



**The Validation of Planning
Applications at Shropshire Council
2012**

Table of Contents

- Our Approach to planning validation..... 3**
- National Validation standards and guidelines 3**
 - National and Local List Requirements 3
 - CIL - Community Infrastructure Levy4
- Completing the application form(s) 5**
 - Applications not covered by the standard application forms 5
 - Help and advice with choosing the right forms 5
- Before you submit a planning application: 6**
 - Pre Application planning advice 6
- What happens during the validation process? 7**
 - Notification of Validity/Invalidity 7
 - Who else is notified about my application?..... 8
 - Providing the correct supporting information 8
 - Important information about the plans and documents that you submit 8
- National and Local Validation Requirements checklists, by application type9**
- Explanatory Notes..... 45**
 - National Validation Requirements..... 45
 - Local List Validation Requirements..... 50
 - Natural and Historic Environment 50
 - Legal..... 55
 - Flood and Water Management..... 55
 - Housing 57
 - Access and Parking..... 57
 - Technical Assessments..... 58
 - Commercial Development 62
 - Minerals Applications Only 63
- The Development Management Team 67**

Our Approach to planning validation

Our approach to the validation of planning applications is to support a straightforward determination process for applicants. It is also designed to provide proportionate information to consultees and those with an interest in the outcome of a planning application. In this we will only ask for information that is necessary and relevant to support each proposal.

National Validation standards and guidelines

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

National and Local List Requirements

To make a valid planning application there are statutory and local information requirements which apply to each application type. These are commonly known as **National and Local List requirements**.

The National list applies to all planning applications in England. The Local List requirements are set by the local planning authority having regard to local policies or constraints and are relied upon for a successful determination.

We encourage applicants to submit the Local List requirements at validation stage to support and improve the process of determining their application however they are not a mandatory requirement. This guide is designed to provide information and explanatory notes to all applicants for each document that may be requested by the authority, together with links to useful sources of information and standing advice from Statutory Planning consultees.

Shropshire Council has a Pre-Application Advice service that can help applicants who are not clear to confirm what they need to submit in terms of Local List requirements and this is covered in a later section.

CIL - Community Infrastructure Levy

The Community Infrastructure Levy (CIL) is a non-negotiable fee which local authorities in England and Wales can charge on new development to contribute towards the cost of infrastructure. Shropshire's CIL came into effect on the 1st January 2012 and **applies to the following types of planning applications**

- Applications for the creation of a new dwelling, including conversions and change of use (unless it is an "affordable dwelling") *and*
- Residential extensions with a gross new build floorspace of 100 sq. metres (1,076 sq. foot) or more (NB the **gross** floor area is calculated **prior** to any CIL deductions, see Detailed Notes for Applicants).

All submissions that are for the above type of application must be accompanied by a **Form 0 CIL Question Form** in order for the CIL Charging Authority to determine if an application is chargeable or not. The form is available to download from the [Shropshire Council website](#). Please note that applications cannot be determined without the presence of a Form 0 CIL Question Form and applicants will be reminded at the point of validation if a form is missing from the submission.

Completing the application form(s)

Applications for planning permission should be made using standardised national planning application forms called 1APP forms. These can be accessed directly through the [Planning Portal](#) or via a link on the Shropshire Council website [Planning pages](#). Shropshire Council wishes to encourage applicants to submit their applications electronically wherever possible. This is to ensure that we are able to process information as quickly and efficiently as possible and also so that the applicant can save on expensive copying and postage costs. .

Dependant on the type of application to be submitted there will be different requirements to ensure successful validation. The standard application forms cover a total of 27 different types to cover each potential application scenario.

Alternatively, an application can be completed on a paper version of the form, which can be provided by Shropshire Council. Application forms completed on paper must be sent to the following location:-

Central Validation
Development Management Team
Shropshire Council
Shirehall
Abbey Foregate
Shrewsbury
Shropshire
SY2 6ND

Applications not covered by the standard application forms

The standard application forms cannot currently be used for applications for **mining operations** or the **use of land for mineral-working deposits**. Such applications should be made on a form provided by Shropshire Council. These can be accessed directly through the Shropshire Council website [Mineral and Waste pages](#).

Help and advice with choosing the right forms

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

+ The Planning Portal website

www.planningportal.gov.uk/planning/

+ The Shropshire Council website planning pages

<http://www.shropshire.gov.uk/planning.nsf>

+ Shropshire Council Customer Services

Telephone - 0345 678 9004

+ Planning Validation Team

Telephone - 0345 678 9004

[Email \[planningcvt@shropshire.gov.uk\]\(mailto:planningcvt@shropshire.gov.uk\)](mailto:planningcvt@shropshire.gov.uk)

Before you submit a planning application:

Pre Application planning advice

In all instances the Council encourages applicants to engage in pre-application discussions so that they are clear about the information that the Local Planning Authority (LPA) will need in order to understand the anticipated impacts of the application. To support pre-application engagement, Shropshire Council has formalised the procedures for requesting advice. This includes the introduction of a range of charges with effect from 1st April 2011.

The value of pre-application planning discussions is recognised and considered to be an important part of the planning process. Providing advice prior to the formal submission of a planning application could ensure that the quality of a development is improved and that certainty in the outcome can be increased for the application.

- **The Benefits of Pre Application advice**

- An understanding of how national and local guidance and policies will be applied to your development
- Potential for reducing the time your professional advisors spend in working up the proposals An indication of those proposals that are completely unacceptable, so saving you the cost of pursuing a formal application
- Written confirmation of the advice given to you at the pre-application stage
- Advice that is consistent, reliable and up to date and tailored to the specific development
- Comprehensive information on what you need in order for your application to be validated and considered by the authority

For more information on the service provided by Shropshire Council and the associated charges, please refer to the [Pre Application planning advice](#) pages on our website or refer to the area planning offices contact details at the back of this document.

What happens during the validation process?

Shropshire Council has a dedicated Central Validation Team (CVT) that is trained to identify what information is necessary for the purposes of validation. CVT is responsible for checking submissions and making proportionate requests for information where necessary.

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

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

- **For submissions that have received Pre Application advice:** Applications will be validated on the National List of Requirements and any documentation, from the Local List of Requirements that were detailed within the Pre-Application response.
Please note: further documentation may be requested by the Planning Officer during the decision making process if the quality of the documents submitted do not meet the required standard (or the scheme has altered significantly from that discussed during at Pre-Application). If Pre-Application advice **has** been sought, it is the intention that validation and determination will as streamlined and efficient as possible because it has already been established with the applicant what information is required to support the application.
- **For submission that have not received Pre Application advice:** Applications will be validated on the National List of Requirements and any other documents that have been provided to support the Local List will be passed to the Case Officer to consider as part of the determination process.
Please note: It is **highly likely** that further documentation from the Local List of Requirements will be requested by the Planning Officer during the determination process in order to support a sound decision, if none were submitted initially. Failure to submit the correct documents could result in delays for the applicant in receiving a decision.

Notification of Validity/Invalidity

Notification will be provided to the applicant in writing or via email confirming; the validity/ invalidity of the application, the statutory start date of the application and the determination period. Shropshire Council aims to confirm validity/ invalidity within 3-5 working days of receiving an application, this is however dependant on the complexity of the application submission and the presence and quality of the documents.

If an application lacks the necessary information as stated in the **National list requirements**, then a local planning authority is entitled to invalidate an application and so decline to determine it. In the event of an application being submitted and being invalid, the local planning authority will first notify the applicant or agent that this is the case and will request the additional information required. 21 days will be allowed for additional information to be provided. After 21 days, if no further information is supplied the application will be returned to the applicant or agent as not proceeded with.

Once an application has been successfully validated it will proceed to the assessment or consideration process through to determination. Please note that the fee paid for **any** applications received will be banked immediately on receipt for security reasons. Statutory fee regulations will apply.

Who else is notified about my application?

Depending on the nature of the application and its location, under the statutory and local planning process, the local planning authority will notify; a number of Statutory Planning consultees, local community interest groups, the local Town or Parish Council, and the adjoining neighbours that an application has been submitted. This notification covers two key areas, it allows the relevant consultees to review the application submission documents that relate to their area of expertise (e.g. building conservation, ecology or drainage schemes), and it also invites comments from all concerned. These comments will form part of the determination process for that application. For more information, please refer to the [Statement of Community Involvement](#) on the Shropshire Council website.

Providing the correct supporting information

In some circumstances the supporting information (also known as **Local List Requirements**) may be inadequate or its quality may be a concern. These are not grounds for invalidating applications, but applicants are encouraged to submit supporting information to a good standard since this will greatly assist the determination process and achieving a successful outcome. Local planning authorities have the ability to request clarification and/ or further information during the determination process (i.e. after the application has been validated). If a submitted application lacks adequate supporting information or Local List requirements then the local planning authority has ability to proceed to determination without any further negotiation.

Important information about the plans and documents that you submit

All documents and drawings submitted by the applicant will be saved or scanned into the Planning Service's Document Management system and where appropriate, displayed on-line on the statutory planning register, [Public Access](#) for the public and to view. Applicants are therefore asked to ensure that documents and drawings are of a sufficient quality and that their clarity is such that the documents can be viewed accurately after being scanned.

Shropshire Council wishes to encourage the submission of applications electronically wherever possible, as this provides opportunities for streamlining procedures and reducing costs. Electronic applications can be made via the [Planning Portal](#) website.

Where applicants wish to make an application in paper form, the original of the completed form, plus 1 additional copies must be submitted. The same applies to all other plans and information that accompanies an application submitted in paper form i.e. **a total of two sets of all documents submitted in paper format are required for the application to be valid.**

In all cases we request that:-

- All drawings should be drawn to a recognised scale typically 1:50 or 1:100 with 1:5 and 1:20 details to include a north point and with dimensions to boundaries
- All plans can be reproduced wherever possible in either A3 or A4 format
- For schemes which are complex or supported by a range of documents that these be accompanied by a CD of the documents which will be used for consultation with Parish or Town Councils

National and Local Validation Requirements checklists, by application type

This sections details the **statutory national and local validation information requirements** for each type of application that may be submitted to the Local Planning Authority.

There are up to 8 different submission requirements that fall under the **national requirements list** and it is important that the applicant checks the details against all of these as part of their submission. Of the 27 types of application that can be submitted to the Local Planning Authority, each one has specifically defined requirements that make up the **local list requirements**. The level of information required from the local list requirements will be dependent on the scale, location and nature of the development proposals. The full list of applications types that can be submitted to a local planning authority is as follows:

1. Householder application for planning permission for works or extension to a dwelling
2. Householder application for planning permission for works of extension to a dwelling and Conservation Area Consent for demolition in a Conservation Area
3. Householder Application for Planning permission for works or extension to a dwelling and Listed Building Consent
4. Application for planning permission
5. Application for OUTLINE planning permission with some matters reserved
6. Application for OUTLINE planning permission with all matters reserved
7. Application for planning permission and Conservation Area Consent for Demolition
8. Application for planning permission and listed building consent
9. Application for planning permission and advertisement consent
10. Conservation Area Consent for Demolition in a Conservation Area
11. Listed Building Consent
12. Application for Advertisement Consent
13. Listed Building Consent and Advertisement Consent
14. Application for lawful development certificate for existing use
15. Application for lawful development certificate for a proposed use
16. Application for prior notification of proposed agricultural or forestry development - proposed building
17. Application for prior notification of proposed agricultural or forestry development - proposed road.
18. Application for prior notification of proposed agricultural or forestry development - excavation/waste material
19. Application for prior notification of proposed agricultural or forestry development - proposed fish tank (cage)
20. Application for prior notification of proposed development by electronic code operators
21. Application for Hedgerow Removal Notice
22. Application for prior notification - proposed demolition
23. Application for Approval of Reserved Matters following outline approval
24. Application for removal or variation of condition (Section 73 of the TCPA 1990)
25. Application for approval of details reserved by condition
26. Application for tree works
27. Application for planning permission for minerals workings

1. HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION FOR WORKS OR EXTENSION TO A DWELLING

National requirements

Your application MUST include the following:

EI Completed Application Form - please ensure the Ownership Certificates and Agricultural Declaration are complete

EI The correct planning fee

EI Location Plan(s)

EI Block Plan

EI Existing and Proposed Elevations

EI Existing and Proposed Floor Plans

EI Roof Plans

EI Summary of application documents (*if required*)

EI Design and Access statement (*if required*)

Local list requirements

In addition to the national requirements the following information may also be required and requested following validation to properly evaluate your proposal:

EI Affordable Housing Statement (*where applicable*)

EI Affordable Housing Sect. 106 pro-forma (*where applicable*)

EI CIL Form 0 (*where applicable*)

EI Drainage Assessment (*where applicable*)

EI Ecological Assessment and Protected Species Surveys (*where applicable*)

EI Heritage Statement (*where applicable*)

EI Landscape Assessment and landscaping proposals (*where applicable*)

EI Land Contamination Assessment (*where applicable*)

EI Tree Survey/ Arboricultural Impact Assessment/ Tree Protection Plan/ Arboricultural Method Statement (*where applicable*)

2. HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION FOR WORKS OR EXTENSION TO A DWELLING AND CONSERVATION AREA CONSENT FOR DEMOLITION IN A CONSERVATION AREA

National requirements

Your application MUST include the following:

EI Completed Application Form - please ensure the Ownership Certificates and Agricultural Declaration are complete

EI The correct planning fee

EI Location Plan(s)

EI Block Plan

EI Existing and Proposed Elevations

EI Existing and Proposed Floor Plans

EI Roof Plans

EI Summary of application documents (*if required*)

EI Design and Access statement (*if required*)

Local list requirements

In addition to the national requirements the following information may also be required and requested following validation to properly evaluate your proposal:

EI Affordable Housing Statement (*where applicable*)

EI Affordable Housing Sect. 106 pro-forma (*where applicable*)

EI CIL Form 0 (*where applicable*)

EI Drainage Assessment (*where applicable*)

EI Ecological Assessment and Protected Species Surveys (*where applicable*)

EI Heritage Statement (*where applicable*)

EI Land Contamination Assessment (*where applicable*)

D Tree Survey/ Arboricultural Impact Assessment/ Tree Protection Plan/ Arboricultural Method Statement (*where applicable*)

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

National requirements

Your application MUST include the following:

EI Completed Application Form - please ensure the Ownership Certificates and Agricultural Declaration are complete

EI The correct planning fee

EI Location Plan(s)

EI Block Plan

EI Existing and Proposed Elevations

EI Existing and Proposed Floor Plans

EI Roof Plans

EI Summary of application documents (*if required*) EI

Design and Access statement (*if required*)

Local list requirements

In addition to the national requirements the following information may also be required and requested following validation to properly evaluate your proposal:

EI Affordable Housing Sect. 106 pro-forma (*where applicable*)

EI Affordable Housing Statement (*where applicable*)

EI CIL Form 0 (*where applicable*)

EI Drainage Assessment (*where applicable*)

EI Ecological Assessment and Protected Species Surveys (*where applicable*)

EI Heritage Statement (*where applicable*)

EI Landscape Assessment and landscaping proposals (*where applicable*)

EI Land Contamination Assessment (*where applicable*)

EI Structural Survey (*where applicable*)

EI Tree Survey/ Arboricultural Impact Assessment/ Tree Protection Plan/ Arboricultural Method Statement (*where applicable*)

4. APPLICATION FOR PLANNING PERMISSION

National requirements

Your application MUST include the following:

EI Completed Application Form - please ensure the Ownership Certificates and Agricultural Declaration are complete

EI The correct planning fee

EI Location Plan(s)

EI Block Plan

EI Existing and Proposed Elevations

EI Existing and Proposed Floor Plans

EI Roof Plans

EI Summary of application documents (*if required*)

EI Design and Access statement (*if required*)

Local list requirements

In addition to the national requirements the following information may also be required and requested following validation to properly evaluate your proposal:

EI Air Quality Assessment (*where applicable*)

EI Affordable Housing Sect. 106 pro-forma (*where applicable*)

EI Affordable Housing Statement (*where applicable*)

EI CIL Form 0 (*where applicable*)

EI Drainage Assessment (*where applicable*)

EI Ecological Assessment and Protected Species Surveys (*where applicable*)

EI Flood risk assessment (*where applicable*)

EI Heritage Statement (*where applicable*)

EI Land Contamination assessment (*where applicable*)

EI Landscape Assessment and landscaping proposals (*where applicable*)

EI Noise Assessment (*where applicable*)

EI Photographs/ Photomontages (*where applicable*)

EI Planning obligations (*where applicable*)

EI Planning Statement (*where applicable*)

EI Site Waste Management Plan (*where applicable*)

EI Statement of Community Involvement (*where applicable*)

EI Structural Survey (*where applicable*)

EI Surface Water Management (*where applicable*)

EI Transport Assessment / Travel Plan (*where applicable*)

D Tree Survey/ Arboricultural Impact Assessment/ Tree Protection Plan/ Arboricultural Method Statement (*where applicable*)

5. APPLICATION FOR OUTLINE PLANNING PERMISSION WITH SOME MATTERS RESERVED

National requirements

Your application MUST include the following:

- Completed Application Form - please ensure the Ownership Certificates and Agricultural Declaration are complete
- The correct planning fee
- Location Plan(s)
- Block Plan
- Summary of application documents (*if required*)
- Design and Access statement (*if required*)

Local list requirements

In addition to the national requirements the following information may also be required and requested following validation to properly evaluate your proposal:

- Air Quality Assessment (*where applicable*)
- Affordable Housing Sect. 106 pro-forma (*where applicable*)
- Affordable Housing Statement (*where applicable*)
- CIL Form 0 (*where applicable*)
- Drainage Assessment (*where applicable*)
- Ecological Assessment and Protected Species Surveys (*where applicable*)
- Flood risk assessment (*where applicable*)
- Foul Drainage access (*where applicable*)
- Fume Extraction Assessment (*where applicable*)
- Heritage Statement (*where applicable*)
- Land Contamination assessment (*where applicable*)
- Landscape Assessment and landscaping proposals (*where applicable*)
- Noise Assessment (*where applicable*)
- Photographs/Photomontages (*where applicable*)
- Planning obligations (*where applicable*)
- Planning Statement (*where applicable*)

El Site Waste Management Plan (*where applicable*)

El Statement of Community Involvement (*where applicable*)

El Transport Assessment / Travel Plan (*where applicable*)

El Tree Survey/ Arboricultural Impact Assessment/ Tree Protection Plan/ Arboricultural Method Statement (*where applicable*)

6. APPLICATION FOR OUTLINE PLANNING PERMISSION WITH ALL MATTERS RESERVED

National requirements

Your application MUST include the following:

- Completed Application Form - please ensure the Ownership Certificates and Agricultural Declaration are complete
- The correct planning fee
- Location Plan(s)
- Block Plan
- Summary of application documents (*if required*)
- Design and Access statement (*if required*)

Local list requirements

In addition to the national requirements the following information may also be required:

- Air Quality Assessment (*where applicable*)
- Affordable Housing Statement (*where applicable*)
- Affordable Housing Sect. 106 pro-forma (*where applicable*)
- CIL Form 0 (*where applicable*)
- Drainage Assessment (*where applicable*)
- Ecological Assessment and Protected Species Surveys (*where applicable*)
- Flood risk assessment (*where applicable*)
- Foul Drainage access (for maintenance) (*where applicable*)
- Fume Extraction Assessment (*where applicable*)
- Heritage Statement (*where applicable*)
- Land Contamination assessment (*where applicable*)
- Landscape Assessment and landscaping proposals (*where applicable*)
- Noise Assessment (*where applicable*)
- Photographs/ Photomontages (*where applicable*)
- Planning obligations - Draft Head(s) of Terms (*where applicable*)
- Planning Statement (*where applicable*)
- Site Waste Management Plan (*where applicable*)

EI Statement of Community Involvement (*where applicable*)

EI Transport Assessment / Travel Plan (*where applicable*)

D Tree Survey/ Arboricultural Impact Assessment/ Tree Protection Plan/ Arboricultural Method Statement (*where applicable*)

7. APPLICATION FOR PLANNING PERMISSION AND CONSERVATION AREA CONSENT FOR DEMOLITION

National requirements

Your application MUST include the following:

- Completed Application Form - please ensure the Ownership Certificates and Agricultural Declaration are complete
- The correct planning fee
- Location Plan(s)
- Block Plan
- Existing and Proposed Elevations
- Existing and Proposed Floor Plans
- Roof Plans
- Summary of application documents (*if required*)
- Design and Access statement (*if required*)

Local list requirements

In addition to the national requirements the following information may also be required:

- Air Quality Assessment (*where applicable*)
- Affordable Housing statement (*where applicable*)
- Affordable Housing Sect. 106 pro-forma (*where applicable*)
- CIL Form 0 (*where applicable*)
- Drainage Assessment (*where applicable*)
- Ecological Assessment and Protected Species Surveys (*where applicable*)
- Flood risk assessment (*where applicable*)
- Fume Extraction Assessment (*where applicable*)
- Heritage Statement (*where applicable*)
- Land Contamination assessment (*where applicable*)
- Landscape Assessment and landscaping proposals (*where applicable*)
- Noise Assessment (*where applicable*)
- Photographs/ Photomontages (*where applicable*)

EI Planning obligations – Draft Head(s) of Terms (*where applicable*)

EI Planning Statement (*where applicable*)

EI Site Waste Management Plan (*where applicable*)

EI Statement of Community Involvement (*where applicable*)

EI Transport Assessment / Travel Plan (*where applicable*)

D Tree Survey/ Arboricultural Impact Assessment/ Tree Protection Plan/ Arboricultural Method Statement (*where applicable*)

8. APPLICATION FOR PLANNING PERMISSION AND LISTED BUILDING CONSENT

National requirements

Your application MUST include the following:

- Completed Application Form - please ensure the Ownership Certificates and Agricultural Declaration are complete
- The correct planning fee
- Location Plan(s)
- Block Plan
- Existing and Proposed Elevations
- Existing and Proposed Floor Plans
- Roof Plans
- Summary of application documents (*if required*)
- Design and Access statement (*if required*)

Local list requirements

In addition to the national requirements the following information may also be required:

- Air Quality Assessment (*where applicable*)
- Affordable Housing statement (*where applicable*)
- Affordable Housing Sect. 106 pro-forma (*where applicable*)
- CIL Form 0 (*where applicable*)
- Drainage Assessment (*where applicable*)
- Ecological Assessment and Protected Species Surveys (*where applicable*)
- Flood risk assessment (*where applicable*)
- Fume Extraction Assessment (*where applicable*)
- Heritage Statement (*where applicable*)
- Land Contamination assessment (*where applicable*)
- Landscape Assessment and landscaping proposals (*where applicable*)
- Noise Assessment (*where applicable*)
- Photographs/ Photomontages (*where applicable*)
- Planning obligations - Draft Head(s) of Terms (*where applicable*)

EI Planning Statement (*where applicable*)

EI Site Waste Management Plan (*where applicable*)

EI Statement of Community Involvement (*where applicable*)

EI Structural Survey (*where applicable*)

EI Transport Assessment / Travel Plan (*where applicable*)

D Tree Survey/ Arboricultural Impact Assessment/ Tree Protection Plan/ Arboricultural Method Statement (*where applicable*)

9. APPLICATION FOR PLANNING PERMISSION AND ADVERTISEMENT CONSENT

National requirements

Your application MUST include the following:

- Completed Application Form - please ensure the Ownership Certificates and Agricultural Declaration are complete
- The correct planning fee
- Location Plan(s)
- Block Plan
- Existing and Proposed Elevations
- Existing and Proposed Floor Plans
- Roof Plans
- Advertisement drawing(s) showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of method and colour(s) of illumination
- Summary of application documents (*if required*)
- Design and Access statement (*if required*)

Local list requirements

In addition to the national requirements the following information may also be required:

- Air Quality Assessment (*where applicable*)
- Drainage Assessment (*where applicable*)
- Ecological Assessment and Protected Species Surveys (*where applicable*)
- Flood risk assessment (*where applicable*)
- Fume Extraction Assessment (*where applicable*)
- Heritage Statement (*where applicable*)
- Land Contamination assessment (*where applicable*)
- Landscape Assessment and landscaping proposals (*where applicable*)
- Noise Assessment (*where applicable*)
- Photographs/ Photomontages (*where applicable*)
- Planning obligations - Draft Head(s) of Terms (*where applicable*)
- Planning Statement (*where applicable*)

EI Site Waste Management Plan (*where applicable*)

EI Statement of Community Involvement (*where applicable*) EI Structural Survey (*where applicable*)

EI Surface Water Management Plan (*where applicable*)

EI Transport Assessment / Travel Plan (*where applicable*)

D Tree Survey/ Arboricultural Impact Assessment/ Tree Protection Plan/ Arboricultural Method Statement (*where applicable*)

10. CONSERVATION AREA CONSENT FOR DEMOLITION IN A CONSERVATION AREA

National requirements

Your application MUST include the following:

- EI Completed Application Form - please ensure the Ownership Certificates and Agricultural Declaration are complete
- EI The correct planning fee
- EI Location Plan(s)
- EI Block Plan
- EI Existing and Proposed Elevations
- EI Existing and Proposed Floor Plans
- EI Roof Plans
- EI Summary of application documents (*if required*)

Local list requirements

In addition to the national requirements the following information may also be required:

- EI Ecological Assessment and Protected Species Surveys (*where applicable*)
 - EI Heritage Statement (*where applicable*)
 - EI Planning Statement (*where applicable*)
- D Tree Survey/ Arboricultural Impact Assessment/ Tree Protection Plan/ Arboricultural Method Statement (*where applicable*)

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

National requirements

Your application MUST include the following:

- EI Completed Application Form - please ensure the Ownership Certificates and Agricultural Declaration are complete
- EI The correct planning fee
- EI Location Plan(s)
- EI Block Plan
- EI Existing and Proposed Elevations
- EI Existing and Proposed Floor Plans
- EI Existing and Proposed site sections, finished floor and site levels
- EI Plans to a scale of no less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details
- EI Roof Plans

- EI Summary of application documents (*if required*)
- EI Design and Access statement (*if required*)

Local list requirements

In addition to the national requirements the following information may also be required:

- EI CIL Form 0 (*where applicable*)
- EI Ecological Assessment and Protected Species Surveys (*where applicable*)
- EI Heritage Statement (*where applicable*)
- EI Photographs/ Photomontages showing the whole building and its setting and/ or the particular section of the building affected by the proposals (*where applicable*)
- EI Planning Statement (*where applicable*)
- EI Structural Survey (*where applicable*)
- D Tree Survey/ Arboricultural Impact Assessment/ Tree Protection Plan/ Arboricultural Method Statement (*where applicable*)

12. APPLICATION FOR ADVERTISEMENT CONSENT

National requirements

Your application **MUST** include the following:

EI Completed Application Form - please ensure the Ownership Certificates and Agricultural Declaration are complete

EI The correct planning fee

EI Location Plan(s)

EI Block Plan

EI Existing and Proposed Elevations

EI Advertisement drawing(s) showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of method and colour(s) of illumination (*if applicable*)

Local list requirements

In addition to the national requirements the following information may also be required:

EI Ecological Assessment and Protected Species Surveys (*where applicable*)

EI Heritage Statement (*where applicable*)

EI Landscape Assessment and landscaping proposals (*where applicable*)

EI Lighting assessment (where illuminated advertisements are proposed) (*where applicable*) EI Photographs and Photomontages (*where applicable*)

D Tree Survey/ Arboricultural Impact Assessment/ Tree Protection Plan/ Arboricultural Method Statement (*where applicable*)

13. LISTED BUILDING CONSENT FOR ALTERATIONS, EXTENSIONS OR DEMOLITION OF A LISTED BUILDING AND ADVERTISEMENT CONSENT

National requirements

Your application MUST include the following:

EI Completed Application Form - please ensure the Ownership Certificates and Agricultural Declaration are complete

EI The correct planning fee

EI Location Plan(s)

EI Block Plan

EI Existing and Proposed Elevations

EI Existing and Proposed Floor Plans

EI Plans to scale of no less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details

EI Roof plans

EI Advertisement drawing(s) showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of method and colour(s) of illumination (if applicable)

EI Summary of application documents (*if required*)

EI Design and Access statement (*if required*)

Local list requirements

In addition to the national requirements the following information may also be required:

EI CIL Form 0 (*where applicable*)

EI Affordable Housing statement (*where applicable*)

EI Affordable Housing Sect. 106 pro-forma (*where applicable*)

EI Ecological Assessment and Protected Species Surveys (*where applicable*)

EI Heritage Statement (*where applicable*)

EI Lighting assessment (where illuminated advertisements are proposed) (*where applicable*)

EI Photographs/ Photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals (*where applicable*)

EI Structural Survey (*where applicable*)

D Tree Survey/ Arboricultural Impact Assessment/ Tree Protection Plan/ Arboricultural Method Statement (*where applicable*)

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

National requirements

Your application MUST include the following:

- EI Completed Application Form - please ensure the Ownership Certificates and Agricultural Declaration are complete
- EI Location Plan(s)
- EI The correct planning fee
- EI Such evidence verifying the information included in the application as can be provided
- EI Such other information as is considered to be relevant to the application

Local list requirements

In addition to the national requirements the following information may also be required:

- D Air quality assessment (*where applicable*)
- EI Ecological Assessment and Protected Species Surveys (*where applicable*)
- EI Existing elevations (e.g. at a scale of 1:50 or 1:100) *where applicable*
- EI Existing floor plans (e.g. at a scale of 1:50 or 1:100) *where applicable*
- EI Existing site survey plan (e.g. at a scale of 1:50 or 1:100) *where applicable*
- EI Heritage Statement (*where applicable*)
- EI Landscape Assessment and landscaping proposals (*where applicable*)
- D Land contamination assessment (*where applicable*)
- EI Lawful Development Certificate supporting information (e.g. sworn affidavit(s) from people with personal knowledge of the existing use) (*where applicable*)
- D Noise assessment (*where applicable*)
- EI Photographs and Photomontages (*where applicable*)
- EI Planning Statement (*where applicable*)
- D Tree Survey/ Arboricultural Impact Assessment/ Tree Protection Plan/ Arboricultural Method Statement (*where applicable*)

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

National requirements

Your application MUST include the following:

EI Completed Application Form - please ensure the Ownership Certificates and Agricultural Declaration are complete

EI Location Plan(s)

EI Site Plans (existing and proposed)

EI The correct planning fee

EI Such evidence verifying the information included in the application as can be provided

EI Such other information as is considered to be relevant to the application

Local list requirements

In addition to the national requirements the following information may also be required:

- Air quality assessment (*where applicable*)
- Ecological Assessment and Protected Species Surveys (*where applicable*)
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100) *where applicable*
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100) *where applicable*
- Existing site survey plan (e.g. at a scale of 1:50 or 1:100) *where applicable*
- Heritage Statement (*where applicable*)
- Land contamination assessment (*where applicable*)
- Noise assessment (*where applicable*)
- Tree Survey/ Arboricultural Impact Assessment/ Tree Protection Plan/ Arboricultural Method Statement (*where applicable*)

16. APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED AGRICULTURAL DEVELOPMENT - PROPOSED BUILDING

National requirements

Your application MUST include the following:

- EI Completed Application Form or written description of the proposed development and the materials to be used
- EJ Location Plan(s) indicating the site
- EI The correct planning fee

Local list requirements

In addition to the national requirements the following information may also be required:

- D Air quality assessment (*where applicable*)
- EI Ecological Assessment and Protected Species Surveys (*where applicable*)
- EI Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100) *where applicable*
- EI Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100) *where applicable*
- EI Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100) *where applicable*
- EI Landscape Assessment and landscaping proposals (*where applicable*)
- D Land contamination assessment (*where applicable*)
- D Noise assessment (*where applicable*)
- D Tree Survey/ Arboricultural Impact Assessment/ Tree Protection Plan/ Arboricultural Method Statement (*where applicable*)

17. APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED AGRICULTURAL DEVELOPMENT - PROPOSED ROAD

National requirements

Your application **MUST** include the following:

EI Completed Application Form or written description of the proposed development and the materials to be used

EI Location Plan(s) indicating the site

EI The correct planning fee

Local list requirements

In addition to the national requirements the following information may also be required:

EI Ecological Assessment and Protected Species Surveys (*where applicable*)

EI Tree Survey/ Arboricultural Impact Assessment/ Tree Protection Plan/ Arboricultural Method Statement (*where applicable*)

18. APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED AGRICULTURAL DEVELOPMENT - EXCAVATION/ DEPOSIT OF WASTE MATERIALS FROM THE FARM

National requirements

Your application **MUST** include the following:

- EI Completed Application Form or written description of the proposed development and the materials to be used
- EJ Location Plan (s) indicating the site
- EI The correct planning fee

Local list requirements

In addition to the national requirements the following information may also be required:

- EI Ecological Assessment and Protected Species Surveys (*where applicable*)
- D Land contamination Assessment (*where applicable*)
- EI Planning Statement (*where applicable*)
- D Tree Survey/ Arboricultural Impact Assessment/ Tree Protection Plan/ Arboricultural Method Statement (*where applicable*)

19. APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED AGRICULTURAL DEVELOPMENT - PROPOSED FISH TANK (CAGE)

National requirements

Your application **MUST** include the following:

- EI Completed Application Form or written description of the proposed development and the materials to be used
- EJ Location Plan(s) indicating the site
- EI The correct planning fee

Local list requirements

In addition to the national requirements the following information may also be required:

- EI Ecological Assessment and Protected Species Surveys (*where applicable*)
- EI Planning Statement (*where applicable*)
- D Tree Survey/ Arboricultural Impact Assessment/ Tree Protection Plan/ Arboricultural Method Statement (*where applicable*)

20. APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED AGRICULTURAL OR FORESTRY DEVELOPMENT TO BE ELECTRONIC CODE OPERATORS

National requirements

Your application MUST include the following:

- EI Completed Application Form or written description of the proposed development and the materials to be used
- EJ Location Plan (s) indicating the site
- EI The correct planning fee

- EI Evidence that the developer has given notice of the proposed development in accordance with A.3 (1) of part 24 of Schedule 2 to the General Permitted Development Order (GDPO) 1995
- EI Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an aerodrome evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome operator in accordance with A.3 (2) of part 24 of Schedule 2 of the GDPO 1995

Local list requirements

In addition to the national requirements the following information may also be required:

- EI Acoustic report (*where applicable*)

- EI Ecological Assessment and Protected Species Surveys (*where applicable*)
- EI Supplementary Information Template (as set out in Annex F of the code Best Practice on Mobile Phone Network Development) (*where applicable*)

- D Tree Survey/ Arboricultural Impact Assessment/ Tree Protection Plan/ Arboricultural Method Statement (*where applicable*)

21. APPLICATION FOR HEDGEROW REMOVAL NOTICE

National requirements

Your application **MUST** include the following:

EI Completed Application Form or form set out in Schedule 4 to the Hedgerow Regulations 1997

EI Location Plan (s) which clearly shows the location and length of the hedgerow(s) to be removed
(if possible, please provide a plan to a scale of 1:12500. A different scale can be used as long as it shows clearly the location and length of the hedgerow that you wish to remove.

EI Evidence of the date of planting (if known)

Local list requirements

In addition to the national requirements the following information may also be required:

EI None applicable

22. APPLICATION FOR PRIOR NOTIFICATION - PROPOSED DEMOLITION

National requirements

Your application MUST include the following:

EI Completed Application Form or written description of the proposed development

EI A statement that the application has displayed a site notice in accordance with A.2 (b) (iii) of part 31 of Schedule 2 to the GDPO 1995

EI The correct planning fee

Local list requirements

In addition to the national requirements the following information may also be required:

EI Ecological Assessment and Protected Species Surveys (*where applicable*)

EI Heritage Statement (*where applicable*)

EI Photographs/ Photomontages (*where applicable*)

EI Planning Statement (*where applicable*)

D Tree Survey/ Arboricultural Impact Assessment/ Tree Protection Plan/ Arboricultural Method Statement (*where applicable*)

23. APPLICATION FOR APPROVAL OF RESERVED MATTERS FOLLOWING OUTLINE APPROVAL

National requirements

Your application MUST include the following:

- El Completed Application Form
- El Location Plan(s)
- El Block plan of the site
- El Existing and proposed elevations
- El Existing and proposed floor plans
- El Existing and proposed site sections, finished floor and site levels
- El Roof plans
- El The correct planning fee
- El Design and Access statement
- El Such particulars as are necessary to deal with the matters reserved in the outline planning permission

Local list requirements

In addition to the national requirements the following information may also be required:

- Affordable Housing statement (*where applicable*)
- Affordable Housing Sect. 106 pro-forma (*where applicable*)
- Air quality assessment (*where applicable*)
- CIL Form 0 (*where applicable*)
- Ecological Assessment and Protected Species Surveys (*where applicable*)
- Landscape Assessment and landscaping proposals (*where applicable*)
- Land contamination assessment (*where applicable*)
- Noise assessment (*where applicable*)
- Planning Statement (*where applicable*)
- Tree Survey/ Arboricultural Impact Assessment/ Tree Protection Plan/ Arboricultural Method Statement (*where applicable*)

24. APPLICATION FOR REMOVAL OR VARIATION OF CONDITION FOLLOWING GRANT OF PLANNING PERMISSION (SECTION 73 OF THE TCPA 1990)

National requirements

Your application MUST include the following:

- EI Completed Application Form
- EI Ownership Certificates (A, B, C or D as applicable)
- EI Agricultural Land Declaration
- EI The correct planning fee

Local list requirements

In addition to the national requirements the following information may also be required:

- EI Affordable Housing statement (*where applicable*)
- EI Affordable Housing Sect. 106 pro-forma (*where applicable*)
- D Air quality assessment (*where applicable*)
- EI Block Plan of the Site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries *where applicable*
- EI CIL Form 0 (*where applicable*)
- EI Ecological Assessment and Protected Species Surveys (*where applicable*)
- EI Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100) *Where applicable*
- EI Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100) *Where applicable*
- D Land contamination assessment (*where applicable*)
- D Noise assessment (*where applicable*)
- EI Such particulars as are necessary to deal with the matters relating to the variation of the condition (*where applicable*)
- D Tree Survey/ Arboricultural Impact Assessment/ Tree Protection Plan/ Arboricultural Method Statement (*where applicable*)

25. APPLICATION FOR APPROVAL OF DETAILS RESERVED BY CONDITION

There are **NO NATIONAL REQUIREMENTS** for applications for the approval of details reserved by conditions except that they should be made formally either through the Planning Portal or in writing.

However, you may submit the following:

EI Completed application form

EI Location plan(s)

EI A copy of other plans and drawings or information necessary to describe the subject of the application (the original plus 3 copies to be supplied unless the application is submitted electronically)

Local list requirements

EI Photographs/ Photomontages (*where applicable*)

EI Planning Statement (*where applicable*)

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

Please use this checklist to ensure that the form has been completed correctly and that all relevant information is submitted:

For works to trees protected by a Tree Preservation order (**TPO**), failure to supply sufficiently precise and detailed information may result in your application being rejected or delay in dealing with it.

In particular, you **MUST** provide the following:

EI Completed and dated application form, with all (mandatory) questions answered;

EJ Sketch plan showing the location of all tree(s);

EI A full and clear specification of the works to be carried out;

EI Statement of reasons for the proposed work; and

EI Evidence in support of statement of reasons, where require by the standard application form.

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

EI Completed and dated form, with all questions answered; (*where applicable*)

EI Sketch plan showing the precise location of all tree(s) (*where applicable*); and

EI A full and clear specification of the works to be carried out (*where applicable*)

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

EI Photographs (*where applicable*)

D Report by an arboriculturalist (where applicable)

EI Management Plan or schedule of works for the tree(s) (where applicable)

EI Report by an engineer, surveyor or other professional (where applicable)

EI Details of any assistance or advice sought from a local Planning Authority officer prior to submitting this form (*where applicable*)

27. APPLICATION FOR PLANNING PERMISSION FOR MINERAL WORKING

National requirements

Your application MUST include the following:

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

Local list requirements

In addition to the national requirements the following information may also be required:

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

- EI Land Stability (*where applicable*)
- EI Lighting assessment (*where applicable*)
- EI Noise impact assessment (*where applicable*)
- EI Photographs/Photomontages (*where applicable*)
- EI Planning obligations – Draft Head(s) of Terms (*where applicable*)
- EI Planning Statement (*where applicable*)
- EI Reclamation, Aftercare and Management Plans (*where applicable*)
- EI Site Waste Management Plan (*where applicable*)
- EI Soil Handling Strategy (*where applicable*)

- EI Statement of Community Involvement (*where applicable*)
- EI Transport Assessment / Travel Plan (*where applicable*)

- D** Tree Survey/ Arboricultural Impact Assessment/ Tree Protection Plan/ Arboricultural Method Statement (*where applicable*)

- EI Visual Impact Assessment (*where applicable*)
- EI Working plan for mineral sites (*where applicable*)

Explanatory Notes

National Validation Requirements

Any application submitted without the relevant documentation identified in the **national** validation checklist will **not** be validated and will result in the delay in determination of your application. The determination will only commence once all relevant documentation has been submitted to accompany the application.

1. Completed Application Form

All of the relevant questions should be responded to, or the words “Not Applicable” or N/A should be inserted for clarity. See “4. Ownership Certificates” further down this document with regard to certificates on the form.

Shropshire Council wishes to encourage the submission of applications electronically wherever possible, as this provides opportunities for streamlining procedures and reducing costs. Electronic applications can be made via the [Planning Portal](#).

Where applicants wish to make an application in paper form, the original of the completed form, plus 2 additional copies must be submitted. The same applies to all other plans and information that accompanies an application submitted in paper form i.e. a total of two sets of all documents submitted in paper format are required for the application to be valid.

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

The relevant certificates concerning the ownership of the application site and Agricultural Land Declaration **must** be completed; these elements can be found within the application form itself.

For this purpose the ‘owner’ is anyone with a freehold interest or a leasehold interest if the unexpired term of which is not less than 7 years.

- Certificate A must be completed when the applicant is the sole owner of the site
- Certificate B must be completed when all of the owner(s) of the site are known

If Certificate B has been completed, an Article 6 notice must be service on all of the owners of the site in question. This will also be required where Certificate C has been serviced and some of the owners are known.

- Certificate C must be completed when some owners of the site are known but not all
- Certificate D must be completed when none of the owners of the site are known

All agricultural tenants on a site must be notified prior to the submission of a planning application. Applicants must certify that they have notified any agricultural tenants about their application, or that there are no agricultural tenants on site. The certificate is required whether or not the site includes an agricultural holding. It is incorporated into the standard application form, and must be signed in order for the application to be valid.

No agricultural land declaration is required if the applicant is making an application for the approval of reserved matters, renewal of a temporary planning permission, discharge or variation of conditions, tree preservation orders, conservation area consent for demolition, agricultural or

forestry development, a non-material amendment to an existing planning permission , or express consent to display and advertisement.

2. Location Plan

All applications must include copies of a location plan based on an up-to-date map. This should be at an identified metric scale (1:1250 or 1:2500). Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

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

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

Purchasing location plans:

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

Although Shropshire Council does not recommend any specific supplier of Ordnance Survey Maps, we are aware that a number of suppliers, including walk-in service in Shrewsbury Town Centre, do exist. Details of potential map providers can be found on the [Submitting a planning application](#) page on the Shropshire Council website.

Applicants should note that copying of Ordnance Survey plans by unauthorised persons is an infringement of copyright.

3. Site Plan (Existing and Proposed)

All applications should normally include existing and proposed site plans at a standard metric scale (typically 1:100 or 1:200 for householder applications and 1:500 otherwise).

All site plans should be numbered with a reference that is unique to that drawing along with a version number if the drawing is subsequently amended

Both existing and proposed site plans should accurately show:

- The direction of north;
- An indication of the scale of the drawing (e.g. 1:100, 1:200);
- The footprint of all existing buildings on site with written dimensions and distances to the site boundaries or a scale bar appropriate to the building scale – if different scales are used on one document, these should be clearly shown for each applicable scale used; The
- paper size which the drawing should be printed at

The following information should also be shown, **unless these would NOT influence or be affected by the proposed development:**

- All buildings, roads and footpaths on land adjoining the site including access arrangements;
- All public rights of way crossing or adjoining the site;

- The position of all existing trees and hedges on and adjacent the site, including canopy spread accurately dimensioned to the four cardinal compass points;
- The extent and type of hard surfacing;
- Boundary treatment including the type and height of walls or fencing

Types of existing and proposed site plans include:

- Block Plan of the Site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
- Roof plans (e.g. at a scale 1:50 or 1:100)

4. The correct planning fee

Most applications incur a fee. The Planning Portal includes a fee calculator for applicants, although each Local Planning Authority is able to advise applicants on specific cases and payment methods.

Note: For the purpose of fee calculation floor space is taken to be the gross amount (all storeys, including basements and garaging) to be created by the development. This is an external measurement including thickness of external and internal walls.

Ways to pay

- Via the [Planning Portal](#)
- Through the Shropshire Council Website '[Pay for it](#)' pages
- By phone (0345 678 9000)
- By Cheque – Please make cheques payable to 'Shropshire Council'

5. Summary of application documents (if required)

When is this required?

For major planning applications where the supporting information would exceed 100 pages.

If an application is not classified as major but is accompanied by more than 100 pages of supporting documents, a summary document would be useful but is not essential.

What information is required?

This summary should not exceed 20 pages and should include an overview of the proposal and a clear description of its impacts. The aim of the document is to introduce the scheme to parties who are not familiar with the details of the proposed development.

If the development is subject to an Environmental Impact Assessment (EIA), there is no need to summarise the findings of the Environmental Statement non-technical summary.

6. Design and Access Statement (if required)

A Design and Access Statement (D&A) must accompany applications for both outline and full planning permission if the proposed development relates to one of the following:

- Major form of development¹ ;
- Provision of one or more dwellinghouses, if the application site lies within a Designated Area²;
- Provision of a building or buildings where the floor space created is 100sqm or more, if the application lies within a Designated Area.

Applications for Listed Building Consent must always be accompanied by a Design & Access Statement regardless of their designation. Where there is a planning application submitted in parallel with an application for Listed Building Consent, a single, combined statement should address the requirements of both and should, in particular, address:

- The special architectural or historical interest of the building;
- The particular physical features of the buildings that justify its designation as a Listed Building;
- The building's setting.

What information is required?

A D&A is a succinct report accompanying and supporting a planning application to illustrate the process that has led to the development proposal, and to explain the proposal in a structured way. Statements must be proportionate to the complexity of the application, but not be too long.

An important part of a D&A is the explanation of how local context has influenced design. Context should be discussed in relation to the scheme as a whole rather than specifically in relation to sub-components of amount, layout, scale, landscaping etc. The D&A should also explain how relevant policies in the Local Development [Core Strategy](#) have been taken into account.

The D&A should cover both the design principles and concepts that have been applied to the scheme and how issues relating to access have been dealt to ensure that all users would have equal and convenient access to buildings and spaces and the public transport network.

Further Advice

[*"Design and Access Statements – How to write, read and use them"*](#)

CABE – 1 June 2006 – www.cabe.org.uk

[*DCLG Circular 01/06 – Guidance on Changes to Development Control System*](#) *Communities for Local Government – 12 June 2006*

Shropshire Council Core Strategy – (Part 1) Sustainable Design

[*"Design and Access Statements: the access element"*](#)

Planning Advisory Service – April 2007

¹ Major Form of Development : formation of 10 or more dwellings; site area of 0.5ha (where the number of dwellings is not specified); floorspace of more than 1,000sqm is created

² Designated Area : Conservation Area or World Heritage Site

Local List Validation Requirements

1. Planning Statement

This statement provides the opportunity for an applicant to present the general planning case for the proposal. The statement should describe the issues raised by the development on the site and the surrounding area and refer to all material planning considerations including which policies from the Local Plan, government guidance, circulars or policy statements support the development.

Further Advice:

- [Planning Policy Statement 12 – Creating Local Development Frameworks](#)
Department for Communities and Local Government . 4th June 2008

2. Statement of Community Involvement (SCI)

Pre-application consultation with planning officers, statutory consultees and the public is to be encouraged. An SCI will detail the consultations that have been carried out, what response there was and how the development has taken account of the responses. For smaller schemes this might be entirely contained in the Design and Access Statement. For schemes that are likely to have significant public interest this might be required in a separate statement.

Further Advice:

- [The Statement of Community Involvement for Shropshire \(SCI\)](#)
Shropshire Council . adopted 24th February 2011

3. Environmental Impact Statement

The Town and Country Planning (Environmental Impact Assessment) Regulations (1999) set out the circumstances in which an Environmental Impact Assessment (EIA) is required. Where EIA is required an Environmental Statement in the form set out in Schedule 4 to the regulations must be provided. Where an EIA is not required, the local planning authority may still require environmental information to be provided. An application may request a “screening opinion” (i.e. to determine whether EIA is required) from the planning authority before submitting the application.

Further Advice:

- [“Environmental Impact Assessment: A guide to procedures”](#)
Department for Communities and Local Government . 12th January 2000

Natural and Historic Environment

Supporting information may include plans showing historic features that may exist on or adjacent to the application site including listed building and structure, historic park and gardens and historic battlefields.

4. Heritage Statements

Heritage Statements should include Scheduled Monuments and non-designated heritage assets with archaeological interest. A heritage statement will be required in respect of proposals involving the disturbance of ground within an Area of Archaeological Potential as defined in the local plan or in other areas the subject of major development proposals or significant archaeological remains may survive. Where a development will affect the setting of a Listed Building the Design Statement required should explain how the setting of the listed building is taken into account by the design.

Further Advice:

- *Core Strategy CS17: Environmental Networks*
[Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#) (page 108)

- Shropshire Council - 24th February 2011
- [‘Saved’ planning policies](#) (where applicable)
Shropshire Council Planning Policy - 24th February 2011

5. Photographs and Photo Montages

These provide useful background information and can help to show how large developments can be satisfactorily integrated into the street scene and/or surrounding area. Such information could form an integral part of the Design and Access Statement.

Further Advice:

- [“Design and Access Statements – How to write, read and use them”](#)
CABE - 1 June 2006 - www.cabe.org.uk

6. Lighting Assessment

Where it is intended to install external illumination full details should be included with the application. This should include the type of light fixing [e.g. wall mounted or free-standing columns] and the level of illumination. A lighting impact statement may be required for floodlighting proposals particularly for sports grounds or developments close to residential buildings.

a) Lighting and Ecology

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

Further Advice:

- [Bats and Lighting in the UK](#)
- *National Planning Policy Framework, paragraph 125*

7. Landscape Character Impact Assessments

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

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

Further Advice:

“What is a Landscape Character Assessment?” Natural

- *England* - www.naturalengland.org

Ecology

Ecological Assessments and Protected Species Survey Reports

a) Ecological Assessments

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

It is always advisable to seek formal pre-application advice from Shropshire Council at the earliest possible stage to establish the type, scale and timing of any ecological assessment and/or protected species surveys required. Shropshire Council has produced a guidance note to assist developers, applicants and agents in assessing when an Ecological Assessment may be required. This guidance note 'When is an Ecological Assessment Required?' can be found on the Shropshire Council website via [the planning pages](#)

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

An Ecological Assessment will be needed where legally protected or priority animals, plants or their habitats may be present and may be affected by the development. Commonly found species include badger, bats, great crested newt, barn owl, reptiles and water vole. If the development site is in, or within a consultation zone of, an internationally, nationally or locally designated wildlife site (or geological site), an ecological (or geological) assessment will always be required.

A range of proposed development works can impact upon wildlife and Shropshire Council will seek Ecological Assessments and Protected Species Surveys where protected and priority species and habitats are reasonably likely to be present and to be impacted upon by the development. Shropshire Council is preparing a suite of guidance notes for developers, applicants and agents which will provide detailed guidance on all aspects of ecology relating to development.

Guidance Note 1: 'When is an Ecological Assessment Required?' is designed to be an initial information source and will enable developers, applicants and their agents to decide whether an Ecological Assessment and/or Protected Species Survey Report is likely to be required.

Surveys should be undertaken and reported by competent, suitably qualified persons (holding survey licences if required), under appropriate conditions. Reports should detail and map important species and habitats or geological features present, or nearby the development (if the latter may be affected). They should describe what impacts the development would have on them, ways of avoiding or reducing this (mitigation) and any biodiversity or geological enhancements that could be made. Any losses or gains to priority habitats should be stated (hectares). For European Protected Species (Bats, Great Crested Newts, Dormouse and Otter) a discussion of how favourable conservation status will be maintained and the need for a European Protected Species Mitigation Licence from Natural England should be provided.

Further advice:

- [Shropshire Council Guidance Note 'When is an Ecological Assessment Required?'](#)
- [Shropshire Council - Biodiversity and ecology Email: \[biodiversity.planning@shropshire.gov.uk\]\(mailto:biodiversity.planning@shropshire.gov.uk\)](#)
Core Strategy CS17: Environmental Networks [Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#) (page 108)
Core Strategy CS6: Sustainable Design and Development Principles
- [Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#) (page 69)
National Planning Policy Framework - Section 11 especially paragraphs 109 - 125
- [Government Circular 06/2005: Biodiversity and Geological Conservation - Statutory Obligations and their impact within the planning system](#)
Communities for Local Government - 16th August 2005
[Natural England](#)
- [Shropshire Wildlife Trust](#)
-

b) Habitat Regulation Assessment

Any proposed development which has the potential to impact upon a European Designated Site (Special Protection Area SPA, Special Area of Conservation SAC or Ramsar site) must be screened through the Habitat Regulation Assessment Process, Natural England must be formally consulted and their opinion taken into account and if necessary an Appropriate Assessment shall be undertaken. Planning permission can only legally be issued if it can be concluded, in the absence of reasonable scientific doubt, that the proposal will not have a likely significant effect or a likely effect on integrity of a European Designated Site. The kinds of applications likely to require screening under Habitat Regulation Assessment include intensive farming units, industrial processes, composting and anaerobic digestion, large scale housing developments and any development on, or within the consultation zone of, a European Designated Site.

Shropshire Council will be producing a guidance note covering the Habitat Regulation Assessment process, in the short term advice can be sought through the formal pre-application system or by contacting the Natural Environment Team.

Further advice:

- [Shropshire Council - Biodiversity and ecology](#)
• [Email: \[biodiversity.planning@shropshire.gov.uk\]\(mailto:biodiversity.planning@shropshire.gov.uk\)](mailto:biodiversity.planning@shropshire.gov.uk)

c) Landscape Assessment and landscaping proposals

Consideration of landscape effects: The developer should look at the effects of the proposed

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

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

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

8. Trees and Hedgerows

The potential effect of development on trees, whether statutorily protected or not, is a material consideration in the planning process. The nature and level of detail of information required to enable proper consideration of the implications and effects of development proposals varies between stages of the process and in relation to what is proposed. Shropshire Council's Trees and Development Guidance Note 7 provides information and the Council's tree officers can give further advice on the type and level of information likely to be required for any particular case.

Some key elements commonly required are listed below. These and other relevant information should be carried out/prepared by a suitably qualified and/or experienced arboriculturalist.

- **Tree Survey:** records information about trees and hedges on or adjacent the site. The results of the tree survey, including material constraints arising from retention of existing trees and hedges, should be used to inform feasibility studies and design options, prior to and independently of specific development proposals.
- **Arboricultural Impact Assessment:** evaluates the direct and indirect effects of the proposed design and where necessary recommends mitigation. It takes into account any tree loss required to implement the design and any potentially damaging activities proposed in the vicinity of retained trees and hedges.
- **Tree Protection Plan:** should be superimposed on a site layout plan and clearly indicate the precise location of protective barriers, ground protection or other physical measures for protection of retained trees and hedges. Land for future tree planting should be similarly identified and protected where feasible.
- **Arboricultural Method Statement:** describes any operations, including access, proposed within the canopy spread or root protection area of retained trees and hedges. It should be appropriate to the proposals and demonstrate that operations can be undertaken at minimal risk of adverse impact on retained trees and hedges.

Further advice:

- *Shropshire Council - Natural Environment (Tree Officers)*
[Email: natural.environment@shropshire.gov.uk](mailto:natural.environment@shropshire.gov.uk)
Shropshire Council - Trees and Development Guidance Note 7
- *British Standard BS5837: 2012 - Trees in relation to design, demolition and construction - Recommendations*
- *Core Strategy CS17: Environmental Networks*
[Shropshire Local Development Framework: Adopted Core Strategy 2006-2026 \(page 108\)](#)
- *Core Strategy CS6: Sustainable Design and Development Principles*
[Shropshire Local Development Framework: Adopted Core Strategy 2006-2026 \(page 69\)](#)
- *National Planning Policy Framework - Conserving and enhancing the natural environment (paragraph 118)*

9. Open Space Assessment

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

Further Advice:

- *Core Strategy CS6: Sustainable Design and Development Principles*

[Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#) (page 69)

- [Open Space, Sport and Recreation Interim Planning Guidance](#)
Shropshire Council . 29th September 2010

Legal

10. Planning Obligations and Developer Contributions

This should include brief draft heads of terms for a draft Section 106 Agreement or unilateral undertaking. Applicants should clarify the requirements in pre-application discussions and confirm any planning obligations that they are proposing to submit.

Further advice:

- *Core Strategy CS9: Infrastructure Contributions*
[Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#) (page 79)
- [Supplementary Planning document: Developer Contributions](#)
Shropshire Council Supplementary Planning Documents (SPDs) - 13th July 2011
- [Circular 5/05 -Planning Obligations](#)
Communities for Local Government . 18th July 2005

11. Community Infrastructure Levy (CIL)

The Community Infrastructure Levy came into effect in Shropshire on 1 January 2012. The following types of planning applications are liable for CIL:

- applications for the creation of a new dwelling (unless it is an "affordable dwelling", or is a conversion not involving any new build) and
- residential extensions of 100 sq. metres (1,076 square foot) or more new build floorspace.

These types of planning applications **must** be accompanied by a [Form O CIL Question Form](#), available to download from the Shropshire Council website. A guide to the Levy is also available on the website in the Frequently Asked Questions (CIL FAQ) sheet and will be subject to continuing revision.

Further advice:

- Shropshire Council . [Community Infrastructure Levy \(CIL\)](#)
[Email: cil@shropshire.gov.uk](mailto:cil@shropshire.gov.uk)
- [About the Community Infrastructure Levy](#)
Planning Portal

Flood and Water Management

12. Surface Water Management

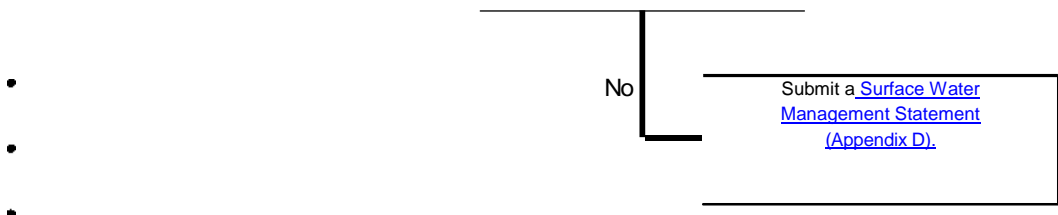
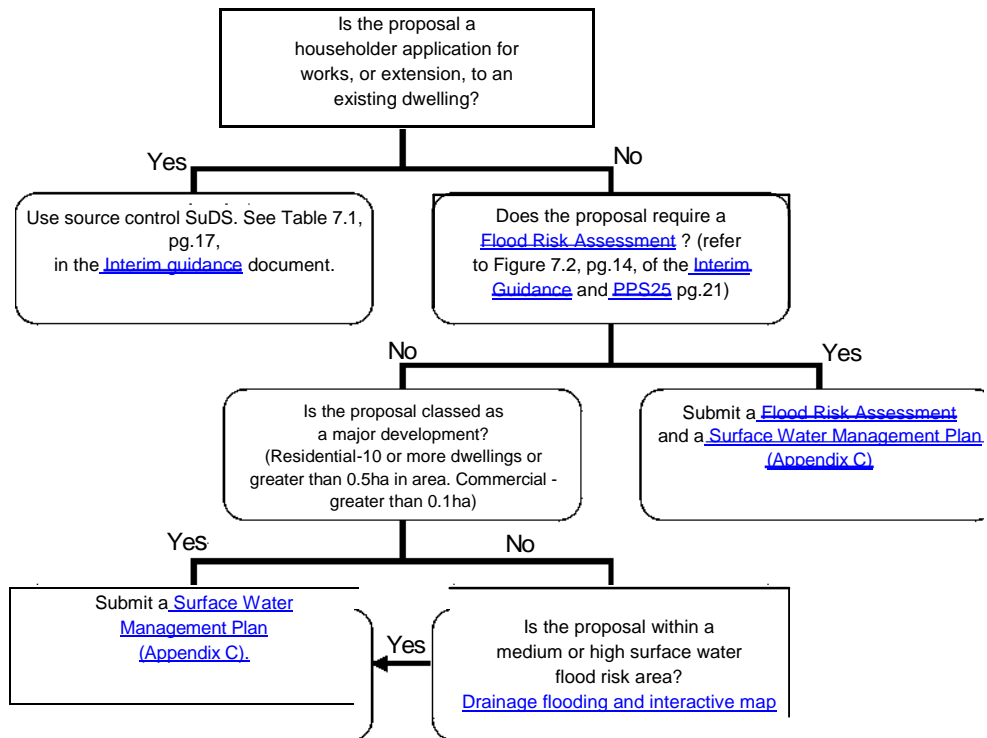
Flood risk should be appropriately managed as part of all development that may affect drainage systems or surface water runoff. This will ensure that the current level of flood risk in is maintained or, wherever possible, is reduced in both the immediate area surrounding a development site and further downstream. Shropshire Council's document, [Surface Water Management: Interim Guidance for Developers](#), is available via the [Drainage and Flooding](#) web page. It explains what must be submitted, regarding drainage and flooding, for planning applications of certain types and in certain locations. Information on drainage and flood risk for the following types of development is required in a prescribed format;

- All new build residential, commercial and agricultural development
- Commercial extensions
- Conversion of agricultural buildings e.g. barn conversions.

This information is required in order for an application to be validated and the planning process to commence. Applications covering the above categories **must** include one of the following;

1. A [Flood Risk Assessment](#) and [Surface Water Management Plan \(Appendix C in the Interim Guidance\)](#);
2. A Surface Water Management Plan ([Appendix C in the Interim Guidance](#)), or;
3. Surface Water Management Statement ([Appendix D in the Interim Guidance](#)).

The flow chart, following, can be used to check what level of submission is required alongside your planning application:



Further Advice:

- [Percolation Test form](#)
- [Shropshire Council Building Control](#)
- [Core Strategy CS6: Sustainable Design and Development Principles](#)
- [Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#) (page 69)
- [Core Strategy CS18: Sustainable Water Management](#)
- [Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#) (page 111)
- [Shropshire Council Core Strategy - \(Part 1\) Sustainable Design](#)
- ["The Building Regulations 2000: Approved document H: drainage and waste disposal"](#)

Communities for Local Government - 19th September 2006
[*Planning Policy Statement 25: Development and Flood Risk*](#)
Communities for Local Government - 29th March 2010

13. Foul Drainage

Further Advice:

- *Shropshire Council Drainage and Flooding Team*
[SC Guidance for drainage and flooding leaflet](#)

Housing

14. Affordable Housing Statement

If it is proposed to include affordable housing within any submitted scheme a statement is required clearly detailing the affordable housing and any market housing proposed including the number and mix of units and the proposed types of affordability or tenure for the different units.

Further Advice:

- *Core Strategy CS11: Type and Affordability of Housing*
[Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#) (page 85)
- [Shropshire Council Type and affordability of Housing Supplementary Document](#)
Shropshire Council - 16th March 2011 [Planning Policy Statement 3:](#)
- [Housing](#) *Department for Communities and Local Government - 9th June 2011*

15. Affordable Housing - single dwelling

If it is proposed that the development is for a single affordable house, a letter from Shropshire Council's Housing Enabling & Development Officer, confirming assessment of the applicant's local housing needs information.

Further Advice:

- [Build your own affordable home](#) *Shropshire Council - March 2011* *Core Strategy CS11: Type and Affordability of Housing*
- [Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#) (page 85)
- [Shropshire Council Type and affordability of Housing Supplementary Document](#)
Shropshire Council - 16th March 2011 [Planning Policy Statement 3:](#)
- [Housing](#) *Department for Communities and Local Government - 9th June 2011*

Access and Parking

16. Transport Assessment

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

Further Advice:

- *Core Strategy: CS7 Communications and Transport*
[Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#) (page 73)
- [Planning Policy Guidance Note 13: Transport](#)
Department for Communities and Local Government - 3rd January 2011
- ['Saved' planning policies](#) (where applicable)
Shropshire Council Planning Policy - 24th February 2011

- [Shropshire Council - Highways Development Control](#)
[Email: highways.development@shropshire.gov.uk](mailto:highways.development@shropshire.gov.uk)

17. Travel Plan

A Travel Plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts. Travel plans are usually required for medium to large-scale developments involving uses other than just private housing.

Further advice:

- *Core Strategy: CS7 Communications and Transport*
[Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#) (page 73)
- [Planning Policy Guidance Note 13 : Transport](#)
Department for Communities and Local Government . 3rd January 2011
- [‘Saved’ planning policies](#) (where applicable)
Shropshire Council Planning Policy . 24th February 2011
- [Shropshire Council - Highways Development Control](#)
[Email: highways.development@shropshire.gov.uk](mailto:highways.development@shropshire.gov.uk)

Technical Assessments

18. Structural Survey

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

19. Air Quality

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

a. Fume Extraction Assessment:

All applications for restaurants, hot food takeaways and bars/pubs which sell hot food should include details of measures for fume extraction where they are in proximity to residential property. Residential property includes flats above neighbouring shops. The measures for fume extraction should include details of the mechanical equipment proposed, the location of any external pipework or flues.

It is the responsibility of the owner or occupier of the building to ensure that adequate fume extraction is provided and maintained in order to control odour and that this extraction system does not cause any noise nuisance issues. Should any odour or noise nuisance issues occur in the future the owner/occupier of the premises may be liable to statutory nuisance enforcement action. If the applicant requires any guidance on the provision of fume extraction they should contact the Public Protection and Enforcement Group.

b. Air Quality Assessment:

The decision as to whether an air quality assessment is required or not will require judgement as it is not possible to apply an exact and precise set of criteria to all development proposals

situations. An Air Quality Assessment should be submitted where the proposal would result in an adverse impact in any declared Air Quality Management Area. In addition an assessment should also be made when sensitive development [e.g. residential use] is proposed close to land uses that may be a source of air pollution (e.g., highly trafficked roads or some industrial uses). The following criteria may help define when an air quality assessment should be considered necessary:

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

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

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

d. Biomass Boilers

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

The technical details of the biomass boiler, emission concentrations, fuel specification, fuel storage and delivery arrangements in addition to a determination of stack height must be submitted for approval. The biomass boiler information form should be completed and included with any planning application which includes a biomass boiler.

Further Advice:

- *Core Strategy CS6: Sustainable Design and Development Principles*
[Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#) (page 69)
Shropshire Council – 24th February 2011
- [‘Saved’ planning policies](#) (where applicable)
Shropshire Council Planning Policy – 24th February 2011
- ‘Saved’ Policy – P16
[The Shropshire and Telford & Wrekin Joint Structure Plan 1996-2011 explanatory memorandum](#)
(page 49)

- [Shropshire Council – Public Protection and Enforcement Group](#)
[Email: public.protection@shropshire.gov.uk](mailto:public.protection@shropshire.gov.uk)
- [Biomass and Air Quality Information for Developers](#) – Shropshire Council
- [Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust Systems](#)
Department for Environment and Rural Affairs (DEFRA) – January 2005

20. Noise Impact Assessment

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

Further Advice:

Core Strategy CS6: Sustainable Design and Development Principles

- [Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#) (page 69)
Shropshire Council – 24th February 2011
[‘Saved’ planning policies](#) (where applicable)
- [Shropshire Council Planning Policy – 24th February 2011](#)
“BS4142: 1997 - Method for Rating Industrial Noise Affecting Mixed Residential and Industrial Areas”
British Standards Institution publication – September 1997
- [Department for Communities and Local Government \(DCLG\)](#)
Shropshire Council – [Environmental Health](#)
[Email: public.protection@shropshire.gov.uk](mailto:public.protection@shropshire.gov.uk)
-
-

21. Land Contamination Assessment

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

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

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

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

- **Phase II:** Intrusive investigations - proves the presence of / characterise any contamination and assess whether it will potentially result in harm / pollution.
- **Phase III:** Remediation strategies - proposals to REMOVE contamination substances from the site, TREAT on-site, or CONTAIN contamination so it no longer poses a risk of harm to Human Health or of causing pollution.
- **Phase IV:** Completion / Validation report - to demonstrate that the Remediation Strategy was actioned; and that the site has now been appropriately-remediated to a standard so that it is SUITABLE FOR USE.
-

Repetition can be minimised if reports are combined and cross-referenced properly. In particular the Phase I and Phase II reports may be submitted together

Further Advice:

- *Core Strategy CS6: Sustainable Design and Development Principles*
[Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#) (page 69)
Shropshire Council . 24th February 2011
- [‘Saved’ planning policies](#) (where applicable)
Shropshire Council Planning Policy . 24th February 2011
- [Land Contamination Guidance](#)
Environment Agency
- [Planning Policy Statement 23: Planning and Pollution Control](#)
Office of Deputy Prime Minister
- Shropshire Council . [Environmental Health](#)
Email: public.protection@shropshire.gov.uk
- [Barn Questionnaire](#) . Shropshire Council

22. Land Stability Statement

Where development is proposed on unstable or potentially unstable land a land stability report will be required. The report should establish the nature and extent of the instability.

Further Advice:

- *Core Strategy CS6: Sustainable Design and Development Principles*
[Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#) (page 69)
Shropshire Council . 24th February 2011
- [‘Saved’ planning policies](#) (where applicable)
Shropshire Council Planning Policy . 24th February 2011
- Environment Agency - [Planning](#)
- [CLG Minerals Planning Guidance 5: Stability in surface mineral workings and tips](#)
Department for Communities and Local Government . 28th January 2000

23. Site Waste Management Plan

Proposed new development should be supported by site waste management plans of the type encouraged by the code of practice published by DTI in 2004 “Site Waste Management Plans : Guidance for construction contractors and clients”. Such plans are intended to encourage the identification of volume and type of materials to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed.

Further Advice:

- *Core Strategy CS19: Waste Management Infrastructure*
[Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#) (page 115)
Shropshire Council . 24th February 2011
- [Supplementary Planning Document \(SPD\): Sustainable Design \(Part 1\)](#)
Shropshire Council . 13th July 2011
- [Planning Policy Statement 10: Planning for Sustainable Waste Management](#)
Office of Deputy Prime Minister
- [‘Saved’ Shropshire Waste Local Plan Policy 3](#) (Page 11)
Shropshire County Council . October 2004

24. Landfill Waste Statement Applications for landfilling or landraising with waste

must include the following details:

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

Further Advice:

- *Core Strategy CS19: Waste Management Infrastructure*
[Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#) (page 115)
- [‘Saved’ Shropshire Waste Local Plan Policy 21](#)
Shropshire County Council - October 2004
- [Planning Policy Statement 10: Planning for Sustainable Waste Management](#)
Department for Communities and Local Government - 30th March 2011
- [Planning Policy Statement 23: Planning and Pollution Control](#)
Department for Communities and Local Government - 3rd November 2001
- [Landfill \(England and Wales\) Regulations 2002](#)
13th June 2002

Commercial Development

25. Economic Statement

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

Further Advice:

- Shropshire Council - [Economic Development](#)

26. Retail Impact Assessment

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

Further Advice:

- *Core Strategy CS15: Town and Rural Centres*
[Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#) (page 100)
- [Planning Policy Statement 4: Planning for Sustainable Economic Growth](#)
Department for Communities and Local Government . 29th December 2009

Minerals Applications Only

27. Soil Handling Strategy

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

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

Further advice:

- [Minerals and Waste Planning](#)
Email planningdmc@shropshire.gov.uk
- [‘Saved’ Policy Minerals Local Plan 1996 – 2006 - Minerals Planning Guidance Note 7](#)
Shropshire and Telford & Wrekin . April 2006
- *Core Strategy CS20: Strategic Planning for Minerals*
[Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#) (page 120)
- *Core Strategy CS6: Sustainable Design and Development Principles*
[Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#) (page 69)

28. Reclamation, Aftercare and Management Plans

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

Where the proposed afteruse is agriculture, forestry, or an amenity, including nature conservation, use the Mineral Planning Authority will require a 5 year period of aftercare. Where the site or part of the site is to be restored within 2 years of the commencement of working, the aftercare scheme should accompany the application. In other cases the application should set out the commitment to aftercare and set out the main aftercare strategy to be followed. Aftercare schemes should identify the steps to be carried out, the timing of operations, and who will be responsible for implementing the

scheme. The scheme should allow for regular review of progress and for flexibility in responding to circumstances at the site.

A management plan is often essential to the satisfactory reclamation and the long term afteruse of a site. It is important that the management plan is prepared in consultation with the relevant parties and submitted at the application stage. This will avoid possible uncertainty and conflicts between different uses. The management plan will be a valuable tool to ensure that management objectives influence the design of the working, landscaping and reclamation proposals and will provide guidance for those implementing management objectives beyond the 5 year aftercare period.

Further advice:

- [Minerals and Waste Planning](#)
Email [.planningdmc@shropshire.gov.uk](mailto:planningdmc@shropshire.gov.uk)
- Core Strategy CS20: Strategic Planning for Minerals
[Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#) (page 120)
- [‘Saved’ Policy M27 - Minerals Local Plan 1996 – 2006](#)
Shropshire and Telford & Wrekin - April 2006
- [‘Saved’ Policy Minerals Local Plan 1996 – 2006 - Minerals Planning Guidance Note 7](#)
Shropshire and Telford & Wrekin - April 2006

29. Assessment of the site

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

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

Further advice:

- [Minerals and Waste Planning](#)
Email [.planningdmc@shropshire.gov.uk](mailto:planningdmc@shropshire.gov.uk)
- Core Strategy CS20: Strategic Planning for Minerals
[Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#) (page 120)
- [‘Saved’ Policies - Minerals Local Plan 1996 – 2006](#)
Shropshire and Telford & Wrekin - April 2006
- [‘Saved’ Policy Minerals Local Plan 1996 – 2006 - Minerals Planning Statement 1](#)
Shropshire and Telford & Wrekin - April 2006
- [‘Saved’ Policy Minerals Local Plan 1996 – 2006 - Minerals Planning Policy Statement 2](#)
Shropshire and Telford & Wrekin - April 2006

30. Working plan for mineral sites

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

- plans where appropriate (eg 1:1250 or 1:500 scale);
- a layout plan showing the site boundary, the maximum extent of the excavation area, stand-offs, phasing, drainage, screens, plant, buildings, access, service and water diversions, haul roads, areas required for traffic circulation and parking, the storage and processing of minerals, soils, overburden and waste and any other operational matters referred to;
- details of the method of working, phasing plans to indicate the direction and depth of working;
- the depth, volume, tonnage and distribution of the overburden and mineral to be extracted and, where the site is an extension to an existing site, the volume, tonnage and life of remaining reserves with planning permission;
- the type, nature, volume and tonnage of any waste materials to be generated, e.g., silt;
- the depth of the water table and where working will be close to or below the existing water table or where a water dependent afteruse is proposed, a full hydrological/hydrogeological assessment of the site shall be carried out by a competent person and include an assessment of the impact of the working and reclamation on the surrounding water resources and implications for local abstractors;
- a programme of the proposed operations, including the duration of each phase of the operations;
- the access to the site from the public highway;
- the means of transporting the mineral and overburden within the site;
- the machinery to be employed to excavate the mineral and overburden;
- the hours of operation,
- the drainage of the site including, the means of disposing of waste water, drainage courses and discharge points, lagoons, maintenance and works to watercourses;
- details of any processing or treatment of minerals to be carried out including the production capacity;
- the location and external appearance of plant, machinery and buildings, including the type, height, and method of cladding;
- the location, design, construction and treatment of storage mounds;
- measures to prevent pollution;
- the diversion of services, rights of way and drainage, the timing of the diversions and whether they are permanent or temporary
- nature and extent of market for product;

Further advice:

- [Minerals and Waste Planning](#)
Email - planningdmc@shropshire.gov.uk
- *Core Strategy CS20: Strategic Planning for Minerals*
[Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#) (page 120)
- ['Saved' Policies - Minerals Local Plan 1996– 2006](#)
Shropshire and Telford & Wrekin - April 2006
- ['Saved' Policy Minerals Local Plan 1996 – 2006 - Minerals Planning Statement 1](#)
Shropshire and Telford & Wrekin - April 2006
- ['Saved' Policy Minerals Local Plan 1996 – 2006 - Minerals Planning Policy Statement 2](#)
Shropshire and Telford & Wrekin - April 2006

31. Visual Impact Assessment An assessment of the visual

impact of the proposal on both:

- local amenities; and
- the wider landscape.

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

Further advice:

- [Core Strategy CS6: Sustainable Design and Development Principles](#)
[Shropshire Local Development Framework: Adopted Core Strategy 2006-2026](#) (page 69)

32. Dust Assessment

Where proposals are likely to generate dust, e.g. from traffic movements, mineral working or processing, the level of dust emissions should be assessed and details of any mitigation measures and their effectiveness submitted with the application.

Further advice:

- [Minerals and Waste Planning](#)
Email planningdmc@shropshire.gov.uk
- [‘Saved’ Policy Minerals Local Plan 1996 – 2006 - Minerals Planning Statement 1](#)
Shropshire and Telford & Wrekin - April 2006
- [‘Saved’ Policy Minerals Local Plan 1996 – 2006 - Minerals Planning Policy Statement 2](#)
Shropshire and Telford & Wrekin - April 2006
- [‘Saved’ Policy M4 - Minerals Local Plan 1996 – 2006](#)
Shropshire and Telford & Wrekin - April 2006
- [Planning Policy Statement 23: Planning and Pollution Control](#)
Communities for Local Government - 3rd November 2004

33. Blasting Assessment

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

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

Further advice:

- [Minerals and Waste Planning](#)
Email planningdmc@shropshire.gov.uk
- [‘Saved’ Policy M4 - Minerals Local Plan 1996 – 2006](#)
Shropshire and Telford & Wrekin - April 2006
- [Planning Policy Statement 23: Planning and Pollution Control](#)
Communities for Local Government - 3rd November 2004

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