



City of  
**Stoke-on-Trent**

**STOKE-ON-TRENT CITY COUNCIL**

**LOCAL VALIDATION LIST**

**NOVEMBER 2025**

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# 1 Introduction

## Background

- 1.0.1** Stoke-on-Trent City Council (as the Local Planning Authority) aims to determine planning applications as efficiently as possible. To help with this, it is essential that applications are submitted with all the information that the Local Planning Authority (LPA) will need to determine them. The LPA often receive planning applications submitted with insufficient and poor quality information, resulting in applications being ‘invalid’ and returned to the applicant, or requiring lengthier negotiation and discussion during application assessment. The Local Validation List seeks to mitigate these issues by setting out clear and concise guidelines for applicants.
- 1.0.2** At the same time, it is important that our information requirements are proportionate and do not force applicants to incur unnecessary expense. We have collated this Local Validation List in order to ensure that we strike this balance, with the objective of a more effective and consistent validation process, benefiting both the Development Management service and applicants by improving the quality of planning application submissions and allowing for a more efficient and timely decision-making process to support new development within the city.
- 1.0.3** In preparing the Local Validation List, we have complied with sections 62(3)-(4A) of the Town and Country Planning Act 1990; articles 34(4) and (6) of the Town and Country Planning (Development Management Procedure) Order 2015; and paragraph 45 of the National Planning Policy Framework (as amended).
- 1.0.4** Applicants should note that it will sometimes be necessary for the case officer or technical consultees to request further information about an application that has already met the minimum validation criteria. We will only do this where it is essential for the case officer, and the public, to fully understand and be able to assess the development that is proposed and its impact.
- 1.0.5** In addition to the guidance within this document, applicants are encouraged to use the LPA's [pre-application service](#), in order to gain advice regarding what may be considered acceptable and additional information that may be required upon submission that is specific to the site and development proposal.

### How to use the Local Validation List

#### 1.0.6 The Local Validation List is in two parts:

- Part One ([2 Application Type](#)) lists national and local information requirements for a range of development proposals and details the circumstances in which they will apply.
  - For each proposal, there is one table setting out the information that must be submitted with an application in line with national requirements, as set out in legislation, along with a table setting out the information that must be submitted as per the LPA's new local requirements.
  - The tables include three columns setting out the required document / information, when it is required, and a column for applicants to use as a 'tick box' to ensure that all required information is submitted.
  - If an applicant wishes to know more about a specific requirement, they can click on the title and this will take them to the relevant page in Part Two of the Local Validation List with further guidance.
- Part Two ([3 National Requirements](#) and [4 Local Requirements](#)) provides further information to help applicants understand what a particular document should contain. Applicants should ensure that their submissions reflect these requirements in order to avoid delay in processing their applications.

### What if my application type isn't listed?

**1.0.7** The Local Validation List may not cover every single type of application or development proposal that can be submitted.

**1.0.8** For certain application types (e.g. Prior Approval applications), the information required to be submitted is prescriptively set out within the relevant national planning legislation and, accordingly, this Local Validation List does not seek to replace such requirements.

**1.0.9** For other application types (e.g. Lawful Development Certificates, Outline Planning Permission, Reserved Matters, Discharge of Conditions etc.), the information required varies dependent on the nature of the proposal and would be difficult to set out clear guidance for applicants within the Local Validation List that would adhere to the legislative requirement to be reasonable and material to the determination of the application.

- 1.0.10** If you require additional information on which application is appropriate to submit to the LPA, or your proposal does not fall under one of the categories within this document, [National Planning Policy Guidance](#) and the [Planning Portal](#) set out the different types of consent required for a range of development proposals, along with the information that must be provided upon submission of an application not specified within this document.
- 1.0.11** Alternatively, if you would like further guidance from the LPA, applicants are encouraged to seek pre-application advice.

## 2 Application Type

### 2.1 Householdors (including extensions)

**Table 1 Householdors - National Requirements**

Requirement	When is it required?	Included?
3.1 Application Form and Ownership Certificate(s)	Always.	
3.2 Correct Fee	Always.	
3.3 Location Plan	Always.	
3.4 Site Plan / Block Plan (Existing and Proposed)	Always.	
3.5 Floor Plans (Existing and Proposed)	Always.	
3.6 Elevation Plans (Existing and Proposed)	Always.	
3.7 Roof Plans (Existing and Proposed)	All development involving new buildings including extensions or alterations to an existing roof.	
3.8 Section Drawings, Floor and Site Levels, and Streetscene (Existing and Proposed)	All development: <ul style="list-style-type: none"> <li>Involving a change in ground levels or involves development set at a different ground level than adjoining existing development.</li> <li>Located on a sloping site.</li> </ul> Section drawings for all development involving alterations to a listed building.	
3.11 Design & Access Statement	All development: <ul style="list-style-type: none"> <li>Located in a Conservation Area.</li> <li>Involving an application for Listed Building Consent.</li> </ul>	



Table 2 Householders - Local Requirements

Requirement	When is it required?	Included?
3.9 Demolition Plan	All development involving demolition works.	
4.6 Ecological Impact Assessment	All development: <ul style="list-style-type: none"> <li>Likely to affect a European, national or locally designated site or other sites that support important habitats.</li> <li>Likely to affect a priority species or a species protected by law and their habitat.</li> </ul>	
4.10 Flood Risk Assessment	All development: <ul style="list-style-type: none"> <li>In flood zone 2 or 3.</li> <li>More than 1 hectare in flood zone 1.</li> <li>In flood zone 1, where the LPA's strategic flood risk assessment (SFRA) shows it will be at increased risk of flooding during its lifetime.</li> <li>That increase the <a href="#">vulnerability classification</a> and may be subject to sources of flooding other than rivers or sea.</li> <li>On a site over 0.5 hectares in size in <a href="#">Critical Drainage Areas</a> .</li> <li>In areas of surface water flooding (pluvial flooding).</li> </ul>	
4.11 Heritage Statement	All development that affects a designated or non-designated heritage asset or its setting.	
4.23 Sustainable Drainage Strategy (including Sustainable Urban Drainage Pro-forma)	All development: <ul style="list-style-type: none"> <li>With surface water drainage in an area at risk of flooding such as flood zones 2 or 3, or at risk from another source of flooding. Such as (but not limited to); fluvial, watercourse, surface water, and ground water flooding.</li> <li>Located on sites of 0.5ha or above in <a href="#">Critical Drainage Areas</a> .</li> </ul>	
4.28 Tree Survey (including Tree Protection Plan) and Method Statement	All development where there are trees within the application site or on adjacent land (including the highway) that could be affected by the development.	

## 2.2 Residential Development – Less than 10 residential units (or site area of less than 0.5 hectares)

**2.2.1** This table relates to all development for residential accommodation uses including Houses in Multiple Occupation (HMOs) and student accommodation.

**Table 3 Residential Development (Minor) - National Requirements**

Requirement	When is it required?	Included?
3.1 Application Form and Ownership Certificate(s)	Always.	
3.2 Correct Fee	Always.	
3.3 Location Plan	Always.	
3.4 Site Plan / Block Plan (Existing and Proposed)	Always.	
3.5 Floor Plans (Existing and Proposed)	Always.	
3.6 Elevation Plans (Existing and Proposed)	Always.	
3.7 Roof Plans (Existing and Proposed)	All development involving new buildings including extensions or alterations to an existing roof.	
3.8 Section Drawings, Floor and Site Levels, and Streetscene (Existing and Proposed)	All development: <ul style="list-style-type: none"> <li>Involving a change in ground levels or involves development set at a different ground level than adjoining existing development.</li> <li>Located on a sloping site.</li> </ul> Section drawings for all development involving alterations to a listed building.	

Requirement	When is it required?	Included?
3.10 Fire Statement	All development involving, or relating to, buildings of 18 metres or more in height, or containing 7 or more storeys, and including two or more dwellings or educational accommodation.	
3.11 Design & Access Statement	All development: <ul style="list-style-type: none"> <li>• Located in a Conservation Area.</li> <li>• Involving an application for Listed Building Consent.</li> </ul>	
3.12 Biodiversity Net Gain	All development except those listed as exemptions in the <a href="#">government guidance</a> .	
3.13 Environmental Statement / Environmental Impact Assessment	All development: <ul style="list-style-type: none"> <li>• With significant environmental impact or within environmentally sensitive locations.</li> <li>• That has been the subject of a screening opinion provided that determined that an Environmental Statement is required.</li> </ul> All EIA development.	

Table 4 Residential Development (Minor) - Local Requirements

Requirement	When is it required?	Included?
3.9 Demolition Plan	All development involving demolition works.	
4.2 Air Quality Assessment	All development that is likely to cause significant levels of air pollution or exposes future occupants to existing poor air quality.	
4.3 Archaeological Assessment	All development on or adjoining a scheduled monument, or a site of known or suspected archaeological interest.	
4.4 Coal Mining Risk Assessment	All development located within a Development High Risk Area that does not fall within the exemptions set out in <a href="#">government guidance</a> .	

## 2 Application Type

Requirement	When is it required?	Included?
4.6 Ecological Impact Assessment	All development: <ul style="list-style-type: none"> <li>• Likely to affect a European, national or locally designated site or other sites that support important habitats.</li> <li>• Likely to affect a priority species or a species protected by law and their habitat.</li> </ul>	
4.7 Electric Vehicle (EV) Charging Points	All development involving new car parking provision.	
4.9 Flood Risk Sequential and Exceptions Test	All development that meets the requirements set out in <a href="#">government guidance</a> .	
4.10 Flood Risk Assessment	All development proposals: <ul style="list-style-type: none"> <li>• In flood zone 2 or 3.</li> <li>• More than 1 hectare in flood zone 1.</li> <li>• In flood zone 1, where the LPA's strategic flood risk assessment (SFRA) shows it will be at increased risk of flooding during its lifetime.</li> <li>• That increase the <a href="#">vulnerability classification</a> and may be subject to sources of flooding other than rivers or sea.</li> <li>• On a site over 0.5 hectares in size in <a href="#">Critical Drainage Areas</a> .</li> <li>• In areas of surface water flooding (pluvial flooding).</li> </ul>	
4.11 Heritage Statement	All development that affects a designated or non-designated heritage asset or its setting.	
4.12 Land Contamination Assessment	All development: <ul style="list-style-type: none"> <li>• Located on sites where contamination is known or suspected due to a previous use or an offsite source.</li> <li>• Located on a site that has been previously developed or historically associated with mineral extraction.</li> </ul>	

Requirement	When is it required?	Included?
4.13 Landscape and Visual Impact Assessment	All development that may have significant effects on landscape and/or visual amenity.	
4.15 Lighting Assessment	All development introducing artificial lighting into any sensitive context, normally close to residential development or sites of nature conservation value or which may impact on protected species or priority species.	
4.16 Noise Impact Assessment	<p>All development:</p> <ul style="list-style-type: none"> <li>• Within town or city centre, as defined in the development plan, or is located within a noise generative environment.</li> <li>• Including noise or vibration sensitive uses adjacent to major sources of noise, such as a main road or motorway, railways, industrial and commercial premises (including existing entertainment and sports venues).</li> </ul>	
4.17 Open Space Assessment	<p>All development:</p> <ul style="list-style-type: none"> <li>• Located within or incorporating any existing area of open space, sports and recreational buildings and land, including playing fields and formal play spaces.</li> <li>• Where there is additional demand for open / green spaces.</li> </ul>	
4.19 Planning Statement	.All development that would be a departure from the development plan.	
4.20 Playing Field Land Assessment	All development that would lead to the loss of, or would prejudice the use of, all, or any part, of playing field land.	
4.22 Structural Survey	<p>All development:</p> <ul style="list-style-type: none"> <li>• Located on sites where there is the possibility of land instability.</li> <li>• Involving the full or partial demolition of a listed building, unlisted building within a conservation area or a building of special local interest.</li> <li>• Involving the conversion of a listed building that would involve significant structural alterations.</li> </ul>	

## 2 Application Type

Requirement	When is it required?	Included?
	<ul style="list-style-type: none"> <li>Where the total or substantial demolition of a designated or non-designated heritage asset is proposed on the grounds of physical condition.</li> <li>Involving the conversion of rural buildings.</li> </ul>	
4.23 Sustainable Drainage Strategy (including Sustainable Urban Drainage Pro-forma)	<p>All development:</p> <ul style="list-style-type: none"> <li>With surface water drainage in an area at risk of flooding such as flood zones 2 or 3, or at risk from another source of flooding. Such as (but not limited to); fluvial, watercourse, surface water, and ground water flooding.</li> <li>Located on sites of 0.5ha or above in <a href="#">Critical Drainage Areas</a> .</li> </ul>	
4.25 Transport Assessment	All development that would generate significant amounts of movement.	
4.26 Transport Statement	All development where it is agreed the transport issues arising from development proposals would be limited and a full transport assessment is not required.	
4.27 Travel Plan	All development that requires a Transport Assessment or a Transport Statement.	
4.28 Tree Survey (including Tree Protection Plan) and Method Statement	All development where there are trees within the application site or on adjacent land (including the highway) that could be affected by the development.	
4.31 Waste Management Scheme Details	All development involving the processing, transfer or deposition of waste.	

## 2.3 Residential Development – 10 or more residential units (or site area of 0.5 or more hectares)

**2.3.1** This table relates to all development for residential accommodation uses including HMOs and student accommodation.

**Table 5 Residential Development (Major) - National Requirements**

Requirement	When is it required?	Included?
3.1 Application Form and Ownership Certificate(s)	Always.	
3.2 Correct Fee	Always.	
3.3 Location Plan	Always.	
3.4 Site Plan / Block Plan (Existing and Proposed)	Always.	
3.5 Floor Plans (Existing and Proposed)	Always.	
3.6 Elevation Plans (Existing and Proposed)	Always.	
3.7 Roof Plans (Existing and Proposed)	All development involving new buildings including extensions or alterations to an existing roof.	
3.8 Section Drawings, Floor and Site Levels, and Streetscene (Existing and Proposed)	All development: <ul style="list-style-type: none"> <li>Involving a change in ground levels or involves development set at a different ground level than adjoining existing development.</li> <li>Located on a sloping site.</li> </ul> Section drawings for all development involving alterations to a listed building.	
3.10 Fire Statement	All development involving, or relating to, buildings of 18 metres or more in height or containing 7 or more storeys, and including two or more dwellings or educational accommodation.	

## 2 Application Type

Requirement	When is it required?	Included?
3.11 Design & Access Statement	Always.	
3.12 Biodiversity Net Gain	All development except those listed as exemptions in the <a href="#">government guidance</a> .	
3.13 Environmental Statement / Environmental Impact Assessment	<p>All development:</p> <ul style="list-style-type: none"> <li>• With significant environmental impact or within environmentally sensitive locations.</li> <li>• That has been the subject of a screening opinion provided that determined that an Environmental Statement is required.</li> </ul> <p>All EIA development.</p>	

**Table 6 Residential Development (Major) - Local Requirements**

Requirement	When is it required?	Included?
4.1 Affordable Housing Statement	Always.	
4.2 Air Quality Assessment	All development that is likely to cause significant levels of air pollution or exposes future occupants to existing poor air quality.	
4.3 Archaeological Assessment	All development on or adjoining a scheduled monument, or a site of known or suspected archaeological interest.	
4.4 Coal Mining Risk Assessment	All development located within a Development High Risk Area that does not fall within the exemptions set out in <a href="#">government guidance</a> .	
4.5 Crime Impact Statement	Always.	
4.6 Ecological Impact Assessment	All development:	



Requirement	When is it required?	Included?
	<ul style="list-style-type: none"> <li>• Likely to affect a European, national or locally designated site or other sites that support important habitats.</li> <li>• Likely to affect a priority species or a species protected by law and their habitat.</li> </ul>	
4.7 Electric Vehicle (EV) Charging Points	All development involving new car parking provision.	
4.8 Energy Statement	Always.	
4.9 Flood Risk Sequential and Exceptions Test	All development that meets the requirements set out in <a href="#">government guidance</a> .	
4.10 Flood Risk Assessment	<p>All development proposals:</p> <ul style="list-style-type: none"> <li>• In flood zone 2 or 3.</li> <li>• More than 1 hectare in flood zone 1.</li> <li>• In flood zone 1, where the LPA's strategic flood risk assessment (SFRA) shows it will be at increased risk of flooding during its lifetime.</li> <li>• That increase the <a href="#">vulnerability classification</a> and may be subject to sources of flooding other than rivers or sea.</li> <li>• On a site over 0.5 hectares in size in <a href="#">Critical Drainage Areas</a>.</li> <li>• In areas of surface water flooding (pluvial flooding).</li> </ul>	
4.11 Heritage Statement	All development that affects a designated or non-designated heritage asset or its setting.	
4.12 Land Contamination Assessment	Always.	
4.13 Landscape and Visual Impact Assessment	All development that may have significant effects on landscape and/or visual amenity.	
4.14 Landscape Plans / Management Strategy	Always.	

## 2 Application Type

Requirement	When is it required?	Included?
4.15 Lighting Assessment	All development introducing artificial lighting into any sensitive context, normally close to residential development or sites of nature conservation value or that may impact on protected species or priority species.	
4.16 Noise Impact Assessment	All development: <ul style="list-style-type: none"> <li>• Within town or city centre, as defined in the development plan, or is located within a noise generative environment.</li> <li>• Including noise or vibration sensitive uses adjacent to major sources of noise, such as a main road or motorway, railways, industrial and commercial premises (including existing entertainment and sports venues).</li> </ul>	
4.17 Open Space Assessment	All development: <ul style="list-style-type: none"> <li>• Located within or incorporating any existing area of open space, sports and recreational buildings and land, including playing fields and formal play spaces.</li> <li>• Where there is additional demand for open / green spaces.</li> </ul>	
4.18 Planning Obligations / Heads of Terms	All development that will generate a requirement for planning obligations / financial contributions.	
4.19 Planning Statement	Always.	
4.20 Playing Field Land Assessment	All development that would lead to the loss of, or would prejudice the use of, all, or any part, of playing field land.	
4.21 Statement of Community Involvement	Always.	
4.22 Structural Survey	All development: <ul style="list-style-type: none"> <li>• Located on sites where there is the possibility of land instability.</li> <li>• Involving the full or partial demolition of a listed building, unlisted building within a conservation area or a building of special local interest.</li> </ul>	

Requirement	When is it required?	Included?
	<ul style="list-style-type: none"> <li>• Involving the conversion of a listed building which would involve significant structural alterations.</li> <li>• Where the total or substantial demolition of a designated or non-designated heritage asset is proposed on the grounds of physical condition.</li> <li>• Involving the conversion of rural buildings.</li> </ul>	
4.23 Sustainable Drainage Strategy (including Sustainable Urban Drainage Pro-forma)	Always.	
4.25 Transport Assessment	All development that would generate significant amounts of movement.	
4.26 Transport Statement	All development where it is agreed the transport issues arising from development proposals would be limited and a full transport assessment is not required.	
4.27 Travel Plan	All development that requires a Transport Assessment or a Transport Statement.	
4.28 Tree Survey (including Tree Protection Plan) and Method Statement	All development where there are trees within the application site or on adjacent land (including the highway) that could be affected by the development.	
4.30 Viability Appraisal	All development where the developer does not intend to fully comply with policy requirements in respect of affordable housing, planning obligations and/or financial contributions.	
4.31 Waste Management Scheme Details	All development involving the processing, transfer or deposition of waste.	

## 2.4 Non-residential Development – Less than 1,000sqm additional floorspace (or site area of less than 1 hectare)

**2.4.1** This table relates to all development for non-residential uses including industrial, offices, commercial, retail, leisure and hotels.

**Table 7 Non-residential Development (Minor) - National Requirements**

Requirement	When is it required?	Included?
3.1 Application Form and Ownership Certificate(s)	Always.	
3.2 Correct Fee	Always.	
3.3 Location Plan	Always.	
3.4 Site Plan / Block Plan (Existing and Proposed)	Always.	
3.5 Floor Plans (Existing and Proposed)	Always.	
3.6 Elevation Plans (Existing and Proposed)	Always.	
3.7 Roof Plans (Existing and Proposed)	All development involving new buildings including extensions or alterations to an existing roof.	
3.8 Section Drawings, Floor and Site Levels, and Streetscene (Existing and Proposed)	All development: <ul style="list-style-type: none"> <li>• Involving a change in ground levels or involves development set at a different ground level than adjoining existing development.</li> <li>• Located on a sloping site.</li> </ul> Section drawings for all development involving alterations to a listed building.	

Requirement	When is it required?	Included?
3.10 Fire Statement	All development involving, or relating to, buildings of 18 metres or more in height, or containing 7 or more storeys, and including two or more dwellings or educational accommodation.	
3.11 Design & Access Statement	All development: <ul style="list-style-type: none"> <li>• Located in a Conservation Area.</li> <li>• Involving an application for Listed Building Consent.</li> </ul>	
3.12 Biodiversity Net Gain	All development except those listed as exemptions in the <a href="#">government guidance</a> .	

**Table 8 Non-Residential Development (Minor) - Local Requirements**

Requirement	When is it required?	Included?
4.2 Air Quality Assessment	All development that is likely to cause significant levels of air pollution or exposes future occupants to existing poor air quality.	
4.3 Archaeological Assessment	All development on or adjoining a scheduled monument, or a site of known or suspected archaeological interest.	
4.4 Coal Mining Risk Assessment	All development located within a Development High Risk Area that does not fall within the exemptions set out in <a href="#">government guidance</a> .	
3.9 Demolition Plan	All development involving demolition works.	
4.6 Ecological Impact Assessment	All development: <ul style="list-style-type: none"> <li>• Likely to affect a European, national or locally designated site or other sites that support important habitats.</li> <li>• Likely to affect a priority species or a species protected by law and their habitat.</li> </ul>	
4.7 Electric Vehicle (EV) Charging Points	All development involving new car parking provision.	

## 2 Application Type

Requirement	When is it required?	Included?
4.9 Flood Risk Sequential and Exceptions Test	All development that meets the requirements set out in <a href="#">government guidance</a> .	
4.10 Flood Risk Assessment	All development proposals: <ul style="list-style-type: none"> <li>• In flood zone 2 or 3.</li> <li>• More than 1 hectare in flood zone 1.</li> <li>• In flood zone 1, where the LPA's strategic flood risk assessment (SFRA) shows it will be at increased risk of flooding during its lifetime.</li> <li>• That increase the <a href="#">vulnerability classification</a> and may be subject to sources of flooding other than rivers or sea.</li> <li>• On a site over 0.5 hectares in size in <a href="#">Critical Drainage Areas</a> .</li> <li>• In areas of surface water flooding (pluvial flooding).</li> </ul>	
4.11 Heritage Statement	All development that affects a designated or non-designated heritage asset or its setting.	
4.12 Land Contamination Assessment	All development: <ul style="list-style-type: none"> <li>• Located on sites where contamination is known or suspected due to a previous use or an offsite source.</li> <li>• Located on a site that has been previously developed or historically associated with mineral extraction.</li> </ul>	
4.13 Landscape and Visual Impact Assessment	All development that may have significant effects on landscape and/or visual amenity.	
4.15 Lighting Assessment	All development: <ul style="list-style-type: none"> <li>• Introducing artificial lighting into any sensitive context, normally close to residential development or sites of nature conservation value or that may impact on protected species or priority species.</li> <li>• Requiring applications for advertisement consent including proposals for illumination or use of digital screens in sensitive locations.</li> </ul>	

Requirement	When is it required?	Included?
4.16 Noise Impact Assessment	<p>All development:</p> <ul style="list-style-type: none"> <li>• Within town or city centre, as defined in the development plan, or is located within a noise generative environment, which would be for a sensitive use (e.g. medical or noise sensitive industrial / commercial uses).</li> <li>• That will generate high levels of noise or vibration such as industrial developments using noisy machinery; transport; external storage; 24 hours uses; close to existing noise sensitive uses (as per above).</li> <li>• For commercial or entertainment uses that involve externally mounted extraction equipment; live or recorded entertainment; external uses (e.g. beer gardens).</li> <li>• For commercial or entertainment uses, in premises sharing a party wall, floor or ceiling with residential uses (whether these party walls, floors, or ceilings be to existing residential uses or as a result of the proposed development).</li> <li>• Including noise or vibration sensitive uses adjacent to major sources of noise, such as a main road or motorway, railways, industrial and commercial premises (including existing entertainment and sports venues).</li> </ul>	
4.17 Open Space Assessment	<p>All development:</p> <ul style="list-style-type: none"> <li>• Located within or incorporating any existing area of open space, sports and recreational buildings and land, including playing fields and formal play spaces.</li> <li>• Where there is additional demand for open / green spaces.</li> </ul>	
4.19 Planning Statement	All development which would be a departure from the development plan.	
4.20 Playing Field Land Assessment	All development that would lead to the loss of, or would prejudice the use of, all, or any part, of playing field land.	
4.22 Structural Survey	<p>All development:</p> <ul style="list-style-type: none"> <li>• Located on sites where there is the possibility of land instability.</li> </ul>	

## 2 Application Type

Requirement	When is it required?	Included?
	<ul style="list-style-type: none"> <li>Involving the full or partial demolition of a listed building, unlisted building within a conservation area or a building of special local interest.</li> <li>Involving the conversion of a listed building that would involve significant structural alterations.</li> <li>Where the total or substantial demolition of a designated or non-designated heritage asset is proposed on the grounds of physical condition.</li> <li>Involving the conversion of rural buildings.</li> </ul>	
<p>4.23 Sustainable Drainage Strategy (including Sustainable Urban Drainage Pro-forma)</p>	<p>All development:</p> <ul style="list-style-type: none"> <li>With surface water drainage in an area at risk of flooding such as flood zones 2 or 3, or at risk from another source of flooding. Such as (but not limited to); fluvial, watercourse, surface water, and ground water flooding.</li> <li>Located on sites of 0.5ha or above in <a href="#">Critical Drainage Areas</a> .</li> </ul>	
<p>4.24 Town Centre Uses Sequential Test and Impact Assessment</p>	<p>Sequential Test required for all development for main town centre uses development (as defined in the NPPF) that are not in an existing centre or in accordance with an up-to-date development plan.</p>	
<p>4.25 Transport Assessment</p>	<p>All development that would generate significant amounts of movement.</p>	
<p>4.26 Transport Statement</p>	<p>All development where it is agreed the transport issues arising from development proposals would be limited and a full transport assessment is not required.</p>	
<p>4.27 Travel Plan</p>	<p>All development that requires a Transport Assessment or a Transport Statement.</p>	
<p>4.28 Tree Survey (including Tree Protection Plan) and Method Statement</p>	<p>All development where there are trees within the application site or on adjacent land (including the highway) that could be affected by the development.</p>	
<p>4.29 Ventilation / Extraction Details</p>	<p>All development:</p> <ul style="list-style-type: none"> <li>Where an external extraction vent or flue is required.</li> </ul>	



Requirement	When is it required?	Included?
	<ul style="list-style-type: none"><li data-bbox="555 272 1547 304">• Involving the creation or alteration of an extractor vent or flue in isolation.</li></ul>	
4.31 Waste Management Scheme Details	All development involving the processing, transfer or deposition of waste.	

## 2.5 Non-residential Development – 1,000sqm or more additional floorspace (or site area of 1 or more hectares)

**2.5.1** This table relates to all development for non-residential uses including industrial, offices, commercial, retail, leisure and hotels.

**Table 9 Non-residential Development (Major) - National Requirements**

Requirement	When is it required?	Included?
3.1 Application Form and Ownership Certificate(s)	Always.	
3.2 Correct Fee	Always.	
3.3 Location Plan	Always.	
3.4 Site Plan / Block Plan (Existing and Proposed)	Always.	
3.5 Floor Plans (Existing and Proposed)	Always.	
3.6 Elevation Plans (Existing and Proposed)	Always.	
3.7 Roof Plans (Existing and Proposed)	All development involving new buildings including extensions or alterations to an existing roof.	
3.8 Section Drawings, Floor and Site Levels, and Streetscene (Existing and Proposed)	All development: <ul style="list-style-type: none"> <li>• Involving a change in ground levels or involves development set at a different ground level than adjoining existing development.</li> <li>• Located on a sloping site.</li> </ul> Section drawings for all development involving alterations to a listed building.	

Requirement	When is it required?	Included?
3.10 Fire Statement	All development involving, or relating to, buildings of 18 metres or more in height, or containing 7 or more storeys, and including two or more dwellings or educational accommodation.	
3.11 Design & Access Statement	Always.	
3.12 Biodiversity Net Gain	All development except those listed as exemptions in the <a href="#">government guidance</a> .	
3.13 Environmental Statement / Environmental Impact Assessment	All development: <ul style="list-style-type: none"> <li>• With significant environmental impact or within environmentally sensitive locations.</li> <li>• That has been the subject of a screening opinion provided that determined that an Environmental Statement is required.</li> </ul> All EIA development.	

Table 10 Non-residential Development (Major) - Local Requirements

Requirement	When is it required?	Included?
4.2 Air Quality Assessment	All development which is likely to cause significant levels of air pollution or exposes future occupants to existing poor air quality.	
4.3 Archaeological Assessment	All development on or adjoining a scheduled monument, or a site of known or suspected archaeological interest.	
4.4 Coal Mining Risk Assessment	All development located within a Development High Risk Area that does not fall within the exemptions set out in <a href="#">government guidance</a> .	
4.5 Crime Impact Statement	Always.	
3.9 Demolition Plan	All development involving demolition works.	

## 2 Application Type

Requirement	When is it required?	Included?
4.6 Ecological Impact Assessment	All development: <ul style="list-style-type: none"> <li>Likely to affect a European, national or locally designated site or other sites that support important habitats.</li> <li>Likely to affect a priority species or a species protected by law and their habitat.</li> </ul>	
4.7 Electric Vehicle (EV) Charging Points	All development involving new car parking provision.	
4.8 Energy Statement	Always.	
4.9 Flood Risk Sequential and Exceptions Test	All development which meets the requirements set out in <a href="#">government guidance</a> .	
4.10 Flood Risk Assessment	All development proposals: <ul style="list-style-type: none"> <li>In flood zone 2 or 3.</li> <li>More than 1 hectare in flood zone 1.</li> <li>In flood zone 1, where the LPA's strategic flood risk assessment (SFRA) shows it will be at increased risk of flooding during its lifetime.</li> <li>That increase the <a href="#">vulnerability classification</a> and may be subject to sources of flooding other than rivers or sea.</li> <li>On a site over 0.5 hectares in size in <a href="#">Critical Drainage Areas</a> .</li> <li>In areas of surface water flooding (pluvial flooding).</li> </ul>	
4.11 Heritage Statement	All development which affects a designated or non-designated heritage asset or its setting.	
4.12 Land Contamination Assessment	Always.	
4.13 Landscape and Visual Impact Assessment	Always.	

Requirement	When is it required?	Included?
4.14 Landscape Plans / Management Strategy	Always.	
4.15 Lighting Assessment	<p>All development:</p> <ul style="list-style-type: none"> <li>• Introducing artificial lighting into any sensitive context, normally close to residential development or sites of nature conservation value or that may impact on protected species or priority species.</li> <li>• Requiring applications for advertisement consent including proposals for illumination or use of digital screens in sensitive locations.</li> </ul>	
4.16 Noise Impact Assessment	<p>All development:</p> <ul style="list-style-type: none"> <li>• Within town or city centre, as defined in the development plan, or is located within a noise generative environment, which would be for a sensitive use (e.g. medical or noise sensitive industrial / commercial uses).</li> <li>• That will generate high levels of noise or vibration such as industrial developments using noisy machinery; transport; external storage; 24 hours uses; close to existing noise sensitive uses (as per above).</li> <li>• For commercial or entertainment uses that involve externally mounted extraction equipment; live or recorded entertainment; external uses (e.g. beer gardens).</li> <li>• For commercial or entertainment uses, in premises sharing a party wall, floor or ceiling with residential uses (whether these party walls, floors, or ceilings be to existing residential uses or as a result of the proposed development).</li> <li>• Including noise or vibration sensitive uses adjacent to major sources of noise, such as a main road or motorway, railways, industrial and commercial premises (including existing entertainment and sports venues).</li> </ul>	
4.17 Open Space Assessment	<p>All development:</p> <ul style="list-style-type: none"> <li>• Located within or incorporating any existing area of open space, sports and recreational buildings and land, including playing fields and formal play spaces.</li> <li>• Where there is additional demand for open / green spaces.</li> </ul>	

## 2 Application Type

Requirement	When is it required?	Included?
4.18 Planning Obligations / Heads of Terms	All development which will generate a requirement for planning obligations / financial contributions.	
4.19 Planning Statement	Always.	
4.20 Playing Field Land Assessment	All development that would lead to the loss of, or would prejudice the use of, all, or any part, of playing field land.	
4.21 Statement of Community Involvement	Always.	
4.22 Structural Survey	All development: <ul style="list-style-type: none"> <li>• Located on sites where there is the possibility of land instability.</li> <li>• Involving the full or partial demolition of a listed building, unlisted building within a conservation area or a building of special local interest.</li> <li>• Involving the conversion of a listed building that would involve significant structural alterations.</li> <li>• Where the total or substantial demolition of a designated or non-designated heritage asset is proposed on the grounds of physical condition.</li> <li>• Involving the conversion of rural buildings.</li> </ul>	
4.23 Sustainable Drainage Strategy (including Sustainable Urban Drainage Pro-forma)	Always.	
4.24 Town Centre Uses Sequential Test and Impact Assessment	All development: <ul style="list-style-type: none"> <li>• For main town centre uses development (as defined in the NPPF) which are not in an existing centre or in accordance with the development plan.</li> <li>• For main town centre uses development not in an existing centre or in accordance with the development plan, with a gross floorspace of over 2,500 sqm.</li> </ul>	
4.25 Transport Assessment	All development that would generate significant amounts of movement.	

Requirement	When is it required?	Included?
4.26 Transport Statement	All development where it is agreed the transport issues arising from development proposals would be limited and a full transport assessment is not required.	
4.27 Travel Plan	All development that requires a Transport Assessment or a Transport Statement.	
4.28 Tree Survey (including Tree Protection Plan) and Method Statement	All development where there are trees within the application site or on adjacent land (including the highway) that could be affected by the development.	
4.29 Ventilation / Extraction Details	<p>All development:</p> <ul style="list-style-type: none"> <li>• Where an external extraction vent or flue is required.</li> <li>• Involving the creation or alteration of an extractor vent or flue in isolation.</li> </ul>	
4.30 Viability Appraisal	All development where the developer does not intend to fully comply with policy requirements in respect of planning obligations and/or financial contributions.	
4.31 Waste Management Scheme Details	All development involving the processing, transfer or deposition of waste.	

## 2.6 Change of Use

**Table 11 Change of Use - National Requirements**

Requirement	When is it required?	Included?
3.1 Application Form and Ownership Certificate(s)	Always.	
3.2 Correct Fee	Always.	
3.3 Location Plan	Always.	
3.4 Site Plan / Block Plan (Existing and Proposed)	Always.	
3.5 Floor Plans (Existing and Proposed)	Always.	
3.6 Elevation Plans (Existing and Proposed)	Always.	
3.7 Roof Plans (Existing and Proposed)	All development involving new buildings including extensions or alterations to an existing roof.	
3.8 Section Drawings, Floor and Site Levels, and Streetscene (Existing and Proposed)	All development: <ul style="list-style-type: none"> <li>Involving a change in ground levels or involves development set at a different ground level than adjoining existing development.</li> <li>Located on a sloping site.</li> </ul> Section drawings for all development involving alterations to a listed building.	
3.10 Fire Statement	All development involving, or relating to, buildings of 18 metres or more in height or containing 7 or more storeys, and including two or more dwellings or educational accommodation.	



Requirement	When is it required?	Included?
3.11 Design & Access Statement	Residential Development – 10 or more dwellings (or site area of 0.5 or more hectares). Non-residential Development – 1,000sqm or more additional floorspace (or site area of 1 or more hectares). All development located in a Conservation Area. All development involving applications for Listed Building Consent.	
3.12 Biodiversity Net Gain	All development except those listed as exemptions in the <a href="#">government guidance</a> .	
3.13 Environmental Statement / Environmental Impact Assessment	All residential development of 10 or more dwellings (or site area of 0.5 or more hectares; and/or non-residential development – 1,000sqm or more additional floorspace (or site area of 1 or more hectares) development with significant environmental impact or within environmentally sensitive locations. All EIA development. All development that has been the subject of a screening opinion provided which determined that an Environmental Statement is required.	

Table 12 Change of Use - Local Requirements

Requirement	When is it required?	Included?
4.1 Affordable Housing Statement	All development involving 10 or more residential units.	
4.2 Air Quality Assessment	All development which is likely to cause significant levels of air pollution or exposes future occupants to existing poor air quality.	
4.3 Archaeological Assessment	All development on or adjoining a scheduled monument, or a site of known or suspected archaeological interest.	
4.4 Coal Mining Risk Assessment	All development located within a Development High Risk Area that does not fall within the exemptions set out in <a href="#">government guidance</a> .	

## 2 Application Type

Requirement	When is it required?	Included?
4.5 Crime Impact Statement	Residential Development – 10 or more dwellings (or site area of 0.5 or more hectares) Non-residential Development – 1,000sqm or more additional floorspace (or site area of 1 or more hectares)	
3.9 Demolition Plan	All development involving demolition works.	
4.6 Ecological Impact Assessment	All development: <ul style="list-style-type: none"> <li>• Likely to affect a European, national or locally designated site or other sites that support important habitats.</li> <li>• Likely to affect a priority species or a species protected by law and their habitat.</li> </ul>	
4.7 Electric Vehicle (EV) Charging Points	All development involving new car parking provision.	
4.8 Energy Statement	Residential Development – 10 or more dwellings (or site area of 0.5 or more hectares). Non-residential Development – 1,000sqm or more additional floorspace (or site area of 1 or more hectares).	
4.9 Flood Risk Sequential and Exceptions Test	All development which meets the requirements set out in <a href="#">government guidance</a> .	
4.10 Flood Risk Assessment	All development proposals: <ul style="list-style-type: none"> <li>• In flood zone 2 or 3.</li> <li>• More than 1 hectare in flood zone 1.</li> <li>• In flood zone 1, where the LPA's strategic flood risk assessment (SFRA) shows it will be at increased risk of flooding during its lifetime.</li> <li>• That increase the <a href="#">vulnerability classification</a> and may be subject to sources of flooding other than rivers or sea.</li> <li>• On a site over 0.5 hectares in size in <a href="#">Critical Drainage Areas</a> .</li> <li>• In areas of surface water flooding (pluvial flooding).</li> </ul>	

Requirement	When is it required?	Included?
4.11 Heritage Statement	All development which affects a designated or non-designated heritage asset or its setting.	
4.12 Land Contamination Assessment	<p>All development that would:</p> <ul style="list-style-type: none"> <li>• Introduce sensitive receptors and/or the creation of gardens or soft landscaping on former commercial/industrial land and buildings.</li> <li>• Be located on a site where contamination is known or suspected due to a previous use or an offsite source.</li> <li>• Be located on a site that has been previously developed or historically associated with mineral extraction.</li> </ul>	
4.13 Landscape and Visual Impact Assessment	All development which may have significant effects on landscape and/or visual amenity.	
4.14 Landscape Plans / Management Strategy	<p>Residential Development – 10 or more dwellings (or site area of 0.5 or more hectares)  Non-residential Development – 1,000sqm or more additional floorspace (or site area of 1 or more hectares)</p>	
4.15 Lighting Assessment	<p>All development:</p> <ul style="list-style-type: none"> <li>• Introducing artificial lighting into any sensitive context, normally close to residential development or sites of nature conservation value or that may impact on protected species or priority species.</li> <li>• Requiring applications for advertisement consent including proposals for illumination or use of digital screens in sensitive locations.</li> </ul>	
4.16 Noise Impact Assessment	<p>All development:</p> <ul style="list-style-type: none"> <li>• Within town or city centre, as defined in the development plan, or is located within a noise generative environment, which would be for a sensitive use (e.g. medical or noise sensitive industrial / commercial uses).</li> <li>• That will generate high levels of noise or vibration such as industrial developments using noisy machinery; transport; external storage; 24 hours uses; close to existing noise sensitive uses (as per above).</li> </ul>	

## 2 Application Type

Requirement	When is it required?	Included?
	<ul style="list-style-type: none"> <li>For commercial or entertainment uses that involve externally mounted extraction equipment; live or recorded entertainment; external uses (e.g. beer gardens).</li> <li>For commercial or entertainment uses, in premises sharing a party wall, floor or ceiling with residential uses (whether these party walls, floors, or ceilings be to existing residential uses or as a result of the proposed development).</li> <li>Including noise or vibration sensitive uses adjacent to major sources of noise, such as a main road or motorway, railways, industrial and commercial premises (including existing entertainment and sports venues).</li> </ul>	
4.17 Open Space Assessment	<p>All development:</p> <ul style="list-style-type: none"> <li>Located within or incorporating any existing area of open space, sports and recreational buildings and land, including playing fields and formal play spaces.</li> <li>Where there is additional demand for open / green spaces.</li> </ul>	
4.18 Planning Obligations / Heads of Terms	All development which will generate a requirement for planning obligations / financial contributions.	
4.19 Planning Statement	<p>Residential Development – 10 or more dwellings (or site area of 0.5 or more hectares)            Non-residential Development – 1,000sqm or more additional floorspace (or site area of 1 or more hectares)            All development which would be a departure from the development plan.</p>	
4.20 Playing Field Land Assessment	All development that would lead to the loss of, or would prejudice the use of, all, or any part, of playing field land.	
4.21 Statement of Community Involvement	<p>Residential Development – 10 or more dwellings (or site area of 0.5 or more hectares)            Non-residential Development – 1,000sqm or more additional floorspace (or site area of 1 or more hectares)</p>	
4.22 Structural Survey	<p>All development:</p> <ul style="list-style-type: none"> <li>Located on sites where there is the possibility of land instability.</li> </ul>	

Requirement	When is it required?	Included?
	<ul style="list-style-type: none"> <li>Involving the full or partial demolition of a listed building, unlisted building within a conservation area or a building of special local interest.</li> <li>Involving the conversion of a listed building that would involve significant structural alterations.</li> <li>Where the total or substantial demolition of a designated or non-designated heritage asset is proposed on the grounds of physical condition.</li> <li>Involving the conversion of rural buildings.</li> </ul>	
4.23 Sustainable Drainage Strategy (including Sustainable Urban Drainage Pro-forma)	<p>All development:</p> <ul style="list-style-type: none"> <li>With surface water drainage in an area at risk of flooding such as flood zones 2 or 3, or at risk from another source of flooding. Such as (but not limited to); fluvial, watercourse, surface water, and ground water flooding.</li> <li>Located on sites of 0.5ha or above in <a href="#">Critical Drainage Areas</a></li> </ul> <p>Residential Development – 10 or more dwellings (or site area of 0.5 or more hectares)  Non-residential Development – 1,000sqm or more additional floorspace (or site area of 1 or more hectares)</p>	
4.24 Town Centre Uses Sequential Test and Impact Assessment	<p>All development for main town centre uses development (as defined in the NPPF) which are not in an existing centre or in accordance with the development plan.</p> <p>All development for main town centre uses development not in an existing centre or in accordance with the development plan, with a gross floorspace of over 2,500 sqm</p>	
4.25 Transport Assessment	All development that would generate significant amounts of movement.	
4.26 Transport Statement	All development where it is agreed the transport issues arising from development proposals would be limited and a full transport assessment is not required.	
4.27 Travel Plan	All development that requires a Transport Assessment or a Transport Statement.	
4.28 Tree Survey (including Tree Protection Plan) and Method Statement	All development where there are trees within the application site or on adjacent land (including the highway) that could be affected by the development.	

## 2 Application Type

Requirement	When is it required?	Included?
4.29 Ventilation / Extraction Details	All development: <ul style="list-style-type: none"> <li>• Where an external extraction vent or flue is required.</li> <li>• Involving the creation or alteration of an extractor vent or flue in isolation.</li> </ul>	
4.30 Viability Appraisal	All development where the developer does not intend to fully comply with policy requirements in respect of planning obligations and/or financial contributions.	
4.31 Waste Management Scheme Details	All development involving the processing, transfer or deposition of waste.	

## 2.7 Work to Trees

**Table 13 Works to Trees - National Requirements**

Requirement	When is it required?	Included?
3.1 Application Form and Ownership Certificate(s)	Always.	
3.3 Location Plan	Always.	

**Table 14 Works to Trees - Local Requirements**

Requirement	When is it required?	Included?
4.6 Ecological Impact Assessment	All development: <ul style="list-style-type: none"> <li>• Likely to affect a European, national or locally designated site or other sites that support important habitats.</li> <li>• Likely to affect a priority species or a species protected by law and their habitat.</li> </ul>	
4.28 Tree Survey (including Tree Protection Plan) and Method Statement	Always.	

## 2.8 Advertisement Consent

**Table 15 Advertisement Consent - National Requirements**

Requirement	When is it required?	Included?
3.1 Application Form and Ownership Certificate(s)	Always.	
3.2 Correct Fee	Always.	
3.3 Location Plan	Always.	
3.4 Site Plan / Block Plan (Existing and Proposed)	Always.	

**Table 16 Advertisement Consent - Local Requirements**

Requirement	When is it required?	Included?
3.6 Elevation Plans (Existing and Proposed)	Always.	
3.8 Section Drawings, Floor and Site Levels, and Streetscene (Existing and Proposed)	Section drawings are always required.	
3.11 Design & Access Statement	All development: <ul style="list-style-type: none"> <li>• Located in a Conservation Area.</li> <li>• Involving an application for Listed Building Consent.</li> </ul>	
4.11 Heritage Statement	All development which affects a designated or non-designated heritage asset or its setting.	
4.15 Lighting Assessment	All development involving proposals for illumination or use of digital screens in sensitive locations.	



## 2.9 Listed Building Consent

**2.9.1** Please note that if an application for Listed Building Consent is submitted alongside an application for a proposal falling within the planning consent types as detailed within this document, all applications must comply with the relevant validation requirements as set out.

**Table 17 Listed Building Consent - National Requirements**

Requirement	When is it required?	Included?
3.1 Application Form and Ownership Certificate(s)	Always.	
3.3 Location Plan	Always.	
3.11 Design & Access Statement	Always.	
4.11 Heritage Statement	Always.	

**Table 18 Listed Building Consent - Local Requirements**

Requirement	When is it required?	Included?
3.4 Site Plan / Block Plan (Existing and Proposed)	Always.	
3.5 Floor Plans (Existing and Proposed)	Always.	
3.6 Elevation Plans (Existing and Proposed)	Always.	
3.7 Roof Plans (Existing and Proposed)	All development involving new buildings including extensions or alterations to an existing roof.	

## 2 Application Type

Requirement	When is it required?	Included?
3.8 Section Drawings, Floor and Site Levels, and Streetscene (Existing and Proposed)	<p>Section drawings are always required.</p> <p>Site Levels and Streetscene required for:</p> <ul style="list-style-type: none"> <li>• All development involving a change in ground levels or involves development set at a different ground level than adjoining existing development.</li> <li>• All development located on a sloping site.</li> </ul>	
4.3 Archaeological Assessment	<p>All development on or adjoining a scheduled monument, or a site of known or suspected archaeological interest.</p>	
4.6 Ecological Impact Assessment	<p>All development:</p> <ul style="list-style-type: none"> <li>• Where the building has been vacant for a substantial period of time, or where works to the roof are proposed.</li> <li>• Likely to affect a European, national or locally designated site or other sites which support important habitats.</li> <li>• Likely to affect a priority species or a species protected by law and their habitat.</li> </ul>	
4.22 Structural Survey	<p>All development:</p> <ul style="list-style-type: none"> <li>• Located on sites where there is the possibility of land instability.</li> <li>• Involving the full or partial demolition of a listed building.</li> <li>• Involving the conversion of a listed building that would involve significant structural alterations.</li> <li>• Involving the conversion of rural buildings</li> </ul>	

## 3 National Requirements

### 3.1 Application Form and Ownership Certificate(s)

#### When is it required?

- All applications.

#### Requirements:

- The form must be completed in full, signed and dated.
- The description of the development should be concise, clear and accurately reflect all aspects of the proposal requiring planning permission.
- Certificate A must be completed when the applicant is the sole owner of the site.
- Certificate B must be completed when the applicant is not the sole owner of the site but the other owner(s) are known.
- Certificate C and D must be completed when some or none of the owners are known.
- In addition, all certificates must be accompanied by an 'Agricultural Holdings Certificate' confirming whether or not any of the land to which the application relates is, or is part of, an agricultural holding. You must complete the Agricultural Holdings Certificate - even if your application is for a non-agricultural use.
- You must state if you own the land, or if not, that you have notified or taken steps to notify anyone else with an interest in the land.
- For applications for works to trees and advertisement consent, where a certificate is not required, ownership details must be input into the relevant section of application form.

#### Guidance and further information:

- Online application using the [Planning Portal](#) is recommended.
- If you wish to access paper forms, forms and guidance are available at [Paper Forms](#) .

## 3.2 Correct Fee

### When is it required?

- All applications.
- Except where a fee exemption applies in accordance with the regulations – refer to guidance on [Planning Portal](#) .

### Guidance and further information:

- Payment must be made online at time of submission through the Planning Portal.
- [Planning Portal](#) payment information page.
- You can work out how much you need to pay using the Planning Portal - [Fee Calculator](#) .

### 3.3 Location Plan

#### When is it required?

- All applications.

#### Requirements:

- Ordnance Survey quality, must include valid OS license number.
- At a scale of 1:1250 unless the size of the site dictates that a different scale is necessary.
- A North point.
- A scale bar.
- At least 2 road names where possible and property numbers/names at surrounding to allow the site location to be clearly identified.
- A red edge around the application site which includes all the land required to carry out the development, including any required to connect the development site to a highway.
- A blue edge around any other land the applicant owns.
- All plans should be accurate and to scale.

#### Guidance and further information

- [Planning Portal](#) provide service to purchase original location plans.
- To avoid copyright breach, location plans must be obtained from legitimate sources.

### 3.4 Site Plan / Block Plan (Existing and Proposed)

#### When is it required?

- All applications.

#### Requirements:

- A recognised metric scale, 1:500 or appropriate (a scale that allows the extent of the floor layout to be distinguishable).
- The full extent of the existing site (including extensions, garages, outbuildings etc.) should be shown on the plan to clearly identify the full extent of the development when related to the original/surrounding buildings.
- A red edge around the site boundary which corresponds with the location plan.
- Must correspond with details on floor plans.

#### Guidance and further information

- [Planning Portal](#) provide service to purchase these plans.

## 3.5 Floor Plans (Existing and Proposed)

### When is it required?

- All applications proposing new or amended floor space and/or proposals to alter existing buildings.

### Requirements:

- An appropriate metric scale for example, 1:50 or 1:100.
- All floor plans must label the existing and proposed use of each room.
- The proposed openings to accord with the elevations. This should include the width of glazing bars and other details where relevant, line drawings are not acceptable.
- Drawings should show details of existing buildings where relevant, in relation to proposed buildings.
- For change of use applications (whether or not internal alterations are proposed), floor plans must show proposed layout and use of each of the rooms.
- Where handed house types are provided these will be required for all house types.

### 3.6 Elevation Plans (Existing and Proposed)

#### When is it required?

- All applications proposing new buildings or alterations to the exterior of existing buildings. Including changes of use where external alterations are proposed.
- All applications for advertisement consent.

#### Requirements:

- An appropriate metric scale for example, 1:50 or 1:100, in the same form, scale and orientation.
- The proposed works in relation to what is already there and the height of buildings above ground level.
- All elevations should clearly indicate the existing and proposed building materials and the style and finish of windows and doors.



## 3.7 Roof Plans (Existing and Proposed)

### When is it required?

- All applications involving new buildings including extensions or alterations to an existing roof.

### Requirements:

- A recognised metric scale, normally 1:50 or 1:100.
- It should include the shape of the roof and details such as the roof lights, chimneys, vents, flues.

### 3.8 Section Drawings, Floor and Site Levels, and Streetscene (Existing and Proposed)

#### When is it required?

- All applications involving a change in ground levels, or involving development set at a different ground level than adjoining existing development.
- All applications located on a sloping site.
- Section drawings are required for all applications involving alterations to listed buildings.

#### Requirements:

- An appropriate metric scale for example, 1:100, 1:200 or 1:500.
- Existing and proposed streetscene must be at 1:50 or 1:100.
- Cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.
- Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings.
- For applications involving alterations to listed buildings, detailed section drawings are required for new windows, doors and other architectural details (minimum of 1:20), and joinery and mouldings (minimum 1:2).

## 3.9 Demolition Plan

### When is it required?

- All applications involving demolition works.

### Requirements:

- An appropriate metric scale for example, 1:50 or 1:100.
- Where existing buildings or walls are to be demolished, these should be clearly shown.
- For applications involving designated and non-designated heritage assets, a Heritage Statement must also be submitted.

## 3.10 Fire Statement

### When is it required?

- All applications for, or relating to, buildings of 18 metres or more in height or containing 7 or more storeys; and including two or more dwellings or educational accommodation.

### Guidance and further information:

- The Fire Statement must be provided using the [Government's Fire Statement Form](#).
- Further information can be found within government guidance for [Fire safety and high-rise residential buildings](#) .

## 3.11 Design & Access Statement

### When is it required?

- All applications involving residential development of 10 or more residential units (or site area of 0.5 or more hectares).
- All applications involving non-residential development of 1,000sqm or more additional floorspace (or site area of 1 or more hectares).
- All development located in a Conservation Area.
- All applications for Listed Building Consent.

### Requirements:

- The design principles and concepts that have been applied to the proposed development; and
- The steps taken to appraise the context of the proposed development, and how it informed the design.
- The applicant's approach to access and how relevant Local Plan policies have been taken into account.
- Any consultation undertaken in relation to access issues and explain how these issues have informed the proposed design.
- Scope of information should be proportionate to development.
- Design solutions based on analysis of the development context and the crime issues in the area that will reduce the development's vulnerability to crime.

### Guidance and further information:

- Further information can be found within the following:
  - [Government guidance for Design and Access Statements](#) .
  - [Secured By Design](#) .

## 3.12 Biodiversity Net Gain

### When is it required?

- All applications except those listed as exemptions in the [government guidance](#) .

### Requirements:

- Government guidance for [Biodiversity Net Gain](#) sets out the information requirements for planning applications.

### 3.13 Environmental Statement / Environmental Impact Assessment

#### When is it required?

- All applications for development with significant environmental impact or within environmentally sensitive locations.
- All applications for development automatically EIA development in line with the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 or their successor.
- All applications for development that has been the subject of a screening opinion provided which determined that an Environmental Statement is required.

#### Requirements:

- Schedule 4 of The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 sets out the information required in an Environmental Statement.

#### Guidance and further information:

- It may be helpful for a developer to request a screening opinion from the Local Planning Authority before submitting a planning application to determine whether an EIA is required.
- In cases where a full EIA is not required, the Local Planning Authority may still require environmental information to be provided.

## 4 Local Requirements

### 4.1 Affordable Housing Statement

#### When is it required?

- All applications for development involving 15 or more residential units.

#### Requirements:

- Number, size, type and tenure of the units.
- Plans and drawings indicating the location, size and layout of the new affordable dwellings.



## 4.2 Air Quality Assessment

### When is it required?

- All applications for development which are likely to cause significant levels of air pollution or exposes future occupants to existing poor air quality.
- In order to determine whether an Air Quality Assessment is required for a proposal, the Stage 1 and Stage 2 criteria within section 6 of the [Institute of Air Quality Management \(IAQM\) Land-Use Planning & Development Control: Planning For Air Quality guidance](#) should be used.

### Requirements:

- Mitigation against the pollution.
- Assessment of harmful fumes and pollutants that could be caused by a development, or if occupants of a development are likely to be affected by existing pollutants.

### Guidance and further information:

- If an Air Quality Assessment is required, applicants are encouraged to seek pre-application advice in order to agree the approach and methodology that will be used in consultation with officers from the council's Public Protection department.
- When considering Stage 2 Criteria, it should be noted that although the Stoke-on-Trent Air Quality Management Area encompasses the whole of the city, not all areas of the city are subject to poor air quality, therefore, it may be appropriate to amend them on the basis of professional judgement, bearing in mind that the objective is to identify situations where there is a possibility of a significant effect on local air quality. In such circumstances, applicants are encouraged to seek pre-application advice in order to agree the appropriate approach in consultation with officers from the council's Public Protection department.

### 4.3 Archaeological Assessment

#### When is it required?

- Any proposed development on or adjoining a scheduled monument, or a site of known or suspected archaeological interest.

#### Requirements:

- An appropriate archaeological desk-based assessment.
- In some instances, further works in the form of archaeological evaluation may be required.

#### Guidance and further information:

- Applicants are encouraged to seek pre-application advice to discuss potential archaeological requirements with the Local Planning Authority.

## 4.4 Coal Mining Risk Assessment

### When is it required?

- All development located within a Development High Risk Area that does not fall within the exemptions set out in [government guidance](#) .

### Requirements:

- 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 license to extract coal, geological features, any recorded surface hazards, or within a former or present surface mining [old opencast] area).
- What risks coal mining issues, including cumulative effects, pose to the proposed development.
- 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.
- The Coal Mining Risk Assessment should be prepared by a suitably qualified and competent professional, and carried out in complete accordance with the technical guidance published by the [Coal Authority](#) .

### 4.5 Crime Impact Statement

#### When is it required?

- All applications involving residential development of 10 or more residential units (or site area of 0.5 or more hectares).
- All applications involving non-residential development of 1,000sqm or more additional floorspace (or site area of 1 or more hectares).

#### Requirements:

- Current crime data as a basis for assessing potential risk.
- The development proposals in terms of their likely effect on crime and disorder in the area.
- Design solutions based on analysis of the development context and the crime issues in the area that will reduce the development's vulnerability to crime.
- The author of a CIS should:
  - Be accredited through the National Policing Improvement Agency.
  - Have access to up to date raw crime data material pertinent to the proposed scheme (e.g. individual site analysis and experience of similar developments.)
  - Have a facility to protect and secure the storage of sensitive crime data information (such as that used by solicitors).
  - Contact other specialist police departments.
  - Be able to demonstrate continuing crime prevention CPD.

#### Guidance and further information:

- Further guidance can be found on [Secured By Design](#) .

## 4.6 Ecological Impact Assessment

### When is it required?

- All applications for development that would have the potential to affect a European, national or locally designated site or other sites which support important habitats.
- All applications for development that would have the potential to affect a priority species or a species protected by law and their habitat.

### Requirements:

- A description of the proposal.
- An Ecological Impact Assessment (EclA) (including desk study and field survey as necessary) of the development site and any other areas likely to be affected by the proposals.
- Features (including geological and geomorphological features) and assessment of the likely impacts of the proposal.
- How impacts have been avoided, mitigated and/or compensated – the mitigation strategy should be proportionate to the perceived impacts and should include clear, site-specific prescriptions rather than vague, general or indicative possibilities and should be feasible and deliverable.
- Where further surveys are required these must be provided in support of the application before the application is validated.
- Assessment should first be made with regard to how harm to species and habitats can be avoided.
- Any unavoidable harm must be justified and where proposals are being made for mitigation and/or compensation measures, information to support those proposals will also be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features, and the location of any habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation of Habitats and Species Regulations 2017.
- Applications for development that will affect areas designated for their biodiversity interests are likely to need to include assessments of the impacts and proposal for long term maintenance and management. This information might form part of an [Environmental Statement](#), where one is necessary.

## 4 Local Requirements

- Certain proposals which include work such as the demolition / conversion of buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts.
- Must be undertaken by suitably qualified and competent ecology professionals.

### **Guidance and further information:**

- For further information regarding whether an application site would fall within the parameters listed above, refer to the [Natural England MAGIC map](#) , or Stoke-on-Trent [Nature Recovery Mapping](#) and [Open Data mapping](#).
- Further advice can be found on the Chartered Institute of Ecology and Environmental Management (CIEEM) website:
  - [Guidelines for Ecological Impact Assessment](#)
  - [Guidelines for Ecological Report Writing](#)
- We can only accept Preliminary Ecological Appraisal (PEA) reports in place of EclAs where ecological impacts are likely to be very limited, and no further survey work is required. In all other instances, you must submit an EclA.

## 4.7 Electric Vehicle (EV) Charging Points

### When is it required?

- All applications proposing new car parking provision.

### Requirements:

- A plan illustrating the details of proposed EV charging points.
- Compliance with Building Regulations Approved Document S.

### Guidance and further information:

- Further information regarding Building Regulations requirements can be found in [Approved Document S: Infrastructure for the charging of electric vehicles](#).
- We would encourage applicants to seek pre-application advice if they would like site-specific guidance or further information on the requirements for EV Charging Points.

## 4.8 Energy Statement

### When is it required?

- All applications involving residential development of 10 or more residential units (or site area of 0.5 or more hectares).
- All applications involving non-residential development of 1,000sqm or more additional floorspace (or site area of 1 or more hectares).

### Requirements:

- Outline the elements of the proposal that address sustainable development issues including adaptation to, and mitigation of the impacts of climate change.
- Demonstrate how sustainable design and construction have been addressed, including reducing energy consumption and greenhouse gas emissions.

### Guidance and further information:

- For further information, please refer to the [Sustainability and climate change supplementary planning document](#).



## 4.9 Flood Risk Sequential and Exceptions Test

### When is it required?

- All applications involving development which meets the requirements set out in [government guidance](#) .

### Guidance and further information:

- For further information regarding how to apply the Sequential Test and Exceptions Test, please refer to [government guidance](#) .
- Please note that each site is assessed on an individual basis and further information may be required. We would encourage developers to seek pre-application advice for site specific guidance.
- For further information regarding our Strategic Flood Risk Assessment (SFRA), please refer to the [Stoke-on-Trent City Council website](#) .

### 4.10 Flood Risk Assessment

#### When is it required?

- All applications for development proposals:
  - In [flood zone](#) 2 or 3, including minor extensions and change of use.
  - More than 1 hectare in flood zone 1.
  - Less than 1 hectare in flood zone 1, including a change of use in development type to a more vulnerable class where they could be affected by sources of flooding other than rivers and the sea (for example surface water drains, reservoirs).
  - In areas of surface water flooding (pluvial flooding).
  - On a site over 0.5 hectares in size in [Critical Drainage Areas](#).

#### Requirements:

- Assess the likelihood of the specific development being affected by all sources of flooding (e.g. tidal/sea, fluvial or rivers, surface water, groundwater, other)
- Include historical flooding events.
- Consider the impacts of climate change in line with government guidance.
- Flood Warning and evacuation ensuring safe access and egress.
- If development is located within flood zone 2 or 3, the Flood Risk Assessment (FRA) must include flood level data (product 4) issued by the Environment Agency.
- Demonstrate construction in accordance with Government's [standing advice](#) .
- Details of all watercourses and treatment within the site boundary (if applicable).
- Existing site survey (topographic survey)
- A surface water drainage strategy, please refer to the [Sustainable Drainage Strategy](#) section for further information.

**Guidance and further information:**

- Please note the above list is an only a general guide, each site is assessed on an individual basis and further information may be required. We would encourage developers to seek pre-application advice for site specific guidance.
- For further information regarding Flood Risk Assessments, please refer to [government guidance](#) .
- For further information regarding our Strategic Flood Risk Assessment (SFRA), please refer to the [Stoke-on-Trent City Council website](#) .

### 4.11 Heritage Statement

#### When is it required?

- All applications for development which impacts upon a designated or non-designated heritage asset or its setting.
- A designated heritage asset includes listed buildings, conservation areas, scheduled monuments and registered parks and gardens.
- Non-designated heritage assets include buildings of special local interest and sites of archaeological interest.

#### Requirements:

- A description of the significance of all heritage assets affected, including any contribution made by their respective settings. The level of detail provided should be proportionate to the assets' importance and sufficient to understand the potential impact of the proposal on their significance. As a minimum, the Stoke-on-Trent Historic Environment Record (HER) should be consulted during the production of the statement and all heritage assets assessed using appropriate expertise where necessary. Details of all sources and expertise consulted should be provided in the statement.
- Details of proposed works and an assessment of their impact upon the significance of all affected assets and/or their respective settings.
- Justification for the proposals in terms of their impact upon all affected heritage assets and/or their settings, and any measures that might mitigate this impact.

#### Guidance and further information:

- Information can be requested from the [Stoke-on-Trent Historic Environment Record](#) .
- Further information on conservation areas can be found on the [Stoke-on-Trent City Council website](#).
- For further information regarding the location of designated or non-designated heritage assets, refer to the Stoke-on-Trent [planning constraints map](#).

## 4.12 Land Contamination Assessment

### When is it required?

- All applications involving:
  - Residential development of 10 or more residential units (or site area of 0.5 or more hectares).
  - Non-residential development of 1,000sqm or more additional floorspace (or site area of 1 or more hectares).
- All applications for development on sites where contamination is known or suspected due to a previous use or an offsite source.
- All applications where a site has been previously developed or historically associated with mineral extraction.
- All applications for a change of use introducing sensitive receptors and/or the creation of gardens or soft landscaping on former commercial / industrial land and buildings.

### Requirements:

- All new developments on land which has the potential to be affected by contamination will require a Stage 1 Preliminary Risk Assessment. The stage 1 Preliminary Risk Assessment is required to assess the ground based environmental and geotechnical risks, development constraints and liabilities associated with the development of the site, required in support of an application for planning.
- The assessment must be undertaken by a competent professional, as set out within government guidance.

### Guidance and further information:

- The Stage 1 Preliminary Risk Assessment must be undertaken in accordance with government guidance for [Land Contamination Risk Management](#).

## 4.13 Landscape and Visual Impact Assessment

### When is it required?

- Applications for development which may have significant effects on landscape and/or visual amenity.

### Requirements:

- An assessment of the effects of the development on the landscape character of the site and the local area, as well as its effects on visual amenity.
- Daylight and sunlight assessment will be required where development is proposed at basement level or where sites include differential ground levels.

## 4.14 Landscape Plans / Management Strategy

### When is it required?

- All applications involving residential development of 10 or more residential units (or site area of 0.5 or more hectares).
- All applications involving non-residential development of 1,000sqm or more additional floorspace (or site area of 1 or more hectares).

### Requirements:

- Landscape Plans shall include, but are not limited to:
  - Extent and type of existing landscape features such as trees, shrubs, hedgerows and topographic features, indicating clearly those to be removed and proposed planting schemes (including details of National Forest planting where appropriate).
  - Full details of tree planting including nursery stock sizes, tree pit details, tree staking details, specifications for planting and backfill of tree pits.
  - Location and type of boundary treatment.
  - Measures for ongoing protection, maintenance and management of landscaping.
  - Integration with proposals for ecological enhancement.
  - Planting schedules for trees and shrubs, noting the species, nursery stock sizes and categorisation, numbers and densities of plants.
  - Seed mixes and sowing densities for amenity grass and wildflower areas.
  - Earthworks and ground level changes.
  - The treatment proposed for all ground surfaces, including hard areas.
  - Finished levels or contours.
  - Any structures proposed to be erected or constructed.

## 4 Local Requirements

- Functional services above and below ground.
- Extent and type of hard-surfacing.
- Landscape Management Plans / Strategies shall include, but are not limited to:
  - Long-term design objectives.
  - Management responsibilities and maintenance schedules for all landscape areas other than domestic gardens.
  - Maintenance schedules for the first four years and ongoing maintenance schedules for five plus years for each component of the landscape scheme covering indicating the frequency of operations for such items as:
    - watering;
    - weed treatments and treatment of pernicious weeds;
    - litter picking;
    - treatment of pests and diseases;
    - plant inspections and pruning;
    - adjustment of stakes, tree ties, tree tubes and rabbit guards;
    - replacement of dead and dying plants;
    - hedgerow cutting including establishment height of hedgerow;
    - mowing;
    - plant thinning; and
    - re-seeding.



## 4.15 Lighting Assessment

### When is it required?

- All applications for development introducing artificial lighting into any sensitive context, normally close to residential development or sites of nature conservation value or which may impact on protected species or priority species.
- All applications for advertisement consent including proposals for illumination or use of digital screens in sensitive locations.

### Requirements:

- Details of the proposed lighting.
- Proposed hours when the lighting would be switched on.
- Layout plan with beam orientation.
- Lighting diagram showing the intensity of illumination.
- Schedule of the equipment in the design.

### Guidance and further information:

- Further information can be found on the Institute of Lighting Professionals (ILP) [website](#) including the [guidance note for 'Bats and Artificial Lighting'](#)

### 4.16 Noise Impact Assessment

#### When is it required?

- All applications for development within town or city centre, as defined in the development plan, or is located within a noise generative environment, which would be for a sensitive use (e.g. residential, care homes, medical or noise sensitive industrial / commercial uses).
- All applications for development that generate high levels of noise or vibration such as industrial developments using noisy machinery; transport; external storage; 24 hours uses; close to existing noise sensitive uses (as per above).
- All applications for development for commercial or entertainment uses which involve externally mounted extraction equipment; live or recorded entertainment; external uses (e.g. beer gardens).
- All applications for development for commercial, entertainment or leisure uses, in premises sharing a party wall, floor or ceiling with residential uses (whether these party walls, floors, or ceilings be to existing residential uses or as a result of the proposed development);
- All applications for development including noise or vibration sensitive uses (e.g. residential) adjacent to major sources of noise such as a main road or motorway, railways, industrial and commercial premises (including existing entertainment and sports venues).

#### Requirements:

- Description of the buildings use and its location, along with any surrounding people or wildlife that would be affected by noise.
- Description of the noises produced by the development and where they will originate from.
- Noise and/or vibration survey details and full results.
- Details of noise / vibration assessment criteria to relevant British Standard.
- Mitigation measures to reduce or prevent noise so that it is not a disturbance or a danger.

- Mitigation shall consider the noise produced by the end use of the proposed site (e.g. as a result of flues, plant/equipment, AC/chillers, heat pumps etc.) together with the proposed layout to ensure that incompatible uses do not share a party wall (e.g. kitchen or living room adjoining bedroom).
- Mitigation shall also consider protection needed from existing noise generative sources (e.g. acoustic glazing and ventilation, acoustic barriers, orientation etc.)
- The survey must be undertaken by a suitably qualified and competent professional.

### 4.17 Open Space Assessment

#### When is it required?

- All development within, incorporating, or resulting in the loss of, any existing area of open space and/or allocated green space, sports and recreational buildings and land, including playing fields and formal play spaces.
- All development where there is additional demand for open / green spaces.

#### Requirements:

- Assessment must refer to the adopted Stoke-on-Trent Green Space Strategy ([2018](#) and [2021 update](#))
- Assessment of a loss of open / green space must include:
  - A map clearly showing the typology and area to be lost.
  - Quantitative analysis of the loss, drawing on information in the adopted Green Space Strategy. This should be completed on multiple levels to understand the impact (e.g. city wide, sub area, ward based and output area analysis.)
  - Accessibility analysis to determine the accessibility of alternative provision. This should consider whether any physical features prevent communities accessing provision.
  - A consultation document which clearly sets out how the current open space is used by the local community and the impact the loss will have.
- Assessment for the creation of open / green space must include:
  - A map clearly showing the network of green spaces within the vicinity of the proposed development.
  - An assessment clearly setting out the quantity and quality of green space provision within the area and how the additional population will affect the green space quantity standards, drawing on information in the adopted Green Space Strategy. This should be completed on multiple levels to understand the impact (e.g. city wide, sub area, ward based and output area analysis.)
  - An assessment covering the accessibility of greenspace covering all typologies to determine how the development will connect to the wider green infrastructure network.

## 4.18 Planning Obligations / Heads of Terms

### When is it required?

- All applications for development which will generate a requirement for planning obligations / financial contributions.

### Requirements:

- A fully drafted legal agreement or statement including Heads of Terms is required to explain how the applicant proposes to resolve planning requirements in relation to infrastructure and service provision made necessary by the development, and any other matters which it is anticipated would need to be the subject of a Section 106 planning agreement or obligation.
- Where a proposal does not intend to meet the requirement for the relevant planning obligations and/or financial contributions, a viability assessment must be submitted to demonstrate why this is the case.

## 4.19 Planning Statement

### When is it required?

- All applications involving residential development of 10 or more residential units (or site area of 0.5 or more hectares).
- All applications involving non-residential development of 1,000sqm or more additional floorspace (or site area of 1 or more hectares).
- All applications involving development that would be a departure from the development plan.

### Requirements:

- The context and need for a proposed development and explanation of how the proposal accords with relevant national and local planning policies and guidance, including Supplementary Planning Documents.
- The Planning Statement may also include details of consultations with the council and wider community/statutory consultees undertaken prior to the submission of the planning application.

## 4.20 Playing Field Land Assessment

### When is it required?

- All applications for development that would lead to the loss of, or would prejudice the use of, all, or any part, of playing field land.

### Requirements:

- Assessment must make reference to [Sport England Playing Field policy](#)- including where development is considered to meet one or more of the five exception criteria.
- Existing site information, including:
  - Extent of the playing field as defined by The Town and Country Planning (Development Management Procedure) (England) Order 2015.
  - Location and nature of existing buildings (if present).
  - Location and nature of existing facilities for sport (including the layout of summer and winter playing pitches).
  - Significant features (e.g. trees, slopes, paths, fences, sewers).
  - Existing levels across the site.
- Proposed site information, including:
  - A plan showing the location and nature of the proposed development.
  - A plan clearly showing the area of playing field to be lost.
  - A plan showing any changes to existing features / levels.
  - A plan showing the proposed layout of pitches and ancillary facilities.
- Supporting information, including:
  - The reason for the chosen location and alternatives considered for the re-provision proposed.

## 4 Local Requirements

- Any proposed changes in the provision of indoor and outdoor facilities for sport on the site (including ancillary facilities)
  - Internal layouts and elevations for proposed new, extended or enhanced facilities for sport (including relevant ancillary facilities).
- Details of current and recent users of the playing field and the nature and extent of their use.
- Information as to how the development fits with the findings of any relevant assessment of need and/or sports related strategy.
- Details how the development will be of benefit to sport (including benefit to existing and potential users).
- The specifications for ancillary facilities to support the use of the playing field land.
- If the playing field land is to be replaced by an artificial grass pitch, specifications should be provided with details regarding the benefits and justification for the chosen surface type.
- Details of how any replacement area of playing field, equivalent or better quality will be achieved and maintained, including:
  - an assessment of the performance of the existing area;
  - the programme of works (including pitch construction) for the creation of the proposed replacement area; and
  - a management and monitoring plan for the replacement area.
- How any replacement area of playing field and ancillary facilities will be delivered (including to what timescale – this will need to link to the existing users of the site).
- Details should be undertaken and developed by a suitably qualified and experienced sports turf consultant, satisfy appropriate Sport England and National Governing Bodies of sport design guidance.

### **Guidance and further information:**

- For further guidance, please refer to the [Stoke-on-Trent Playing Pitch Strategy and associated documents](#).
- The latest Playing Field Strategy shows that all existing playing field and outdoor sport sites cannot be deemed surplus to requirements because of shortfalls now and in the future. As such, all provision requires protection or appropriate mitigation until all identified shortfalls have been overcome. Any application therefore that causes the loss of playing field land for



non-sporting use must therefore provide mitigation which is consistent with paragraph 104(b) of the NPPF and Sport England Playing Field Policy E4.

## 4.21 Statement of Community Involvement

### When is it required?

- All applications involving residential development of 10 or more residential units (or site area of 0.5 or more hectares).
- All applications involving non-residential development of 1,000sqm or more additional floorspace (or site area of 1 or more hectares).
- All applications involving development that would be a departure from the development plan.

### Requirements:

- The measures taken to consult on the development, before the application was submitted.
- How the views of consultees have been incorporated into the proposed development.
- Details of consultation may also be included within Planning Statement.

### Guidance and further information:

- The adopted Stoke-on-Trent Statement of Community Involvement can be found on the [Stoke-on-Trent City Council website](#) .

## 4.22 Structural Survey

### When is it required?

- All applications for development on sites where there is the possibility of land instability.
- All applications involving the full or partial demolition of a listed building, unlisted building within a conservation area or a building of special local interest.
- All applications for the conversion of a listed building which would involve significant structural alterations.
- All applications in which the total or substantial demolition of a designated or non-designated heritage asset is proposed on the grounds of physical condition.
- All applications for development involving the conversion of rural buildings.

### Requirements:

- The current condition of the property.
- The structural problems.
- The options for and cost of repair of the building.
- A methodology for undertaking the proposed demolition works. Where partial demolition is proposed, the method statement should include details of how those elements of the building to be retained will be protected during the works.
- Where significant alterations to a heritage asset are proposed, the survey report should confirm that the structural integrity of the asset is sufficiently sound to withstand the works without need for substantial rebuilding. In such instances, the report should also demonstrate how any harm caused by the works to the fabric, integrity and significance of the heritage asset would be avoided or minimised.
- Surveys accompanying any proposal for the total demolition of a heritage asset should clearly demonstrate why the retention of the building is not possible and provide justification for its loss.
- The survey shall be prepared by a suitably qualified professional – for proposals involving substantial alterations to, and total or complete demolition of a listed building, surveys must be undertaken by a [Conservation Accredited Engineer](#) .

## 4.23 Sustainable Drainage Strategy (including Sustainable Urban Drainage Pro-forma)

### When is it required?

- All applications involving residential development of 10 or more residential units (or site area of 0.5 or more hectares).
- All applications involving non-residential development of 1,000sqm or more additional floorspace (or site area of 1 or more hectares).

### Requirements:

- Details of the existing surface water drainage arrangements for the site, including discharge rates and volumes.
- Proposals must follow the building regulation's part H drainage hierarchy and provide reasonable justification. Such as discharge via 1. discharge to ground (infiltration), 2. to a surface water body, 3. To a surface water sewer, 4. To a combined sewer.
- Justification for the types of Sustainable Urban Drainage Systems (SuDS) considered. Stoke-on-Trent City Council expects all development to include green SuDS within the development.
- A drainage layout showing all components, outfalls, levels and connectivity.
- An assessment of greenfield runoff rates post development, (the expectation is that the discharge rate from this development should be limited to a Greenfield runoff rate of 5 – 2 litres/sec/ha).
- SuDS water quality management train features across the site.
- Discharge rates and attenuation volumes.
- Maintenance arrangements for the lifetime of the development
- Suitable maintenance easements within the layout for the chosen SuDS (attenuation).

**Guidance and further information:**

- Please note the above list is an only a general guide, each site is assessed on an individual basis and further information may be required. We would encourage developers to seek pre-application advice for site specific guidance.
- For further information regarding Sustainable Drainage Strategies, please refer to [government guidance](#) .
- For further information regarding our Strategic Flood Risk Assessment (SFRA), please refer to the [Stoke-on-Trent City Council website](#) .

## 4.24 Town Centre Uses Sequential Test and Impact Assessment

### When is it required?

- Sequential Test required for all applications for main town centre uses development which are not in an existing centre or in accordance with an up-to-date development plan.
- Impact Assessment required for all applications for main town centre uses development not in an existing centre or in accordance with an up-to-date development plan, with a gross floorspace of over 2,500 sqm.

### Requirements:

- The impact of a main town centre use development on the vitality and viability of defined town centres, and to address tests applied by the National Planning Policy Framework (NPPF) in relation to the location of, and need for, proposed town centre use development.
- The Sequential Test and Impact Assessment should be undertaken in line with the guidance set out within section 7 of the [NPPF](#) .

### Guidance and further information:

- The definitions for main town centre uses and edge of centre parameters can be found in the glossary of the [NPPF](#) .

## 4.25 Transport Assessment

### When is it required?

- All applications involving development proposals that would generate significant amounts of movement.

### Guidance and further information:

- Transport Assessments must be a comprehensive and systematic process that considers and sets out transport issues relating to a proposed development, in the context of the vision for the scheme. It identifies measures required to support alternatives to the car such as walking, cycling and public transport, and to promote accessibility and safety, together with measures that will be needed to deal with the anticipated transport impacts of the development, in accordance with the NPPF.
- The LPA will make a judgement as to whether a development proposal would generate significant amounts of movement on a case by case basis (i.e. significance may be a lower threshold where road capacity is already stretched or a higher threshold for a development in an area of high public transport accessibility), therefore, applicants are encouraged to seek pre-application advice for site specific guidance.
- Further information can be found in the government guidance for [Travel Plans, Transport Assessments and Transport Statements](#).

### 4.26 Transport Statement

#### When is it required?

- All applications where it is agreed the transport issues arising from development proposals would be limited and a full transport assessment is not required.

#### Guidance and further information:

- The LPA will make a judgement as to whether a development proposal would generate significant amounts of movement on a case by case basis (i.e. significance may be a lower threshold where road capacity is already stretched or a higher threshold for a development in an area of high public transport accessibility), therefore, applicants are encouraged to seek pre-application advice for site specific guidance.
- Further information can be found in the government guidance for [Travel Plans, Transport Assessments and Transport Statements](#).
- Further information regarding Transport Assessments can be found in [4.25 Transport Assessment](#)
- Further information regarding Travel Plans can be found in [4.27 Travel Plan](#)



## 4.27 Travel Plan

### When is it required?

- All applications for developments that require a Transport Assessment or Transport Statement.

### Requirements:

- Summary of development proposal in terms of type of development / site use, including:
  - Residential: Number of dwellings, vehicle/cycle parking provision, EV charging infrastructure.
  - Employment: Size, maximum number of employees on site at any one time, parking provision, number of deliveries etc.
  - Educational: Number / age range of students, staff, operational hours, parking provision, parent / school bus drop off arrangements.
- Existing site / highways / active travel infrastructure.
- Outline the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts.
- SMART (Specific, Measurable, Achievable, Realistic and Time bound) targets.
- Delivery / Action plan of measures, responsibilities, funding and delivery timeframes.
- Appointment of a travel plan coordinator, responsible for delivering, managing and monitoring the content of the Travel Plan.
- Activities for marketing and promoting sustainable modes of transport to occupiers, users, visitors and residents of the site.
- Monitoring / Evaluation Strategy.

### Guidance and further information:

- Further information can found in the [DfT Cycling Infrastructure Design Guidance \(LTN 1/20\)](#) regarding cycle parking standards and the provision of safe, high-quality cycling infrastructure.

## 4 Local Requirements

- The LPA will make a judgement as to whether a development proposal would generate significant amounts of movement on a case by case basis (i.e. significance may be a lower threshold where road capacity is already stretched or a higher threshold for a development in an area of high public transport accessibility), therefore, applicants are encouraged to seek pre-application advice for site specific guidance.
- Further information can be found in the government guidance for [Travel Plans, Transport Assessments and Transport Statements](#).

### 4.28 Tree Survey (including Tree Protection Plan) and Method Statement

#### When is it required?

- Where there are trees within the application site or on adjacent land (including the highway) that could be affected by the development.

#### Requirements:

- The survey must be undertaken by a suitably qualified and competent Arboriculturalist in accordance with BS5837:2012.
- The positions of all trees of 75 mm stem diameter at a height of 1.5 metres within the site and adjoining or overhanging the site boundaries.
- The species, height, diameter, Root Protection Area (RPA), and canopy spread of each tree.
- The age, class, condition and life expectancy for all trees plotted.
- Existing height above ground level of the first significant branch and direct of growth (e.g. 2.4-N), and of the canopy to inform on ground clearance, crown / stem ratio, and shading.
- Constraints plan showing the RPA and features, such as utility routes and depths, and area of hardstanding.
- All shrub masses and hedges.
- Any other relevant features of the site such as banks, slopes, walls and fences and water features.

- Existing and proposed levels.
- The trees should be categorised in accordance with the tree categorisation method set out in Table 1 of BS5837:2012, categorised A-C or U grading, and colour coded to identify suitability for retention.
- Where trees are affected by the proposed development an Arboricultural Impact Assessment (AIA) will be required which evaluates the direct and indirect effects of the proposed design and where necessary recommends mitigation. The AIA should be undertaken in accordance with BS5837:2012 and should include:
  - the tree survey;
  - trees selected for retention, clearly identified (e.g. by number) and marked on a plan with a continuous outline;
  - trees to be removed, also clearly identified (e.g. by number) and marked on a plan with a dashed outline or similar;
  - trees to be pruned, including any access facilitation pruning, also clearly identified and labelled or listed as appropriate;
  - areas designated for structural landscaping that need to be protected from construction operations in order to prevent the soil structure being damaged;
  - evaluation of impact of proposed tree losses; and
  - evaluation of tree constraints and draft tree protection plan.
- Where necessary, issues raised in the AIA shall be addressed by an Arboricultural Method Statement where necessary in conjunction with input from other specialists.
- The Arboricultural Method Statement should describe any operations proposed within the RPA in order to demonstrate that the operations can be undertaken with minimal risk of adverse impact on the trees to be retained.

### **Guidance and further information:**

- For further information on the location of Tree Preservation Orders (TPOs) and conservation areas, please refer to the [Stoke-on-Trent planning constraints map](#).

### 4.29 Ventilation / Extraction Details

#### When is it required?

- All applications for commercial development where an external extraction vent or flue is required.
- All applications for development proposing the creation or alteration of an extractor vent or flue in isolation.

#### Requirements:

- The location and appearance of any external equipment for fume extraction / ventilation (e.g. grilles/flues).
- Relevant floorplans showing the location of any equipment internally and the route any ducting would take to the internal riser / exterior walls.
- Noise Impact Assessment for the proposed equipment and the acoustic attenuation measures proposed shall be submitted in a report by a suitably qualified and competent person to reduce the equipment's noise output externally.
- A technical specification of the proposed equipment from the manufacturer.
- Information regarding the proposed cleaning / maintenance regime for the fume extraction equipment.
- Show existing or granted permissions where the flue/stack is currently or proposed to be fitted to aspects of a structure or buildings that do not form part of the application itself or are not under the direct control of the applicant but may have an impact (e.g. a ground floor restaurant with flats/offices above.)
- Where odour is likely to be an emission, an Odour Impact Assessment shall be submitted detailing the character of the odour, the scale or intensity of the odour (e.g. large, medium, small food preparation / industrial processes) and proposed mitigation, the report shall be undertaken by a suitably qualified and competent person.
- Typically emission termination points shall be uncapped and be above ridge height of the building it serves. Above eaves can be considered, where the odour report and abatement systems supports this.

## 4.30 Viability Appraisal

### When is it required?

- All applications for development where the developer does not intend to fully comply with policy requirements in respect of affordable housing, planning obligations and/or financial contributions

### Requirements:

- Where a developer proposes that their development will not comply fully with the LPA's policies as regards developer contributions, a viability appraisal is required to evidence why the development cannot viably sustain the level of contribution required.
- The developer will be required to meet the cost of an independent review of their viability appraisal, as instructed by the LPA.

## 4.31 Waste Management Scheme Details

### When is it required?

- All applications for development for uses involving the processing, transfer or deposition of waste.

### Requirements:

- A full description of the proposed development including how it will operate and its effects; the timescale over which the development will operate; its days and hours of operation; the processes involved, layout and design of buildings, plant, operational areas, haul roads and external lighting.
- The types and quantities of waste to be managed, including the daily throughput for which planning permission is being sought, estimated annual quantity of each waste type to be received, and estimated total capacity where relevant.
- All applications that include communal living (e.g. flats, apartments, HMOs, care homes, student accommodation etc.) must demonstrate sufficient waste storage facilities internally and externally for food waste containers, as well as, recycling, residual, and, where required, organic containers.
- Arrangements for the disposal of residues and any hazardous materials to be used or stored on the site.
- All plans submitted should include 'Swept Path Analysis'.
- All shared driveways should be identified as either adopted or private.

