borough of Redditch Local Plan No. 4

Policy 40: High Quality Design and Safer Communities

Bromsgrove District Plan 2011-2030

Policy BDP19: High Quality Design

South Worcestershire Development Plan

Policy SWDP21: Design

Wyre Forest District Local Plan 2016 – 2036

Policy SP.20: Quality Design and Local Distinctiveness

Policy DM.24: Quality Design and Local Distinctiveness

Further information

Department of Levelling Up, Housing and Communities, **Planning Practice Guidance.**

- **Planning Practice Guidance: Making an application – Validation requirements – National information requirements**
- **Planning Practice Guidance: Design**
- **Planning Practice Guidance: Before submitting an application – The importance of considering design and environmental issues at the pre-application stage**
- **Planning Practice Guidance: Conserving and enhancing the historic environment – Decision-taking: historic environment**



Environmental Statement

When might it be required?

The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 set out the circumstances in which Environmental Impact Assessment (EIA) is required. Applicants may seek a 'Screening Opinion' from the County Planning Authority to ascertain whether or not an Environmental Statement is required for their development.

What should it include?

Where an EIA is required, Schedule 4 of the Regulations sets out the information that should be included in an Environmental Statement. Applicants are advised to seek a Scoping Opinion from the County Planning Authority to ascertain what information should be included in the Environmental Statement.

The County Planning Authority will expect clear, funded/ securable/proportional mitigation and monitoring proposals to be articulated within the Natural Environment chapters of an Environmental Statement.

NOTE: EIA may remove the need for other assessments.

Planning Policy/Legislation Drivers

The Town and Country Planning (Environmental Impact Assessment) Regulations 2017

Further Information

Department for Levelling Up, Housing and Communities, **Planning Practice Guidance**.

Planning Practice Guidance: Environmental Impact Assessment



Flood Risk Assessment

When might it be required?

A Flood Risk Assessment (FRA) will be required for development proposals of one hectare or more in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 or where drainage problems have been identified or mapped (such as in a Strategic FRA and the updated map of flood risk from surface water available on [the Environment Agency website](#)).

A FRA may also be required for some change of use proposals (See [Environment Agency Flood Risk Standing Advice](#)).

Applicants should refer to the Environment Agency flood maps to determine in which flood risk zone an application is located.

Prospective applicants should contact the Environment Agency for pre-application guidance regarding a FRA and a FRA for hydropower schemes.

What should it include?

A FRA should identify and assess the risk of all forms of flooding arising from the development, and the risk of flooding to the development. It should consider how these flood risks will be managed, taking climate change into account, and should identify opportunities to reduce the probability and consequences of flooding. It should also address the requirement for safe access to and from the development in areas at risk of flooding including from an exceedance event. It should include the design of surface water management systems including Sustainable Drainage Systems (SuDS). The assessment should identify the relevant Environment Agency flood zone designation for the site.

Planning Policy/Legislation Drivers

[National Planning Policy Framework](#)

Section 12: Achieving well-designed places

Section 14: Meeting the challenge of climate change, flooding and coastal change

Section 15: Conserving and enhancing the natural environment

[Worcestershire Waste Core Strategy](#) Policy WCS 1: Presumption in favour of sustainable development

Policy WCS 10: Flood risk and water resources

Policy WCS 11: Sustainable design and operation of facilities

Borough of Redditch Local Plan No. 4

Policy 15: Climate Change

Policy 17: Flood Risk Management

Policy 18: Sustainable Water Management

Bromsgrove District Plan 2011-2030

Policy BDP22: Climate Change Policy BDP23: Water Management

South Worcestershire Development Plan

Policy SWDP 28: Management of Flood Risk

Policy SWDP 29: Sustainable Drainage Systems

Policy SWDP 30: Water Resources, Efficiency and Treatment

Wyre Forest District Local Plan 2016 – 2036

Policy SP.29: Water Conservation and Efficiency

Policy SP.31: Flood Risk Management

Policy SP.32: Sustainable Drainage Systems (SuDS)

Further Information

Department for Levelling Up, Housing and Communities, **Planning Practice Guidance**.

- **Planning Practice Guidance: Flood Risk and Coastal Change DEFRA (2015) Non-Technical SuDS Standards Susdrain**.

Environment Agency (2016) Guidance for run-of-river hydropower development.

Environment Agency, Flood Risk Standing Advice for England.

You can obtain information on which ‘flood zone’ your site is located in via the **Environment Agency** website

Environment Agency (2017) Flood Risk and Coastal Change: Climate change allowances for planning (SHWG area) – updated October 2021:

WestMidsPlanning@environment-agency.gov.uk

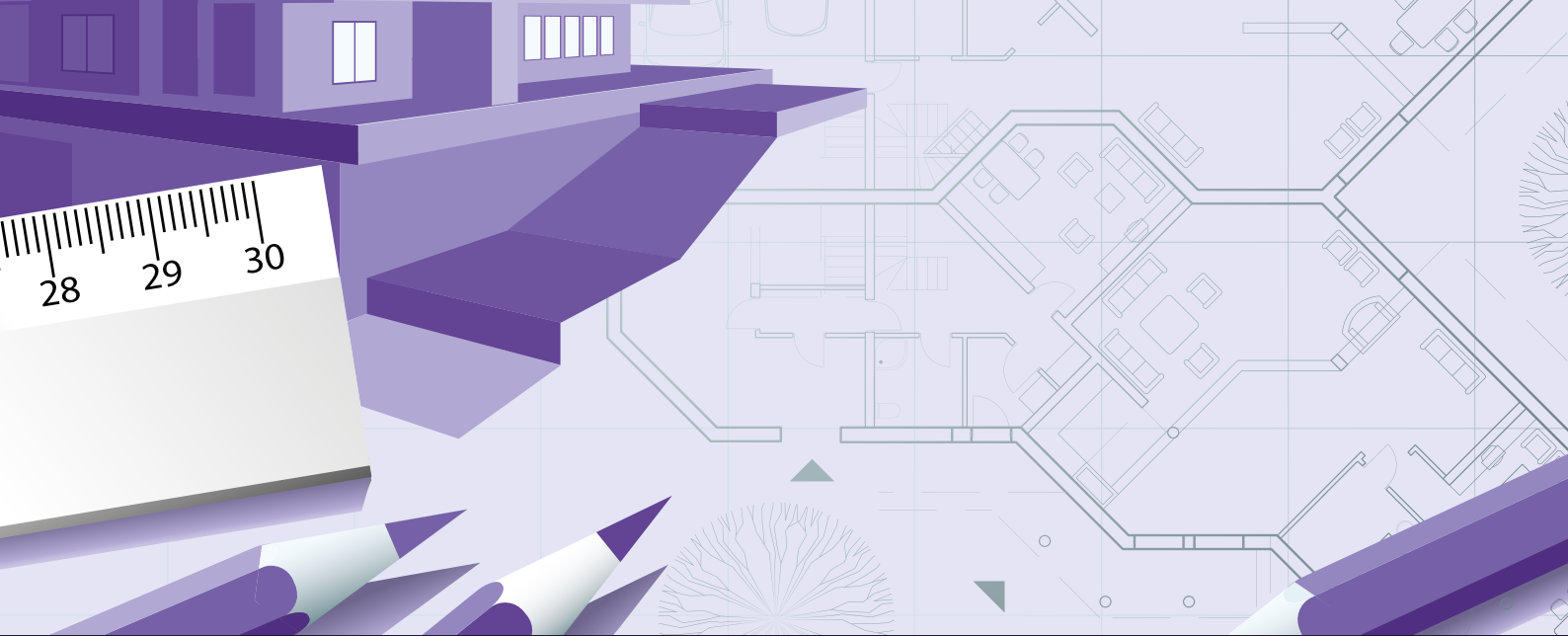
The Flood and Water Management Act (FWMA) (2010).

Worcestershire County Council (2018) Sustainable Drainage Design and Evaluation Guide.

Worcestershire County Council (2013) Worcestershire Green Infrastructure Strategy 2013-2018.

Applicants are encouraged to contact the **Lead Local Flood Authority, North Worcestershire Water**

Management and **South Worcestershire Land Drainage Partnership** prior to submitting their planning application.



Foul Sewage Drainage Strategy / Utilities Assessment

When might it be required?

A foul sewage assessment is required where an application proposes to connect a development to the existing drainage system or where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the main public sewer.

A utilities assessment is required where an application proposes to connect a development to existing utility services.

What should it include?

Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then the foul sewage assessment should also include details of the method of storage, treatment and disposal. A foul sewage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains sewage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show

that the alternative means of disposal are satisfactory. It should be noted that a Foul Drainage Assessment Form (available from the Environment Agency) may also be required, in particular where development involves non-mains drainage.

A utilities assessment should demonstrate:

- that, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community;
- that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;
- that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains; and
- where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 12: Achieving well-designed places

Section 14: Meeting the challenge of climate change, flooding and coastal change

Section 15: Conserving and enhancing the natural environment

Worcestershire Waste Core Strategy Policy WCS 1: Presumption in favour of sustainable development

Policy WCS 8: Site infrastructure and access Policy WCS 10: Flood risk and water resources

Policy WCS 11: Sustainable design and operation of facilities

Borough of Redditch Local Plan No. 4

Policy 15: Climate Change

Policy 17: Flood Risk Management

Policy 18: Sustainable Water Management

Bromsgrove District Plan 2011-2030

Policy BDP22: Climate Change Policy BDP23: Water Management

South Worcestershire Development Plan

Policy SWDP 28: Management of Flood Risk Policy SWDP 29: Sustainable Drainage Systems

Policy SWDP 30: Water Resources, Efficiency and Treatment

Wyre Forest District Local Plan 2016 – 2036

Policy SP.29: Water Conservation and Efficiency

Policy SP.30: Sewerage Systems and Water Quality

Policy SP.31: Flood Risk Management

Policy SP.32: Sustainable Drainage Systems (SuDS)

Further Information

Department for Levelling Up, Housing and Communities, Planning Practice Guidance.

Planning Practice Guidance: Water supply, wastewater and water quality

Environment Agency.

HM Government (2002, incorporating 2010 amendments) Building Regulations Approved Document Part H.

Note: applicants should discuss the specific details required with the relevant utility provider.



Geodiversity Assessment

When might it be required?

Where a proposed development requires investigation into the risks it poses to a designated site of geodiversity importance or a geodiversity feature (see

the Local Requirements for Designated Geodiversity Sites and Features: Criteria (Trigger List) for when a Survey and Assessment are required in Appendix 2).

What should it include?

The assessment should focus on:

- The geodiversity feature(s), on and in the vicinity of, the application site.
- How the protection and/or enhancement of the feature(s) has been incorporated into the overall design of development.
- Where harm to the feature(s) is likely the applicant must:
 - Identify the risks the proposal would have on the geodiversity feature(s);
 - Demonstrate how alternative designs or locations have been considered;
 - Demonstrate the measures proposed to mitigate the risks that have been identified; and
 - Demonstrate the measures proposed for the ongoing monitoring and reporting to ensure that the integrity of the geodiversity resource that is being protected is not compromised.

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 15: Conserving and enhancing the natural environment

Section 17: Facilitating the sustainable use of minerals

Worcestershire Waste Core Strategy

Policy WCS 9: Environmental assets

Borough of Redditch Local Plan No. 4

Policy 16: Natural Environment and Landscape

Bromsgrove District Plan 2011-2030

Policy BDP21: Natural Environment

South Worcestershire Development Plan

Policy SWDP 22: Biodiversity and Geodiversity

Wyre Forest District Local Plan 2016 – 2036

Policy SP.24: Protecting and Enhancing Geodiversity

Further information

Department for Levelling Up, Housing and Communities, **Planning Practice Guidance**.

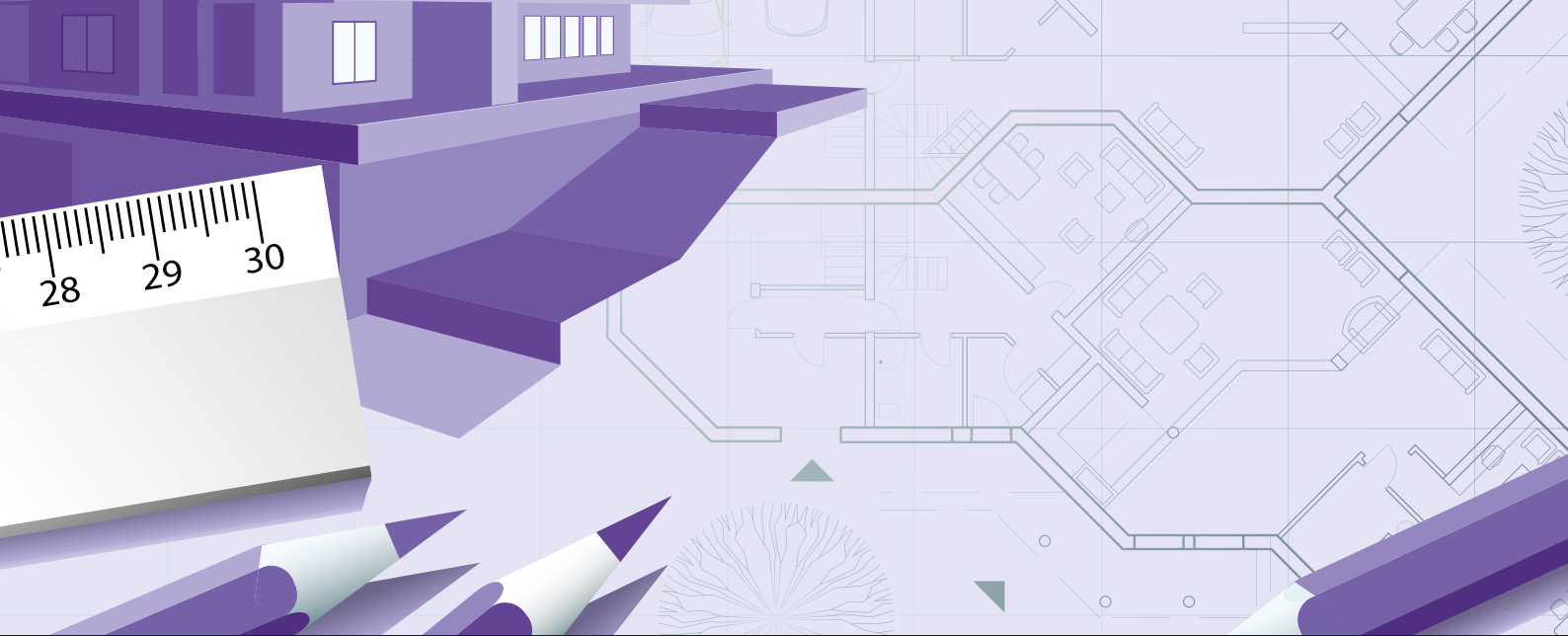
Planning Practice Guidance: Natural Environment

The County Council strongly advises potential applicants contact the **Herefordshire and Worcestershire Earth Heritage Trust**, email: **eht@worc.ac.uk** to discuss the potential of their proposal to affect any geological resource before submitting a planning application.

Natural England, Information on internationally and nationally designated sites:

Office of the Deputy Prime Minister (ODPM) (2005) **Circular 06/2005 Biodiversity and geological conservation – statutory obligations and their impact within the Planning System**.

Worcestershire County Council (2013) **Worcestershire Green Infrastructure Strategy 2013-2018**.



Heritage Statement

When might it be required?

A Heritage Statement will be required where the proposed development affects a heritage asset and/ or its setting. A Heritage Statement will be required in respect of proposals:

- Involving ground disturbance within an area of known or potential archaeological significance;
- Which would affect Scheduled Monuments or Registered Battlefields or their setting;
- Which would affect Listed Buildings or their setting;
- Within or which would affect a Conservation Area;
- Which would affect a Registered Historic Park and Garden or its setting; or
- Which would affect a historic building or structure registered on the county Historic Environment Record.

In the case of designated heritage assets, applicants should be aware of the need for other appropriate consents (Listed Building Consent or Scheduled Monument Consent) in addition to planning permission.

Advice on the need for Listed Building Consent should be sought from the relevant District Council

Conservation Officer. Advice on the need for Scheduled Monument Consent should be sought from **Historic England, Ancient Monuments Society** and/or the **County Historic Environment Planning Advisors**.

What should it include?

All Heritage Statements should include a Statement of Significance, setting out the designated and undesignated heritage assets and those identified at the plan making stage, which have an architectural, historic, archaeological or artistic interest. It should describe the significance of any heritage assets affected by the proposed development, including any contribution made by their setting. The level of detail should be proportionate to the importance of the heritage asset and no more than sufficient to understand the potential impact of the proposal on their significance.

As a minimum the County Historic Environment Record should be consulted and the heritage assets assessed using appropriate expertise where necessary. Further information regarding assessing the significance and impacts upon setting are considered in the following documents by Historic England:

Good Practice Advice in Planning Note 2 – Significance..

Good Practice Advice in Planning Note 3 – Setting.

Where a site, on which development is proposed, includes or has the potential to include heritage assets with archaeological interest, applicants will be required to submit an Archaeological Assessment. This will entail an appropriate desk-based assessment and, where necessary, a field evaluation as part of the Heritage Statement.

Early engagement with the County Historic Environment Planning Advisors should be sought to determine the scope of the Archaeological Assessment:

Desk Based Assessment

A Desk-Based Assessment (DBA) is a synthesis of all known records relating to a defined area in order to gauge its archaeological potential and understand how best to manage and protect it during development. The DBA will assess the quality and significance of known assets and the potential for unknown assets. It will determine the likely impact of the development and how this might be mitigated. A DBA is required where further information is needed to determine an effective mitigation strategy. DBAs are not normally the final product, even if no current records exist for the site, and it is likely that further field evaluation will be required.

Field Evaluation

A field evaluation is a defined programme of intrusive and/or non-intrusive fieldwork that determines

the presence or absence of archaeological features, structures, deposits or artefacts within a specified site. If such archaeological remains are present the field evaluation defines their character, extent, quality and state of preservation, and assesses the impact of the proposed development. These should be undertaken by fully qualified professionals.

Landscaping Scheme/Plans are also required to ensure the setting of designated heritage assets is protected and/or enhanced. Please refer to the 'Landscape Character Assessment and a Landscape and Visual Impact Assessment' section of this document.

Structural Surveys are also required when demolition of a designated heritage asset is proposed on the grounds it is structurally unsound. Please refer to the 'Structural Survey' section of this document.

Planning Policy/Legislation Drivers

The Planning (Listed Buildings and Conservation Areas) Regulations 1990

National Planning Policy Framework

Section 12: Achieving well-designed places

Section 16: Conserving and enhancing the historic environment

Section 17: Facilitating the sustainable use of minerals

National Planning Policy for Waste

Appendix B

Worcestershire Waste Core Strategy

Policy WCS 9: Environmental assets Policy WCS 12: Local Characteristics Policy WCS 14: Amenity

Borough of Redditch Local Plan No. 4

Policy 36: Historic Environment

Policy 37: Historic Buildings and Structures Policy 38: Conservation Areas

Bromsgrove District Plan 2011-2030

Policy BDP20: Managing the Historic Environment

South Worcestershire Development Plan

Policy SWDP 6: Historic Environment

Wyre Forest District Local Plan 2016 – 2036

Policy SP.20: Quality Design and Local Distinctiveness

Policy SP.21 - Historic Environment

Policy DM.23: Safeguarding the Historic Environment

Policy DM.24: Quality Design and Local Distinctiveness

Further Information

Department of Levelling Up, Housing and Communities, **Planning Practice Guidance.**

Planning Practice Guidance: Conserving and enhancing the historic environment

Historic England (2008) Conservation Principles, Policies and Guidance.

Historic England (2020) Mineral Extraction and Archaeology: A Practice Guide.

Historic England (2015) Good Practice Advice in Planning Note 2 – Significance.

Historic England (2017) Good Practice Advice in Planning Note 2 – Setting.

Historic England, Charter for Advisory Services.

Historic England, Planning.

Planning (Listed Buildings and Conservation Areas) Act 1990.

Worcestershire Archive and Archaeology Service.

Worcestershire Archive and Archaeology Service (2012) Information for Agents and Applicants regarding the Historic Environment and Planning.

Worcestershire Archive and Archaeology Service (2019) Standards and Guidelines for Archaeological Projects in Worcestershire.

Worcestershire Archive and Archaeology Service Historic Environment Records

Landscape and Visual Impact Assessment

When might it be required?

A Landscape and Visual Impact Assessment will be required for all development proposals that, due to their scale or location, are likely to have significant visual impacts. A Landscape and Visual Impact Assessment

will also likely be required for proposals within or visible from an Area of Outstanding Natural Beauty (AONB)

e.g. Malvern Hills and Cotswold AONBs or any other Landscape Area designated in a District Council Core Strategy or Local Plan.

What should they include?

The Landscape and Visual Impact Assessment (LVIA) should be carried out in accordance with the guidance provided by the Landscape Institute and the Institute of Environmental Management & Assessment as published in their Guidelines for Landscape and Visual Impact Assessment (third edition). The LVIA should identify where the proposed development can be seen from (and record this information on a map with accompanying photographs/photomontages from the various viewpoints), the extent to which those views would be occupied by the proposed development, the distance

of the viewpoint from the site and the degree of impact including whether views would focus on the proposed development due to proximity or whether the proposed development would form one element in a panoramic view. Measures of how any negative visual impacts will be mitigated, whilst retaining compatibility with the landscape character of the area must be included.

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 12: Achieving well-designed places

Section 13: Protecting Green Belt land

Section 14: Meeting the challenge of climate change, flooding and coastal change

Section 15: Conserving and enhancing the natural environment

Section 16: Conserving and enhancing the historic environment

Section 17: Facilitating the sustainable use of minerals

National Planning Policy for Waste

Appendix B

Worcestershire Waste Core Strategy

Policy WCS 9: Environmental assets

Policy WCS 11: Sustainable design and operation of facilities

Policy WCS 12: Local Characteristics Policy WCS 14: Amenity

Borough of Redditch Local Plan No. 4

Policy 16: Natural Environment Policy 36: Historic Environment Policy 39: Built Environment

Bromsgrove District Plan 2011-2030

Policy BDP1: Sustainable Development Principles Policy BDP19: High Quality Design

Policy BDP20: Managing the Historic Environment Policy BDP21: Natural Environment

South Worcestershire Development Plan

Policy SWDP 25: Landscape Character

Wyre Forest District Local Plan 2016 – 2036

Policy SP.20: Quality Design and Local Distinctiveness

Policy SP.21: Historic Environment

Policy SP.22: Landscape Character

Policy DM.22: Safeguarding the Green Belt

Policy DM.23: Safeguarding the Historic Environment

Policy DM.24: Quality Design and Local Distinctiveness Policy

DM.26: Landscaping and Boundary Treatment

Further Information

Department for Levelling Up, Housing and Communities, **Planning Practice Guidance:**

- **Planning Practice Guidance: Natural Environment - Landscape**
- **Planning Practice Guidance: Minerals - Restoration and aftercare of minerals sites - Landscape strategy**
- **Planning Practice Guidance: Minerals - Assessing environmental impacts from minerals extraction**

Cotswold Conservation Board (2018) Cotswold ANOB Management Plan 2018-2023.

Institute of Environmental Management & Assessment.

Landscape Institute.

The Landscape Institute and Institute of Environmental Management and Assessment (2013), **Guidelines for Landscape and Visual Impact Assessment (third edition).**

Malvern Hills Area of Outstanding Natural Beauty Partnership (2019) **Malvern Hills Area of Outstanding Natural Beauty Management Plan 2019-2024.**

Worcestershire County Council (2013) Planning and Development Advice Sheets.

Worcestershire County Council (2011) The Landscape Character Supplementary Guidance.

Worcestershire County Council (2012) Landscape Character Assessment (LCA).

Worcestershire County Council Landscape Services email: **landscape@worcestershire.gov.uk**



Land Stability Assessment

When might it be required?

For development that is proposed on or adjoining land which is known or suspected to be unstable; or potentially unstable land.

What should it include?

The assessment will need to take account of the potential hazard that such instability could create both to the proposed development itself and to the neighbouring area. The assessment should establish the nature and extent of the instability and any remedial measures required to deal with any instability.

Please note that the responsibility for securing a safe development rests with the developer and/or landowner.

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 15: Conserving and enhancing the natural environment

Section 17: Facilitating the sustainable use of minerals

National Planning Policy for Waste

Appendix B

Worcestershire Waste Core Strategy Policy WCS 11: Sustainable design and operation of facilities

South Worcestershire Development Plan

SWDP 31: Pollution and Land Instability

Wyre Forest District Local Plan 2016 – 2036

Policy SP.33: Pollution and Land Instability

Further Information

Department of Levelling Up, Housing and Communities, Planning Practice Guidance.

Planning Practice Guidance: Land stability

The Coal Authority, Guidance on Coal Mining Risk Assessments (CMRA)



Lighting Assessment

When might it be required?

For proposals involving the provision of external lighting and where it may have an impact upon the locality.

Examples include developments with sports lighting, in the vicinity of residential properties, heritage assets such as Listed Buildings, in a Conservation Area, in the open countryside or a canal corridor. A Lighting Assessment may also be required when there may be an adverse effect on biodiversity, for example lighting proposals which may adversely affect bat roosts or feeding/ commuting routes.

A Lighting Assessment may also be required for applications for consent to display an advertisement(s) by the County Council under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 (as amended), where the proposal includes illuminated signage or the installation of lighting.

The need for a Lighting Assessment will often depend upon the scale of the scheme and the sensitivity of the surrounding area. Applicants are advised to discuss the level of detail required with the County Planning Authority prior to submitting an application.

What should it include?

This should include a technical specification designed to ensure that nuisance, including light pollution and disability glare, and detrimental ecological impact from lighting is minimised/prevented.

The assessment should detail:

- A layout plan indicating the location of all light fixtures and beam orientation and spread patterns of illuminated areas with specified LUX levels;
- Elevation details showing the position of the lighting units (whether freestanding or attached to existing buildings or structures);
- A detailed performance specification of the equipment proposed; and
- The proposed times at which the lighting would be in use.

The Lighting Assessment and Ecological Assessment should inform each other where appropriate.

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 15: Conserving and enhancing the natural environment

National Planning Policy for Waste

Appendix B

Worcestershire Waste Core Strategy

Policy WCS 9: Environmental assets

Policy WCS 11: Sustainable design and operation of facilities

Policy WCS 14: Amenity

Borough of Redditch Local Plan No. 4

Policy 15: Climate Change Policy 16: Natural Environment Policy 39: Built Environment

Bromsgrove District Plan 2011-2030

Policy BDP19: High Quality Design Policy BDP21: Natural Environment Policy BDP22: Climate Change

South Worcestershire Development Plan

Policy SWDP 21: Design

Policy SWDP 22: Biodiversity and Geodiversity Policy SWDP 31: Pollution and Land Instability

Wyre Forest District Local Plan 2016 – 2036

Policy SP.20: Quality Design and Local Distinctiveness

Policy SP.22: Landscape Character

Policy SP.23: Protecting and Enhancing Biodiversity

Policy SP.33: Pollution and Land Instability

Policy DM.24: Quality Design and Local Distinctiveness

Further Information

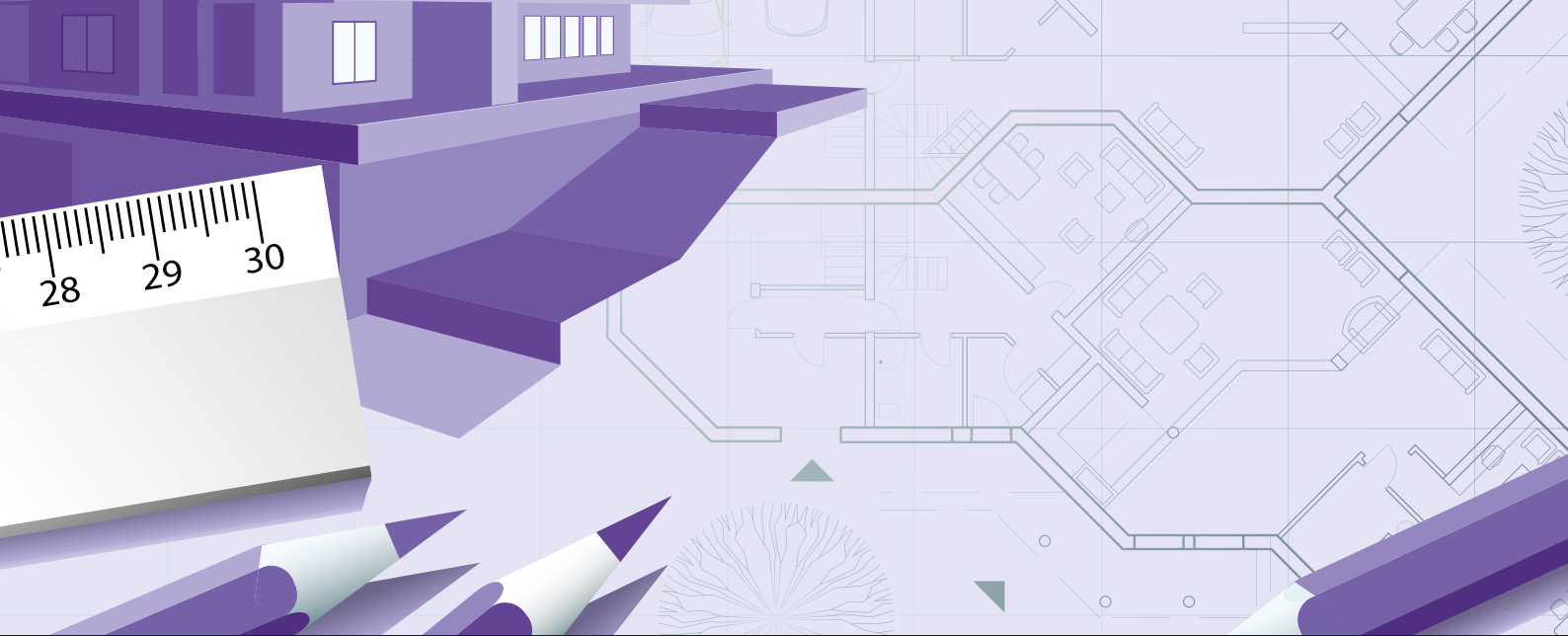
Department of Levelling Up, Housing and Communities, **Planning Practice Guidance**.

Planning Practice Guidance: Light pollution

Institution of Lighting Professionals (2021) Guidance Note 1 for the Reduction of Obtrusive Light.

International Commission on Illumination (CIE) (2013, 2014) UK and International Guidance on Lighting.

Worcestershire Regulatory Services (2020) Code of Best Practice for Demolition and Construction Sites (2nd Edition)



Mitigation and Monitoring of Emissions (Dust, Noise, Odours, Vibration)

When might it be required?

For all proposals that could involve processes and uses generating noise, dust, odours and vibrations.

What should it include?

All emissions should as far as possible be controlled and mitigated at source. A management strategy should be included with any proposal that would give rise to emissions setting out the measures proposed for their control and mitigation. The strategy should:

- Establish the baseline conditions of the existing climate around the site.
- Identify the operations that could lead to the generation of the emissions and, where relevant, provide Flues & Ventilation Extraction details.
- Indicate the change in baseline conditions resulting from the proposed development.
- Identify the receptors that could be affected by the emissions arising from the proposed operation.
- Recommend mitigation measures.
- Recommend proposals to monitor and report on emissions and enable effective response to any complaints.

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 14: Meeting the challenge of climate change, flooding and coastal change

Section 15: Conserving and enhancing the natural environment

Section 16: Conserving and enhancing the historic environment

Section 17: Facilitating the sustainable use of minerals

National Planning Policy for Waste

Appendix B

Worcestershire Waste Core Strategy Policy WCS 1: Presumption in favour of sustainable development

Policy WCS 9: Environmental assets

Policy WCS 10: Flood risk and water resources

Policy WCS 11: Sustainable design and operation of facilities

Policy WCS 12: Local Characteristics Policy WCS 14: Amenity

Borough of Redditch Local Plan No. 4

Policy 40: High Quality Design and Safer Communities

Bromsgrove District Plan 2011-2030

Policy BDP19: High Quality Design

South Worcestershire Development Plan

Policy SWDP31: Pollution and Land Instability

Wyre Forest District Local Plan 2016 – 2036

Policy SP.20: Quality Design and Local Distinctiveness

Policy SP.23: Protecting and Enhancing Biodiversity

Policy SP.33: Pollution and Land Instability

Policy SP.34: Minerals

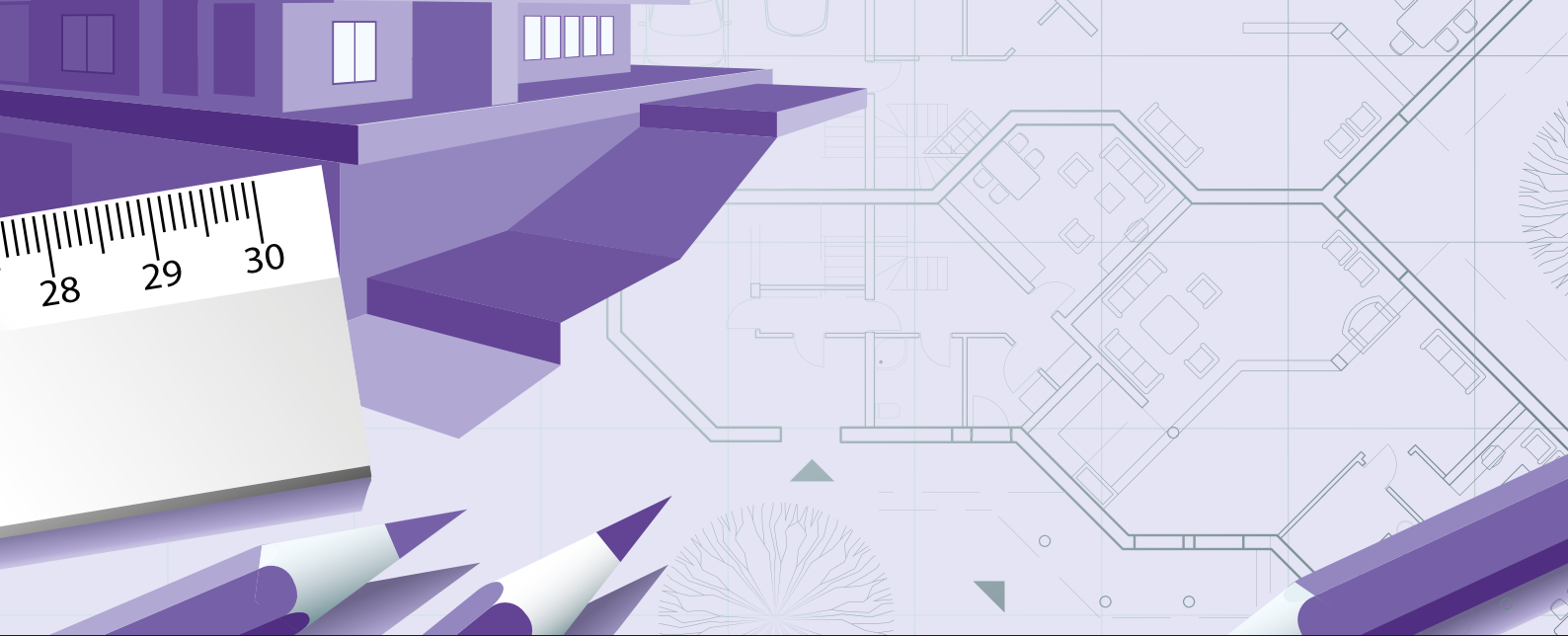
Policy DM.24: Quality Design and Local Distinctiveness

Further Information

Department of Levelling Up, Housing and Communities, **Planning Practice Guidance**.

- **Planning Practice Guidance: Noise**
- **Planning Practice Guidance: Minerals**
- **Planning Practice Guidance: Air Quality**

Worcestershire Regulatory Services (2019) Noise Technical Guidance.



Photographs and Photomontages

When might it be required?

Photographs and photomontages should be provided if the proposal involves the demolition of an existing building or for proposals affecting a Conservation Area or a Listed Building and its setting.

Photographs may also be submitted in support of applications for a Lawful Development Certificate for an existing use or operation or activity including those in breach of planning control.

Annotated photographs and photomontages may also be required for applications for consent to display an advertisement(s) by the County Council. Annotated photographs and photomontages may help to give an impression of how the proposed advertisement(s) would look on the site and how it would fit into the existing locality.

Photographs and photomontages provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene or landscape. Computer generated images may also be helpful.

What should they include?

Photographs and photomontages should be dated, numbered and cross-referenced to a plan, showing the site and its context in general and area of proposed change in detail.

For applications for a Lawful Development Certificate for an existing use or operation or activity, including those in breach of planning control, photographs should show the existing use, operation or activity, and be dated, numbered and cross-referenced to a plan.

For applications for consent to display an advertisement(s) by the County Council annotated photographs and photomontages should be dated, numbered and cross-referenced to a plan, showing the proposed advertisement(s) on the site and how it relates to its locality.

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 16: Conserving and enhancing the historic environment

Worcestershire Waste Core Strategy

WCS 12: Local characteristics

Borough of Redditch Local Plan No. 4

Policy 36: Historic Environment

Bromsgrove District Plan 2011-2030

Policy BDP20: Managing the Historic Environment

South Worcestershire Development Plan

Policy SWDP6: Historic Environment

Policy SWDP24: Management of the Historic Environment

Wyre Forest District Local Plan 2016 – 2036

Policy SP.20: Quality Design and Local Distinctiveness

Policy SP.21: Historic Environment

Policy SP.22: Landscape Character

Policy DM.23: Safeguarding the Historic Environment

Policy DM.24: Quality Design and Local Distinctiveness

Further Information

Department of Levelling Up, Housing and Communities, **Planning Practice Guidance**.

- **Planning Practice Guidance: Advertisements**
- **Planning Practice Guidance: Lawful development certificates**

Historic England, Charter for Advisory Services:



Planning Obligations

When might it be required?

Where appropriate, the submitted application should include a draft Section 106 legal agreement or unilateral undertaking. Applicants should clarify the County Council's requirements in pre-application discussions and confirm any planning obligations that they agree to provide.

A Planning Obligation must be:

- necessary to make the development acceptable in planning terms;
- directly related to the development; and
- fairly and reasonably related in scale and kind to the development.

What should they include?

This will be unique to the development proposal, but where Development Plan Documents contain policies that give details of likely planning obligation

requirements, the Council may require a statement of the proposed Heads of Terms to be submitted with the application. Heads of Terms will also be required to be submitted where this has been indicated as a result of the council providing written pre-application advice that Planning Obligation will be required. Where

relevant, environmental matters may be covered in such agreements, including:

- Arrangements for long-term monitoring of ground or surface water and landfill gas;
- Sustainable Drainage Systems (SuDS) adoption and maintenance agreements; and
- Financial contributions for environmental infrastructure such as:
 - New flood defences and/or maintenance of existing defences.
 - Flood warning provision.
 - Retrofitting water minimisation devices.

Planning Policy/Legislation Drivers

[Section 106 of the Town and County Planning Act 1990](#)

[Section 122 of the Community Infrastructure Levy Regulations 2010](#)

[Worcestershire Waste Core Strategy](#)

Policy WCS 15: Social and Economic Benefits

Borough of Redditch Local Plan No. 4

Policy 2: Settlement Hierarchy Policy 12: Open Space Provision Policy 16: Natural Environment

Policy 20: Transport Requirements for New Development Policy 28: Supporting Education, Training and Skills

Bromsgrove District Plan 2011-2030

Policy BDP6: Infrastructure Contributions **South Worcestershire Development Plan** Policy SWDP 62: Implementation

Wyre Forest District Local Plan 2016 – 2036

Policy SP.1: Spatial Development Strategy 2016 – 2036

Policy SP.23: Protecting and enhancing Biodiversity

Policy SP.26: Strategic Infrastructure

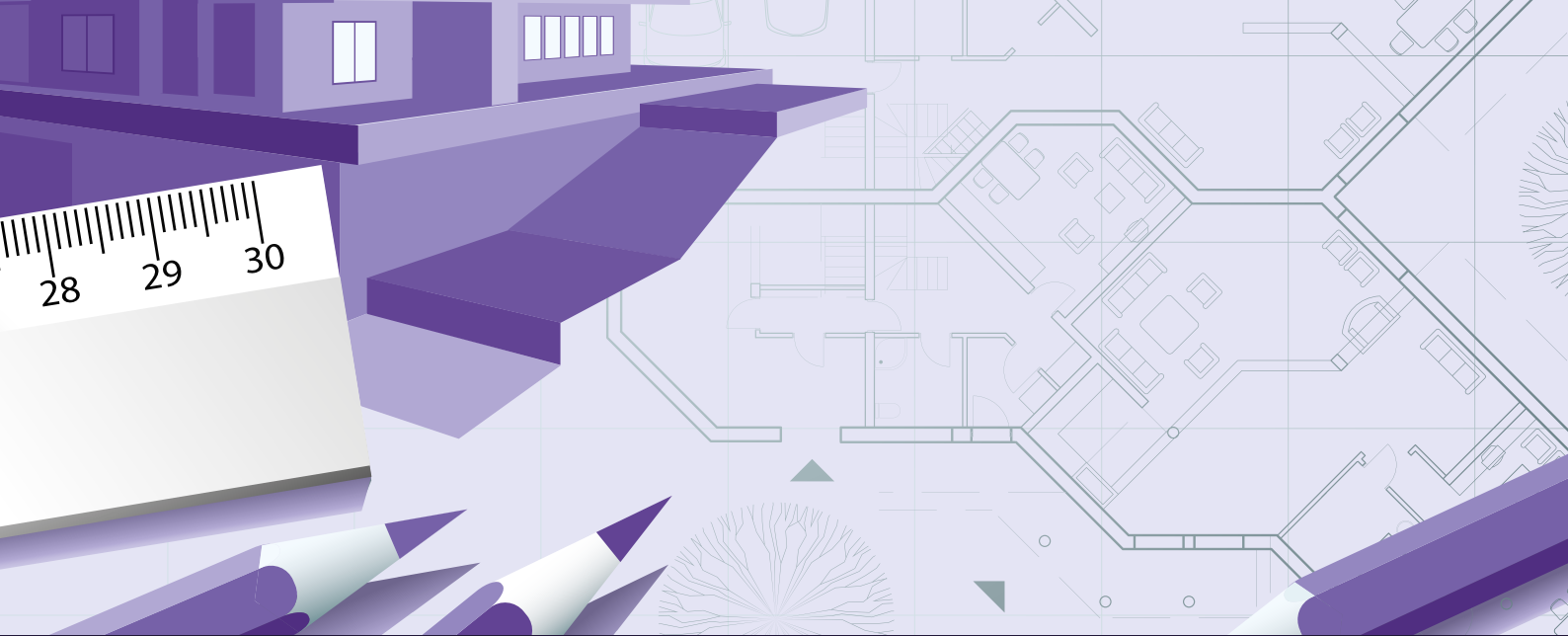
Policy SP.27: Transport and Accessibility in Wyre Forest

Policy DM.7: Open Space

Further Information

Department for Levelling Up, Housing and Communities, **Planning Practice Guidance:**

■ Planning Practice Guidance: Planning obligations



Planning Statement

When might it be required?

All planning applications should be accompanied by a Planning Statement.

What should it include?

The Planning Statement should include additional detail to that set out in the application form and any additional supporting information, such as Design and Access Statements. It should include an assessment of how the proposed development accords with policies in the development plan, national policy and guidance and any other technical guidance which may be of relevance. Where the proposal does not accord with a planning policy or policies this should be acknowledged and reasons should be given as to why the proposal should be granted planning permission. Where relevant, the Planning Statement should also include a justification of any departure from policy, including very special circumstances for the development if it is contrary to Green Belt policies. The Planning Statement should be proportionate to the size of the development and should be seen as an opportunity for the applicant to make a case for and to justify the proposal.

Planning Policy/Legislation Drivers

Section 38(6) of the Planning and Compulsory Purchase Act 2004 requires that all applications for planning permission be determined in accordance with the development plan unless other material considerations indicate otherwise.

Further Information

The development plan sets out the planning authority's policies and proposals for the development and use of land in their area and in Worcestershire. It comprises:

- **Worcestershire Waste Core Strategy 2012-2027**
- **Saved Policies in the adopted Hereford and Worcester County Minerals Local Plan 1997**
- **Borough of Redditch Local Plan No. 4 2011-2030**
- **Bromsgrove District Local Plan 2011-2030**
- **South Worcestershire Development Plan 2016**
- **Wyre Forest District Local Plan 2016 - 2036**

Together with 'made' (adopted) Neighbourhood Plans it should be noted that these Plans will be reviewed and new Plans adopted over time and, therefore, all applicants should discuss their proposals with Planning Officers to establish the planning policies relevant to their proposal as part of the pre-application discussions.



Playing Pitch Assessment

When might it be required?

Applications that include the loss of playing field space will need to include a Playing Pitch Assessment, which appraises the current and proposed pitch provision.

Existing open space, sports and recreational buildings and land should not be built on unless an assessment has been undertaken which has clearly shown the open space or the buildings and land to be surplus to requirements.

What should it include?

In the absence of a robust and up-to-date district- wide Playing Pitch Strategy, an applicant may seek to demonstrate through an independent assessment

that the land or buildings are surplus to requirements. Applicants will need to consult the local community and demonstrate that their proposals are widely supported by them.

Applicants are strongly advised to consult with Sport England prior to submitting a planning application to ascertain the type and level of detail required by Sport England in order for them to comment on the planning application. Applicants are also advised to adhere to Sport England's **Checklist of Recommended Information Requirements**.

The Sport England publication **A Sporting Future for the Playing Fields of England - Policy on planning applications for development on playing fields**, sets out the criteria against which applications will be assessed by Sport England.

Planning Policy/Legislation Drivers

National Planning Policy Framework Section 8: Promoting healthy and safe communities

Borough of Redditch Local Plan No. 4

Policy 12: Open Space Provision

Bromsgrove District Plan 2011-2030

Policy BDP25: Health and Wellbeing

South Worcestershire Development Plan

Policy SWDP 37: Built Community Facilities

Wyre Forest District Local Plan 2016 – 2036

Policy SP.16: Health and Wellbeing

Policy DM.7: Open Space

Further Information

Department of Levelling Up, Housing and Communities, **Planning Practice Guidance:**

■ **Planning Practice Guidance: Open space, sports and recreation facilities**

Sport England, A Sporting Future for the Playing Fields of England – Policy on planning applications for development on playing fields: **Sport England, Planning Applications.**



Structural Surveys

When might it be required?

Where an application involves the substantial or total demolition of a structure, particularly where a physically adjoining structure is to be retained or where justification is sought on the basis of its physical condition. Please also refer to the 'Heritage Statement' section of this document, where the demolition of a designated heritage asset is proposed.

What should it include?

Structural Surveys should include the condition of the existing building/structure and the extent of works involved. Such surveys must be carried out by a qualified building surveyor or suitably qualified person.

Planning Policy/Legislation Drivers

National Planning Policy Framework Section 16: Conserving and enhancing the historic environment

Worcestershire Waste Core Strategy

Policy WCS 9: Environmental assets

Borough of Redditch Local Plan No. 4

Policy 36: Historic Environment

Bromsgrove District Plan 2011-2030

Policy BDP20: Managing the Historic Environment

South Worcestershire Development Plan

Policy SWDP6: Historic Environment

Policy SWDP24: Management of the Historic Environment

Wyre Forest District Local Plan 2016 – 2036

Policy SP.20: Quality Design and Local Distinctiveness

Policy SP.21: Historic Environment

Policy DM.23: Safeguarding the Historic Environment

Further Information

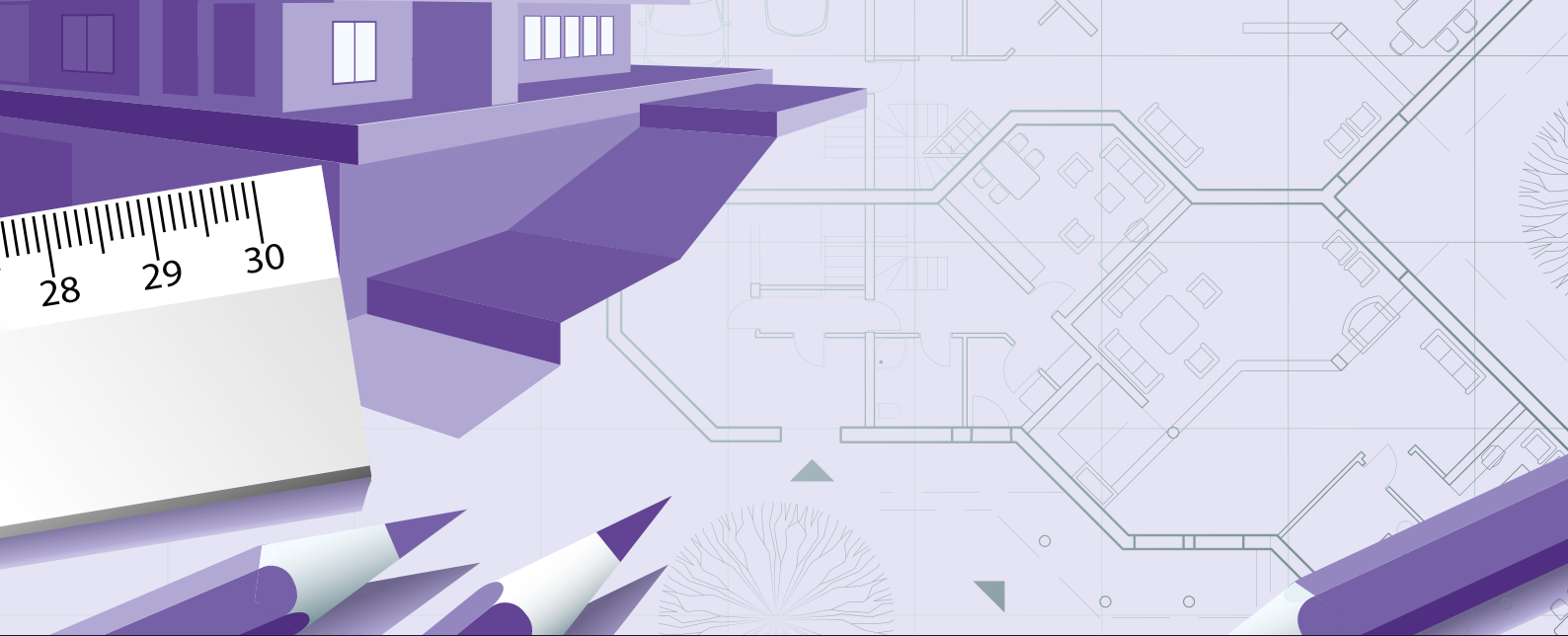
Building Research Establishment (BRE):

Department of Levelling Up, Housing and Communities, **Planning Practice Guidance**.

Planning Practice Guidance: Conserving and enhancing the historic environment

Historic England, Charter for Advisory Services:

The Institution of Structural Engineers (IStructE):



Surface Water Drainage Strategy

When might it be required?

A Drainage Strategy is required for all development that is likely to significantly increase or change patterns of surface water run-off and its impacts.

What should it include?

A surface water drainage strategy should include measures to show how surface water run-off will be dealt with within the application site area.

This should follow the Sustainable Drainage (SuDS) 'train' approach and should demonstrate that the total SuDS storage volume includes interception, attenuation, long-term and treatment storage volume requirements for the site. SuDS should be in place and commissioned prior to completion of the relevant phase that they are serving. Alternatively, consideration will need to be given to phasing of the development and the SuDS that need to be in place and commissioned, such as the attenuation basins/ponds on the principal receiving watercourse at the start of development.

Proposed minimum ground floor levels to be set at Design Flood Level (100 year + climate change + 600mm) or 150 to 300mm above adjacent ground level, whichever is greater.

Where an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s).

If a soakaway is to be used, proof of porosity test with accompanying calculations to prove its capability will be required.

Consideration should be given to greywater collection and usage.

The Lead Local Flood Authority's Surface Water Checklist (available in [Appendix 3](#)) can help in submitting the information required.

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 8: Promoting healthy and safe communities

Section 14: Meeting the challenge of climate change, flooding and coastal change

Section 15: Conserving and enhancing the natural environment

Worcestershire Waste Core Strategy

Policy WCS 1: Presumption in favour of sustainable development

Policy WCS 8: Site infrastructure and access Policy WCS 10: Flood risk and water resources

Policy WCS 11: Sustainable design and operation of facilities

Borough of Redditch Local Plan No. 4

Policy 15: Climate Change

Policy 17: Flood Risk Management

Policy 18: Sustainable Water Management

Bromsgrove District Plan 2011-2030

Policy BDP22: Climate Change Policy BDP23: Water Management

South Worcestershire Development Plan

Policy SWDP 28: Management of Flood Risk

Policy SWDP 29: Sustainable Drainage Systems

Policy SWDP 30: Water Resources, Efficiency and Treatment

Wyre Forest District Local Plan 2016 – 2036

Policy SP.31: Flood Risk Management

Policy SP.32: Sustainable Drainage Systems (SuDS)

Further Information

CIRIA (2015) The SuDS Manual (C753):

Department of Levelling Up, Housing and Communities, **Planning Practice Guidance:**

■ Planning Practice Guidance: Flood Risk and Coastal Change Environment Agency

HM Government (2002, incorporating 2010 amendments) **Building Regulations Approved Document Part H:**

■ Worcestershire County Council (2018) Sustainable Drainage Design and Evaluation Guide



Sustainability Statement

When might it be required?

A Sustainability Statement is required to accompany all development proposals.

What should it include?

This should outline the elements of the scheme that address sustainable development issues, including the positive environmental, social and economic implications. It should set out, amongst other things:

- The energy efficiency of the proposed development and consideration of options for renewable energy.
- Use of sustainable drainage systems and water efficiency and use.
- Water management – promoting resource efficiency.
- Use of previously developed land.
- How features of the site, such as topography and orientation have informed sustainable design principles.

Where appropriate a BREEAM (Building Research Establishment Environmental Assessment Method) rating should be provided for the development. The

statement should show the predicted energy demand of the proposed development and the degree to which the development meets current energy efficiency standards.

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 12: Achieving well-designed places

Section 14: Meeting the challenge of climate change, flooding and coastal change

Worcestershire Waste Core Strategy

Policy WCS 11: Sustainable design and operation of facilities

Borough of Redditch Local Plan No. 4

Policy 15: Climate Change Policy 39: Built Environment

Bromsgrove District Plan 2011-2030

Policy BDP19: High Quality Design

South Worcestershire Development Plan

Policy SWDP 21: Design

Policy SWDP 27: Renewable and Low Carbon Energy Policy SWDP 29: Sustainable Drainage Systems

Policy SWDP 30: Water Resources, Efficiency and Treatment

Wyre Forest District Local Plan 2016 – 2036

Policy 5A: Sustainable Development

Policy SP.20: Quality Design and Local Distinctiveness

Policy SP.27: Transport and Accessibility in Wyre Forest

Policy SP.29: Water Conservation and Efficiency

Policy SP.37: Renewable and Low Carbon Energy

Policy DM.24: Quality Design and Local Distinctiveness

Further Information

Department of Levelling Up, Housing and Communities, **Planning Practice Guidance:**

■ **Planning Practice Guidance: The importance of good design**

Building Research Establishment's Environmental Assessment Method (BREEAM)



Transport Assessment / Transport Statement

When might it be required?

Paragraph 110 of the National Planning Policy Framework sets out that all developments that generate significant amounts of transport movement should be supported by a Transport Statement or Transport Assessment.

Pre-application discussions are encouraged to agree what form of assessment will be required.

What should it include?

- the relevant Transport Assessment and Statement policies of the Local Plan;
- the scale of the proposed development and its potential for additional trip generation (smaller applications with limited impacts may not need a Transport Assessment or Statement);
- the potential impact of the proposed development on the Strategic Road Network (SRN);
- existing intensity of transport use and the availability of public transport;
- proximity to nearby environmental designations or sensitive areas;
- impact on other priorities/ strategies (such as promoting walking and cycling);
- the cumulative impacts of multiple developments within a particular area;
- whether there are particular types of impacts around which to focus the Transport Assessment or Statement (e.g. assessing traffic generated at peak times); and
- a Travel Plan.

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 9: Promoting sustainable transport

Worcestershire Waste Core Strategy

Policy WCS 8: Site infrastructure and access

Borough of Redditch Local Plan No. 4

Policy 19: Sustainable Travel and Accessibility

Bromsgrove District Plan 2011-2030

Policy BDP16: Sustainable Transport

South Worcestershire Development Plan

Policy SWDP 4: Moving Around South Worcestershire

Wyre Forest District Local Plan 2016 – 2036

Policy SP.27: Transport and Accessibility in Wyre Forest

Further Information

Guidance on **Transport Assessments and Transport Statements** can be found in the National Planning Practice Guidance and Local Guidance is available upon request.



Travel Plan

When might it be required?

Travel Plans will be required for all applications that are likely to have significant transport implications, and for any planning applications involving new schools or significant extensions to existing schools.

What should it include?

A Travel Plan should outline the way in which the transport implications of the development are going to be managed, in order to ensure that negative environmental, social and economic impacts

are minimised. It should include an appropriate implementation strategy, which should identify the Travel Plan Co-ordinator, the management arrangements for the Travel Plan and the development timetable. The strategy should also include activities for promoting the Travel Plan.

Travel Plans should include measures to encourage and promote more sustainable travel; this could include the following types of information:

- Reductions in car usage (particularly single occupancy travel);
- Measures to promote and facilitate public transport use;
- Measures to promote and facilitate walking and cycling;
- Consideration of restricting parking provision in appropriate cases (e.g. Town Centre locations); and
- Measures for monitoring and review.

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 9: Promoting sustainable transport

Worcestershire Waste Core Strategy

Policy WCS 8: Site infrastructure and access

Borough of Redditch Local Plan No. 4

Policy 19: Sustainable Travel and Accessibility

Bromsgrove District Plan 2011-2030

Policy BDP16: Sustainable Transport

South Worcestershire Development Plan

Policy SWDP 4: Moving Around South Worcestershire

Wyre Forest District Local Plan 2016 – 2036

Policy SP.27: Transport and Accessibility in Wyre Forest

Further Information

Department of Levelling Up, Housing and Communities, **Planning Practice Guidance:**

- **Planning Practice Guidance: Travel plans, transport assessments and statements**



Tree Survey / Arboricultural Statement

When might it be required?

Where development involves works that affect any trees or hedgerows within the application site or on land adjacent to it (including street trees).

What should it include?

The species, accurate canopy spread, and position of trees on and adjacent to the site should be shown on a site plan. This must indicate any trees that are to be felled or that will be affected by the proposed development. A schedule of trees on and adjacent to the site should accompany the drawing with each tree clearly numbered and including details of species, height, maturity, condition and recommendations for felling, tree surgery or any other treatment. A statement of measures to protect retained trees during works should also be submitted; this must be produced in line with the guidelines set out within “**The British Standards Institute BS 5837:2012 – Trees in relation to design, demolition and construction**”, and should be prepared by a qualified Arboriculturalist.

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 15: Conserving and enhancing the natural environment

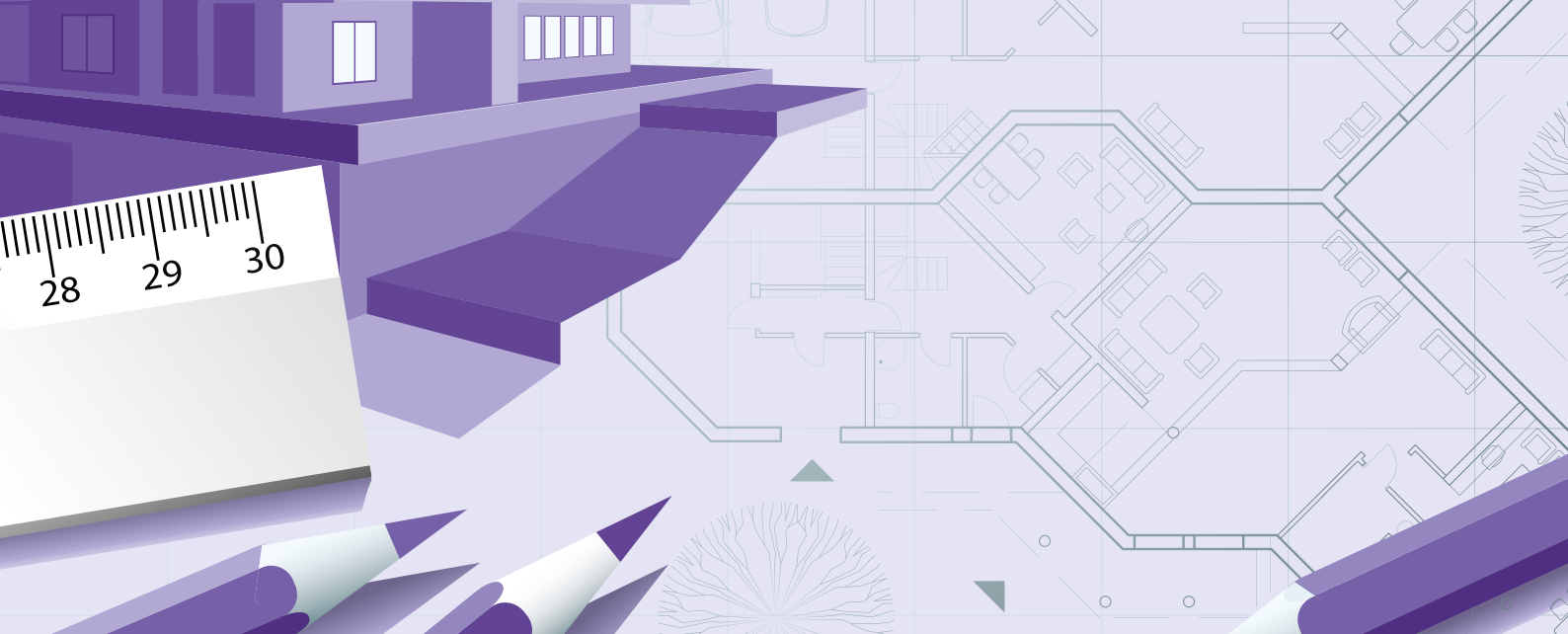
Further Information

Department of Levelling Up, Housing and Communities, Planning Practice Guidance:

■ Planning Practice Guidance: Tree Preservation Orders and trees in conservation areas

Arboricultural works may involve works that affect protected species – prospective applicants are advised to discuss their proposals with a suitably qualified ecologist.

British Standards Institution (BSI) (2012) BS 5837: 2012 Trees in Relation to Design, Demolition and Construction



Water Environment Hydrology / Hydrogeology Assessment

What should it include?

An investigation into the water environment (ground and surface water resources, including aquifers) should focus on:

- An assessment of the existing water environment at and in the vicinity of the site.
- Identification of the risk posed by the proposed development on the extant water environment.
- The measures proposed to mitigate the potential risks that have been identified.
- Proposals for ongoing monitoring and reporting to ensure that there is no impact on the water environment during the proposed operations.
- Monitoring of groundwater levels will need to be carried out over a period of time that encompasses at least a complete water year (October-September).
- Hydrogeomorphology Assessments to investigate the impact of development on watercourses.

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 15: Conserving and enhancing the natural environment

National Planning Policy for Waste

Appendix B

Worcestershire Waste Core Strategy

Policy WCS 10: Flood risk and water resources

Borough of Redditch Local Plan No. 4

Policy 16: Natural Environment

Bromsgrove District Plan 2011-2030

Policy BDP23: Water Management

South Worcestershire Development Plan

Policy SWDP 31: Pollution and Land Instability

Wyre Forest District Local Plan 2016 – 2036

Policy SP.30: Sewerage Systems and Water Quality

Policy SP.31: Flood Risk Management

Policy SP.32: Sustainable Drainage Systems (SuDS)

Policy SP.33: Pollution and Land Instability

Further Information

Department of Levelling Up, Housing and Communities, **Planning Practice Guidance:**

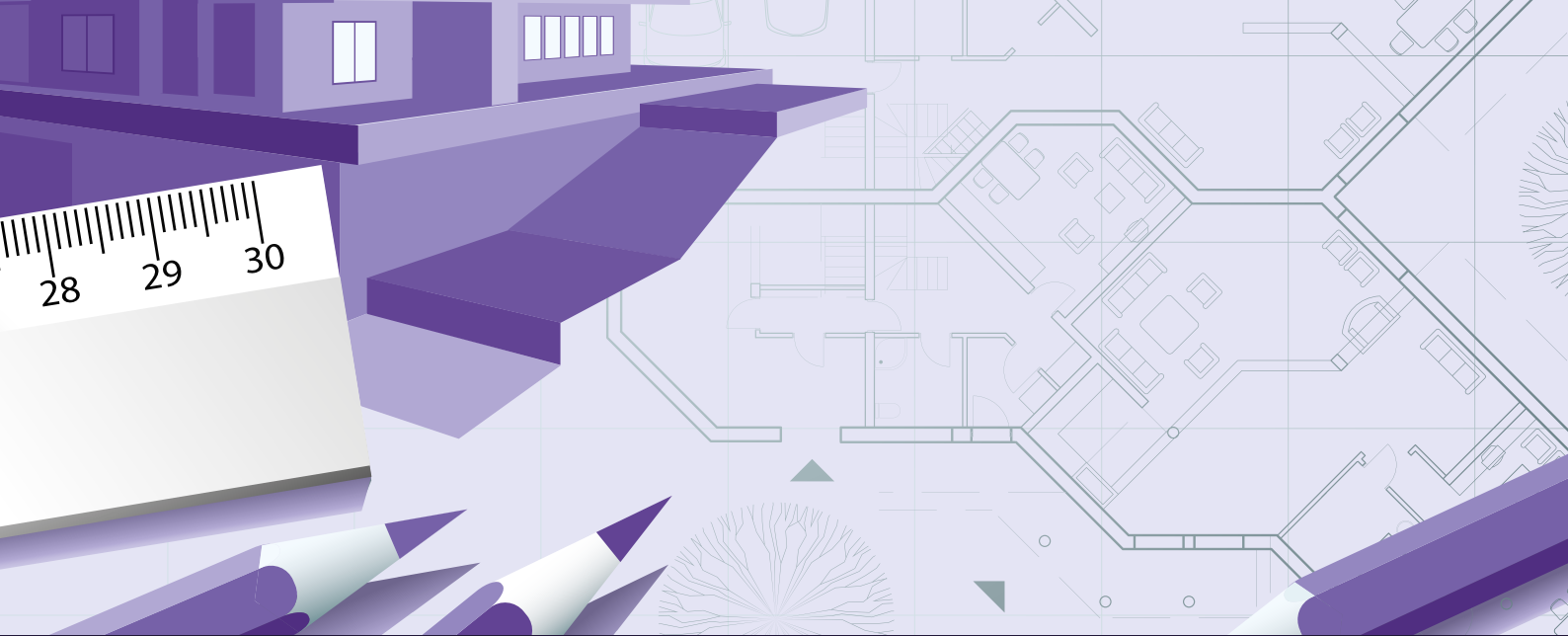
- Planning Practice Guidance: Information about the water environment
- **Planning Practice Guidance: Water supply, wastewater and water quality – considerations for planning applications**

The Council strongly advises potential applicants to contact the Environment Agency to discuss the potential impact of their proposals on the water environment before submitting an application for planning permission and make enquiries with Worcestershire Regulatory Services (WRS) in respect of Private Water Supplies in vicinity of the site.

Water Framework Directive (WFD):

Informative

Any works for new, or alterations to existing, structures or works that may affect flow along an ordinary watercourse may require an application for consent under Section 23 of the Land Drainage Act 1991. Early consultation is recommended as land drainage consents must be completed prior to works being commenced on site as they cannot be granted retrospectively.



Mineral Resource Assessment

When might it be required?

For all non-mineral development taking place in areas of Identified Minerals Deposits shown on the Proposals Map for the County of Hereford and Worcester Minerals Local Plan 1997. A mineral resource assessment will also be required for all non-mineral development taking place in Minerals Consultation Areas. Mineral resource assessments will not be required for the following types of development:

- Sites allocated in adopted Local Plans or 'made' (adopted) Neighbourhood Development Plans;
- Minor development within the curtilage of existing buildings such as:
 - replacement buildings
 - altered design of buildings
 - extensions to existing buildings
 - provision of driveways, garages, car parks, hard standings and non-habitable structures;
- Demolition of buildings;
- Applications for advertisement consent;
- Prior notifications;
- Certificates of Lawfulness of Existing Use or Development (CLEUD); and
- Certificates of Lawfulness of Proposed Use of Development (CLOPUD).

What should it include?

The mineral resource assessment should assess the scope for minerals extraction before development takes place. The assessment should outline how the non-mineral development would avoid the unnecessary sterilization of mineral resources within a Minerals Safeguarding Area (MSA) by demonstrating the following:

- The mineral concerned is no longer of any potential value;
- The mineral can be extracted satisfactorily prior to the development taking place; or
- The development is of a temporary nature and can be completed and the site restored to a condition that does not inhibit extraction within the timescales that the mineral is likely to be needed.

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 17: Facilitating the sustainable use of minerals

South Worcestershire Development Plan

Policy SWDP 32: Minerals

Wyre Forest District Local Plan 2016 – 2036

Policy SP.34: Minerals

Further Information

British Geological Society (2011) Mineral Safeguarding in England: Good Practice Advice:

County of Hereford and Worcester Minerals Local Plan (1997):

Department of Levelling Up, Housing and Communities, **Planning Practice Guidance: Planning Practice Guidance: Mineral Safeguarding**

Worcestershire County Council **Publication Version Minerals Local Plan (2019) and Examination:**

For Minerals Consultation Areas see South Worcestershire Development Plan, **Policies Map:**



Health Impact Assessment (HIA) Screening

A Health Impact Assessment (HIA) is a structured way of predicting the health implications of a planning proposal on a population. HIA should aim to enhance the positive aspects of a proposal through assessment, while avoiding or minimising any negative impacts, with particular emphasis on disadvantaged sections of communities that might be affected.

HIA Screening is a process to determine the scale of health and wellbeing impacts generated by the development proposal.

In areas covered by the South Worcestershire Development Plan, a HIA Screening will be required for all major developments. They include:

- the winning and working of minerals or the use of land for mineral-working deposits;
- waste development;
- relevant developments where the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- relevant developments carried out on a site having an area of 1 hectare or more.

A HIA Screening should be undertaken and submitted to the County Planning Authority by the applicant. If the screening exercise identifies health and wellbeing impacts on the local population, the applicant may be asked to undertake and submit a full HIA.

It is advised that the HIA screening is undertaken at an early stage, ideally before a planning application has been submitted. Early dialogue with the County Planning Authority (such as through pre-application advice) will help establish the need and content of a potential HIA whilst minimising any delay in the planning application process.

The HIA Screening template (available in **Appendix 4**) can help in preparing this report. Guidance on the health and wellbeing considerations can be found in the **Planning for Health in South Worcestershire Supplementary Planning Document**.

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 8: Promoting healthy and safe communities

South Worcestershire Development Plan

Policy SWDP 1: Overarching Sustainable Development Principles

Policy SWDP 4: Moving Around South Worcestershire Policy SWDP 5: Green Infrastructure

Policy SWDP 10: Protection and Promotion of Centres and Local Shops

Policy SWDP 11: Vale of Evesham Heavy Goods Vehicles Control Zone

Policy SWDP 14: Market Housing Mix

Policy SWDP 15: Meeting Affordable Housing Needs

Policy SWDP 20: Housing to Meet the Needs of Older People

Policy SWDP 21: Design

Policy SWDP 26: Telecommunications and Broadband Policy SWDP 27: Renewable and Low Carbon Energy Policy
SWDP 28: Management of Flood Risk

Policy SWDP 29: Sustainable Drainage Systems

Policy SWDP 30: Water Resources, Efficiency and Treatment

Policy SWDP 31: Pollution and Land Instability Policy SWDP 37: Built Community Facilities

Policy SWDP 39: Provision for Green Space and Outdoor Community Uses in New Development

Wyre Forest District Local Plan 2016 – 2036

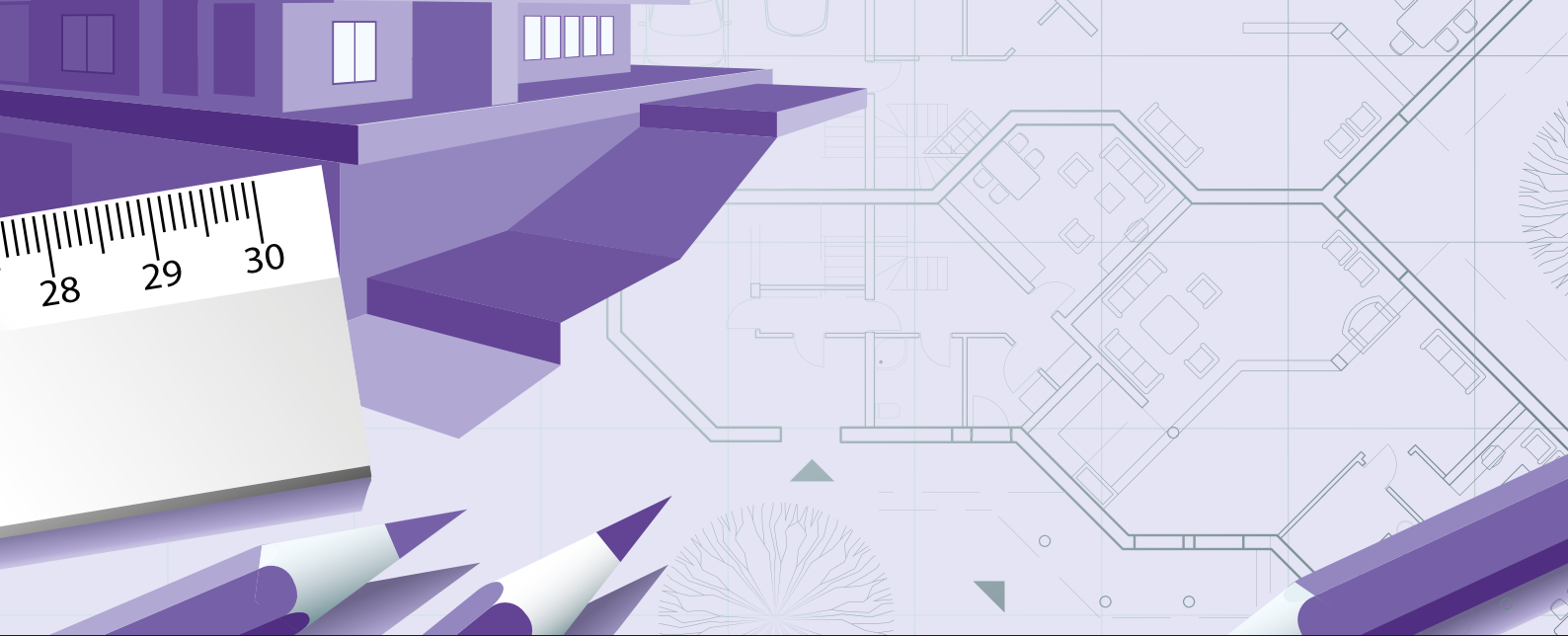
Policy SP.16: Health and Wellbeing

Further Information

Planning for Health in **South Worcestershire Supplementary Planning Document:**

Department of Levelling Up, Housing and Communities, Ministry of Housing, Communities and Local Government, **Planning Practice Guidance:**

■ Planning Practice Guidance: Health and Wellbeing



Checklist 1: County Councils Own Developments

For Applications for Development by the County Council under Regulation 3 of the Town & Country Planning General Regulations 1992

OR

For Applications for Approval of Reserved Matters Following Outline Application (Development by the County Council under Regulation 3 of the Town & Country Planning General Regulations 1992 only)

3 copies of the application form, plans and supporting information should be submitted to the County Planning Authority, unless submitted electronically.

We reserve the right to request further information that we think is necessary in order to determine the application³.

For further information on any of the items below please contact the Development Management Team, email: devcontrolteam@worcestershire.gov.uk

It is strongly advised that you have a pre-application discussion with a member of the Development Management Team before submitting your application.

Forms

1APP Form: to access the form directly visit [Planning Portal](#)

What information is required?

- All relevant questions answered correctly
- Completed Ownership Certificates
- All signed and dated

Plans

Location plan

- Scale 1:1250 or 1:2500

³ Regulation 4 of the Town and Country Planning [Applications] Regulations 1988 enables local planning authorities to direct applicants to supply any further information, plans and drawings necessary to enable applications to be determined.

- Scaled to fit onto A4 or A3 size paper

Where relevant, the following information should be shown:

- Based on an up-to-date map.
- Identify roads and/or buildings on land adjoining the application site.
- A red line should be drawn around the application site. It should include all land necessary to carry out the proposed development, for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.
- A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

Existing and Proposed Site Plan

- Scale 1:500 or 1:200

Where relevant, the following information should be shown:

- The proposed development in relation to the site boundaries and other existing building on the site.
- The buildings and roads on land adjoining the site including access arrangements.
- Public rights of way crossing or adjoining the site and any diversions.
- All landscaping features including trees and hedges.
- The extent and type of any hard surfacing.
- Boundary treatment including walls or fencing.
- Features of biodiversity and geodiversity interest.
- Layout of outdoor games/sports areas.
- Details of any external flood lighting.
- Parking and access during construction and operation.

Existing and Proposed Elevations

- Scale 1:50 or 1:100

Where relevant, the following information should be shown:

- All sides of the proposal (including bank elevations).
- Construction materials and boundary treatment specification.
- The relationship between adjoining buildings or buildings in close proximity and detail the positions of openings on each property.

Existing and Proposed Floor Plans

- Scale 1:50 or 1:100

Where relevant, the following information should be shown:

- Any buildings or walls to be demolished.
- Floor plan

Existing and Proposed Site Sections and Finished Floor and Site Levels

- Scale 1:50 or 1:100

Where relevant, the following information should be shown:

- Cross sections through the proposed buildings.
- Relationship to neighbours and existing development.
- Existing site levels and finished floor levels.

Roof plans

- Scale 1:50 or 1:100

Where relevant, the following information should be shown:

- Shape of the roof
- Roofing materials and location

Landscaping Plan

- Scale 1:500 or 1:250

Where relevant, the following information should be shown:

- Existing trees and hedgerows to be retained and removed.
- Species type, number, size and location of all new planting.
- Details of fences and hard and soft landscaping, including changes of level.

Assessments

Air quality assessment: This information is required when application proposals impact air quality or are potential pollutants.

Biodiversity Surveys and Reports: This information is required when there are protected and priority species, sites designated for their local, national or international importance for nature conservation, important habitats or other biodiversity features on the site or land adjacent to it.

Chimney Stack Height Determination: This information is required when a proposed development is for a furnace requiring approval by Local Authority for associated chimney height under section 14 and 15 of the Clean Air Act 1993, an application for approval of the Chimney Stack Height is required.

Coal Mining Risk Assessment: This information is required for all non-housebuilder applications which fall within the Coal Mining Development Referral Areas as defined by The Coal Authority and held by the Local Planning Authority.

Consultation Statement: This information is required for any proposal involving pre-application engagement with the public should include a Statement of Community Involvement.

Contaminated Land Assessment: This information is required for development on land that has the potential to be contaminated.

Design and Access Statement: This information is not required for all developments, please refer to The Town and Country Planning (Development Management Procedure) (England) Order 2015, as amended for when it is required.

Environmental Statement: This information is required for certain types of projects as set out in the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.

Flood Risk Assessment: This information is required for development proposals of 1 hectare or greater in flood zone 1 and for all proposals for new development located in flood zones 2 and 3.

Foul Sewage Drainage Strategy/Utilities Assessment: This information is required for applications proposing connections to the existing drainage system or involving the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer. Also, for applications proposing connections to existing utility services.

Geodiversity Assessment: This information is required where a proposed development requires investigation into the risks it poses to a designated site of geodiversity importance or a geodiversity feature within the application site.

Heritage Statement: This information is required where a proposal is in an archaeologically sensitive area or has the potential to impact upon the setting of a heritage asset(s).

Landscape and Visual Impact Assessment: This information is required for all proposals, that due to their scale or location are likely to have significant visual impacts.

Land Stability Assessment: This information is required for developments that are proposed on land which is known or suspected to be unstable or on potentially unstable land.

Lighting Assessment: This information is required for developments involving the provision of external lighting, where it may have an impact upon the locality, in particular developments with sports lighting, for developments near residential property, heritage assets such as Listed Buildings, in Conservation Areas, in the open countryside, or has the potential to impact upon wildlife, or is within 150 metres of a canal corridor.

Mitigation and Monitoring of Emissions (Dust, Noise, Odours, Vibration): This information is required for all proposals that will involve processes generating noise, dust, odours and vibrations.

Photographs and Photomontages: This information is required for proposals that involve the demolition of an existing building or for proposals affecting heritage assets.

Planning Statement: This information is required for all planning applications.

Playing Pitch Assessment: This information is required for all applications that include the loss of playing field space.

Structural Surveys: This information is required where an application involves the substantial or total demolition of a structure, particularly where a physically adjoining structure is to be retained, or where justification is sought on the basis of its physical condition.

Surface Water Drainage Strategy: This information is required for all development that is likely to significantly increase or change patterns of surface water run-off and its impacts.

Sustainability Statement: This information is required for all proposals.

Transport Assessment/Transport Statement: This information is required where the proposed development has significant transport implications. For smaller schemes a Transport Statement is required.

Travel Plan: This information is required for all applications which are likely to have significant transport implications.

Tree Survey/Arboricultural Statement: This information is required where development involves works that affect any trees or hedgerows within the application site or on land adjacent to it.

Water Environment Hydrology/Hydrogeology Assessment: This information is required for all development which involves disturbance to the ground that could affect the water table and the movement of water under and around the site or involves the use of materials and processes that could result in pollution of the water environment.

Mineral Resource Assessment: This information is required for all non-mineral development taking place in areas of Identified Minerals Deposits shown on the Proposals Map for the County of Hereford and Worcester Minerals Local Plan 1997.

Health Impact Assessment (HIA) Screening: This information is required in areas covered by the South Worcestershire Development Plan, a HIA Screening will be required for all major developments.

FEES

See the [County Council's planning webpages](#) or contact the Development Management Team, email: devcontrolteam@worcestershire.gov.uk for up to date fees.



Checklist 2: Outline Planning Applications

For Outline Planning Applications with Some or All Matters Reserved (Development by the County Council under Regulation 3 of the Town & Country Planning General Regulations 1992 only)

Note: With an application for outline planning permission detailed consideration will always be required on the amount of development. In addition, even if layout, scale and access are reserved, an application will still require a basic level of information on these issues in the application.

3 copies of the application form, plans and supporting information should be submitted to the County Planning Authority, unless submitted electronically.

We reserve the right to request further information that we think is necessary in order to determine the application⁴.

For further information on any of the items below please contact the **Development Management Team**, email: devcontrolteam@worcestershire.gov.uk

It is strongly advised that you have a pre-application discussion with a member of the Development Management Team before submitting your application.

Forms

1APP Form: to access the form directly visit [Planning Portal](#)

What information is required?

- All relevant questions answered correctly
- Completed Ownership Certificates
- All signed and dated

Plans

Location Plan

Scale 1:1250 or 1:2500

Scaled to fit onto A4 or A3 size paper

⁴ Regulation 4 of the Town and Country Planning [Applications] Regulations 1988 enables local planning authorities to direct applicants to supply any further information, plans and drawings necessary to enable applications to be determined.

Where relevant, the following information should be shown:

- Based on an up-to-date map
- Identify roads and/or buildings on land adjoining the application site
- A red line should be drawn around the application site. It should include all land necessary to carry out the proposed development, for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings
- A blue line should be drawn around any other land owned by the applicant, close to or adjoin the application site

Block Plan of the site

Scale 1:100 or 1:200

Where relevant, the following information should be shown:

- Site boundaries
- Type and height of boundary treatment (e.g. walls, fences)
- Position of any buildings or structures on the other side of boundaries, where these could influence or be affected by the proposed development

Indicative Site Layout Plans

Where relevant, the following information should be shown:

- The uses for the development and any distinct development zones within the site identified
- The amount of development proposed for each use
- Scale parameters giving an indication of the upper and lower limits for height, width and length of each building within the site boundary
- Indicative access points, showing an area or areas in which access points to the site will be situated

Other plans

Covering matters which are not reserved for subsequent approval

Assessments

Air Quality Assessment: This information is required when application proposals impact air quality or are potential pollutants.

Biodiversity Surveys and Reports: This information is re required when there are protected and priority species, sites designated for their local, national or international importance for nature conservation, important habitats or other biodiversity features on the site or land adjacent to it.

Chimney Stack Height Determination: This information is required when a proposed development is for a furnace requiring approval by Local Authority for associated chimney height under section 14 and 15 of the Clean Air Act 1993, an application for approval of the Chimney Stack Height is required.

Coal Mining Risk Assessment: This information is required for all non-housebuilder applications which fall within the Coal Mining Development Referral Areas as defined by The Coal Authority and held by the Local Planning Authority.

Consultation Statement: This information is required for any proposal involving pre-application engagement with the public should include a Statement of Community Involvement.

Contaminated Land Assessment: This information is required for development on land that has the potential to be contaminated.

Design and Access Statement: This information is not required for all developments, please refer to The Town and Country Planning (Development Management Procedure) (England) Order 2015, as amended for when it is required.

Environmental Statement: This information is required for certain types of projects as set out in the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.

Flood Risk Assessment: This information is required for development proposals of 1 hectare or greater in flood zone 1 and for all proposals for new development located in flood zones 2 and 3.

Foul Sewage Drainage Strategy/Utilities Assessment: This information is required for applications proposing connections to the existing drainage system or involving the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer. Also, for applications proposing connections to existing utility services.

Geodiversity Assessment: This information is required where a proposed development requires investigation into the risks it poses to a designated site of geodiversity importance or a geodiversity feature within the application site.

Heritage Statement: This information is required where a proposal is in an archaeologically sensitive area or has the potential to impact upon the setting of a heritage asset(s).

Landscape and Visual Impact Assessment: This information is required for all proposals, that due to their scale or location are likely to have significant visual impacts.

Land Stability Assessment: This information is required for developments that are proposed on land which is known or suspected to be unstable or on potentially unstable land.

Lighting Assessment: This information is required for developments involving the provision of external lighting, where it may have an impact upon the locality, in particular developments with sports lighting, for developments near residential property, heritage assets such as Listed Buildings, in Conservation Areas, in the open countryside, or has the potential to impact upon wildlife, or is within 150 metres of a canal corridor.

Mitigation and Monitoring of Emissions (Dust, Noise, Odours, Vibration): This information is required for all proposals that will involve processes generating noise, dust, odours and vibrations.

Photographs and Photomontages: This information is required for proposals that involve the demolition of an existing building or for proposals affecting heritage assets.

Planning Statement: This information is required for all planning applications.

Playing Pitch Assessment: This information is required for all applications that include the loss of playing field space.

Structural Surveys: This information is required where an application involves the substantial or total demolition of a structure, particularly where a physically adjoining structure is to be retained, or where justification is sought on the basis of its physical condition.

Surface Water Drainage Strategy: This information is required for all development that is likely to significantly increase or change patterns of surface water run-off and its impacts.

Sustainability Statement: This information is required for all proposals.

Transport Assessment/Transport Statement: This information is required where the proposed development has significant transport implications. For smaller schemes a Transport Statement is required.

Travel Plan: This information is required for all applications which are likely to have significant transport implications.

Tree Survey/Arboricultural Statement: This information is required where development involves works that affect any trees or hedgerows within the application site or on land adjacent to it.

Water Environment Hydrology/Hydrogeology Assessment: This information is required for all development which involves disturbance to the ground that could affect the water table and the movement of water under and around the site or involves the use of materials and processes that could result in pollution of the water environment.

Mineral Resource Assessment: This information is required for all non-mineral development taking place in areas of Identified Minerals Deposits shown on the Proposals Map for the County of Hereford and Worcester Minerals Local Plan 1997.

Health Impact Assessment (HIA) Screening: This information is required in areas covered by the South Worcestershire Development Plan, a HIA Screening will be required for all major developments.

FEES

See the [County Council's planning webpages](#) or contact the Development Management Team, email: devcontrolteam@worcestershire.gov.uk for up to date fees.



Checklist 3: Mineral Working

For Applications to Carry Out Mineral Working and Associated Development

Note: If the restoration scheme involves landfill, the information required for applications for Waste Management Facilities (Landfill) should also be submitted.

3 copies of the application form, plans and supporting information should be submitted to the County Planning Authority, unless submitted electronically.

We reserve the right to request further information that we think is necessary in order to determine the application⁵.

For further information on any of the items below please contact the **Development Management Team**, email: devcontrolteam@worcestershire.gov.uk

It is strongly advised that you have a pre-application discussion with a member of the Development Management Team before submitting your application.

Forms

Standard Minerals Application Form: to access the form directly visit Worcestershire County Council, **Standard Minerals Application Form**

- What information is required?
- All relevant questions answered correctly
- Completed Ownership Certificate
- All signed and dated

Plans

All plans should be clearly titled and given a unique reference number. They should be dated and include the scale, a scale bar and the direction of north.

Proposal Context Plan

Scale 1:10,000 to 1:50,000

⁵ Regulation 4 of the Town and Country Planning [Applications] Regulations 1988 enables local planning authorities to direct applicants to supply any further information, plans and drawings necessary to enable applications to be determined.

Where relevant, the following information should be shown:

- The site location in the context of the surroundings such as nearby settlements, major road, significant watercourses and other landmarks

Location Plan

Scale 1:1250 or 1:2500 (although larger scale plans may be appropriate in some cases)

Scaled to fit onto A4 or A3 size paper

Where relevant, the following information should be shown:

- Based on an up-to-date map
- Identify roads and/or buildings on land adjoining the application site
- A red line should be drawn around the application site. It should include all land necessary to carry out the proposed development, for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings
- A blue line should be drawn around any other land owned by the applicant, close to or adjoin the application site

Existing & Proposed Site Plan(s)

Scale 1:500, 1:200 although larger scale plans may be appropriate in some cases

Where relevant, the following information should be shown:

- The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions
- The buildings and roads on land adjoining the site including access arrangements
- Public rights of way crossing or adjoining the site and any diversions
- All landscaping features, trees and hedges on the site
- The extent and type of any hard surfacing
- Boundary treatment including walls or fencing
- Location of underground services, overhead lines on the site
- Drainage ditches and controlled waters
- Features of biodiversity and geodiversity interest
- Features of archaeological interest
- Parking and access layout during construction and operation
- Pre-development contours over and within 250 metres of the site
- The position of boreholes and trial pits

Block Plan of the Site

Scale 1:100 or 1:200

Where relevant, the following information should be shown:

- Site boundaries
- Type and height of boundary treatment (e.g. walls, fences)

Existing and Proposed Elevations

Scale 1:50 or 1:100

Where relevant, the following information should be shown:

- All sides of the proposal (including blank elevations)
- Construction materials and boundary treatment specification
- The relationship between adjoining buildings or buildings in close proximity, and detail the positions of the openings on each property

Existing and Proposed Floor Plans

Scale 1:50 or 1:100

Where relevant, the following information should be shown:

- Any buildings or walls to be demolished
- Floor plan

Existing and Proposed Site Sections and Finished Floor and Site Levels

Scale 1:50 or 1:100

Where relevant, the following information should be shown:

- Cross section(s) through the proposed building(s)
- Relationship to neighbours and existing development
- Existing site levels and finished floor levels
- Proposed buildings and operational plant
- Proposed roads, paths and infrastructure

Roof Plans

Scale 1:50 or 1:100

Where relevant, the following information should be shown:

- Shape of the roof
- Roofing material and location

Sectional Drawings

Scale at least 1:2500

Where relevant, the following information should be shown:

- Existing and final restoration levels with an indication of any likely settlement
- Maximum depth of excavation
- Position of the quarry faces
- Maximum level of water table

Representative sections and borehole diagrams differentiating between topsoil, subsoil and overburden and a description of the characteristics and thickness of each, Also include the thickness and characteristics of the minerals to be extracted and any interbedded waste material that would need to be removed, the underlying geology and the position of the water table

Typical profiles and gradients of mounds of topsoil, overburden and mineral waste tips

Working Plans

At least Scale 1:2500

Where relevant, the following information should be shown:

- Limits of extraction – such boundaries should also allow a sufficient safety margin to protect rights of way, railway lines, buildings, watercourses etc that is intended to retain
- Location of all plant, buildings, ancillary structures (e.g. weighbridge, wheel cleaning, sheeting bays) and stockpiles including temporary or permanent mineral waste (and their proposed height)
- Location of storage bunds of soils and sub soils stripped from the land including details if type, location, height and volumes of the stored soils
- Direction of working and phasing of extraction and restoration estimated duration of each phase should also be given
- Proposals for landscaping the operations, including details of temporary bunds and any advance tree planting (include type, size, spacing and maintenance)
- Location of site drainage and discharge arrangements, and any diverted watercourses
- Details of proposal measures to divert, remove or avoid overhead lines or other services, such as pipelines
- Measures to close or divert public rights of way including footpaths and bridleways
- Location of proposed haul routes and conveyor systems
- Details of fencing and security arrangements
- Proposed parking and access layout for staff and visitors

Restoration and Aftercare and After-use plans

At least Scale 1:2500

Where relevant, the following information should be shown:

- Existing and proposed pre and post settlement contours across the whole site and within 250 metres of the site
- Landscaping proposals
- Site drainage and discharge arrangements
- Details of water areas including their location, water depth and method of controlling levels of water, typical bank gradients margins and treatment of the margins
- Public access routes and other facilities
- Where subsequent public access is to be provided, details of routes and other facilities and the timing of their provision

Assessments

Air Quality Assessment: This information is required when application proposals impact air quality or are potential pollutants.

Biodiversity Surveys and Reports: This information is re required when there are protected and priority species, sites designated for their local, national or international importance for nature conservation, important habitats or other biodiversity features on the site or land adjacent to it.

Chimney Stack Height Determination: This information is required when a proposed development is for a furnace requiring approval by Local Authority for associated chimney height under section 14 and 15 of the Clean Air Act 1993, an application for approval of the Chimney Stack Height is required.

Coal Mining Risk Assessment: This information is required for all non-housebuilder applications which fall within the Coal Mining Development Referral Areas as defined by The Coal Authority and held by the Local Planning Authority.

Consultation Statement: This information is required for any proposal involving pre-application engagement with the public should include a Statement of Community Involvement.

Contaminated Land Assessment: This information is required for development on land that has the potential to be contaminated.

Design and Access Statement: This information is not required for all developments, please refer to The Town and Country Planning (Development Management Procedure) (England) Order 2015, as amended for when it is required.

Environmental Statement: This information is required for certain types of projects as set out in the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.

Flood Risk Assessment: This information is required for development proposals of 1 hectare or greater in flood zone 1 and for all proposals for new development located in flood zones 2 and 3.

Foul Sewage Drainage Strategy/Utilities Assessment: This information is required for applications proposing connections to the existing drainage system or involving the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer. Also, for applications proposing connections to existing utility services.

Geodiversity Assessment: This information is required where a proposed development requires investigation into the risks it poses to a designated site of geodiversity importance or a geodiversity feature within the application site.

Heritage Statement: This information is required where a proposal is in an archaeologically sensitive area or has the potential to impact upon the setting of a heritage asset(s).

Landscape and Visual Impact Assessment: This information is required for all proposals, that due to their scale or location are likely to have significant visual impacts.

Land Stability Assessment: This information is required for developments that are proposed on land which is known or suspected to be unstable or on potentially unstable land.

Lighting Assessment: This information is required for developments involving the provision of external lighting, where it may have an impact upon the locality, in particular developments with sports lighting, for developments near residential property, heritage assets such as Listed Buildings, in Conservation Areas, in the open countryside, or has the potential to impact upon wildlife, or is within 150 metres of a canal corridor.

Mitigation and Monitoring of Emissions (Dust, Noise, Odours, Vibration): This information is required for all proposals that will involve processes generating noise, dust, odours and vibrations.

Photographs and Photomontages: This information is required for proposals that involve the demolition of an existing building or for proposals affecting heritage assets.

Planning Statement: This information is required for all planning applications.

Playing Pitch Assessment: This information is required for all applications that include the loss of playing field space.

Structural Surveys: This information is required where an application involves the substantial or total demolition of a structure, particularly where a physically adjoining structure is to be retained, or where justification is sought on the basis of its physical condition.

Surface Water Drainage Strategy: This information is required for all development that is likely to significantly increase or change patterns of surface water run-off and its impacts.

Sustainability Statement: This information is required for all proposals.

Transport Assessment/Transport Statement: This information is required where the proposed development has significant transport implications. For smaller schemes a Transport Statement is required.

Travel Plan: This information is required for all applications which are likely to have significant transport implications.

Tree Survey/Arboricultural Statement: This information is required where development involves works that affect any trees or hedgerows within the application site or on land adjacent to it.

Water Environment Hydrology/Hydrogeology Assessment: This information is required for all development which involves disturbance to the ground that could affect the water table and the movement of water under and around the site or involves the use of materials and processes that could result in pollution of the water

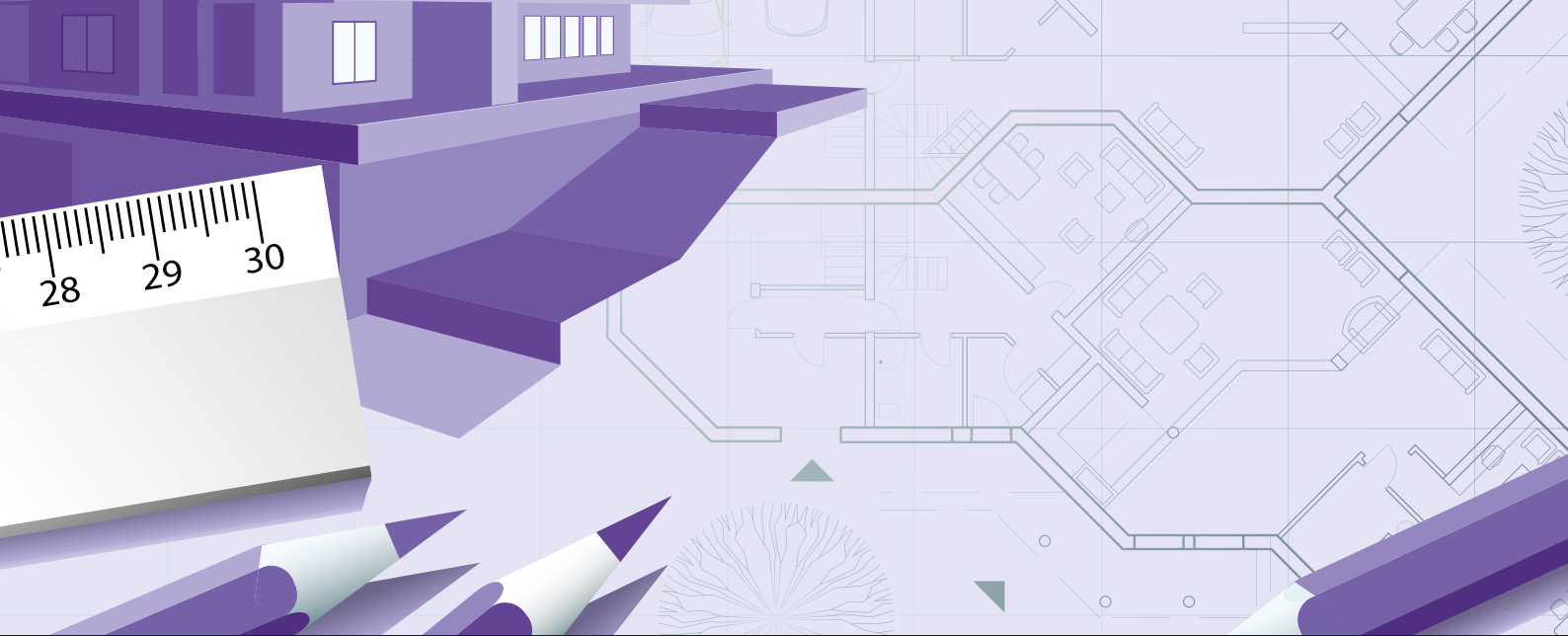
environment.

Mineral Resource Assessment: This information is required for all non-mineral development taking place in areas of Identified Minerals Deposits shown on the Proposals Map for the County of Hereford and Worcester Minerals Local Plan 1997.

Health Impact Assessment (HIA) Screening: This information is required in areas covered by the South Worcestershire Development Plan, a HIA Screening will be required for all major developments.

FEES

See the [County Council's planning webpages](#) or contact the Development Management Team, email: devcontrolteam@worcestershire.gov.uk for up to date fees.



Checklist 4: For Waste Management Facilities (Except Landfill)

3 copies of the application form, plans and supporting information should be submitted to the County Planning Authority, unless submitted electronically.

We reserve the right to request further information that we think is necessary in order to determine the application⁶.

For further information on any of the items below please contact the **Development Management Team**, email: devcontrolteam@worcestershire.gov.uk

It is strongly advised that you have a pre-application discussion with a member of the Development Management Team before submitting your application.

Forms

1APP Form: to access the form directly visit [Planning Portal](#)

What information is required?

- All relevant questions answered correctly
- Completed Ownership Certificates
- All signed and dated

Plans

Proposal Context Plan

Scale 1:10,000 to 1:50,000

Where relevant, the following information should be shown

The site location in the context of the surroundings such as nearby settlements, major roads, significant water courses and other landmarks

⁶ Regulation 4 of the Town and Country Planning [Applications] Regulations 1988 enables local planning authorities to direct applicants to supply any further information, plans and drawings necessary to enable applications to be determined.

The Location Plan

Scale 1:1250 or 1:2500

Scaled to fit onto A4 or A3

Where relevant, the following information should be shown

Based on an up-to-date map

Identify roads and/or buildings on land adjoining the application site

A red line should be drawn around the application site. It should include all land necessary to carry out the proposed development, for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings

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

Existing and Proposed Site Plan(s)

Scale 1:500, 1:200 or as appropriate (for larger applications we recommend scale 1:2500)

Where relevant, the following information should be shown

The proposed development in relation to the site boundaries and other existing buildings on the site

The buildings and roads on land adjoining the site including access arrangements

Public rights of way crossing or adjoining the site and any diversions

All landscaping features, trees and hedges on the site

The extent and type of any hard surfacing

Boundary treatment including walls or fencing

Location of underground services, overhead lines on the site

Drainage ditches and controlled waters

Features of biodiversity and geodiversity interest

Features of archaeological interest

Areas allocated for the storage, handling, processing and treatment of waste materials

Parking and access layout during construction and operation

Block Plan of the Site

Scale 1:100 or 1:200

Where relevant, the following information should be shown

Site boundaries

Type and height of boundary treatment (e.g. walls, fences)

Existing and Proposed Elevations

Scale 1:50 or 1:100

Where relevant, the following information should be shown

All sides of the proposal (including blank elevations)

Construction materials and boundary treatment specification

The relationship between adjoining buildings or buildings in close proximity, and detail the positions of the openings on each property

Existing and Proposed Floor Plans

Scale 1:50 or 1:100

Where relevant, the following information should be shown

Any buildings or walls to be demolished

Floor plan

Existing and Proposed Site Sections and Finished Floor and Site Levels

Scale 1:50 or 1:100

Where relevant, the following information should be shown

Cross section(s) through the proposed building(s)

Relationship to neighbours and existing development

Existing site levels and finished floor levels

Proposed buildings and operational plant

Proposed roads, paths and infrastructure

Roof Plans

Scale 1:50 or 1:100

Where relevant, the following information should be shown

Shape of the roof

Roofing material and location

Landscaping Plan

Scale 1:500 or 1:250

Where relevant, the following information should be shown

Existing trees and hedgerows to be retained and removed

Species type, number, size and location of all new planting

Details of fences and hard and soft landscaping, including changes of level

Assessments

Air Quality Assessment: This information is required when application proposals impact air quality or are potential pollutants.

Biodiversity Surveys and Reports: This information is re required when there are protected and priority species, sites designated for their local, national or international importance for nature conservation, important habitats or other biodiversity features on the site or land adjacent to it.

Chimney Stack Height Determination: This information is required when a proposed development is for a furnace requiring approval by Local Authority for associated chimney height under section 14 and 15 of the Clean Air Act 1993, an application for approval of the Chimney Stack Height is required.

Coal Mining Risk Assessment: This information is required for all non-housebuilder applications which fall within the Coal Mining Development Referral Areas as defined by The Coal Authority and held by the Local Planning Authority.

Consultation Statement: This information is required for any proposal involving pre-application engagement with the public should include a Statement of Community Involvement.

Contaminated Land Assessment: This information is required for development on land that has the potential to be contaminated.

Design and Access Statement: This information is not required for all developments, please refer to The Town and Country Planning (Development Management Procedure) (England) Order 2015, as amended for when it is required.

Environmental Statement: This information is required for certain types of projects as set out in the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.

Flood Risk Assessment: This information is required for development proposals of 1 hectare or greater in flood zone 1 and for all proposals for new development located in flood zones 2 and 3.

Foul Sewage Drainage Strategy/Utilities Assessment: This information is required for applications proposing connections to the existing drainage system or involving the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer. Also, for applications proposing connections to existing utility services.

Geodiversity Assessment: This information is required where a proposed development requires investigation into the risks it poses to a designated site of geodiversity importance or a geodiversity feature within the application site.

Heritage Statement: This information is required where a proposal is in an archaeologically sensitive area or has the potential to impact upon the setting of a heritage asset(s).

Landscape and Visual Impact Assessment: This information is required for all proposals, that due to their scale or location are likely to have significant visual impacts.

Land Stability Assessment: This information is required for developments that are proposed on land which is known or suspected to be unstable or on potentially unstable land.

Lighting Assessment: This information is required for developments involving the provision of external lighting, where it may have an impact upon the locality, in particular developments with sports lighting, for developments near residential property, heritage assets such as Listed Buildings, in Conservation Areas, in the open countryside, or has the potential to impact upon wildlife, or is within 150 metres of a canal corridor.

Mitigation and Monitoring of Emissions (Dust, Noise, Odours, Vibration): This information is required for all proposals that will involve processes generating noise, dust, odours and vibrations.

Photographs and Photomontages: This information is required for proposals that involve the demolition of an existing building or for proposals affecting heritage assets.

Planning Statement: This information is required for all planning applications.

Playing Pitch Assessment: This information is required for all applications that include the loss of playing field space.

Structural Surveys: This information is required where an application involves the substantial or total demolition of a structure, particularly where a physically adjoining structure is to be retained, or where justification is sought on the basis of its physical condition.

Surface Water Drainage Strategy: This information is required for all development that is likely to significantly increase or change patterns of surface water run-off and its impacts.

Sustainability Statement: This information is required for all proposals.

Transport Assessment/Transport Statement: This information is required where the proposed development has significant transport implications. For smaller schemes a Transport Statement is required.

Travel Plan: This information is required for all applications which are likely to have significant transport implications.

Tree Survey/Arboricultural Statement: This information is required where development involves works that affect any trees or hedgerows within the application site or on land adjacent to it.

Water Environment Hydrology/Hydrogeology Assessment: This information is required for all development which involves disturbance to the ground that could affect the water table and the movement of water under and around the site or involves the use of materials and processes that could result in pollution of the water environment.

Mineral Resource Assessment: This information is required for all non-mineral development taking place in areas of Identified Minerals Deposits shown on the Proposals Map for the County of Hereford and Worcester Minerals Local Plan 1997.

Health Impact Assessment (HIA) Screening: This information is required in areas covered by the South Worcestershire Development Plan, a HIA Screening will be required for all major developments.



Checklist 5: Landfill

For Applications for Waste Management Facilities (Landfill)

Note: Where the proposal involves ancillary/associated Waste Management facilities other than Landfill the information required for applications for Waste Management Facilities (except landfill) should also be submitted.

3 copies of the application form, plans and supporting information should be submitted to the County Planning Authority, unless submitted electronically.

We reserve the right to request further information that we think is necessary in order to determine the application⁷.

For further information on any of the items below please contact the Development Management Team, email: devcontrolteam@worcestershire.gov.uk

It is strongly advised that you have a pre-application discussion with a member of the Development Management Team before submitting your application.

Forms

1APP Form: to access the form directly visit [Planning Portal](#)

What information is required?

- All relevant questions answered correctly
- Completed Ownership Certificates
- All signed and dated

Plans

Proposal Context Plan

- Scale 1:10,000 to 1:50,000

Where relevant, the following information should be shown

- The site location in the context of the surroundings such as nearby settlements, major roads, significant water courses and other landmarks

⁷ Regulation 4 of the Town and Country Planning [Applications] Regulations 1988 enables local planning authorities to direct applicants to supply any further information, plans and drawings necessary to enable applications to be determined.

The Location Plan

- Scale 1:1250 or 1:2500 or appropriate
- Scaled to fit onto A4 or A3 size paper

Where relevant, the following information should be shown

- Based on an up-to-date map
- Identify roads and/or buildings on land adjoining the application site
- A red line should be drawn around the application site. It should include all land necessary to carry out the proposed development, for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings
- A blue line should be drawn around any other land owned by the applicant, close to or adjoin the application site

Existing and Proposed Site Plan(s)

- Scale 1:500, 1:200 or as appropriate (for larger applications we recommend scale 1:2500)

Where relevant, the following information should be shown

- The proposed development in relation to the site boundaries and other existing buildings on the site
- The buildings and roads on land adjoining the site including access arrangements
- Public rights of way crossing or adjoining the site and any diversions
- All landscaping features, trees and hedges on the site
- The extent and type of any hard surfacing
- Boundary treatment including walls or fencing
- Location of underground services, overhead lines on the site
- Drainage ditches and controlled waters
- Features of biodiversity and geodiversity interest
- Features of archaeological interest
- Parking and access layout during construction and operation
- Proposed pre and post settlement contours across the whole site and within 250 metres of the site
- Limits of landfilling – such boundaries should allow sufficient margin to protect rights of way, railway lines, buildings and watercourses that are to be retained
- Location of storage bunds of soils and sub soils stripped from the land including details of type, location, height and volumes of the stored soils
- Location of proposed buildings, plant and ancillary structures

Block Plan of the Site

- Scale 1:100 or 1:200

Where relevant, the following information should be shown

- Site boundaries
- Type and height of boundary treatment (e.g. walls, fences)

Sectional Drawings

- Scale at least 1:2500

Where relevant, the following information should be shown

- Pre development site levels
- Proposed levels pre and post settlement
- Maximum level of water table
- Profiles of landfill site lining and capping infrastructure

Proposed Landscaping Plan

- Scale 1:500 to 1:250

Where relevant, the following information should be shown

- Existing trees and hedgerows to be retained and removed
- Species type, number, size and location of all new planting
- Details of fences and hard and soft landscaping, including changes of level

Restoration Aftercare and After-use plans

- Scale of at least 1:2500

Where relevant, the following information should be shown

- Existing and proposed pre and post settlement contours across the whole site and within 250 metres of the site
- Landscaping proposals
- Site drainage and discharge arrangements
- Landfill gas and leachate management arrangements
- Public access routes and other facilities (where subsequent public access is to be provided, details of routes and other facilities and the timing of their provision)
- Details of biodiversity and/or geodiversity mitigation, compensation and enhancement measures

Assessments

Air Quality Assessment: This information is required when application proposals impact air quality or are potential pollutants.

Biodiversity Surveys and Reports: This information is re required when there are protected and priority species, sites designated for their local, national or international importance for nature conservation, important habitats or other biodiversity features on the site or land adjacent to it.

Chimney Stack Height Determination: This information is required when a proposed development is for a furnace requiring approval by Local Authority for associated chimney height under section 14 and 15 of the Clean Air Act 1993, an application for approval of the Chimney Stack Height is required.

Coal Mining Risk Assessment: This information is required for all non-housebuilder applications which fall within the Coal Mining Development Referral Areas as defined by The Coal Authority and held by the Local Planning Authority.

Consultation Statement: This information is required for any proposal involving pre-application engagement with the public should include a Statement of Community Involvement.

Contaminated Land Assessment: This information is required for development on land that has the potential to be contaminated.

Design and Access Statement: This information is not required for all developments, please refer to The Town and Country Planning (Development Management Procedure) (England) Order 2015, as amended for when it is required.

Environmental Statement: This information is required for certain types of projects as set out in the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.

Flood Risk Assessment: This information is required for development proposals of 1 hectare or greater in flood zone 1 and for all proposals for new development located in flood zones 2 and 3.

Foul Sewage Drainage Strategy/Utilities Assessment: This information is required for applications proposing connections to the existing drainage system or involving the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer. Also, for applications proposing connections to existing utility services.

Geodiversity Assessment: This information is required where a proposed development requires investigation into the risks it poses to a designated site of geodiversity importance or a geodiversity feature within the application site.

Heritage Statement: This information is required where a proposal is in an archaeologically sensitive area or has the potential to impact upon the setting of a heritage asset(s).

Landscape and Visual Impact Assessment: This information is required for all proposals, that due to their scale or location are likely to have significant visual impacts.

Land Stability Assessment: This information is required for developments that are proposed on land which is known or suspected to be unstable or on potentially unstable land.

Lighting Assessment: This information is required for developments involving the provision of external lighting, where it may have an impact upon the locality, in particular developments with sports lighting, for developments near residential property, heritage assets such as Listed Buildings, in Conservation Areas, in the open countryside, or has the potential to impact upon wildlife, or is within 150 metres of a canal corridor.

Mitigation and Monitoring of Emissions (Dust, Noise, Odours, Vibration): This information is required for all proposals that will involve processes generating noise, dust, odours and vibrations.

Photographs and Photomontages: This information is required for proposals that involve the demolition of an existing building or for proposals affecting heritage assets.

Planning Statement: This information is required for all planning applications.

Playing Pitch Assessment: This information is required for all applications that include the loss of playing field space.

Structural Surveys: This information is required where an application involves the substantial or total demolition of a structure, particularly where a physically adjoining structure is to be retained, or where justification is sought on the basis of its physical condition.

Surface Water Drainage Strategy: This information is required for all development that is likely to significantly increase or change patterns of surface water run-off and its impacts.

Sustainability Statement: This information is required for all proposals.

Transport Assessment/Transport Statement: This information is required where the proposed development has significant transport implications. For smaller schemes a Transport Statement is required.

Travel Plan: This information is required for all applications which are likely to have significant transport implications.

Tree Survey/Arboricultural Statement: This information is required where development involves works that affect any trees or hedgerows within the application site or on land adjacent to it.

Water Environment Hydrology/Hydrogeology Assessment: This information is required for all development which involves disturbance to the ground that could affect the water table and the movement of water under and around the site or involves the use of materials and processes that could result in pollution of the water environment.

Mineral Resource Assessment: This information is required for all non-mineral development taking place in areas of Identified Minerals Deposits shown on the Proposals Map for the County of Hereford and Worcester Minerals Local Plan 1997.

Health Impact Assessment (HIA) Screening: This information is required in areas covered by the South Worcestershire Development Plan, a HIA Screening will be required for all major developments.



Checklist 6: Lawful Development Certificate

3 copies of the application form, plans and supporting information should be submitted to the County Planning Authority, unless submitted electronically.

We reserve the right to request further information that we think is necessary in order to determine the application⁸.

For further information on any of the items below please contact the **Development Management Team**, email: devcontrolteam@worcestershire.gov.uk

It is strongly advised that you have a pre-application discussion with a member of the Development Management Team before submitting your application.

Forms

1APP Form: to access the form directly visit [Planning Portal](#)

What information is required?

- All relevant questions answered correctly
- All signed and dated

Plans

The Location Plan

Scale 1:1250 or 1:2500

Where relevant, the following information should be shown:

- Two named roads and surrounding buildings
- Application site edged red
- Other land owned by the applicant edged blue

⁸ Regulation 4 of the Town and Country Planning [Applications] Regulations 1988 enables local planning authorities to direct applicants to supply any further information, plans and drawings necessary to enable applications to be determined.

Existing and Proposed Site Plans

Scale 1:500 or 1:200

Where relevant, the following information should be shown:

- The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions
- The buildings, roads and footpaths on land adjoining the site including access arrangements
- Public rights of way crossing or adjoining the site
- All trees on the site, and those on adjacent land that could influence or be affected by the development
- The extent and type of any hard surfacing
- Boundary treatment including walls or fencing where this is proposed

Block Plan of the Site

Scale 1:100 or 1:200

Where relevant, the following information should be shown:

- Site boundaries
- Type and height of boundary treatment
- Position of any buildings or structures on the other side of boundaries

Existing Elevations

Scale 1:50 or 1:100

Where relevant, the following information should be shown

- All sides of the proposal (including blank elevations)
- Building materials
- Style, materials and finish of windows and doors

Where an elevation adjoins another building or is in close proximity, show the relationship between the buildings, and detail the positions of the openings on each property

Existing Floor Plans

Scale 1:50 or 1:100

Where relevant, the following information should be shown

- Any buildings or walls to be demolished
- Floor plan of existing buildings
- Floor plan of proposed buildings
- Floor plans in context of adjacent buildings

Other Requirements

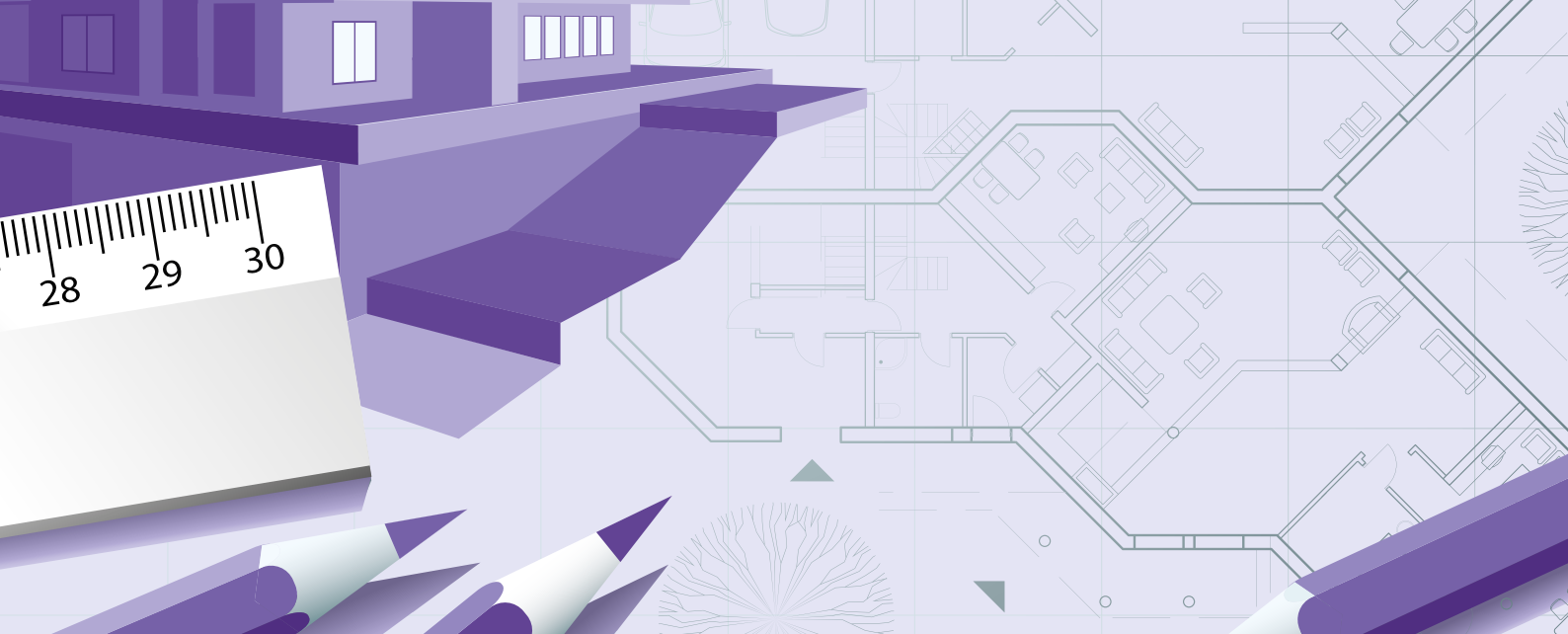
Lawful Development Certificate supporting information: For example sworn affidavit(s) from people with personal knowledge of the existing use

Photographs: These should show the existing use, operation or activity, and be dated, numbered and cross-referenced to a plan

Planning Statement: All planning applications should be accompanied by a Planning Statement

FEES

See the [County Council's planning webpages](#) or contact the Development Management Team, email: devcontrolteam@worcestershire.gov.uk for up to date fees.



Checklist 7: Lawful Development Certificate – Proposed

For Applications for a Lawful Development Certificate for a PROPOSED USE OR DEVELOPMENT

3 copies of the application form, plans and supporting information should be submitted to the County Planning Authority, unless submitted electronically.

We reserve the right to request further information that we think is necessary in order to determine the application⁹.

For further information on any of the items below please contact the Development Management Team, email: devcontrolteam@worcestershire.gov.uk

It is strongly advised that you have a pre-application discussion with a member of the Development Management Team before submitting your application.

Forms

1APP Form: to access the form directly visit [Planning Portal](#)

What information is required?

- All relevant questions answered correctly
- Completed Ownership Certificates A, B, C or D (not necessary for applications for approval of reserved matters)
- Agricultural Holdings Certificate (not necessary for applications for approval of reserved matters)
- All signed and dated

Plans

The Location Plan

- Scale 1:1250 or 1:2500

Where relevant, the following information should be shown

- Two named roads and surrounding buildings

⁹ Regulation 4 of the Town and Country Planning [Applications] Regulations 1988 enables local planning authorities to direct applicants to supply any further information, plans and drawings necessary to enable applications to be determined.

- Application site edged red
- Other land owned by the applicant edged blue

Site Plans

- Scale 1:500 or 1:200

Where relevant, the following information should be shown

- The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions
- The buildings, roads and footpaths on land adjoining the site including access arrangements
- Public rights of way crossing or adjoining the site
- All trees on the site, and those on adjacent land that could influence or be affected by the development
- The extent and type of any hard surfacing
- Boundary treatment including walls or fencing where this is proposed

Block Plan of the Site

- Scale 1:100 or 1:200

Where relevant, the following information should be shown

- Site boundaries
- Type and height of boundary treatment
- Position of any buildings or structures on the other side of boundaries

Existing Elevations

- Scale 1:50 or 1:100

Where relevant, the following information should be shown

- All sides of the proposal (including blank elevations)
- Building materials
- Style, materials and finish of windows and doors
- Where an elevation adjoins another building or is in close proximity, show the relationship between the buildings, and detail the positions of the openings on each property

Existing Floor Plans

- Scale 1:50 or 1:100
- Where relevant, the following information should be shown
- Any buildings or walls to be demolished
- Floor plan of existing buildings
- Floor plan of proposed buildings
- Floor plans in context of adjacent buildings

Supporting Documents

Planning Statement: All planning applications should be accompanied by a Planning Statement

FEES

See the [County Council's planning webpages](#) or contact the Development Management Team, email: devcontrolteam@worcestershire.gov.uk for up to date fees.



Checklist 8: Advertisements

For Applications for planning permission and consent to display advertisement(s) by the County Council under Town and Country Planning (Control of Advertisements) (England) Regulations 2007

3 copies of the application form, plans and supporting Information should be submitted to the County Planning Authority, unless submitted electronically.

We reserve the right to request further information that we think is necessary in order to determine the application.

For further information on any of the items below please contact the **Development Management Team**, email: devcontrolteam@worcestershire.gov.uk

It is strongly advised that you have a pre-application discussion with a member of the Development Management Team before submitting your application. It is a criminal offence to display an advertisement without consent

Forms

1APP Form: to access the form directly visit [Planning Portal](#)

What information is required?

- All relevant questions answered correctly
- Owner's consent: It is a condition of every consent granted by or under the Regulations that, before displaying any advertisement, the permission of the owner of the land or other person entitled to grant permission must be obtained. To display any advertisement without this permission is an offence, open to immediate prosecution.
- All signed and dated

Plans

Location Plan

- Scale 1:1250 or 1:2500
- Scaled to fit onto A4 or A3 size paper

Where relevant, the following information should be shown

- Identify roads and/or buildings on land adjoining the application site
- Proposed position of the advertisement - A red line should be drawn around the application site. It should include all land necessary to carry out the proposed development
- A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site

Existing and Proposed Elevation Plan

- Scale 1:50 or 1:100

Where relevant, the following information should be shown on the drawing of the proposed advisement

- The advertisement(s) in the context with adjacent buildings
- Dimensions
- Siting – Position on land or building in question
- The materials to be used
- Fixing
- Colours
- Height above existing ground
- Details of any engineering works, such as the laying of a hardstanding

Where relevant, the following information should be shown where it would project from a building

- Extent of the projection

Where relevant, the following information should be shown where the advertisement would be illuminated, including details

- Details of the type of illumination e.g. internal, external, floodlighting etc and whether the illumination will be static, or flashing, or have moving parts
- Details of the colour(s) of illumination

Assessments

Heritage Statement: This information is required where a proposal is in an archaeologically sensitive area or has the potential to impact upon the setting of a heritage asset(s).

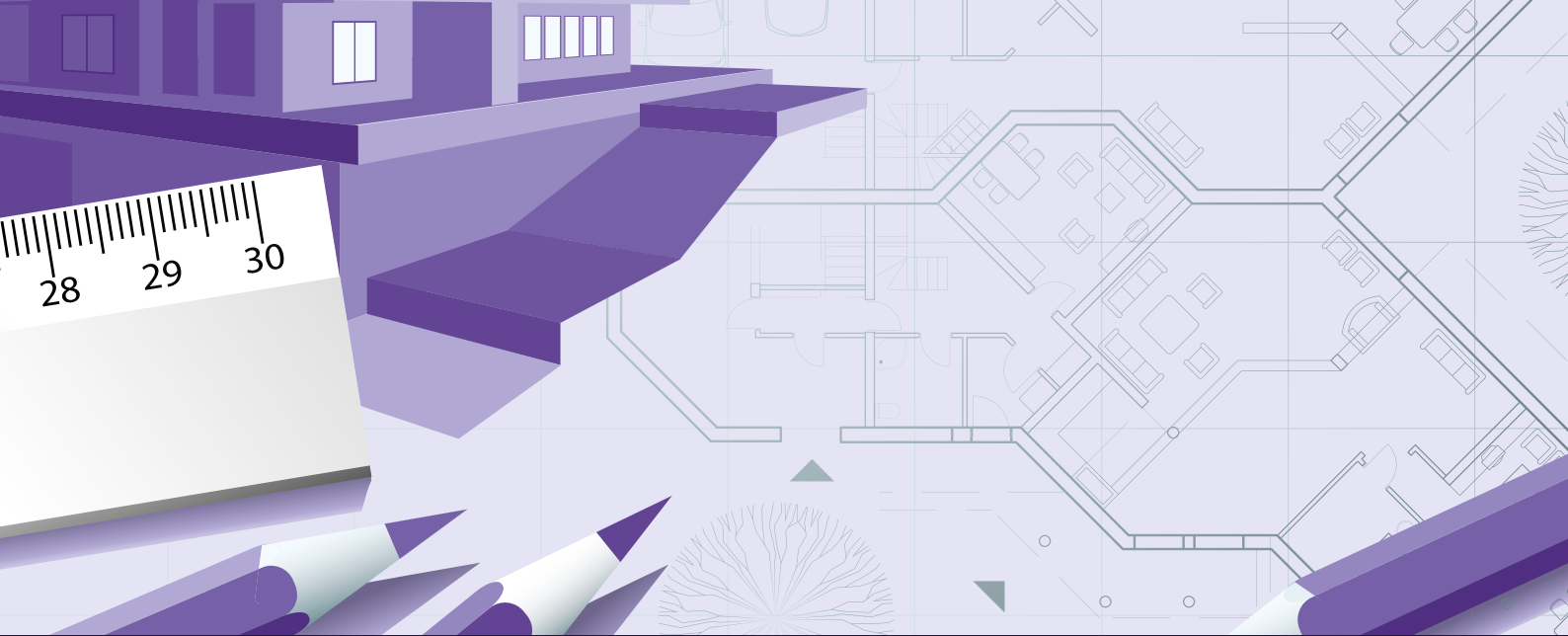
Lighting Assessment: This information may be required if the application includes proposals for illuminated signage or the installation of lighting.

Photographs and Photomontages: This information may be required to indicate the location and/or appearance of the proposed advertisement(s). Photographs and photomontages may be required if the proposal affects heritage assets.

Planning Statement: This information is required for all planning applications.

FEES

See the [County Council's planning webpages](#) or contact the Development Management Team, email: devcontrolteam@worcestershire.gov.uk for up to date fees.



Checklist 9: Demolition

3 copies of the application form, plans and supporting information should be submitted to the County Planning Authority, unless submitted electronically.

We reserve the right to request further information that we think is necessary in order to determine the application.

For further information on any of the items below please contact the **Development Management Team, email: devcontrolteam@worcestershire.gov.uk**

It is strongly advised that you have a pre-application discussion with a member of the Development Management Team before submitting your application.

Forms

1APP Form: to access the form directly visit **[Planning Portal](#)**

What information is required?

- All relevant questions answered correctly
- All signed and dated

Plans

Location Plan

- Scale 1:1250 or 1:2500
- Scaled to fit onto A4 or A3 size paper

Where relevant, the following information should be shown

- Based on an up-to-date map
- Identify sufficient roads and/or buildings on land adjoining the application site
- A blue line should be drawn around any other land owned by the applicant, close to or adjoin the application site

Landscaping / Restoration Plan

Where relevant, the following information should be shown

- How will the site be restored
- Location of any material to remain onsite

Supporting Documents

- A copy of the site notice displayed

Where relevant, the following information should be shown

- At the same time as submitting the application for prior approval you need to post a notice on the site (in such a way that it is readily visible and legible by members of the public). The notice must be left in place for not less than 21 days in the period of 28 days beginning with the date on which the application is submitted to the County Planning Authority

Assessments

Biodiversity Surveys and Reports: This information is required where there are protected and priority species, sites designated for their local, national or international importance for nature conservation, important habitats or other biodiversity features on the site or land adjacent to it.

Photographs and Photomontages: This information is required for proposals that involve the demolition of an existing building or for proposals affecting heritage assets.

Planning Statement: This information is required for all planning applications

Structural Surveys: This information is required where an application involves the substantial or total demolition of a structure, particularly where a physically adjoining structure is to be retained, or where justification is sought on the basis of its physical condition.

FEES

See the [County Council's planning webpages](#) or contact the Development Management Team, email: devcontrolteam@worcestershire.gov.uk for up to date fees.



Checklist 10: Removal or Variation of Conditions

For Applications for Removal or Variation of a Condition Following the Grant of Planning Permission (Section 73 of the Town & Country Planning Act 1990)

3 copies of the application form, plans and supporting information should be submitted to the County Planning Authority, unless submitted electronically.

We reserve the right to request further information that we think is necessary in order to determine the application¹⁰.

For further information on any of the items below please contact the **Development Management Team**, email: devcontrolteam@worcestershire.gov.uk

It is strongly advised that you have a pre-application discussion with a member of the Development Management Team before submitting your application.

Forms

1APP Form: to access the form directly visit [Planning Portal](#)

What information is required?

- All relevant questions answered correctly
- Completed Ownership Certificates
- All signed and dated

Plans

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

Assessments

Air Quality Assessment: This information is required for application proposals that impact upon air quality or are potential pollutants.

¹⁰ Regulation 4 of the Town and Country Planning [Applications] Regulations 1988 enables local planning authorities to direct applicants to supply any further information, plans and drawings necessary to enable applications to be determined.

Bio-aerosol Assessment: This information is required for proposals which include the turning (disturbance) and/or shredding organic matter such as composting facilities, that are within 250 metres of a residential property, work place or other sensitive location.

Biodiversity Surveys and Reports: This information is required where there are protected and priority species, sites designated for their local, national or international importance for nature conservation, important habitats or other biodiversity features on the site or land adjacent to it.

Chimney Stack Height Determination: This information is required when a proposed development is for a furnace requiring approval by Local Authority for associated chimney height under section 14 and 15 of the Clean Air Act 1993, an application for approval of the Chimney Stack Height is required.

Coal Mining Risk Assessment: This information is required for all non-householder applications which fall within the Coal Mining Development Referral Areas as defined by The Coal Authority and held by the Local Planning Authority.

Consultation Statement: This information is required for any proposal involving pre-application engagement with the public should include a Statement of Community Involvement.

Contaminated Land Assessment: This information is required for development on land that has the potential to be contaminated.

Control of Litter, Vermin and Birds: This information is required for all proposals that would involve processes that could attract vermin and birds and generate litter.

Environmental Statement: This information is required for certain types of projects as set out in The Town and Country Planning (Environmental Impact Assessment) Regulations 2017.

Flood Risk Assessment: This information is required for development proposals of 1 hectare or greater in flood zone 1 and for all proposals for new development located in flood zones 2 and 3.

Foul Sewage Drainage Strategy/Utilities Assessment: This information is required for applications proposing connections to the existing drainage system or involving the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer. Also for applications proposing connections to existing utility services.

Geodiversity Assessment: This information is required where a proposed development requires investigation into the risks it poses to a designated site of geodiversity importance or a geodiversity feature within the application site.

Heritage Statement: This information is required where a proposal is in an archaeologically sensitive area or has the potential to impact upon the setting of a heritage asset(s).

Landscape and Visual Impact Assessment: This information is required for all proposals, that due to their scale or location are likely to have significant visual impacts.

Land Stability Assessment: This information is required for developments that are proposed on land which is known or suspected to be unstable or on potentially unstable land.

Lighting Assessment: This information is required for developments involving the provision of external lighting, where it may have an impact upon the locality, in particular developments with sports lighting, for developments near residential property, heritage assets such as Listed Buildings, in Conservation Areas, in the open countryside, or has the potential to impact upon wildlife, or is within 150 metres of a canal corridor.

Mitigation and Monitoring of Emissions (Dust, Noise, Odours, Vibration): This information is required for all proposals that will involve processes generating noise, dust, odours and vibrations.

Photographs and Photomontages: This information is required for proposals that involve the demolition of an existing building or for proposals affecting heritage assets.

Planning Obligations: This information is required to clarify the Council's requirements in pre-application discussions and confirm any planning obligations that they agree to provide.

Planning Statement: This information is required for all planning applications.

Playing Pitch Assessment: This information is required for all applications that include the loss of playing field space.

Structural Surveys: This information is required where an application involves the substantial or total demolition of a structure, particularly where a physically adjoining structure is to be retained, or where justification is sought on the basis of its physical condition.

Surface Water Drainage Strategy: This information is required for all development that is likely to significantly increase or change patterns of surface water run-off and its impacts.

Sustainability Statement: This information is required for all proposals.

Transport Assessment/Transport Statement: This information is required where the proposed development has significant transport implications. For smaller schemes a Transport Statement is required.

Travel Plan: This information is required for all applications which are likely to have significant transport implications.

Tree Survey/Arboricultural Statement: This information is required where development involves works that affect any trees or hedgerows within the application site or on land adjacent to it.

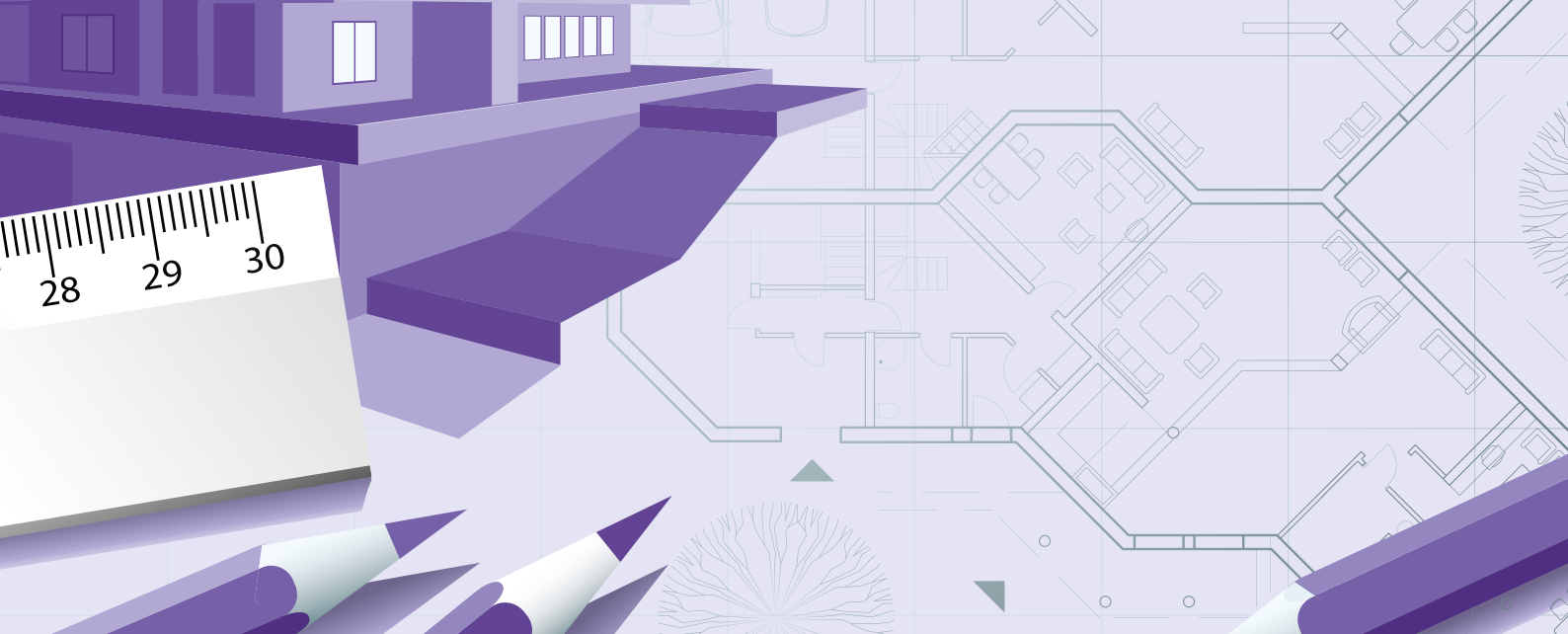
Water Environment Hydrology/Hydrogeology Assessment: This information is required for all development which involves disturbance to the ground that could affect the water table and the movement of water under and around the site or involves the use of materials and processes that could result in pollution of the water environment.

Mineral Resource Assessment: This information is required for all non-mineral development taking place in areas of Identified Minerals Deposits shown on the Proposals Map for the County of Hereford and Worcester Minerals Local Plan 1997.

Health Impact Assessment (HIA) Screening: This information is required in areas covered by the South Worcestershire Development Plan, a HIA Screening will be required for all major developments.

FEES

See the [County Council's planning webpages](#) or contact the Development Management Team, email: devcontrolteam@worcestershire.gov.uk for up to date fees.



Appendix 1: Biodiversity and Local Requirements for Protected Species

The Council has a duty to consider the conservation of biodiversity when determining a planning application; this includes having regard to the safeguard of designated sites and priority habitats.

Where a proposed development is likely to affect species of habitat listed within Schedule 41 of the Natural Environment and Rural Communities (NERC) Act (2006), under the Wildlife and Countryside Act 1981 (as amended), the Conservation of Habitats and Species Regulations, 2017 or the Badgers Act 1992, the applicant must submit an up-to-date Ecological Impact Assessment (“EclA”). Please refer to Table 1: Criteria and Indicative Thresholds (Trigger List) for when a Survey and Assessment is required. If the application is likely to affect any of the designated sites, priority habitats or biodiversity features listed under the Local Requirements for Designated Sites and Priority Habitats Criteria (Trigger List) for when Surveys and Assessments are required a survey and assessment for the relevant feature must be submitted with the application.

Tables 1 and the Local Requirements list are intended to assist in the identification of a proposal for which an Ecological Impact Assessment (EclA) will be required, aiding in the consideration of whether there are protected and priority species, designated sites, important habitats or other biodiversity features:

- On the development site,
- On land adjacent to the development site.

Exceptions to when an assessment or survey may be required are also explained in these tables. For ‘low impact’ schemes where no further ecology survey work is required, a Preliminary Ecological Appraisal (“PEA”) will be an acceptable reporting standard. It should be noted that there might be instances which fall outside those described where a protected species survey or habitat survey are required, as such we welcome pre-application consultation.

Measurable biodiversity net gain:

In line with NPPF requirements and where appropriate to do so, schemes should demonstrate measurable net gain for biodiversity by inclusion of a biodiversity audit using Natural England’s biodiversity metric or other habitat accounting system as first agreed with the County Planning Authority. Accounts should be submitted in support of ecological surveys and be accompanied with mapping shapefiles, preferably in ESRI format. In line with the mitigation hierarchy, the expectation is that net gain will be secured within site boundaries wherever possible to do so and the typology and quanta of net gain will be agreed on a scheme-by-scheme basis. Further guidance can be provided from the Council’s Ecology Team. Contact: ecology@worcestershire.gov.uk

- [Natural England's biodiversity metric](#)
- [Government guidance on biodiversity net gain](#)

Pre-application consultation:

Pre-application consultation is welcomed by the Worcestershire County Council Ecology Team, particularly with regards exploring opportunities for biodiversity net-gain and enhancements to the natural or built environment, or the local green infrastructure network. Contact: ecology@worcestershire.gov.uk

Further information on the principles supporting biodiversity net-gain can be found [within the Chartered Institute of Ecology and Environmental Management's website.](#)

Further information on the Worcestershire Green Infrastructure Framework can be found on [the Worcestershire County Council's webpages.](#)

Ecological Survey Methods:

Where assessments or surveys involve disturbance, capture or handling of a protected species, then only a licensed person can undertake such surveys (e.g. issued by Natural England). Surveys should normally follow published national or local methodologies. More information on Sources of Survey Methods can be found within [the CIEEM website](#). In line with the British Standard BS42020:2013 Biodiversity – Code of Practice for Planning and Development clause 8.1(a)(3) the partial use of and/or departure(s) from good practice guidelines should be ecologically valid and the justification clearly articulated. Further details on survey requirements for protected and notable species and habitats can also be found on the [Natural England website](#).

Desktop data-search.

The CIEEM guidance note on Accessing and using Biodiversity Data (CIEEM, March 2016) encourages decisions on the impacts and opportunities for biodiversity which arise from development to be informed by biodiversity data gained from an appropriate source(s): "This is necessary to ensure that decisions are based on the best available evidence and are as cost-effective and transparent as possible".

An ecological survey should, therefore, be informed by the results of a search for ecological data. On request, the Worcestershire Biological Records Centre (WBRC) may be able to provide further information on the location and nature of protected species and habitats records. For further information see the [WBRC webpages](#).

The Worcestershire Habitat Inventory (WHI) can be used to identify sensitive ecological receptors, for further information see the [WHI webpages](#).

The WHI can also be used to identify potential opportunities for protected and notable species which might be realised through habitat creation; in key locations habitat creation can contribute towards ecological network defragmentation and in doing so can contribute towards Worcestershire's Biodiversity Action Plan objectives.

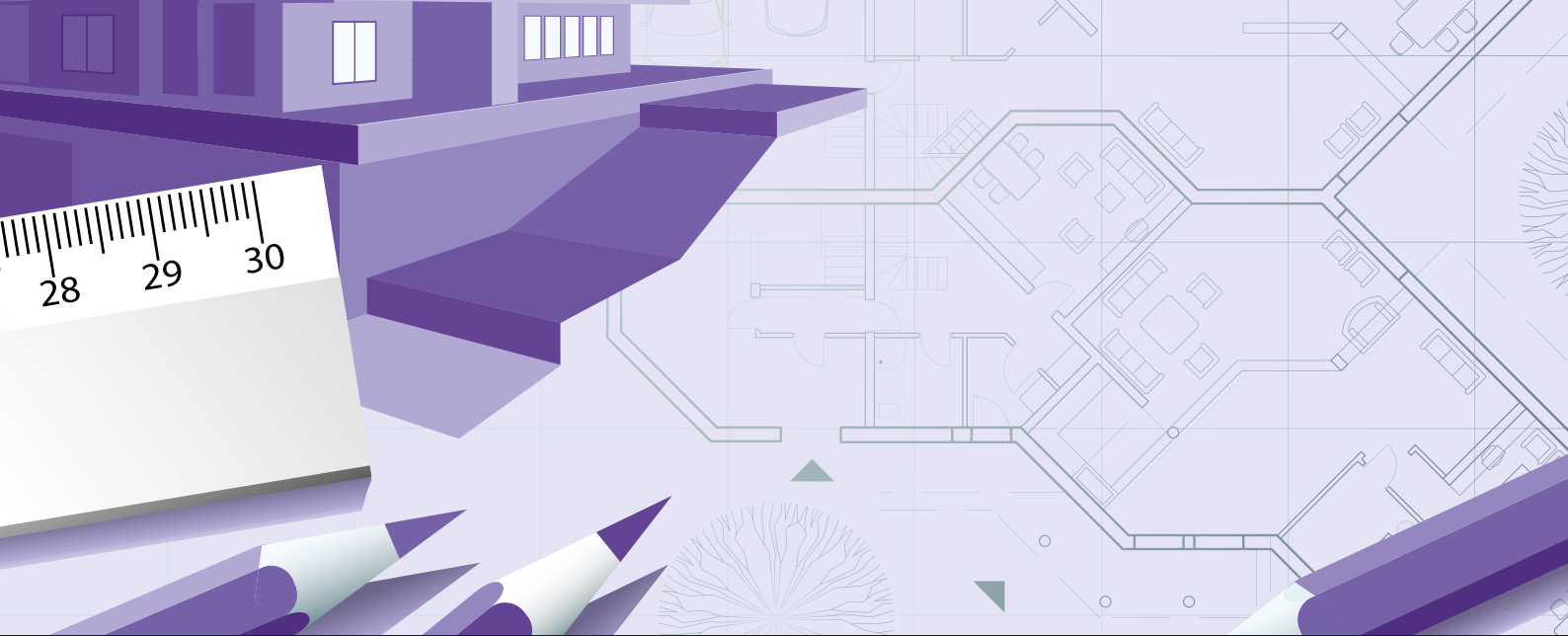
Table 1: Criteria and Indicative Thresholds (Trigger List) for when a survey and assessment is required

Proposals for Development that will Trigger a Legally Protected Species Survey	Bats	Barn Owls	Breeding Birds	Great Crested Newts	Otters	Dormouse	Kingfisher	Water Vole	Badger	Reptiles	Amphibians	Schedule 8 Plants & Fungi	Stag Beetle	White-clawed Crayfish
Proposed development affecting any storage, waste piles or other suitable features that protected species may be reasonably likely to inhabit ¹¹ Locations where Protected Species are known to be present ¹²	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Proposed development which includes the modification, conversion, demolition or removal of buildings and structures (especially roof voids) involving all agricultural buildings (e.g. farmhouses and barns) of traditional brick or stone construction and/or with exposed wooden beams greater than 20 centimetres thick;	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Proposed development which includes the modification, conversion, demolition or removal of buildings and structures (especially roof voids) involving all buildings with weather boarding and/or hanging tiles that are within 200 metres of woodland and/or water;	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No
Proposed development which includes the modification, conversion, demolition or removal of buildings and structures (especially roof voids) involving pre-1960 detached buildings and structures within 200m of woodland and/or water;	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No
Proposed development which includes the modification, conversion, demolition or removal of buildings and structures (especially roof voids) involving pre-1914 buildings within 400m of woodland and/or water;	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No
Proposed development which includes the modification, conversion, demolition or removal of buildings and structures (especially roof voids) involving pre-1914 buildings with gable ends or slate roofs, regardless of location;	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No
Proposed development which includes the modification, conversion, demolition or removal of buildings and structures (especially roof voids) involving all tunnels, mines, kilns, ice-houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and structures;	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No
Proposed development which includes the modification, conversion, demolition or removal of buildings and structures (especially roof voids) involving all bridge structures, aqueducts and viaducts (especially over waste and wet ground).	Yes	No	No	No	Yes	No	No	Yes	No	No	No	No	No	No
Proposals involving lighting of churches and listed buildings or flood lighting of green space within 50 metres of woodland, water, field hedgerows or lines of trees with obvious connectivity to woodland or water.	Yes	Yes	Yes	No	No	Yes	No	No	No	No	No	No	No	No

¹¹ Natural England (2016) Standing Advice for Protected Species includes species guidance sheets indicating what sorts of features are involved.

¹² Confirmed as present by either a data search (for instance from Worcestershire Biological Records Centre) or as notified to the developer by the Local Planning Authority, and/or by Natural England, the Environment Agency or other nature conservation organisation.

Proposals for Development that will Trigger a Legally Protected Species Survey	Bats	Barn Owls	Breeding Birds	Great Crested Newts	Otters	Dormouse	Kingfisher	Water Vole	Badger	Reptiles	Amphibians	Schedule 8 Plants & Fungi	Stag Beetle	White-clawed Crayfish
Proposals affecting woodland, or field hedgerows and/or lines of trees with obvious connectivity to woodland or water bodies.	Yes	No	Yes	No	No	Yes	No	No	Yes	No	No	Yes	Yes	No
Proposed tree working (felling or lopping) and/or development affecting old and veteran trees that are older than 100 years;	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	Yes	No
Proposed tree working (felling or lopping) and/or development affecting trees with obvious holes, cracks or cavities;	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	No	No
Proposed tree working (felling or lopping) and/or development affecting trees with girth greater than 1m at chest height.	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	No	No
Proposals affecting gravel pits or quarries or scowles and natural cliff faces and rock outcrops with crevices, caves or swallets/sinkholes.	Yes	No	Yes	No	No	No	No	No	Yes	Yes	No	No	No	No
Major proposals within 500 metres of a pond/moat or minor proposals within 100 metres of pond/moat. (Note: A major proposal is one that is more than 10 dwellings or more than 0.5 hectares or for non-residential is more than 1000 square metres floor area or more than 1 hectare)	No	No	No	Yes	No	No	No	Yes	No	No	Yes	No	No	No
Proposals affecting or within 200 metres of rivers, streams, lakes, or other aquatic habitats such as reedbed, grazing marsh and fen.	Yes	No	Yes	No	Yes	No	Yes	Yes	No	Yes	Yes	Yes	No	Yes
Proposals affecting 'derelict' land (brownfield sites) allotments and railway land.	No	No	Yes	Yes	No	No	No	No	Yes	Yes	Yes	No	Yes	No



Local Requirements for Designated Sites and Priority Habitats Criteria (Trigger List) for when Surveys and Assessments are required

1: Designated Sites

Internationally designated sites

- Special Protection Area (SPA),
- Special Area of Conservation (SAC),
- Ramsar Site

Nationally designated sites

- Site of Scientific Interest (SSSI),
- National Nature Reserves (NNRs)

Regionally and locally designated sites

- Local Sites (e.g. Local Wildlife Site)
- Local Nature Reserves (LNRs)
- Roadside Verge Nature Reserves (RVNRs)

2: Priority Habitats

(Habitats of Principle Importance for Biodiversity under S.41 of the NERC Act 2006)

- Ancient and/or species-rich hedgerows.
- Floodplain grazing marsh.
- Fen, marsh, swamp and reedbeds.
- Lowland beech and yew woodland.
- Lowland calcareous grassland (e.g. species-rich chalk and limestone grasslands).
- Lowland heathland and/or dry acid grassland.
- Lowland meadows (e.g. species-rich flower meadows).
- Lowland mixed deciduous woodland (ancient woodland).

- Lowland wood-pasture and parkland.
- Maritime cliffs and slopes and littoral and sub-littoral rock outcrops.
- Native pine woodlands or Upland woodlands (e.g. mixed ashwoods, oakwoods and birchwoods).
- Rivers and streams (e.g. chalk streams).
- Standing open water and canals (e.g. lakes, reservoirs, ponds, aquifer fed fluctuating water bodies).
- Wet woodland.
- Inland outcrops.
- Road, rail and canal cuttings.

3. Other Biodiversity Features

(as identified by the Local Biodiversity Partnership – see ODPM Circular 06/2005)

- Secondary Woodland and Mature/Veteran Trees.
- Caves and disused tunnels and mines (e.g. roosts for bats).
- Trees and scrub used for nesting by breeding birds.
- Previously development land with biodiversity interest.
- Urban green space (e.g. parks, allotments, flower-rich road verges and railway embankments).
- Traditional orchards.

NOTE: Exceptions where a full survey and assessment may not be required

International and National Sites: A survey and report will not be required where the applicant is able to provide copies of pre-application correspondence with Natural England, which confirms in writing that they are satisfied that the proposed development will not affect any statutory sites designated for their national importance.

Regional and Local Sites: A survey and report will not be required where the applicant is able to provide copies of pre-application correspondence with appropriate local experts (such as the County Council's Ecologist) that they are satisfied that the proposed development will not affect any regional or local sites designated for their local nature conservation importance.

Table 2: Ecological Survey Seasons in Worcestershire.

Species / habitat	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Habitat and vegetation surveys	Phase 1 only			Detailed habitat assessment surveys (e.g. NVC, extended phase 1)						Phase 1 only		
Badgers	Limited surveys possible	Good survey window due to low vegetation			Bait marking & sett surveys, possible but sub-optimal			Ideal time for sett surveys & bait marking			Limited surveys possible	
Bats	Hibernation roosts in trees & buildings			Dusk & dawn activity surveys at (potential) summer roosts					Hibernation roosts in trees & buildings			
Birds	Winter bird surveys		Breeding bird surveys						Winter bird surveys			
Dormice	Nest searches			Survey with nest tubes or traps						Nest searches		
	Gnawed hazelnut search								Gnawed hazelnut search			
Great crested newts			Pond surveys – adults, eggs & larvae			Pond surveys - larvae						
			Terrestrial habitat surveys									
Otters	Surveys are not seasonal, but are dependent on weather conditions (e.g. rain washes away field signs) & vegetation cover											
Reptiles				Peak survey window – artificial refugia			Often too hot for effective surveys		Peak	Surveys may continue in suitable weather		
Water voles			Initial habitat survey	Ideal survey time for habitat & field sign or activity surveys.						Initial habitat survey		
			Vegetation & weather will influence results									
White-clawed crayfish				Survey by hand-searching, torching & trapping	Torch surveys only (due to berried females)		Survey by torching, trapping & hand-searching substrate					

Colour	Description
Purple	Optimal survey time
Pink	Sub-optimal survey time
White	No surveys

Points to note regarding surveys are as follows:

Survey Timing:

For certain species and habitats surveys can be carried out at any time of year, but for other species, particular times of year are required to give the most reliable results, as indicated in Table 2.

Ecological Impact Assessments must be undertaken and prepared by competent and qualified persons, at an appropriate time and month of the year, in suitable weather conditions and using nationally recognised survey guidelines/methodologies where these exist. Please refer to Table 2: Ecological Survey Seasons. Species surveys are also very weather dependent so it may be necessary to delay a survey or to carry out more than one survey if the weather is not suitable, e.g. heavy rain is not good for surveying for otters, as it washes away their spraint (droppings). Likewise, bat surveys carried out in wet or cold weather may not yield accurate results.

An application may not be valid until survey information is gathered from an optimum time of year (as indicated in Table 2). For certain species (e.g. Great Crested Newt), surveys over the winter period are unlikely to yield any useful information. Similarly, negative results gained outside the optimal period should not be interpreted as absence of a species and further survey work maybe required during the optimal survey season. This is especially important where existing surveys and records show the species has been found previously on site or in the surrounding area. An application may not be valid until survey information is gathered from an optimum time of year.

It should be noted that absence of evidence of a species does not necessarily mean that the species is not there, nor that its habitat is not protected (e.g. a bat roost is protected whether any bats are present or not).

Survey Age:

In line with Clause 6.2.1(b)(7) of BS42020:2013, ecological surveys should be sufficiently up to date (e.g. not normally more than two years old, or as stipulated in good practice guidance so as to determine whether biodiversity may be adversely affected by development as well as where ecological betterment may be achievable.

Survey details:

Where commissioned as part of the ecological appraisal, applications should be supported by accompanying eDNA reports and correspondence from Natural England's Discretionary Advice and/or Pre-Submission-Screening Services.

Appendix 2: Geodiversity and Local Requirements

The Assessment Guidance requires the applicant to submit a Geodiversity Assessment where a proposed development is likely to affect a designated site or a geodiversity feature within a site, such sites are listed below:

Local Requirements for Designated Geodiversity Sites and Features: Criteria (Trigger List) for when a Survey and Assessment are required.

1: Designated Sites

Internationally designated sites:

- World Heritage Sites

Nationally designated sites:

- Site of Special Scientific Interest (SSSI)
- National Nature Reserves (NNRs)

Regionally and locally designate sites:

- Local Geological Sites (LGS)
- Local Nature Reserves (LNRs)

For further information please visit [Magic](#) and/or [Herefordshire and Worcestershire Earth Heritage Trust](#).

2: Other Geodiversity Conservation Features

Based on the Earth Science Conservation Classification) Presence of these features outside designated sites may need to be checked and the relevant Local Geodiversity Action Plan (where available) consulted – For further assistance please visit [Herefordshire and Worcestershire Earth Heritage Trust](#).

Exposure or Extensive sites:

- Active quarries and pits.
- Disused quarries and pits.
- River and stream sections.
- Inland outcrops.
- Exposed underground mines and tunnels.
- Extensive buried interest.
- Road rail and canal cuttings.

Integrity Site

- Static (fossil) geomorphological
- Active process geomorphological
- Caves
- Karst (i.e. water dissolved limestone systems)

Finite Site

- Finite minerals, fossil or other geodiversity features
- Mine dumps
- Finite underground mines and tunnels
- Finite buried interest

NOTE: Exceptions where a full survey and assessment may not be required

International and National Sites: A survey and report will not be required where the applicant is able to provide copies of pre-application correspondence with Natural England, where the latter confirms in writing that they are satisfied that the proposed development will not affect any statutory sites designated for their national importance.

Regional and Local Sites: A survey and report will not be required where the applicant is able to provide copies of pre-application correspondence with appropriate local geological experts (such as the Local Geology Trust) and that they are satisfied that the proposed development will not affect any regional or local sites designated for their local geodiversity importance.

For further information on any of the above please visit [Herefordshire and Worcestershire Earth Heritage Trust](#) or [Natural England Geodiversity](#).

Appendix 3: Lead Local Flood Authority's Surface Water Checklist

Table 3: Information Required in relation to surface water

Surface Water Information	Required for Outline Planning Application?	Required for Full Planning Application
Site location plan	Yes	Yes
Site layout plan	Yes	Yes
Plan showing any existing watercourses on and adjacent to the site, and information on how these are incorporated into the wider SuDS scheme	Yes	Yes
Runoff rates and volumes to demonstrate that the proposed SuDS system should operate as designed with allowances for climate change. This should including balancing flows up to and including the 1 in 100 year event plus an allowance for climate change in line with current national guidelines.	Yes	Yes
Concept drainage strategy and masterplan demonstrating how SuDS have been incorporated into the site design	Yes	Yes
Copy of the site specific flood risk assessment (FRA) where required (under NPPF)	Yes	Yes
Details of connections (including flow control devices) to watercourses, sewers, public surface water sewers and highway drains	No	Yes
Results of ground investigation/permeability tests (in line with BRE 365) including infiltration tests	No	Yes
Plan demonstrating exceedance routes for events over and above the 1% annual event with an appropriate allowance for climate change	No	Yes
Information on who will maintain the SuDS and how maintenance will be funded	No	Yes
Management plan and proposed contractual arrangements for the management of the drainage scheme over its lifetime	No	Yes
Maintenance access arrangements for all proposed drainage systems	No	Yes

Appendix 4: Health Impact Assessment

Health Impact Assessment Screening Template	
Planning Application Number:	
Planning Application Title:	
Planning Application Location:	
The Applicant:	
A short description of the proposal:	

Impact Category	Positive	Negative	Neutral	Recommendation HIA Required?
Sustainable Development (brief description of potential impacts and how these will be mitigated or enhanced)				
Urban Form – design and the public realm (brief description of potential impacts and how these will be mitigated or enhanced)				
Housing and Employment (brief description of potential impacts and how these will be mitigated or enhanced)				
Age-friendly environments (brief description of potential impacts and how these will be mitigated or enhanced)				
Community facilities (brief description of potential impacts and how these will be mitigated or enhanced)				
Green infrastructure and play spaces/recreation (brief description of potential impacts and how these will be mitigated or enhanced)				
Air quality, noise, light and water management (brief description of potential impacts and how these will be mitigated or enhanced)				
Active travel (brief description of potential impacts and how these will be mitigated or enhanced)				
Encouraging healthier food choices (brief description of potential impacts and how these will be mitigated or enhanced)				

Date Completed:

Contact Details:

You can contact us in the following ways:

By Phone:

01905 763763

By Post:

Worcestershire County Council
Development Management
Directorate of Economy and Infrastructure
County Hall
Spetchley Road
Worcester, WR5 2NP

By Email:

DevControlTeam@Worcestershire.gov.uk

Online:

www.worcestershire.gov.uk/validdoc