

**'C' for County Development
Statement**



**'M' for Minerals Development
Statement**



'V' for Validation



**'W' for Waste Development
Statement**

A to Z Guide to Planning Applications Submitted to Staffordshire County Council

First introduced March 2008
Latest update 17 July 2017

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Contents

(Note: The national and local information requirements are highlighted in green and general advice about the process of submitting a planning application is highlighted in yellow)

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Introduction

This guide explains the national and local list of information requirements for planning applications to be submitted to Staffordshire County Council for determination i.e. 'county matter' applications related to minerals or waste developments and the County Council's own developments submitted in accordance with Regulation 3 of the Town and Country Planning General Regulations 1992, i.e. 'Regulation 3 applications' / 'Reg 3 applications'. The guide, together with the accompanying validation checklists is available from our [Application forms, Fees and Advice](#) web page.

The national and local information requirements (**highlighted in green**) as well as more general requirements about the process of submitting a planning application to Staffordshire County Council (**highlighted in yellow**) should be used by applicants or their agents when preparing planning applications and will be used by us when we validate planning applications.

The guide has been regularly updated since it was first published in 2008 as indicated below.

Update 1 - 1 May 2008:

1. To take account of Circular 4/2008 which introduced fees for submissions of detail (see 'F' for FEE).
2. To take account of the new regulations concerning site waste management plans (see 'S' for Site Waste Management Plan).
3. To clarify the intended use of validation forms (see 'V' for Validation).

Update 2 – 13 November 2008:

1. To refer to [Defra's waste facility design advice](#) published in conjunction with CABE

Update 3 – 17 December 2008

1. To update broken web site links.
2. To amend the reference to PPS12 (see 'S' for Statement of Community Involvement)

Update 4 - 18 June 2009

1. To update broken web site links.
2. To amend the Environment Agency Flood Risk Standard Advice (see 'F' for Flood Risk Assessment)

Update 5 - 19 April 2012

1. To update broken web site links
2. To update contact details

3. To take account of the National Planning Policy Framework and Technical Guidance (published 27 March 2012) and the government guidance replaced by the new document.

Update 6 – 26 June 2013

1. To take account of the amendments to the regulations relating to Design and Access Statements which came into effect on 25 June 2013.
2. To take account of our new Waste Local Plan which was adopted in March 2013.
3. To take account of the revocation of the Regional Spatial Strategy for the West Midlands and the Staffordshire and Stoke-on-Trent Structure Plan which took effect on 20 May 2013.
4. To update broken web site links.
5. To take account of the [National Planning Policy Framework](#) (paragraph 193) which states that:

“Local planning authorities should publish a list of their information requirements for applications, which should be proportionate to the nature and scale of development proposals and reviewed on a frequent basis. Local planning authorities should only request supporting information that is relevant, necessary and material to the application in question.”

Update 7 - 17 July 2017

1. To take account of the changes resulting from the Town and Country Planning (Development Management Procedure) Order 2015 – [Part 3 – Article 11\(3\)](#) and [Planning Practice Guidance how to review the list of requirements \(paragraph 044\)](#) which requires: the list to be republished every 2 years; recommends a 3-step process for the review (step 1 – identify the drivers for each item in the list; step 2 – consult on the changes; step 3 – finalise and publish the revised local list);
2. To fix broken web site links.
3. To take account of [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#)
4. To take account of the [Planning Practice Guidance](#)
5. To take account of the [Town and Country Planning \(Environmental Impact Assessment\) Regulations 2017](#)
6. To remove original requirements which are not relevant to the type of applications dealt with by the County Council e.g. Affordable Housing Statements and to add requirements which are relevant e.g. Construction Environmental Management Plan; County Development Statement; Mineral Development Statement; Surface Water Drainage Scheme / Strategy and Waste Development Statement.
7. To replace the previously separate Local List document and validation forms.
8. To take account of the only comments received which were from our internal specialists, the Coal Authority, Highways England, Historic England, Network Rail and Sport England. The consultation draft version of the updated guide was

published on our web site and an email was sent to notify over 320 consultees, applicants and agents at the start of the consultation period which ran from 16 June and 7 July.

9. To append the onshore oil and gas development checklist, previously on our mineral application form, to the new requirement for a Mineral Development Statement as there is now a standard application form for onshore oil and gas development.

To discuss the content please contact [Mike Grundy](#) Planning, Policy & Development Control Manager (tel. 01785 277297)

A

A TO Z

Planning information and useful links are available via our [A to Z of Planning](#) web page

AIR QUALITY ASSESSMENT

Air

Where the development is proposed inside, or adjacent to an air quality management area (AQMA), or where the development could in itself result in the designation of an AQMA or where the grant of planning permission would conflict with, or render unworkable, elements of a Staffordshire District/Borough Council's air quality action plans, applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area. Where AQMAs cover regeneration areas, developers should provide an air quality assessment as part of their planning application.

Developments involving significant traffic generation, point sources or the potential to affect biodiversity, particularly European designated sites, are all likely to require an air quality assessment.

Dust Management

Where dust is likely to be an issue a Dust Management Scheme will normally be required which sets out the possible dust sources, sensitive receptors, mitigation measures and monitoring arrangements.

Odour Management (including ventilation or extraction equipment)

Where odour is likely to be an issue an Odour Management Scheme will normally be required which sets out the possible odour sources, sensitive receptors, mitigation measures and monitoring arrangements.

Where substantial ventilation or extraction equipment is proposed to be installed details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics will be required.

The drivers and for more advice and information refer to:

- The National Planning Policy Framework ([section 11: Conserving and enhancing the natural environment](#) – specifically paragraphs 109, 120, 122 and 124)
- [The National Planning Policy for Waste](#) (Appendix B (g) air emissions, including dust; (h) odours)

- Planning Practice Guidance ([Air quality](#) and [Natural environment - Biodiversity and ecosystems](#))
- [The EU Air Quality Directive 2008](#)
- [Air Quality Management Areas explained by Defra](#). Details of AQMAs can be obtained from the relevant Staffordshire District/Borough Council Environmental Health / Pollution Control Team.
- [The Habitats Directive 92/43/EEC](#)
- The relevant policies in the [development plan documents](#) including:
 - [the Staffordshire and Stoke-on-Trent Waste Local Plan 2010 to 2026](#) (policy 4);
 - [the Minerals Local Plan for Staffordshire 2015 to 2030](#) (policy 4);
 - the Staffordshire District / Borough Council Local Plans; and,
 - the Neighbourhood Plans prepared by the Staffordshire Parish/Town Councils or Neighbourhood Forums.
- Guidance found elsewhere in this document including:
 - 'B' for Biodiversity / Geodiversity Survey and Report
 - 'C' for Construction Environmental Management Plan
 - 'E' for Environmental Statement)
 - 'P' for Pre-application advice

Applicants are strongly advised to contact the Staffordshire District/Borough Council Environmental Health / Pollution Control Team, the Environment Agency and Natural England for advice at the pre-application stage (see 'P' for Pre-application Advice).

B

BIODIVERSITY / GEODIVERSITY SURVEY AND REPORT

Where a proposed development may have possible impacts on biodiversity and geodiversity, information should be provided on existing interests and possible impacts on them to allow full consideration of those impacts. Where proposals include mitigation and/or compensation measures, information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant sites, habitats or geological/geomorphological features and the location of any protected or priority species and the habitat that they use for resting, breeding, feeding and commuting.

Where development proposals are likely to affect biodiversity interests, applicants should commission a suitably qualified and experienced person who should have regard to Staffordshire County Council's ['Biodiversity and Geological Conservation validation checklist'](#) and ['General guidance for ecological surveys and assessment'](#) when preparing to carry out surveys at the appropriate time of the year and assessing the potential impacts of the proposals to avoid harm, to mitigate any unavoidable impacts, to provide appropriate biodiversity enhancements and to recommend long term maintenance and management measures. The assessment should include consideration of the potential effects of artificial lighting.

Surveys should be carried out and assessments should be informed by a records search to include Staffordshire Ecological Record. Survey, assessment and mitigation proposals may form part of an Environmental Statement, where one is necessary. Small scale proposals which include work such as the demolition of buildings or alteration of roof spaces, removal of trees, scrub, hedgerows or other habitats, or alterations to water courses, ponds and other water features may affect protected species and applications will need to provide information on the species, any potential impacts, and mitigation proposals for such impacts.

Ecological surveys should also consider the impact of the proposals on meeting the EU Water Framework Directive objectives particularly where development proposals have a watercourse flowing through the site, either in an open or culverted channel. The assessment following the surveys should consider the current ecological status of the water body (as defined by the Humber or Severn River Basin Management Plans) and identify measures that could be taken to improve its current status and bring it towards its required status. The assessment should also ensure that the development proposals do not pose an obstacle to meeting the management plan targets.

The drivers and for more advice and information refer to:

- [The Wildlife and Countryside Act 1981](#) (as amended);
- [The Conservation of Habitats and Species Regulations 2010](#)
- [The Protection of Badgers Act 1992](#)
- [The Natural Environment and Rural Communities Act 2006](#) (section 40 places a duty on all public authorities in England and Wales to have regard, in the exercise of their functions, to the purpose of conserving biodiversity)
- [The UK BAP priority species and habitats](#)
- [Biodiversity and geological conservation – Circular 06/2005](#)
- The National Planning Policy Framework ([section 11](#) - paragraphs 109, 113, 117, 118, 143)
- Planning Practice Guidance ([Natural environment – biodiversity and ecosystems](#))
- The relevant policies in the [development plan documents](#) including:
 - [the Minerals Local Plan for Staffordshire 2015 to 2030](#) (policy 4);
 - the Staffordshire District / Borough Council Local Plans; and,
 - the Neighbourhood Plans prepared by the Staffordshire Parish/Town Councils or Neighbourhood Forums.
- [The UK Post-2010 Biodiversity Framework](#)
- [The Natural Choice](#): securing the value of nature - Government White Paper (June 2011)
- [The Staffordshire Ecological Record](#)
- [The Staffordshire Biodiversity Action Plan](#) - 3rd edition
- [The EU Water Framework Directive](#)
- [Joint Nature Conservation Committee advice re: the Water Framework Directive](#)
- [Humber river basin district river basin management plan](#): 2015
- [The Severn river basin district river basin management plan](#): 2015

- Landscape scale projects including:
 - [The Churnet Valley Living Landscape](#)
 - [The Central Rivers Initiative](#)
 - [Connecting Cannock Chase](#)
 - [The 'Meres and Mosses Landscape Partnership' led by The RSPB](#)
 - The '[Transforming the Trent Valley Landscape Partnership](#)' led by The Staffordshire Wildlife Trust
 - [The 'Tame Valley Wetlands Landscape Partnership'](#) led by The Warwickshire Wildlife Trust
 - The '[South West Peak Landscape Partnership](#)' led by The Peak District National Park
- [Staffordshire County Council's 'Biodiversity and Geological Conservation validation checklist' and 'General guidance for ecological surveys and assessment'](#)
- [The Chartered Institute of Ecology and Environmental Management \(CIEEM\) guidelines](#) – including: Guidelines for Ecological Impact Assessment; Guidelines for Preliminary Ecological Appraisal; and, Guidelines for Ecological Report Writing
- [Natural England Discretionary Advice Service](#) if the development is likely to have a direct or indirect impact on an internationally or nationally designated site.
- [Natural England Standing Advice](#) in respect of protected species.
- Guidance found elsewhere in this document including:
 - 'A' for Air quality
 - 'C' for Construction Environmental Management Plan
 - 'E' for Environmental Statement)
 - 'L' for Lighting Assessment
 - 'P' for Pre-application advice

Applicants are strongly advised to contact Staffordshire County Council's [Environmental Advice Team - Principal Ecologist](#) for advice at the pre-application stage (see 'P' for Pre-application Advice).

C

CERTIFICATES

We cannot entertain an application for planning permission unless it is accompanied by the relevant certificates to confirm that the requisite notices of the application have been given to any person (other than the applicant) who on the prescribed date is an owner of the land or a tenant of an agricultural holding.

The drivers and for more advice and information refer to:

- Section 65(5) of the Town and Country Planning Act 1990, read in conjunction with [Article 11](#), [Article 13](#) and [Article 14](#) of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO)
- Planning Practice Guidance ([Making an application](#))
- An ownership certificate must be completed to certify that the requisite notice has been given:
 - Certificate A: when applicant is the sole owner;
 - Certificate B: when an owner, other than the applicant, is known to the applicant (this certifies that the applicant have given to the other owner(s) / agricultural tenant(s) the requisite notice)
 - Certificates C and D: used, respectively, when *not all* or *none* of the owners of the site are known.
- For these purposes an “owner” is anyone with a freehold interest, or leasehold interest, the unexpired term of which is not less than 7 years.
- An Agricultural Holdings Certificate is also required, *whether or not* the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. This certificate is not required if the applicant is making an application for approval of reserved matters, renewal of temporary planning permission, discharge or variation of conditions, or prior notification.
- The Certificates are available as part of the process of completing [an application on the Planning Portal](#) except for minerals planning applications (other than for oil and gas development) and in such cases the certificates (and Article 13(1) Public Notice) are available from our [Application forms, fees and advice](#) web page.

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN (CEMP)

A Construction Environmental Management Plan (CEMP) may be required to describe the measures to be taken during the site preparation, demolition and construction phases of the development in order to avoid, minimise or mitigate any potentially adverse effects on the environment, the transport network or the local community.

For large development projects, perhaps requiring an Environmental Statement (ES), the CEMP will bring together into one document the wide range of measures proposed to control the effects of the development during the initial site preparation, demolition and construction stages prior to the development being brought in to use, described in the ES or other supporting documents. In some cases, for example when the contractor has not been appointed at the planning application stage, an Outline CEMP may be appropriate. In such cases it would be reasonable and necessary to impose a condition to require the detailed CEMP to be submitted and approved prior to the commencement of the development. For very large projects, the CEMP may be regarded as a living document and details submitted and approved prior to the commencement in each phase of the development.

For smaller projects, or when there is an urgent requirement to commence the development following the grant of planning permission, a detailed CEMP should accompany the planning application.

Typically the CEMP should include but may not be limited to details related to the following matters:

- a) Site waste management including details of the amount and type of waste that is likely to arise and how this waste would be recycled, re-used, or disposed of;
- b) Communications with neighbouring residents, businesses and road users, e.g. a considerate construction/contractor method statement to regularly inform and update neighbours about the progress of the works being undertaken and the measures to be employed to deal with complaints;
- c) Construction hours and days including any operations planned to take place during the night or at weekends related to the external operations (and internal operations if applicable);
- d) Measures to minimise and control the effects on air, soil, water and local amenity, including details of: temporary drainage and lighting; and, the measures to control noise (including vehicle reversing alarms), vibration, dust and burning on site;
- e) Measures to control noise and vibration which should comply with the latest British Standard (BS5228: Noise Control on Construction and Open Sites)

- f) Construction traffic management, including routing and the timing of movements, traffic routing signage, temporary traffic control measures, the loading and unloading arrangements.
- g) The maintenance of access to neighbouring residential and business premises, and the maintenance of vehicular and pedestrian movement;
- h) The siting and design of temporary boundary fencing, the contractors' accommodation, support facilities, compounds, stores for fuels, oils and chemicals and their means of enclosure, construction personnel and visitor car-parks and their means of enclosure, and the location, maximum height and management of all stockpiles;
- i) Construction vehicle wheel wash facilities and other measures to prevent the deposit of deleterious material on the public highway
- j) Ecological management including the measures to safeguard / mitigated the effects on protected species and their habitats (including nesting birds and bats)
- k) Measures to deal with invasive plant species e.g. Japanese Knotweed and Himalayan Balsam
- l) Tree protection measures which should comply with the latest British Standard (BS5837: Trees in relation to Design, Demolition and Construction) and include measures to protect trees near to the site (see 'T' for Tree Survey later)
- m) Signage and other protective measures in respect of Public Rights of Way;
- n) Emergency procedures including contingency measures in the event of a pollution incident / flood / fire; and,
- o) A programme of implementation

The drivers and for more advice and information refer to:

- [The National Planning Policy Framework](#) aims to achieve sustainable development by promoting sustainable transport (section 4), good design (section 7), healthy communities (section 8), the conservation and enhancement of the natural environment (section 11) and the conservation and enhancement of the historic environment (section 12). The activities carried out during the site preparation and construction phases of the development are an important part of achieving sustainable development.
- [The National Planning Policy for Waste](#) – 'Determining planning applications' paragraph 8, bullet point 3 aims to ensure that:

'the handling of waste arising from the construction and operation of development maximises reuse/recovery opportunities, and minimises off-site disposal'.

- The relevant policies in the [development plan documents](#) including:
 - [the Staffordshire and Stoke-on-Trent Waste Local Plan 2010 to 2026](#) (policy 4);
 - [the Minerals Local Plan for Staffordshire 2015 to 2030](#) (policy 4);
 - the Staffordshire District / Borough Council Local Plans; and,
 - the Neighbourhood Plans prepared by the Staffordshire Parish/Town Councils or Neighbourhood Forums.
- [British Standard 5837:2012 'Trees in relation to design, demolition and construction'](#)
- [Designing Buildings Wiki – Construction environmental management plan](#) web page provides a straight forward explanation of the nature and purpose of a CEMP.
- Guidance found elsewhere in this document including:
 - 'A' for Air Quality Assessment – Dust
 - 'B' for Biodiversity / Geodiversity Survey and Report
 - 'F' for Flood Risk Assessment and Sustainable Drainage Scheme / Strategy
 - 'H' for Heritage Statement
 - 'L' for Land Contamination Assessment
 - 'L' for Lighting Assessment
 - 'N' for Noise Assessment
 - 'P' for Pre-application advice
 - 'S' for Site Waste Management Plan / Waste Audit
 - 'S' for Statement of Community Involvement
 - 'T' for Transport, Access, Parking and Travel Plan Considerations
 - 'T' for Tree Survey / Arboricultural Implications

COUNTY DEVELOPMENT STATEMENT

A County Development Statement, which should accompany all planning applications for county developments, is an opportunity to provide a supporting statement which addresses a wide range of matters including but not necessarily limited to those listed below:

- a) the background to the development proposals;
- b) the alternatives that were considered (unless provided as part of an Environmental Statement);

- c) the significance of the timing of the planning application (if any);
- d) the intended commencement date and phasing of the development if applicable* (unless provided separately – see ‘D’ for Design and Access Statement);
- e) the commissioning officer who would be responsible for compliance with any conditions attached to the planning permission or undertakings secured as part of a Memorandum of Understanding;
- f) the contribution that the development would make to the local community e.g. school places;
- g) the contribution that the development would make to the local economy e.g. new jobs, security for existing jobs, business rates, and investment and spending in the local economy (unless provided separately – see ‘E’ for Economic Statement);
- h) the applicant’s interest in the land, including any adjoining or nearby land and/ or the applicant’s interest in the funding of the project;
- i) the pre-application discussions and changes to the proposals that resulted from those discussions (unless provided separately - see ‘S’ for Statement of Community Involvement);
- j) the design / operational considerations to achieve and maintain high environmental standards (e.g. BREEAM or environmental management systems operated by the applicant);
- k) an explanation of the operating hours if they will vary by day / week / month / season;
- l) an explanation of the traffic movements if they will vary by day / week / month / season (unless provided separately – see ‘T’ for Transport, Access, Parking and Travel Plan Considerations);
- m) the effects of climate change (if not provided separately – see ‘D’ for Design and Access Statement and ‘P’ for Planning Statement); and,
- n) planning obligations that the applicant is willing to enter into as part of a Memorandum of Understanding (unless provided separately - see ‘P’ for Planning Obligations).

***Commencement of the development**

Planning permission would normally be expected to commence within 3 years of the date that planning permission is granted. If it is anticipated that the development will not commence within 3 years of the date of planning permission or the submission of reserved

matters/details will require more time, then please explain in the development statement how much time would be required and why this is necessary in this case.

Applications for temporary permission and applications to not to comply with a condition (to vary a condition) ('Section 73 applications')

If you intend to make an application for temporary planning permission please explain why in the development statement and identify the period of time that the permission is required / date when the permission should expire.

If you intend to make a Section 73 application please specify the relevant planning permission and condition(s) you are seeking to not comply with / vary and explain in the development statement the proposed alternative wording (where appropriate) and reasons for the change.

The drivers and for more advice and information refer to:

- [The Town and Country Planning General Regulations 1992.](#)

Regulation 3 to the Town and Country Planning General Regulations 1992 allows the County Council to determine planning applications to develop land / property in their ownership or control either on their own or jointly with another party (commonly referred to as Regulation 3 development / 'Reg 3 development' / county development. In such cases the application should be made to and determined by the County Council.

Examples of county developments include: new schools, extensions to schools; libraries; roads, bridges and other transport infrastructure; and, household waste recycling centres.

A planning application for a county development must be made by a person who has delegated authority to do so on behalf of the County Council, in accordance with the County Council's Scheme of Delegation.

The County Council's Strategic Planning Advice Team are responsible for submitting planning applications for county developments and have prepared guidance for schools and private architects to assist them in the preparation of information that they will need before submitting a planning application (see [A to Z of Planning](#) – 'C' for County Developments).

- [The National Planning Policy Framework](#) aims to achieve sustainable development by: building a strong, competitive economy (section 1); supporting a prosperous rural economy (section 3); promoting sustainable transport (section 4); requiring good design (section 7); promoting healthy communities (section 8); conserving and enhancing the natural environment (section 11); and, conserving and enhancing the historic environment (section 12).

- [Planning Practice Guidance](#)
- Government statement ([Planning for schools development - August 2011](#))
- The relevant policies in the [development plan documents](#) including:
 - [the Staffordshire and Stoke-on-Trent Waste Local Plan 2010 to 2026](#);
 - [the Minerals Local Plan for Staffordshire 2015 to 2030](#);
 - the Staffordshire District / Borough Council Local Plans; and,
 - the Neighbourhood Plans prepared by the Staffordshire Parish/Town Councils or Neighbourhood Forums.
- [Staffordshire County Council's Climate Change Strategy](#)
- [BREEAM](#) – the Building Research Establishment Environmental Assessment Method
- [Defra's waste facility design advice](#) published in conjunction with CABE in 2008.
- Guidance found elsewhere in this document including:
 - 'C' for Construction Environmental Management Plan
 - 'D' for Design and Access Statement
 - 'E' for Economic Statement
 - 'E' for Environmental Statement
 - 'M' for Mineral Safeguarding Statement
 - 'O' for OpenSpace and / or Playing Pitch Assessment
 - 'P' for Planning Obligations
 - 'P' for Planning Statement
 - 'P' for Plans, Photographs and Drawings
 - 'P' for Pre-application advice
 - 'S' for Site Waste Management Plan / Waste Audit
 - 'S' for Statement of Community Involvement
 - 'T' for Transport, Access, Parking and Travel Plan Considerations
 - 'V' for Validation
 - 'W' for Waste Management Facility Safeguarding Statement

D

DAYLIGHT / SUNLIGHT ASSESSMENT

In circumstances where there is a potential adverse impact upon the current levels of daylight/sunlight enjoyed by adjoining properties or building(s), including associated gardens or amenity space then applications will need to be accompanied by a daylight/sunlight assessment.

For new building proposals of more than 2 storey (equivalent height) close to dwellings or workplaces, the application drawings should include cast-shadow modelling for 10 a.m. and 2:30 p.m. November 15th sun (taking topography into account if site and surroundings are not flat).

A right to light will come into existence if it has been enjoyed uninterrupted for 20 years or more, or granted by deed, or registered under the Rights of Light Act 1959. There are no legally laid-down minimum distances between buildings, or acceptable angles of shadow. One of the roles of the planning system is to protect the amenities of householders (not necessarily their long or middle-distance views), and amenity includes a reasonable level of natural light. Disputes about Rights of Light are matters of property law however, not planning law.

The drivers and for more advice and information refer to:

- The National Planning Policy Framework (section 7 - [Requiring good design](#))
- Planning Practice Guidance ([Design](#))
- The relevant policies in the [development plan documents](#) including:
 - [the Staffordshire and Stoke-on-Trent Waste Local Plan 2010 to 2026](#) (policy 4);
 - [the Minerals Local Plan for Staffordshire 2015 to 2030](#) (policy 4);
 - the Staffordshire District / Borough Council Local Plans; and,
 - the Neighbourhood Plans prepared by the Staffordshire Parish/Town Councils or Neighbourhood Forums.
- Guidance related to space about dwellings standards and standards about extensions to dwellings may be contained in technical appendices or supplementary planning documents that accompany the development plan documents. The policies and guidance require account to be taken of the potential loss of sunlight and daylight to windows. In some cases a more detailed technical analysis will be required, incorporating details of how any potential adverse impacts upon the levels of sunlight/

day lighting enjoyed by occupiers of adjoining properties and building(s) and future occupiers in the proposed development itself, have been addressed.

- The [DCLG archived factsheet 3: 'overshadowing,' \(June 2004\)](#)
- The Building Research Establishment's (BRE) guidelines on daylight assessments, for example, [Site layout planning for daylight and sunlight: a guide to good practice - BRE Report 209, \(second edition 2011\)](#).
- Guidance found elsewhere in this document including:
 - 'L' for Lighting Assessment

DESIGN AND ACCESS STATEMENT

A Design and Access Statement should accompany all planning applications which are for:

- a) major developments
- b) developments in a designated area (for one or more dwellings or buildings with a floor space of 100 square metres or more)

In this context:

"major development" means:

- a) the winning and working of minerals or the use of land for mineral-working deposits; (note the exclusion below)
- b) waste development; (note the exclusion below)
- c) the provision of dwellinghouses where:
 - (i) the number of dwellinghouses to be provided is 10 or more; or
 - (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c)(i);
- d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- e) development carried out on a site having an area of 1 hectare or more;

"designated area" means a conservation area or a World Heritage Site .

"waste development" means any operational development designed to be used wholly or mainly for the purpose of, or material change of use to, treating, storing, processing or disposing of refuse or waste materials.

A Design and Access Statement is not required for:

- a) a section 73 application not to comply with (to vary) a condition(s) of a planning permission
- b) an application where the development has not yet begun; and an application for outline permission which has not expired.
- c) engineering or mining operations
- d) a material change in use of the land or buildings
- e) waste development

The Design and Access Statement should explain:

- a) the design principles and concepts that have been applied to the development
- b) the steps taken to appraise the context for the development and how this has been taken into account
- c) the policy adopted as to access and how local planning policies relating to access have been taken into account
- d) what consultations, if any, on issues related to the access to the development have been carried out and what account was taken of the consultation responses
- e) how any specific issues which might affect access have been addressed.

In summary, the Design and Access Statement (DAS) should be one statement covering design concepts and principles and access issues. The DAS should demonstrate an integrated approach the delivery of inclusive design, and address the full range of access requirements throughout the design process. The level of detail required in a DAS will depend on the scale and complexity of the development, and the length of the statement will vary accordingly.

The design component should describe the design principles and concepts - specifically:

- the amount;
- the layout;
- the scale;
- landscaping; and,
- the appearance of the development.

This part of the statement should demonstrate how the assessment of the site; involvement of consultees and the local community; the evaluation of the information collected about the site and constraints; have all been brought together to influence the design. An explanation of how local context has influenced the design is also an important part of a DAS.

The access component should describe the means of access to the development (not internal aspects of buildings). The statement should demonstrate:

- a) how all users will have equal and convenient access to buildings, spaces and the public transport network;
- b) how the development can adapt to change;
- c) how policies in the development plan documents have been taken into account;
- d) consultation considerations that have been taken into account; and,
- e) access for emergency services.

The drivers and for more advice and information refer to:

- The Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO) (Part 3, [Article 9](#)) identifies the types of application that must be accompanied by a Design and Access Statement (DAS).
- The National Planning Policy Framework ([section 7: Requiring good design](#)).
- Planning Practice Guidance ([Design](#))
- The relevant policies in the [development plan documents](#) including:
 - [the Staffordshire and Stoke-on-Trent Waste Local Plan 2010 to 2026](#) (policy 4);
 - [the Minerals Local Plan for Staffordshire 2015 to 2030](#) (policy 4);
 - the Staffordshire District / Borough Council Local Plans; and,
 - the Neighbourhood Plans prepared by the Staffordshire Parish/Town Councils or Neighbourhood Forums.
- The [Urban Design Compendium](#) first published by the Homes and Communities Agency in 2000
- Notwithstanding the fact that a DAS is not required for waste developments, the design of waste management facilities is an important consideration (ref. the [National Planning Policy for Waste](#) (paragraph 7 - 4th bullet point and Appendix B – locational criteria) and our Waste Local Plan policy 4.1 'Sustainable design').
- [Defra's waste facility design advice](#) published in conjunction with CABI in 2008.
- [The National Planning Policy for Waste](#) (paragraph 8) and our Waste Local Plan (policies 1.2 and 2.5) also refer to:

- a) the need to consider the likely impact of non-waste related development on existing waste management facilities or sites allocated for waste management;
 - b) the importance of good design to secure the integration of waste management facilities with development and, in less developed areas, with the local landscape; and,
 - c) the handling of waste arising from construction and operation of development maximises reuse/recovery opportunities and minimises off-site disposal.
- Guidance found elsewhere in this document including:
 - 'C' for County Development Statement
 - 'T' for Transport, Access, Parking and Travel Plan Considerations

E

ELECTRONIC APPLICATIONS

We recommend that waste and county development applications are submitted electronically using the standard application forms available from the [Planning Portal](#) and comply with the requirements set out below.

As there is no standard application form for mineral development on the Planning Portal (other than for oil and gas development and Section 73 applications) applications should be made using the application form, notices and certificates available from our '[Application forms, fees and advice](#)' web page. We recommend that such applications are also made electronically and comply with the requirements set out below.

The drivers and for more advice and information refer to:

- The Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO): [Article 7](#) explains the general requirements for applications for planning permission; and [Article 7\(6\)](#) states that:

Where an application is made using electronic communications to transmit a form to the local planning authority, the applicant is taken to have agreed:

- (a) to the use of such communications by the local planning authority for the purposes of the application;*
- (b) that the applicant's address for those purposes is the address incorporated into, or otherwise logically associated with, the application; and*
- (c) that the applicant's deemed agreement under this paragraph subsists until the applicant gives notice in writing of the withdrawal of consent to the use of electronic communications under Article 7.*

- The [Planning Portal](#)

The Planning Portal does not currently provide a standard minerals planning application form (other than for oil and gas development and Section 73 applications). Therefore, in accordance with Article 7(4), we have provided a minerals planning application form which should be used.

- Staffordshire County Council's '[Application forms, fees and advice](#)' web page
- The [Planning Portal standards for on-line submission of electronic planning documents](#) should be followed in all such cases. The standards are as follows:

- **File sizes**
 - The maximum size for a single application document is 5 MB.
 - The recommended total size for all application documents is 25 MB.
 - Planning Applications exceeding 25 MB should be submitted using CD/DVD/Memory Stick/Dropbox (or similar) or on paper.

- **File format**
 - PDF is the only file format we accept for electronic documents (including plans, photographs and scanned images) to ensure that they are accessible to all when published on our web site.
 - All drawings should be saved in single layers.
 - All drawings should specify the printing page size for which the scale applies.
 - All drawings should be correctly oriented for on-screen display and show the direction of North.
 - Scanned documents should be a minimum of 200 dpi (dots per inch) resolution for Black and White and 100 dpi for colour.
 - All drawings should include a Scale Bar and Key Dimensions.
 - All photographs should be no larger in size than 15cm x 10cm.
 - Post processing that fundamentally alters the original document should not be used on any electronic document.

- **File naming**
 - All documents and plans should be named to correspond with the title of the document or plan which should use plain English. For example Location Plan (dwg no 001-001 Rev A); Planning Statement or Design and Access Statement etc.

- Guidance found elsewhere in this document including:
 - 'P' for Plans, Photographs and Drawings
 - 'V' for Validation

ECONOMIC STATEMENT

Applications for development requiring a significant amount of investment, or creating / removing a significant number of jobs, should be accompanied by an Economic Statement to demonstrate the direct and indirect economic / financial costs / benefits of the proposed development including: details of any jobs that might be created, supported or lost; the relative floor space totals for each proposed use (where known); any community benefits; and any 'local finance considerations' and 'other financial benefits' (including Community Infrastructure Levy, additional revenue from council tax and business rates, Section 106 payments, as well as grants from central government).

The drivers and for more advice and information refer to:

- The [Localism Act 2011 \(Part 6, Chapter 7, Section 143\)](#) amended the Town and Country Planning Act 1990 to include ‘any local finance considerations’ as part of the material considerations that may be taken into account when determining a planning application.
- The DCLG [technical consultation on implementation of planning changes \(February 2016\) – chapter 9](#)
- National Planning Policy Framework ([section 3: Building a strong, competitive economy](#))
- Planning Practice Guidance – [Determining planning applications](#) - When should a ‘local finance consideration’ be taken into account as a material planning consideration? (paragraph 011)
- The relevant policies in the [development plan documents](#) including:
 - [the Staffordshire and Stoke-on-Trent Waste Local Plan 2010 to 2026](#) (policy 4);
 - [the Minerals Local Plan for Staffordshire 2015 to 2030](#) (policy 4);
 - the Staffordshire District / Borough Council Local Plans; and,
 - the Neighbourhood Plans prepared by the Staffordshire Parish/Town Councils or Neighbourhood Forums.
- Guidance found elsewhere in this document including:
 - ‘C’ for County Development Statement
 - ‘E’ for Environmental Statement
 - ‘M’ for Mineral Development Statement
 - ‘W’ for Waste Development Statement

ENVIRONMENTAL STATEMENT

An Environmental Statement (ES) must accompany certain types of development. In circumstances when an ES is required, separate statements referred to in this A to Z Guide will not be required if they form a part of the ES.

If the application is accompanied by an ES please provide contact details about who to write to in order to obtain a copy of the ES and the charge, including post and packing. Where appropriate include a web site address where the ES can be viewed and an address in the locality where a copy of the ES can be inspected.

The drivers and for more advice and information refer to:

- [The EU Environmental Impact Assessment Directive 2011](#)
- [The Town and Country Planning \(Environmental Impact Assessment\) Regulations 2017](#)
- Planning Practice Guidance ([Environmental Impact Assessment](#))
- When an ES is required, [Schedule 4 to the 2017](#) regulations sets out the information that should be included. The information in the ES and any environmental information subsequently received will be taken into consideration when Staffordshire County Council determines the application.
- It may be helpful for a developer to request a 'screening opinion' (i.e. to determine whether ES is required) and a 'scoping opinion' (i.e. to determine the scope of the ES) from Staffordshire County Council before submitting a planning application. In accordance with [Regulation 6](#) and [Regulation 15](#), requests for screening and scoping opinions should be made in writing, accompanied by sufficient detail to allow us to determine the need for or scope of an the ES to accompany a planning application.
- Archived [Government advice about Environmental Impact Assessment](#)
- All the guidance found elsewhere in this document may be relevant.

F

FEE

Planning applications and other submissions cannot be entertained without payment of the correct fee.

Receipt of a cheque or an electronic payment for the correct fee will be taken as payment.

County development applications

All planning applications for county development must be accompanied by the General Ledger Code / GL Code together with the Cost Centre Code and / or the Work Breakdown Schedule / WBS Element to enable the application / submission fee to be paid via an internal financial transaction.

The drivers and for more advice and information refer to:

- [Article 11 \(2\)\(f\)](#) of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO) requires the fee to be provided in respect of the application before it can be acknowledged as received.
- Staffordshire County Council's [Application forms, fees and advice](#) web page
- The Planning Portal's [fee calculator](#) and [fee guide](#)
- Guidance found elsewhere in this document including:
 - 'V' for Validation

FLOOD RISK ASSESSMENT AND SUSTAINABLE DRAINAGE SCHEME / STRATEGY

Flood Risk Assessment

A site-specific Flood Risk Assessment (FRA) is required for:

- all proposals of 1 hectare or greater in Flood Zone 1;
- all proposals for new development (including minor development and change of use) in Flood Zones 2 and 3, or in an area within Flood Zone 1 which has critical drainage problems (as notified to the local planning authority by the Environment Agency); and,

- where proposed development or a change of use to a more vulnerable class may be subject to other sources of flooding.

Sustainable Drainage Scheme / Strategy

A Sustainable Drainage Scheme / Strategy is required for all ‘*major development*’ proposals to ensure that sustainable drainage systems for the management of run-off would be put in place, unless it can be demonstrated that a scheme/strategy is not necessary or that there is a more appropriate solution (see SuDS Handbook and Appendices referred to below).

The drivers and for more advice and information refer to:

- The National Planning Policy Framework (‘the NPPF’)([section 10: Meeting the challenge of climate change, flooding and coastal change](#)) states that:

‘Inappropriate development in areas at risk of flooding should be avoided by directing development away from areas at highest risk, but where development is necessary, making it safe without increasing flood risk elsewhere’; (paragraph 100) and,

‘When determining planning applications, local planning authorities should ensure flood risk is not increased elsewhere and only consider development appropriate in areas at risk of flooding where, informed by a site-specific flood risk assessment following the Sequential Test, and if required the Exception Test*, it can be demonstrated that:*

- *within the site, the most vulnerable development is located in areas of lowest flood risk unless there are overriding reasons to prefer a different location; and*
- *development is appropriately flood resilient and resistant, including safe access and escape routes where required, and that any residual risk can be safely managed, including by emergency planning; and it gives priority to the use of sustainable drainage systems’ (paragraph 103)*

(* Note: The NPPF (section 10 – paragraphs 100 to 104 explain the application of the *Sequential Test* and the *Exception Test*)

- An objection by the Environment Agency will mean that before the decision to grant planning permission for any major development in a flood risk area can be issued, the County Council must consult the Secretary of State for Communities and Local Government in accordance with the requirements of the [Town and Country Planning \(Consultation\)\(England\) Direction 2009](#).
- ‘*major development*’ proposals are defined in Article 2 to the [Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) (see ‘D’ for Design Access Statement)

- Planning Practice Guidance ([Flood risk and coastal change](#))
- [The National Planning Policy for Waste](#) (Appendix B (a) protection of water quality and resources and flood risk management)
- [Written Statement made by: The Secretary of State for Communities and Local Government \(Mr Eric Pickles\) on 18 December 2014.](#)
- [Guidance on Flood Risk Assessment for planning applications](#)
- [Flood zones - definitions](#)
- [Environment Agency flood maps for planning](#)
- [Environment Agency standing advice](#)
- [The Floods and Water Management Act 2010](#) – established the Sustainable Drainage Systems Approving Bodies
- Staffordshire County Council’s Flood Risk Management Team (‘the Lead Local Flood Authority’(LLFA) – [‘Information for Planners and Developers’](#) including the SuDS Handbook and Appendices (including Appendix A – Surface Water Drainage Proforma and Appendix C – Hydraulic Model Parameters)
- The Lead Local Flood Authority [‘Local Flood Risk Management Strategy’](#)
- Staffordshire County/ District / Borough Council’s Strategic Flood Risk Assessments – refer to the relevant council planning policy web page – available via the County Council’s [‘development plan’](#) page
- Sites adjacent to the Strategic Road Network (SRN) will be required to demonstrate that they can be accommodated without impacting the SRN drainage network, in accordance with paragraph 50 of DfT Circular 02/2013. In such cases applicants are advised to seek advice from Highways England prior to submitting an application.
- The relevant policies in the [development plan documents](#) including:
 - [the Staffordshire and Stoke-on-Trent Waste Local Plan 2010 to 2026](#) (policy 4);
 - [the Minerals Local Plan for Staffordshire 2015 to 2030](#) (policy 4);
 - the Staffordshire District / Borough Council Local Plans; and,
 - the Neighbourhood Plans prepared by the Staffordshire Parish/Town Councils or Neighbourhood Forums.

Applicants are strongly advised to contact Staffordshire County Council's [Flood Risk Management Team](#) and the [Environment Agency](#) for advice at the pre-application stage (see 'P' for Pre-application Advice).

FOUL SEWAGE AND UTILITIES ASSESSMENT

All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water will not be permitted to be connected to the public foul sewers.

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

If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.

An application should indicate how the development connects to existing utility infrastructure systems. Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal. Accordingly, two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and secondly, whether the provision of services on site would give rise to any environmental or highway impacts, for example, excavations in the vicinity of trees or archaeological remains, or disruption to the highway network.

The applicant should demonstrate:

- (a) that, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community;
- (b) that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures including proposals for the provision of new utility connections and / or upgrading of existing utility services in the highway network where development fronts a traffic sensitive route (note – for details of traffic sensitive routes contact the [Highways Development Control Team](#));
- (c) that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains;
- (d) where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider;

The drivers and for more advice and information refer to:

- [The National Planning Policy Framework](#) (Achieving sustainable development; section 4 – Promoting sustainable transport; section 10 – Meeting the challenge of climate change, flooding and coastal change; section 11 – Conserving and enhancing the natural environment; and, section 12 - Conserving and enhancing the historic environment)
- [The EU Water Framework Directive](#)
- [The National Policy Statement for Waste Water \(2012\)](#)
- Planning Practice Guidance ([Water supply, wastewater and water quality](#) – specifically the introduction and considerations for planning applications)
- [Building Regulations Approved Document Part H](#) and [BS6297](#) provides guidance on what should be included in a non-mains drainage assessment
- The relevant policies in the [development plan documents](#) including:
 - [the Staffordshire and Stoke-on-Trent Waste Local Plan 2010 to 2026](#) (policy 4);
 - [the Minerals Local Plan for Staffordshire 2015 to 2030](#) (policy 4);
 - the Staffordshire District / Borough Council Local Plans; and,
 - the Neighbourhood Plans prepared by the Staffordshire Parish/Town Councils or Neighbourhood Forums.

- Guidance found elsewhere in this document including:
 - 'F' for Flood Risk Assessment and Sustainable Drainage Scheme / Strategy.

Applicants are strongly advised to contact the relevant utility companies for advice at the pre-application stage (see 'P' for Pre-application Advice).

G

H

HERITAGE STATEMENT

A Heritage Statement should be prepared where a development has the potential to directly impact on a designated heritage asset (or the setting) (scheduled monument, listed building, conservation area, registered park or registered battlefield) or an area of known archaeological or historical sensitivity (such as the core of a recognised historic settlement or an area of important historic landscape character). The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application.

Where development proposals fall within an area of demonstrably high archaeological potential or would impact upon a significant historic building, pre-application discussions may identify the need to carry out an archaeological evaluation of the land / building(s) prior to making the application. Early discussions with the County Council's Historic Environment Team, Historic England and/ or the relevant Staffordshire District/Borough Council Conservation Officer can reduce the 'archaeological risk' through subsequent planning stages. The results of such early intervention would identify the need for and scope of any further archaeological investigations and potential mitigation by design (through preservation *in situ* or the design of proposals which minimise the impacts upon the historic environment).

Note: Applications for listed building / conservation area consent are handled separately by the relevant Staffordshire District/Borough Council.

For applications either related to or impacting on the setting of designated heritage assets a written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, historic battlefields and scheduled monuments and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the designated heritage asset, its setting and the setting of adjacent designated heritage asset may be required.

For applications within or adjacent to a conservation area, the Heritage Statement should include an assessment of the impact of the development on the character and appearance of the area and include an assessment of the views into and out of the conservation area.

For all applications involving the disturbance of ground within an area of archaeological potential as defined in the development plan or in other areas in the case of a major development proposal or significant infrastructure works, an applicant may need to commission a suitably qualified and experienced person to carry out an assessment of the existing historic environment information in accordance with appropriate standards referred to below and submit the results as part of the Heritage Statement.

The drivers and for more advice and information refer to:

- The National Planning Policy Framework ([section 12 - Conserving and enhancing the historic environment](#))
- Planning Practice Guidance ([Conserving and enhancing the historic environment](#))
- [The National Planning Policy for Waste](#) (Appendix B (e) conserving the historic environment)
- [Ancient Monuments and Archaeological Areas Act 1979](#)
- [The Hedgerow Regulations 1997](#)
- [The Hedgerow Regulations 1997: A Guide to the Law and Good Practice.](#)
- The relevant policies in the [development plan documents](#) including:
 - [the Staffordshire and Stoke-on-Trent Waste Local Plan 2010 to 2026](#) (policy 4);
 - [the Minerals Local Plan for Staffordshire 2015 to 2030](#) (policy 4);
 - the Staffordshire District / Borough Council Local Plans; and,
 - the Neighbourhood Plans prepared by the Staffordshire Parish/Town Councils or Neighbourhood Forums.
- Staffordshire County Council's advice on '[Historic Buildings and Archaeology](#)'.
- [Staffordshire's Historic Environment Record](#)
- [The Heritage Gateway](#)
- [Historic England's guide to the range of information required by them](#)
- Historic England has prepared a specific [guide to the range of information required by them to assess the impact of proposals on nationally important historic assets](#).
- The Chartered Institute for Archaeologists (CIfA) [regulations, standards and guidelines](#) including the standards and guidance for [Historic Environment Desk-Based Assessment \(December 2014 - updated January 2017\)](#)

Applicants are strongly advised to contact Staffordshire County Council's [Cultural / Historic Environment Team](#), the Staffordshire District/Borough Council Conservation Officer (where a listed building / conservation area may be affected) and [Historic England](#) (where nationally important heritage assets may be affected) for advice at the pre-application stage (see 'P' for Pre-application Advice).

I, J, K

L

LAND CONTAMINATION AND/OR LAND/SLOPE STABILITY ASSESSMENTS

Where contamination and/or land/slope stability is known, suspected, or the proposed use would be particularly vulnerable, a Land Contamination Assessment and/or a Land/Slope Stability Assessment, prepared by a suitably qualified and experienced person, will be required to determine whether the proposed development can proceed e.g. in high risk areas in coalfields a Coal Mining Risk Assessment will be required, unless the development falls within the exemptions identified by the Coal Authority.

The minimum information that should be provided is a report of the desk study and site reconnaissance that was carried out. The information should be provided to determine the existence or otherwise of contamination and/or land/slope stability, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level..

The drivers and for more advice and information refer to:

- [The EU Water Framework Directive](#)
- The Environmental Protection Act 1990 ([Part 2A: Contaminated Land](#))
- The National Planning Policy Framework ([section 11: Conserving and enhancing the natural environment](#) - specifically paragraph 121)
- The National Planning Policy Framework ([Glossary](#) - 'Site investigation information' explains that a risk assessment of land potentially affected by contamination, or ground stability and slope stability reports, as appropriate will be required. And that all investigations of land potentially affected by contamination should be carried out in accordance with established procedures (such as BS10175 (2001) Code of Practice for the Investigation of Potentially Contaminated Sites).
- [The National Planning Policy for Waste](#) (Appendix B (a) protection of water quality and resources and flood risk management)
- Planning Practice Guidance ([Land affected by contamination](#))
- Planning Practice Guidance ([Land stability](#)) including advice on what a slope stability / land stability risk assessment report should contain
- The Coal Authority guidance ([Planning applications: coal mining risk assessments](#))
- The relevant policies in the [development plan documents](#) including:

- [the Staffordshire and Stoke-on-Trent Waste Local Plan 2010 to 2026](#) (policy 4);
 - [the Minerals Local Plan for Staffordshire 2015 to 2030](#) (policy 4);
 - the Staffordshire District / Borough Council Local Plans; and,
 - the Neighbourhood Plans prepared by the Staffordshire Parish/Town Councils or Neighbourhood Forums.
- [The Environment Agency provides guidance on land contamination reports](#), including the risk management framework in '*Model Procedures for the Management of Land Contamination*' (Environment Agency CLR11, 2004).

Applicants are strongly advised to contact the relevant Staffordshire District/Borough Council Environmental Health / Pollution Control Team, the [Environment Agency](#) or [the Coal Authority](#) for advice at the pre-application stage (see 'P' for Pre-application Advice)..

LANDSCAPING DETAILS AND/OR LANDSCAPE AND VISUAL ASSESSMENT

The impact of proposed development on the local landscape and the mitigation measures incorporated into a landscape scheme are often key considerations in many planning applications.

Landscaping details

Applicants should provide appropriate hard and soft landscaping details, including details of existing and proposed levels, paving treatments and materials, habitat restoration as appropriate, planting species, densities and age of specimens at planting. Long term maintenance and landscape management should also be addressed. Reference should be made to detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development. Plans and drawings should be accompanied by schedules of details as appropriate.

Landscape and Visual Assessment

A Landscape and Visual Impact Assessment should be submitted for all large scale proposals and smaller scale proposals in prominent or sensitive locations. The assessment, carried out by a suitably qualified and experienced person using appropriate standards, should consider the existing landscape form and features, including the wider setting as appropriate, and describe how the proposal will pay due regard to and integrate with the existing landscape. The assessment should where appropriate be accompanied by: sketches; drawings, showing as appropriate; contours, spot heights, sections, vegetation cover and other features; photographs accompanied by a plan showing the locations and directions where they were taken from; and/or, computer generated images / visualisations

including 2D photomontages, 3D models, wirelines and Augmented Reality (the level of accuracy should be clearly stated).

The drivers and for more advice and information refer to:

- The National Planning Policy Framework ([section 7: Requiring Good Design](#) and [section 11: Conserving and enhancing the natural environment](#))
- The National Planning Policy Framework ([section 11: Conserving and enhancing the natural environment](#) – specifically paragraphs 115 and 116 which explain that in the following areas applicants will need to demonstrate that they have given particular consideration to the impact of the proposals on the landscape:
 - Cannock Chase Area of Outstanding Natural Beauty (AONB)

Cannock Chase AONB is a nationally designated area, confirmed by government as having the highest status of protection in relation to landscape and scenic beauty. The conservation of the natural beauty of the landscape and countryside is therefore given great weight in development control decisions in this area and there is a protocol in place to clarify the planning consultation arrangements between the relevant local planning authorities and the AONB Joint Committee. The relevant development plan documents reflect the importance of this area. The [AONB management plan](#) also contains detailed planning policies (policies 34 and 36) and should inform planning applications.
 - The National Forest and the Forest of Mercia

Planning applications within the [National Forest](#) and [Forest of Mercia](#) areas should take account of the relevant development plan policies that reflect the importance of these areas and more specifically the tree planting requirements in the National Forest Strategy and the Forest of Mercia Plan.
- Planning Practice Guidance (Natural Environment - [Landscape](#))
- The relevant policies in the [development plan documents](#) including:
 - [the Staffordshire and Stoke-on-Trent Waste Local Plan 2010 to 2026](#) (policy 4);
 - [the Minerals Local Plan for Staffordshire 2015 to 2030](#) (policy 4);
 - the Staffordshire District / Borough Council Local Plans; and,
 - the Neighbourhood Plans prepared by the Staffordshire Parish/Town Councils or Neighbourhood Forums.

- Staffordshire County Council's '[Planning for Landscape Change](#)' provides an assessment of the whole of the Staffordshire landscape, sub-dividing the landscape into areas of similar character, or Landscape Character Types.
- The Landscape Institute [Guidelines for Landscape and Visual Impact Assessment](#) - Third Edition (2013) (GLVIA3) and [Guidance Note 02-17 Visual Representation](#) (March 2017)
- Guidance found elsewhere in this document including:
 - 'D' for Design and Access Statements
 - 'E' for Environmental Statement
 - 'P' for Plans, Drawings and Photographs
 - 'T' for Tree Survey and Protection Plan

Applicants are strongly advised to contact Staffordshire County Council's [Environmental Advice Team Principal Landscape Officer](#) for advice at the pre-application stage (see 'P' for Pre-application Advice).

LAWFUL DEVELOPMENT CERTIFICATES

The system of 'lawful development certificates' enables local planning authorities, *when the appropriate conditions are satisfied in each case*, to grant a certificate to confirm that:

- (1) an *existing* use of land, or some operational development, or some activity in breach of a planning condition, is lawful; or
- (2) a *proposed* use of buildings or other land, or some operations *proposed* to be carried out in, on, over or under land, would be lawful for planning purposes.

The application should be made using the standard form on the [Planning Portal](#).

The drivers and for more advice and information refer to:

- The Town and Country Planning Act 1990 – sections [191](#) and [192](#)
- Planning Practice Guidance ([Lawful Development Certificates](#))
- Guidance found elsewhere in this document including:
 - 'E' for Electronic Applications
 - 'P' for Pre-application Advice
 - 'V' for Validation

Applicants are strongly advised to contact the [Planning Regulation Team](#) for advice at the pre-application stage (see 'P' for Pre-application Advice).

LIGHTING ASSESSMENT

Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a public highway, a listed building or a conservation area, open countryside, and sensitive wildlife habitats where external lighting would be provided or made necessary by the development, should be accompanied by a layout plan, light spillage, hours of illumination, light levels, column heights, specification and colour of fixtures and fittings, and, means of shielding to achieve the right light, in the right place and provided at the right time.

The drivers and for more advice and information refer to:

- The National Planning Policy Framework ([section 7: Requiring Good Design](#) and [section 11: Conserving and enhancing the natural environment](#) – paragraph 125)
- Planning Practice Guidance ([Light pollution](#) – specifically [When is light pollution relevant to planning?](#) and [What factors are relevant when considering possible ecological impact?](#))
- Planning Practice Guidance (Design – [How should buildings and spaces between them be considered?](#))
- The relevant policies in the [development plan documents](#) including:
 - [the Staffordshire and Stoke-on-Trent Waste Local Plan 2010 to 2026](#) (policy 4);
 - [the Minerals Local Plan for Staffordshire 2015 to 2030](#) (policy 4);
 - the Staffordshire District / Borough Council Local Plans; and,
 - the Neighbourhood Plans prepared by the Staffordshire Parish/Town Councils or Neighbourhood Forums.
- DCLG archived guidance '[Lighting in the Countryside – towards good practice](#)' (1997) explains what can be done to lessen the effects of external lighting, including street lighting and security lighting. The advice is applicable in towns as well as the countryside.
- [The Brightness of Illuminated Advertisements \(PLG 05\)](#) published by the Institute of Lighting Professionals

- www.abacuslighting.com/ for general advice about sports pitch lighting
- [BS EN 12193:2007 Light and Lighting – Sports Lighting](#)
- [Guidance Notes for the Reduction of Obtrusive Light](#) (2012) published by the Institute of Lighting Professionals
- The Royal Commission on Environmental Pollution report - [Artificial Light in the Environment](#) (November 2009)
- Guidance found elsewhere in this document including:
 - 'B' for Biodiversity / Geodiversity Survey and Report

M

MINERAL DEVELOPMENT STATEMENT

A Mineral Development Statement, which should accompany all applications for mineral development, is an opportunity to provide a supporting statement which addresses a wide range of matters including but not necessarily limited to those listed below:

- a) the applicant's business;
- b) the background to the development proposals;
- c) the alternatives that were considered (unless provided as part of an Environmental Statement);
- d) the significance of the timing of the planning application (if any);
- e) the intended commencement date and phasing of the development if applicable*
- f) the opportunity to review conditions and / or consolidate existing permissions **
- g) the contribution that the development would make to the business;
- h) the contribution that the development would make to the local economy e.g. new jobs, security for existing jobs, business rates, and investment and spending in the local economy (unless provided separately – see 'E' for Economic Statement);
- i) the applicant's interest in the land and minerals, including any adjoining or nearby land and minerals;
- j) the pre-application discussions and changes to the proposals that resulted from those discussions (unless provided separately - see 'S' for Statement of Community Involvement);
- k) the design / operational considerations to achieve and maintain high environmental standards (e.g. environmental management systems operated by the applicant);
- l) an explanation of the operating hours if they will vary by day / week / month / season;
- m) an explanation of the traffic movements if they will vary by day / week / month / season (unless provided separately – see 'T' for Transport, Access, Parking and Travel Plan Considerations);

- n) the effects of climate change (unless provided separately see 'P' for Planning Statement);
- o) the results of mineral exploration to prove the extent and quality of the mineral resource and information about quality and quantity of the remaining mineral reserve where applicable;
- p) the proportion of mineral to be extracted that will be treated as mine waste;
- q) the market for the mineral(s) in terms of use and geographic extent;
- r) the duration and phasing of mineral extraction, backfill and/ or final restoration operations;
- s) the nature and significance of any ancillary operations e.g. processing and blending of the mineral to add value and marketability;
- t) the safeguards to guarantee that the land is restored at the earliest opportunity to achieve high environmental standards e.g. to address the need for a restoration guarantee bond;
- u) the intended after-use of the land and how that use would be sustained beyond the statutory 5 year aftercare period;
- v) planning obligations that the applicant is willing to enter into either as unilateral undertakings or as part of a Section 106 Legal Agreement e.g. to agree to: consolidate the permissions**; arrange liaison committee meetings; comply with traffic routes; extend the aftercare period; secure a restoration guarantee bond; or transfer the land at the end of a specified period.

Oil and Gas Development

Due to the introduction of the standard form for onshore oil and gas development (see 'V' for Validation), we've now moved the checklist containing a series of questions from our mineral application form to an Appendix to this requirement. Therefore, in addition to the range of matters referred to above, the questions in the Appendix should also be answered in the Mineral Development Statement in order to assist us in determining the application for onshore oil and gas development.

***Commencement of the development**

Planning permission would normally be expected to commence within 3 years of the date that planning permission is granted. If it is anticipated that the development will not commence within 3 years of the date of planning permission or the submission of reserved matters/details will require more time, then please explain in the development statement how much time would be required and why this is necessary in this case.

Applications for temporary permission and applications to not to comply with a condition (to vary a condition) ('Section 73 applications')

If an application for temporary planning permission is sought then please explain why in the development statement and identify the period of time that the permission is required / date when the permission should expire.

If a Section 73 application is made seeking planning permission to not comply with / to vary a condition then please specify the relevant planning permission and condition(s) and explain the proposed alternative wording (where appropriate) and reasons for the change in the development statement.

****Consolidating application**

If there is an/are existing planning permission(s) affecting the site that could be replaced or updated if this proposal was granted planning permission, please confirm whether or not you and anyone else with an interest in the land would be willing to sign a planning obligation to agree not to implement / further implement the existing permission(s) in return for a consolidating permission in the development statement (if not provided separately - see 'P' for Planning Obligation).

Freestanding, concreting or coating plants

Applications for planning permission for freestanding, concreting or coating plants (i.e. not plant located on land adjoining sites used for the working or transport of minerals) should be made on a Planning Portal application form and submitted for the determination of the relevant district or borough council. If in doubt, you are advised to consult the relevant Staffordshire District/Borough Council.

The drivers and for more advice and information refer to:

- The National Planning Policy Framework ([section 13: Facilitating the sustainable use of minerals](#), and specifically paragraph 144)
- Planning Practice Guidance ([Minerals](#))
- The relevant policies in the [development plan documents](#):
 - [the Minerals Local Plan for Staffordshire 2015 to 2030](#);
 - [the Staffordshire and Stoke-on-Trent Waste Local Plan 2010 to 2026](#);
 - the Staffordshire District / Borough Council Local Plans; and,
 - the Neighbourhood Plans prepared by the Staffordshire Parish/Town Councils or Neighbourhood Forums.

- Guidance found elsewhere in this document including:
 - 'C' for Construction Environmental Management Plan
 - 'E' for Economic Statement
 - 'E' for Environmental Statement
 - 'P' for Planning Obligations
 - 'P' for Planning Statement
 - 'P' for Plans, Photographs and Drawings
 - 'P' for Pre-application advice
 - 'S' for Statement of Community Involvement
 - 'T' for Transport, Access, Parking and Travel Plan Considerations
 - 'V' for Validation

Applicants are strongly advised to contact the [Planning, Policy and Development Control Team](#) for advice at the pre-application stage (see 'P' for Pre-application Advice).

MINERAL SAFEGUARDING STATEMENT

Staffordshire County Council will not normally permit development in Mineral Safeguarding Areas (MSAs) identified in the Minerals Local Plan for Staffordshire or on or near to mineral infrastructure sites permitted by the Staffordshire County Council or the Staffordshire Borough/District Councils where the development would constrain the existing or future mineral operations.

In such circumstances the application should be accompanied by a Mineral Safeguarding Statement, prepared by a specialist, which demonstrates the implications of the proposals on:

- a) permitted mineral reserves or mineral site allocations;
- b) mineral resources in mineral safeguarded areas; and,
- c) mineral infrastructure sites.

The drivers and for more advice and information refer to:

- The National Planning Policy Framework (section 13 - [Facilitating the sustainable use of minerals](#) - paragraph 144 (bullet 7))
- Planning Practice Guidance ([Minerals – 2. Mineral Safeguarding](#))
- [The Minerals Local Plan for Staffordshire 2015 to 2030](#) (Policy 3 and the supporting text; the Policies and Proposals Map which identifies the mineral safeguarding areas; and, Appendix 6 which identifies the exemptions to the Policy);

- Staffordshire County Council's '[Map search](#)' web page shows the location and extent of permitted mineral reserves, mineral site allocations, mineral safeguarding areas and safeguarded mineral infrastructure sites.
- Guidance found elsewhere in this document including:
 - 'E' for Environmental Statement
 - 'P' for Pre-application advice

Applicants are strongly advised to discuss their proposals with the mineral operator (where applicable) and contact the [Planning, Policy and Development Control Team](#) for advice at the pre-application stage (see 'P' for Pre-application Advice).

N

NOISE ASSESSMENT

Applications for developments that raise issues of disturbance by noise to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive and which are close to existing sources of noise should be supported by a noise assessment prepared by a suitably qualified and experienced person. The noise assessment should include appropriate noise mitigation measures.

The drivers and for more advice and information refer to:

- The National Planning Policy Framework ([section 11: Conserving and enhancing the natural environment](#)) – specifically paragraph 109 which states that both new and existing development should not contribute to or be put at unacceptable risk from, or being adversely affected by unacceptable levels of ... noise pollution. Also paragraph 123 which states that planning policies and decisions should aim to:
 - avoid noise from giving rise to significant adverse impacts on health and quality of life as a result of new development;
 - mitigate and reduce to a minimum other adverse impacts on health and quality of life arising from noise from new development, including through the use of conditions;
 - recognise that development will often create some noise and existing businesses wanting to develop in continuance of their business should not have unreasonable restrictions put on them because of changes in nearby land uses since they were established; and
 - identify and protect areas of tranquillity which have remained relatively undisturbed by noise and are prized for their recreational and amenity value for this reason.
- Planning Practice Guidance ([Noise](#))
- Planning Practice Guidance ([Minerals: Noise Emissions](#))
- [World Health Organisation Guidelines for Community Noise 1999](#)
- [World Health Organisation Night Noise Guidelines for Europe 2009](#)
- [BS4142: 2014 Methods for rating and assessing industrial and commercial sound](#)
- [BS 5228-1:2009+A1:2014 Code of practice for noise and vibration control on construction and open sites - Part 1: Noise](#)

- [BS 5228-2:2009+A1:2014 Code of practice for noise and vibration control on construction and open sites - Part 2: Vibration](#)
- [BS8233:2014 Guidance on sound insulation and noise reduction for buildings](#)
- The relevant policies in the [development plan documents](#) including:
 - [the Staffordshire and Stoke-on-Trent Waste Local Plan 2010 to 2026](#) (policy 4);
 - [the Minerals Local Plan for Staffordshire 2015 to 2030](#) (policies 4 and 6);
 - the Staffordshire District / Borough Council Local Plans; and,
 - the Neighbourhood Plans prepared by the Staffordshire Parish/Town Councils or Neighbourhood Forums.
- Guidance found elsewhere in this document including:
 - 'C' for Construction Environmental Management Plan

Applicants are strongly advised to contact Staffordshire County Council's Noise Engineer c/o the [Planning, Policy and Development Control Team](#) and the relevant Staffordshire District / Borough Council Environmental Health / Pollution Control Team for advice at the pre-application stage (see 'P' for Pre-application Advice).

O

OPEN SPACE AND/OR PLAYING PITCH ASSESSMENT

For development within open spaces / playing pitches, application proposals should be accompanied by plans showing any areas of existing or proposed open space /playing pitch within or adjoining the application site. Planning consent is not normally given for development of existing open spaces which local communities need. However, in the absence of a robust and up-to-date assessment by the relevant Staffordshire Borough / District Council, the application should be supported by an independent assessment that demonstrates that the land or buildings are surplus to local requirements.

Plans and supporting details should be submitted showing any areas of existing or proposed open space within or adjoining the application site and any access links, equipment, sports pitch size and layout, facilities, landscaping to be provided on open space areas.

The drivers and for more advice and information refer to:

- The National Planning Policy Framework ([section 8: Promoting healthy communities](#) – specifically paragraphs 73 to 77) which provide guidance on open space, sport and recreation.
- Planning Practice Guidance ([Open space, sports and recreation facilities](#))
- Government statement ([Planning for schools development - August 2011](#))
- The relevant policies in the [development plan documents](#) including:
 - [the Staffordshire and Stoke-on-Trent Waste Local Plan 2010 to 2026](#) (policy 4);
 - [the Minerals Local Plan for Staffordshire 2015 to 2030](#) (policies 4 and 6);
 - the Staffordshire District / Borough Council Local Plans; and,
 - the Neighbourhood Plans prepared by the Staffordshire Parish/Town Councils or Neighbourhood Forums.
- [Schedule 4, paragraph z of The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) identifies [Sport England](#) as a statutory consultee on any planning application for development which:
 - a) is likely to prejudice the use, or lead to the loss of use, of land being used as a playing field; or
 - b) is on land which has been *either*: used as a playing field at any time in the 5 years before the making of the relevant application and which remains undeveloped;

or allocated for use as a playing field in a development plan or in proposals for such a plan or its alteration or replacement; or

- c) involves the replacement of the grass surface of a playing pitch on a playing field with an artificial, man-made or composite surface.
- Sport England also wish to be consulted on a non-statutory basis in cases where development involves:
 - a) the loss of, or loss of use for sport, of any major sports facility;
 - b) the loss of use for sport of a major body of water;
 - c) the creation of a major sports facility;
 - d) the creation of a site for one or more playing pitches;
 - e) the creation of opportunities for sport (such as the creation of a body of water bigger than two hectares following sand and gravel extraction);
 - f) artificial lighting of a major outdoor sports facility; and,
 - g) residential development of 300 dwellings or more.
 - Sport England assesses applications against relevant government guidance including that contained in the National Planning Policy Framework ([section 8](#) - in particular paragraphs 73 and 74 (referred to above) and, in relation to major housing development paragraphs 17, 58, 70, 73 and 171. For more details refer to [Sport England - role in assessing and commenting on planning applications](#)
 - Sport England aims to ensure positive planning for sport, enabling the right facilities to be provided in the right places, based on robust and up-to-date assessments of need for all levels of sport and all sectors of the community. For more details refer to [Sport England – planning for sport - aims and objectives](#)
 - [Sport England’s playing field land policy](#)
 - [Sport England’s information requirements](#)
 - Sport England guidance and design standards for new facilities at <https://www.sportengland.org/facilities-planning/>
 - Guidance found elsewhere in this document including:
 - ‘C’ for County Development Statement
 - ‘P’ for Plans, Photographs and Drawings

Applicants are strongly advised to contact the relevant Staffordshire District / Borough Council Recreation Officer and [Sport England](#) for advice at the pre-application stage.

P

PLANNING OBLIGATIONS

Planning obligations (or “section 106 legal agreements”*) are private agreements negotiated between local planning authorities and persons with an interest in a piece of land (or “developers”), and are intended to make acceptable development which would otherwise be unacceptable in planning terms. Where Development Plan Documents contain policies that give details of likely planning obligation requirements, a local planning authority may require a statement of the proposed Heads of Terms to be submitted with the application.

In cases where the County Council is the applicant it cannot enter into a legally enforceable section 106 legal agreement with itself. As an alternative, it may be appropriate for the County Council to prepare and sign a Memorandum of Understanding (MoU) to provide a transparent commitment to fulfil certain undertakings.

Before a section 106 legal agreement or an MoU can be taken into account as a material consideration in deciding whether or not to grant planning permission, it is first necessary to determine whether or not the undertaking(s) meet the tests set out in the NPPF (see below).

* Agreements made under section 106 of the Town and Country Planning Act 1990 as substituted by [section 12 of the Planning and Compensation Act 1991](#).

The drivers and for more advice and information refer to:

- The National Planning Policy Framework ([Decision-taking](#) – specifically paragraphs 203 to 205) which provide advice about planning obligations, including the three tests that should all be met:
 - necessary to make the development acceptable in planning terms;
 - directly related to the development; and
 - fairly and reasonably related in scale and kind to the development.

Note: These are also legal tests by virtue of the Community Infrastructure Levy Regulations 2010 [[Part 11, Regulation 122 and 123](#)] (as amended by the [2011](#), [2013](#) and [2014](#) Regulations) and Planning Practice Guidance ([Community Infrastructure Levy, Do the planning obligations restrictions apply to neighbourhood funds?](#)) refers to the [Community Infrastructure Levy \(Amendment\) Regulations 2014](#) which prevents section 106 planning obligations being used in relation to those things (infrastructure) that are intended to be funded through the levy (Community Infrastructure Levy) by the charging authority.

- The relevant policies in the [development plan documents](#) including:
 - [the Staffordshire and Stoke-on-Trent Waste Local Plan 2010 to 2026](#) (section 6 ‘Implementation and Monitoring’);
 - [the Minerals Local Plan for Staffordshire 2015 to 2030](#) (policies 4 and 6);
 - the Staffordshire District / Borough Council Local Plans; and,
 - the Neighbourhood Plans prepared by the Staffordshire Parish/Town Councils or Neighbourhood Forums.
- Staffordshire County Council’s standard / model section 106 legal agreements and MoUs are in preparation and will be published on our web site in due course (check our [A to Z of Planning](#) - ‘P’ for Planning Obligations).

PLANS, PHOTOGRAPHS AND DRAWINGS

The need for clarification of plans and drawings can cause delay in the development control process. The basic requirements (all types of application) are for:

- a) a Location Plan based on up-to-date mapping at a scale of 1:2500, 1:5000 or, for large sites 1:10,000, and,
- b) a Site Layout Plan or other plans at a larger scale, usually 1:2500, 1:1250, 1:500, 1:200 or 1:100, depending on the size of the site.

Typically applications involving building / engineering / mining operations / a material change of use of building / land will require a number of further drawing types.

The Location Plan

All applications must include a Location Plan based on an up-to-date Ordnance Survey map. This should be at a scale of 1:1250 or 1:2500, or 1:5000 or 1:10,000 for large sites and wherever possible the plan should be scaled to fit onto A4 or A3 size paper. The Location Plan should identify local roads and surrounding buildings to ensure that the exact location of the application site is clear. In exceptional circumstances location plans at different scales may also be required.

A **red line** should be drawn around the application site. The red line should identify all the land necessary to carry out the proposed development – for example, land required for access to the site from a public highway (including 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.

Site Layout Plan and Other Plans

All applications involving building, engineering, mining operations or a material change of use of building / land should include a Site Layout Plan to depict the existing and proposed layout.

The site layout plans should be drawn at a scale of 1:500 or 1:200 (or at a scale of 1:1250 or 1:2500 for large sites) and should accurately show:

- a) the direction of North;
- b) the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;
- c) all the buildings, roads and footpaths on land adjoining the site including arrangements for access to the public highway;
- d) all public rights of way crossing or adjoining the site;
- e) the position of all trees on the site, and those on adjacent land that could influence or be affected by the development (see 'T' for Tree Survey...' for more advice);
- f) the extent and type of all hard surfacing, and all grass areas, with a note about their uses e.g. football pitch;
- g) existing / proposed boundary treatment including walls or fencing;
- h) the position of any watercourses, culverts, drainage ditches or ponds within or adjoining the site –showing where appropriate the direction of flow;
- i) existing / proposed landscape features including trees and shrubs, and areas with nature conservation interest;
- j) existing / proposed external services, both above and below ground within 20m of any existing or proposed building or landscape feature;
- k) existing or proposed car parking areas with a note of the number of car, loading, disabled and other spaces; and all pedestrian and vehicular accesses and related areas, and any specialist facilities e.g. for green modes of travel;

- l) existing and proposed contours at appropriate intervals or spot heights sufficient to give a clear indication of the surface ground form of the site and its immediate surroundings (cross sections may be required - see below);
- m) screening and landscaping details e.g. screen bunds, fencing or planting;
- n) the location of plant, buildings, offices, weighbridge, wheel cleaning, internal roads, hard surfaced areas etc.;
- o) the method and direction of any phased development (e.g. construction, excavation or restoration – including an estimate of the duration of each phase); and,
- p) the position of any diverted watercourses, lagoons, leachate collection systems sources of water supply and means of drainage, including the location of discharge points

Existing and proposed elevations

Elevation drawings should be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

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

Existing and proposed floor plans

Floor plans should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).

Existing and proposed site cross-sections, finished floor and site levels

Cross sections drawn at a scale of 1:50 or 1:100 (or at a scale of 1:1250 or 1:2500 for large sites) should be provided if the proposals involve new buildings and / or a change in ground levels to show both existing and finished levels.

Full information should also be submitted to demonstrate how proposed buildings / change in ground level relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels relative to a fixed datum point off site

Roof plans

A roof plan at a scale of 1:50 or 1:100 should be provided to show the shape of the roof. Details such as the roofing material and their location should be provided on the roof plan.

All plans / drawings should have:

- Unique identifiers: a title and number, which shall incorporate any revision number (and if there have been revisions they should be described and dated in a list on the drawing). The Planning Portal introduced standard naming convention for documents and plans (March 2012).
- An appropriate, accurate, metric scale, clearly stated, and stated relative to the sheet size (e.g. '...at A3') to give an alert about photographic enlargements / reductions. A bar scale on the drawing is an even better safeguard against misreading the scale after sheet-size changes. Single sheets containing drawings at different scales should not only list those scales in the title panel but also state the relevant scale at each drawing.

Also desirable are: Identification of who drew and checked the plans; one recent air-photo (with copyright acknowledgement) of same area and at a similar scale, to accompany the plans.

Photographs, 2D or 3D visualisations

For projects of significant size or complexity, or innovative in nature, or in a sensitive location, consider also supplying photographs, 2D perspectives, 3D drawings or computer-generated visualisations. Photographs should be accompanied by a plan showing the locations and directions where they were taken from. For computer generated images / visualisations including 2D photomontages, 3D models, wirelines and Augmented Reality - the level of accuracy should be clearly stated.

The drivers and for more advice and information refer to:

- The Town and Country Planning (Development Management Procedure) (England) Order 2015 (Part 3 - [Article 7](#) - General requirements for applications for planning permission)
- The Landscape Institute [Guidelines for Landscape and Visual Impact Assessment](#) - Third Edition (2013) (GLVIA3) and [Guidance Note 02-17 Visual Representation](#) (March 2017)
- Guidance found elsewhere in this document including:
 - 'E' for Electronic Applications
 - 'L' for Landscaping details and/or Landscape and Visual Assessment
 - 'V' for Validation

PLANNING STATEMENT

Section 38(6) to the Planning and Compulsory Purchase Act requires that any determination under the planning Acts must be made in accordance with the development plan unless material considerations indicate otherwise.

For **larger development proposals** the Planning Statement should explain why the proposals accord with the relevant development plan policies and proposals in Local Plans and Neighbourhood Plans, and explain how any material considerations including relevant national planning policies and guidance, relevant Supplementary Planning Documents (SPDs), Supplementary Planning Guidance (SPG) or development briefs have been taken in to account. Where the proposals do not accord with a planning policy or proposals this should be acknowledged and any overriding material considerations explained.

For **smaller development proposals** the statement may form part of the County / Minerals Waste Development Statement.

For **mineral development proposals** the statement should explain why the proposals accord with: the principles of sustainable development described in the National Planning Policy Framework; the relevant development plan policies; and, specifically explain why the proposals accord with the vision, strategic objectives, policies and proposals in our Minerals Local Plan.

For **waste development proposals** the statement should explain why the proposals accord with: the principles of sustainable waste management described in the National Planning Policy for Waste; the relevant development plan policies; and, specifically explain why the proposals accord with the vision, strategic objectives and policies in our Waste Local Plan and why they are the right type, in the right place and at the right time.

In all cases the statement may also include details of consultations with the local planning authorities and wider community/statutory consultees undertaken prior to submission unless that information is contained in a separate Statement of Community Involvement.

The drivers and for more advice and information refer to:

- The Town and Country Planning Act 1990 ([Section 70\(2\)](#)) as amended by the Planning and Compulsory Purchase Act 2004 ([Section 38\(1\)](#) and [Section 38\(6\)](#))
- The National Planning Policy Framework ([Decision taking](#) – specifically paragraph 196 and [section 13 - Facilitating the sustainable use of minerals](#))
- [The National Planning Policy for Waste](#)
- Government statement ([Planning for schools development - August 2011](#))

- Planning Practice Guidance ([Determining a planning application](#))
- The relevant policies in the [development plan documents](#) including:
 - [the Staffordshire and Stoke-on-Trent Waste Local Plan 2010 to 2026](#);
 - [the Minerals Local Plan for Staffordshire 2015 to 2030](#);
 - the Staffordshire District / Borough Council Local Plans; and,
 - the Neighbourhood Plans prepared by the Staffordshire Parish/Town Councils or Neighbourhood Forums.
- Guidance found elsewhere in this document including:
 - 'C' for County Development Statement
 - 'M' for Minerals Development Statement
 - 'P' for Pre-application advice
 - 'S' for Statement of Community Involvement
 - 'W' for Waste Development Statement

PRE-APPLICATION ADVICE

Applicants are strongly advised to obtain pre-application advice at an early stage.

Staffordshire County Council's Pre-application Advice Services (PAS)

As the Minerals/Waste Planning Authority, the Highway Authority, the Lead Local Flood Authority, and as we manage information about Staffordshire's natural and historic environment, our specialists can provide a wide range of pre-application advice to assist developers preparing to submit planning applications to the County Council (as well as planning applications to the Staffordshire District / Borough Councils).

Details of our pre-application advice services can be found using the links to the specialist teams below:

- The [Planning, Policy and Development Control Team](#) can provide planning policy advice and coordinate the advice of our specialists on the potential effects of minerals and waste development proposals in Staffordshire.
- The [Highways Development Control Team](#) can provide advice on the potential effects of development proposals on Staffordshire's highway network.
- The [Flood Risk Management Team](#) can provide advice on the potential effects of major development proposals on Staffordshire's surface water drainage.

- The [Environmental Advice Team](#) can provide advice on the potential effects of development proposals on the conservation, maintenance and enhancement of Staffordshire's natural and historic environment, and provide advice on the potential effects of development proposals on Staffordshire's public rights of way network.

Staffordshire County Council's Strategic Planning Advice Team can coordinate pre-application advice in connection with county development proposals (see [A to Z of Planning - C](#) for County Developments).

Applicants are also strongly advised to contact statutory and non-statutory consultees, and engage with the local community / neighbours at the pre-application stage to determine the level of support for their proposals and to identify issues that may need to be addressed at the application stage.

The drivers and for more advice and information refer to:

- The National Planning Policy Framework ([Decision-taking](#) – specifically paragraphs 188 to 192) explains that early engagement and good quality pre-application discussions have significant potential to improve the efficiency and effectiveness of the planning application system for all parties.
- Planning Practice Guidance ([Before submitting an application](#))
- Staffordshire County Council's [Pre-application Advice Service](#)
- Staffordshire County Council's Statement of Community Involvement (SCI) explains our pre-application procedures (see [A to Z of Planning](#) – 'S').
- Guidance found elsewhere in this document including:
 - 'S' for Statement of Community Involvement

Q, R

S

SITE WASTE MANAGEMENT PLAN / WASTE AUDIT

A Site Waste Management Plan (SWMP) / Waste Audit should form part of a sustainable development project and should accompany applications for larger projects or projects likely to generate significant quantities of waste during the site preparation, demolition, construction, operation or decommissioning phases of the development.

The SWMP / Waste Audit should identify:

- a) the amount and type of waste the development is likely to generate during each phase of the development;
- b) the steps to be taken to reduce, reuse, recycle or dispose of the waste arising on site (e.g. incorporating waste on site or sorting, segregating and processing the waste on site); and,
- c) the steps to be taken to reuse, recycle or dispose of the waste arising off site.

The SWMP / Waste Audit may form part of the Construction Environmental Management Plan (CEMP) and similar to the CEMP, it may not be possible to produce a detailed SWMP / Waste Audit at the application stage. Nevertheless an Outline SWMP / Waste Audit should provide sufficient information to demonstrate that the waste implications have been carefully considered.

The drivers and for more advice and information refer to:

- [The National Planning Policy for Waste](#) (paragraph 8) to make better use of waste associated with non-waste related development
- Planning Practice Guidance (Waste – [Determining planning applications](#) - Should significant developments include a waste audit? – paragraph 049)
- BRE – [Waste management tools and training](#) and [SMARTWASTE](#)
- The relevant policies in the [development plan documents](#) including:
 - [the Staffordshire and Stoke-on-Trent Waste Local Plan 2010 to 2026](#) (policies 1.2 and 4.1);
 - the Staffordshire District / Borough Council Local Plans; and,
 - the Neighbourhood Plans prepared by the Staffordshire Parish/Town Councils or Neighbourhood Forums.
- Guidance found elsewhere in this document including:
 - 'C' for Construction Environmental Management Plan

STATEMENT OF COMMUNITY INVOLVEMENT (SCI)

Applications may need to be supported by a statement to demonstrate how the views of the local community have been sought and taken into account in the formulation of development proposals. The extent of public involvement will vary according to the scale or potential impact of a development.

The drivers and for more advice and information refer to:

- The National Planning Policy Framework ([Decision-taking](#) – specifically paragraph 188) explains the benefits of early engagement or ‘front loading’.
- Our [Statement of Community Involvement \(Revised February 2014\)](#) sets out the County Council’s methods of public consultation in connection with planning applications and when we are preparing planning policy documents. The SCI (section 4.3) also encourages applicants to discuss their proposals with us and the local community before submitting planning applications
- Guidance found elsewhere in this document including:
 - ‘P’ for Pre-application advice

STRUCTURAL SURVEY

A structural survey may be required in support of an application if the proposal involves substantial demolition or a building conversion scheme. In the latter case the survey would be required to demonstrate how the building fabric is capable of adaptation without rebuilding and to ensure that appropriate working methods are employed, which safeguard the fabric of the building and the stability and safety of adjacent land, buildings or structures.

The survey should include photographs as appropriate, together with an accompanying plan showing the locations where the photographs were taken from.

The drivers and for more advice and information refer to:

- The National Planning Policy Framework ([section 7: Requiring good design](#))
- Guidance found elsewhere in this document including:
 - ‘P’ for Plans, Photographs and Drawings

T

TRANSPORT, ACCESS, PARKING AND TRAVEL PLAN CONSIDERATIONS

All applications for new development which would generate a significant number of traffic movements or a significant change in the pattern of movements should address the transport, access, parking and travel plan implications. Such applications should therefore be supported by a Transport Statement or a Transport Assessment. A Travel Plan may also be required to help mitigate the impact of the proposed development. Where no changes are anticipated this should be clearly stated and the reason explained.

Transport Statement (TS) / Transport Assessment (TA)

The following matters should be considered and discussed with the Highway Authority* when preparing either a TS / TA to accompany the application:

- a) the need for and scope of the TS or a TA
- b) the access requirements for all modes of transport, including during the construction phase
- c) the service utility implications particularly in respect of development fronting traffic sensitive routes (see).
- d) the demand management requirements, including any contribution that is likely to be required towards highways infrastructure and/or transport improvements;
- e) the need for a Travel Plan
- f) the implications of any area wide local transport strategy
- g) the implications for environmentally sensitive areas in relation to noise and air quality;
- h) the cumulative impacts of multiple developments within a particular area;
- i) the measures to mitigate the residual impacts of development (such as improvements to the public transport network, introducing walking and cycling facilities, physical improvements to existing roads; and,
- j) the heads of terms for a planning obligation (e.g. S106 Legal Agreement), where applicable;

* Note: The Highway Authority is Staffordshire County Council when the proposals will affect roads other than the Strategic Road Network (trunk roads and motorways) and

[Highways England](#) when the proposals will directly or indirectly affect the Strategic Road Network. Network Rail should also be contacted where the proposals may directly or indirectly impact on railway infrastructure or the use of railways.

Access

Applicants will need to provide details of the proposed access arrangements. Site layout plans should ensure that the red-lined application site boundary includes all the land required to deliver the access works e.g. including land required to provide visibility splays or access improvements.

Where access is served via a traffic signalled junction, a roundabout junction or a priority junction with a dedicated right turn facility, the access details should also include a micro-modelling analysis and a Stage 2 Safety Audit.

Where the access only involves simple priority junctions or dropped crossings details of the existing and proposed visibility splays are required together with details of speed surveys where relaxations to normal visibility requirements are being sought.

Parking

Applications involving new or changes to existing parking arrangements will need to include details of existing and proposed parking provision. These details should be shown on a site layout plan.

Full planning applications should show all parking layouts in the proposed development, ideally at 1:500 scale, and make clear where there is specific provision for non-car modes such as cycles, minibuses and commercial vehicles.

County developments

In general the transport implications of county developments should be addressed in the same manner as for private developments. However the following specific advice may be relevant.

Schools

Proposal for a new school, a new nursery provision or an increase in the school pupil population of 30+ will require an initial scoping exercise in respect of the impact on the local highway network, pedestrian routes, additional vehicular trips, parking etc. with a view to a TA / TS being produced to support the application. Some proposals will not change the pattern of movements to and from schools e.g. new buildings to improve existing accommodation or curriculum delivery. Where this is the case a clear statement to that effect should accompany the application.

Where there is to be community use of a proposal it will be necessary to provide details of the intended use in terms of numbers and timetabling in order to determine if any scoping is required.

Any application for the creation of a new access to a school should be accompanied by a statement that considers the implications of increased parental parking in the vicinity and also the potential need for off highway pedestrian waiting areas.

Any application for an increase in car parking should be accompanied by a statement relating to the existing car parking arrangements and justifying the need for the additional parking. If the school does not have a Travel Plan one would normally be required to be implemented within 6 months of commencement of use through a planning condition.

School Travel Plans

In general the travel plan implications of county development planning applications should be addressed in the same manner as for private developments. However where the school does not have a Travel Plan one would normally be required to be implemented within 6 months of commencement of use through a planning condition.

The drivers and for more advice and information refer to:

- [Schedule 4 of The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) identifies the Highway Authorities and Network Rail as relevant consultees
- The National Planning Policy Framework ([section 4](#): Promoting sustainable transport – specifically paragraph 32 which refers to TSs and TAs; paragraph 39 which refers to parking standards; and paragraph 36 which refers to travel plans)
- Planning Practice Guidance ([Travel Plans, Transport Assessments and Statements](#))
- Planning Practice Guidance ([Transport evidence bases in plan making and decision taking](#))
- Department for Transport Circular 02/2013 '[The Strategic Road Network and the Delivery of Sustainable Development](#)'
- Government statement ([Planning for schools development - August 2011](#))
- Staffordshire County Council's guidance on [Transport Assessments and Travel Plans](#) which includes a 'Transport Assessment/Statement Validation Form' which should be signed by the applicant and a representative on behalf of the Highway Authority to confirm that:
 - A Transport Assessment (TA) or Transport Statement (TS) is required and that the TA/TS accompanying the planning application includes conclusions that have been agreed with the Highway Authority;

- A TA or TS is required and that the TATS accompanying the planning application includes conclusions that have been discussed but both the applicant and Highway Authority are in dispute; or,
- A TA / TS is not required.
- Staffordshire County Council's 'Transport information requirements for school transport assessments' (see [A to Z of Planning](#) - C' for County Developments).
- The relevant policies in the [development plan documents](#) including:
 - [the Staffordshire and Stoke-on-Trent Waste Local Plan 2010 to 2026](#) (Policy 4);
 - [the Minerals Local Plan for Staffordshire 2015 to 2030](#) (Policy 4);
 - the Staffordshire District / Borough Council Local Plans; and,
 - the Neighbourhood Plans prepared by the Staffordshire Parish/Town Councils or Neighbourhood Forums.
- Guidance found elsewhere in this document including:
 - 'C' for Construction Environmental Management Plan
 - 'D' for Design and Access Statement
 - 'E' for Environmental Statement
 - 'F' for Foul Sewage and Utilities Assessment
 - 'P' for Planning Obligations
 - 'P' for Plans, Photographs and Drawings
 - 'P' for Pre-application Advice
 - 'T' for Transport, Access, Parking and Travel Plan Considerations
 - 'V' for Validation

Applicants are strongly advised to contact Staffordshire County Council's [Highways Development Control Team](#) (as well as [Highways England](#) when the Strategic Road Network (trunk roads and motorways) would be affected and Network Rail when the rail network would be affected, in particular level crossing) for advice at the pre-application stage.

TREE SURVEY AND PROTECTION PLAN

Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), a Tree Survey and Protection Plan prepared by a suitably qualified and experienced person should be provided.

The plan should show all trees on or within 10 metres of the boundary of the site, numbered, with details of their species, age, condition, works proposed and need for works set out on an accompanying schedule. The plan should also identify the trees to be lost and retained and the method of protecting during construction works.

The schedule accompanying the survey should include a list of all trees or groups along with:

- a) A reference number
- b) Species
- c) Height in metres
- d) Stem diameter in millimetres at 1.5m above ground level.
- e) Branch spread of the four cardinal points to derive an accurate representation of the crown (to be recorded on the tree survey plan)
- f) Height in metres of crown clearance above ground level
- g) Age class
- h) Physiological condition
- i) Preliminary management recommendations, estimated remaining contribution in years
- j) Category Rating.

Arboricultural Method Statement (AMS)

In some circumstances it may be necessary to carry out development inside the Construction Exclusion Zone (CEZ). In such circumstances more details will be required. This may take the form of an Arboricultural Method Statement (AMS). The AMS should provide technical information - for example a “no dig” solution for footways, specialist foundations requiring a trenchless construction, or retaining walls.

The AMS is more likely to be required as a condition of the planning permission. However it may be necessary to consider the details prior to determining a planning application. If a developer is aware of a potential conflict, or to save time later on, then it is recommended that the AMS is submitted at the planning application stage.

The drivers and for more advice and information refer to:

- The National Planning Policy Framework ([section 11](#): Conserving and enhancing the natural environment – specifically paragraph 118 which refers to the loss or deterioration of irreplaceable habitats, including ancient woodland and the loss of aged or veteran trees
- Planning Practice Guidance – [Natural environment](#)
- The relevant policies in the [development plan documents](#) including:
 - [the Staffordshire and Stoke-on-Trent Waste Local Plan 2010 to 2026](#) (Policy 4);
 - [the Minerals Local Plan for Staffordshire 2015 to 2030](#) (Policy 4);

- the Staffordshire District / Borough Council Local Plans; and,
- the Neighbourhood Plans prepared by the Staffordshire Parish/Town Councils or Neighbourhood Forums.
- [BS5837:2012 'Trees in relation to design, demolition and construction – Recommendations'](#).
- [Town and County Planning \(Trees\) Regulations 1999 \(S.I. 1999 No.1892\)](#).
- Staffordshire County Council's guidance on '[Development and Trees](#)'

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VALIDATION

An application will only be regarded as valid when it includes:

- a) a completed application form;
- b) compliance with the national information requirements (i.e. plans and drawings; ownership certificates and agricultural land declaration; a Design and Access Statement in some cases)*;
- c) the correct application fee; and,
- d) provision of the local information requirements (described in this A to Z Guide)

* Note: there are specific national information requirements for Outline applications and applications subject Environmental Impact Assessment

Validation checklists

To assist with the preparation, submission and validation of planning applications, Staffordshire County Council has produced validation checklists. Applicants should complete and submit a validation checklist alongside their application as it will speed up the validation of planning applications.

The standard application form – electronic forms

From 6 April 2008, all planning applications (except minerals applications other than forms for onshore oil and gas development – see below), must be presented on a standard application form, which is available electronically from the Planning Portal.

The Government and Staffordshire County Council wish to encourage applicants to submit applications electronically wherever possible, as this provides opportunities for applicants and us to streamline procedures and thereby reduce costs.

The standard application form – paper forms

Applicants retain the option of submitting paper versions of the form. In that event, three additional copies plus the original of the completed application form must be submitted. Where applications are submitted on paper, we can request additional copies.

Minerals planning application forms

There is currently no standard national planning application form (other than the standard form for onshore oil and gas development which is available from the [Planning Portal](#)). Applications for mineral development must therefore be presented on a Staffordshire County

Council's minerals application form available from our [Applications forms, fees and advice](#) web page.

* Note: Applications for planning permission for freestanding, concreting or coating plants (i.e. not plant located on land adjoining sites used for the working or transport of minerals) should be made on a Planning Portal application form and submitted for the determination of the relevant district or borough council. If in doubt, you are advised to consult the relevant Staffordshire District/Borough Council.

Description of the development

The proposed development should be described in sufficient detail on the application form as the description will be used in public notices, neighbour notification letters, correspondence with consultees and in the Decision Notice.

We will contact you before we publicise the application if we consider there is a need to modify the description to ensure it is easily understood by whom it may concern.

Further information – ‘post validation’

We have powers to require further particulars or evidence ‘post validation’ under [section 62\(3\)](#) of the Town and Country Planning Act 1990. Under [Regulation 4](#) of the Town and Country Planning (Applications) Regulations 1988 we can direct applicants to:

- (a) supply any further information, and, except in the case of outline applications, plans and drawings necessary to enable it to determine the application, or
- (b) provide one of their officers with any evidence in respect of the application as is reasonable for them to call for to verify any particulars of the information given to them.

Invalid applications

If we find that an application does not meet the requirements of the national and local information requirements we will treat it as invalid. Then, in accordance with the process of validation described in our Statement of Community Involvement (SCI) we will write to the applicant to explain what needs to be done to make the application valid. If after 28 days we have not received the additional information to make the application valid, we will close the file and arrange to repay the fee.

Applicants have the right to send us an ‘article 12 notice’ setting out the reasons why they think the information we have asked for is not reasonable or material to the determination of the application. Applicants also have the right to appeal for non-validation under [section 78](#) of the Town and Country Planning Act 1990. The relevant ground for the appeal would be non-determination within the 8 or 13 week determination period (depending upon whether the application is minor or major –minerals and waste applications have a 13 week determination period). Similarly the right to complain to the Local Government Ombudsman also remains.

The drivers and for more advice and information refer to:

In December 2007 the Department for Communities and Local Government (CLG) published 'The Validation of Planning Applications – guidance for local planning authorities' to encourage Councils to adopt validation criteria referred to as the 'local list', alongside the 'national list' to provide a consistent basis for validating planning applications.

Staffordshire County Council consulted on a 'local list' of validation requirements before adopting the list in March 2008.

This A to Z Guide has been regularly updated since it was first published in March 2008 (see Introduction) and together with the accompanying validation checklists, now represent the local information requirements referred to in the National Planning Policy Framework ([Decision taking](#) - paragraph 193) which states that:

“Local planning authorities should publish a list of their information requirements for applications, which should be proportionate to the nature and scale of development proposals and reviewed on a frequent basis. Local planning authorities should only request supporting information that is relevant, necessary and material to the application in question.”

- Planning Practice Guidance ([Making an application](#), [Validation requirements](#), [Receipt of an application](#) and [Flow Chart](#))
- The Town and Country Planning (Development Management Procedure) (England) Order 2015 – [Article 12 – Validation dispute](#)
- The Town and Country Planning (Development Management Procedure) (England) Order 2015 – [Schedule 4 – Consultations before the grant of permission](#) - the statutory consultees and circumstance when they should be consulted
- Guidance found elsewhere in this document including:
 - 'C' for Certificates
 - 'E' for Electronic Applications
 - 'F' for Fees
 - 'P' for Pre-application Advice
- [Applications forms, fees and advice](#) web page
- [Contact Us](#) - for details about how to submit your application

W

WASTE DEVELOPMENT STATEMENT

A Waste Development Statement, which should accompany all applications for waste development, is an opportunity to provide a supporting statement which addresses a wide range of matters including but not necessarily limited to those listed below:

- a) the applicant's business;
- b) the background to the development proposals;
- c) the alternatives that were considered (unless provided as part of an Environmental Statement);
- d) the significance of the timing of the planning application (if any);
- e) the intended commencement date and phasing of the development if applicable*;
- f) the opportunity to review conditions and / or consolidate existing permissions**
- g) the contribution that the development would make to the business;
- h) the contribution that the development would make to the local economy e.g. new jobs, security for existing jobs, business rates, and investment and spending in the local economy (unless provided separately – see 'E' for Economic Statement);
- i) the applicant's interest in the land, including any adjoining or nearby land;
- j) the design / operational considerations to achieve and maintain high environmental standards (e.g. environmental management systems operated by the applicant);
- k) an explanation of the operating hours if they will vary by day / week / month / season;
- l) an explanation of the traffic movements if they will vary by day / week / month / season (unless provided separately – see 'T' for Transport, Access, Parking and Travel Plan Considerations);
- m) the effects of climate change (unless provided separately – see 'D' for Design and Access Statement and 'P' for Planning Statement);
- n) the environmental management systems operated by the applicant;

- o) the pre-application discussions and changes to the proposals that resulted from those discussions (unless provided separately - see 'S' for Statement of Community Involvement);
- p) where the development sits in the waste hierarchy and contribution to the waste management infrastructure in the county / sub-region / nationally
- q) the waste types, sources and quantities;
- r) the market for the recycled waste(s);
- s) energy generation (if applicable);
- t) control of emissions;
- u) the disposal of any residues;
- v) the nature and significance of any ancillary operations e.g. processing of the waste to add value and marketability;
- w) the intended after-use of the land and how that beneficial use would be sustained beyond the statutory 5 year aftercare period, where applicable;
- x) planning obligations that the applicant is willing to enter into either as unilateral undertakings or as part of a Section 106 Legal Agreement e.g. to agree to: consolidate the permissions**; arrange liaison committee meetings; comply with traffic routes; extend the aftercare period; secure a restoration guarantee bond; or transfer the land at the end of a specified period.

***Commencement of the development**

Planning permission would normally be expected to commence within 3 years of the date that planning permission is granted. If it is anticipated that the development will not commence within 3 years of the date of planning permission or the submission of reserved matters/details will require more time, then please explain in the development statement how much time would be required and why this is necessary in this case.

Applications for temporary permission and applications to not to comply with a condition (to vary a condition) ('Section 73 applications')

If an application for temporary planning permission is sought then please explain why in the development statement and identify the period of time that the permission is required / date when the permission should expire.

If a Section 73 application is made seeking planning permission to not comply with / to vary a condition then please specify the relevant planning permission and condition(s) and explain

the proposed alternative wording (where appropriate) and reasons for the change in the development statement.

****Consolidating application**

If there is an/are existing planning permission(s) affecting the site that could be replaced or updated if this proposal was granted planning permission, please confirm whether or not you and anyone else with an interest in the land would be willing to sign a planning obligation to agree not to implement / further implement the existing permission(s) in return for a consolidating permission in the development statement (if not provided separately - see 'P' for Planning Obligation).

The drivers and for more advice and information refer to:

- [The National Planning Policy for Waste](#)
- Planning Practice Guidance ([Waste](#))
- [The Waste Management Plan for England](#)
- The Waste (England and Wales) Regulations 2011 ([Part 6: Duties of planning authority](#)) relate to landfill and mineral waste proposals
- The relevant policies in the [development plan documents](#) including:
 - [the Staffordshire and Stoke-on-Trent Waste Local Plan 2010 to 2026](#)
 - [the Minerals Local Plan for Staffordshire 2015 to 2030](#);
 - the Staffordshire District / Borough Council Local Plans; and,
 - the Neighbourhood Plans prepared by the Staffordshire Parish/Town Councils or Neighbourhood Forums.
- [Defra's waste facility design advice](#) published in conjunction with CABI in 2008.
- Guidance found elsewhere in this document including:
 - 'C' for Construction Environmental Management Plan
 - 'E' for Economic Statement
 - 'E' for Environmental Statement
 - 'P' for Planning Obligations
 - 'P' for Planning Statement
 - 'P' for Plans, Photographs and Drawings
 - 'P' for Pre-application advice
 - 'S' for Site Waste Management Plan / Waste Audit

- 'S' for Statement of Community Involvement
- 'T' for Transport, Access, Parking and Travel Plan Considerations
- 'V' for Validation

Applicants are strongly advised to contact the [Planning, Policy and Development Control Team](#) for advice at the pre-application stage (see 'P' for Pre-application Advice).

WASTE MANAGEMENT FACILITY SAFEGUARDING STATEMENT

Staffordshire County Council will not normally permit development which is likely to unduly restrict or constrain the activities permitted at an existing waste management facility or restrict the future expansion and environmental improvement to the facility. Two 'strategic waste facilities' in Staffordshire (the Meece landfill site and the Four Ashes Energy Recovery Facility) are specifically identified for safeguarding in the Staffordshire and Stoke-on-Trent Waste Local Plan.

In such circumstances the application should be accompanied by a Waste Management Facility Safeguarding Statement, prepared by a specialist, which explains the implications of the proposals on:

- a) the current operations being carried out at the waste management facility (e.g. in terms of the impacts from noise, vibration, artificial light, dust, odour and traffic);
- b) the future expansion / environmental improvement to the waste management facility;
and,
- c) the capacity of the waste management facility.

The drivers and for more advice and information refer to:

- [The National Planning Policy for Waste](#) (paragraphs 2 and 8);
- Planning Practice Guidance (Waste – [Determining planning applications](#) - Should significant developments include a waste audit?- paragraph 049)
- [The Waste Management Plan for England](#)
- [The Staffordshire and Stoke-on-Trent Waste Local Plan](#) (Policies 2.4 and 2.5 and the supporting text);
- Staffordshire County Council's '[Map search](#)' web page shows the location and extent of permitted waste management facilities which represent Staffordshire's waste management infrastructure.

- Guidance found elsewhere in this document including:
 - 'A' for Air Quality
 - 'E' for Environmental Statement
 - 'N' for Noise Assessment
 - 'P' for Pre-application advice
 - 'S' for Site Waste Management Plan / Waste Audit
 - 'T' for Transport, Access, Parking and Travel Plan Considerations

Applicants are strongly advised to discuss their proposals with the waste operator and contact the [Planning, Policy and Development Control Team](#), the relevant Staffordshire District/Borough Council Environmental Health / Pollution Control Team and the [Environment Agency](#) for advice at the pre-application stage (see 'P' for Pre-application Advice).

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APPENDIX TO MINERAL DEVELOPMENT STATEMENT: OIL AND GAS

Due to the introduction of the standard form for onshore oil and gas development, we've now moved the checklist containing a series of questions from our mineral application form to this Appendix to the Mineral Development Statement. Therefore, in addition to the range of matters referred to in 'M' for Mineral Development Statement, the questions in this Appendix should also be answered in the Mineral Development Statement in order to assist us in determining the application for onshore oil and gas development.

1. Do the proposals involve exploration for oil and/or gas? YES / NO

If YES please provide supporting information to answer the following questions.

1. What mineral is being sought?
2. What is the extent of the search area (show on a plan)?
3. What method of exploration would be used?
4. How many, where and to what depth would boreholes or excavations take place (if any)?
5. What methods would be used to dispose of drilling wastes and other wastes arising?
6. What seismic methods would be used (if any)?
7. What plant and equipment would be used (type, size, height, capacity etc)?
8. How long would the operations last (including anticipated start date and likely completion date)?
9. What specific measures would be used to protect surface and ground water?
10. What specific measures would be used to protect air quality by minimising the emissions of gas /dust?
11. What specific measures would be used to minimise the effects of noise and vibration?
12. What would be the operating hours? and,
13. What measures would be used to satisfactorily restore and make safe the land?

2. Do the proposals involve the appraisal of an oil and/or gas field? YES / NO

If YES please provide a Mineral Development Statement to answer the following questions.

1. What mineral is being sought - oil/gas?
2. What is the extent of the appraisal area (show on a plan)?
3. What method of appraisal would be used?
4. How many, where and to what depth would boreholes or excavations take place (if any) and what criteria have been used to select the borehole locations (using exploration findings as relevant)?
5. What methods would be used to dispose of drilling wastes and other wastes arising?
6. What seismic methods would be used (if any)?
7. What plant and equipment would be used (type, size, height, capacity etc)?
8. How long would the operations last (including anticipated start date and likely completion date)?
9. What specific measures would be used to protect surface and ground water?
10. What specific measures would be used to protect air quality by minimising the emissions of gas /dust?
11. What specific measures would be used to minimise the effects of noise and vibration?
12. What would be the operating hours? and,
13. What measures would be used to satisfactorily restore and make safe the land?

3. Do the proposals involve the production of oil and/or gas? YES / NO

If YES please provide a Mineral Development Statement to answer the following questions.

1. What mineral is being sought – oil/gas?
2. What is the extent of the production area (show on a plan)?
3. What plant and equipment would be used for production, processing, storage and

transporting oil/gas (type, size, height, capacity etc)?

4. Where would production, transporting, processing and storage take place (show on a plan(s))?
5. What would be the rate of production?
6. What methods would be used to dispose of drilling wastes and other wastes arising?
7. How long would the operations last (including anticipated start date and likely completion date)?
8. What specific measures would be used to protect surface and ground water?
9. What specific measures would be used to protect air quality by minimising the emissions of gas /dust?
10. What specific measures would be used to minimise the effects of noise and vibration?
11. What would be the operating hours? and,
12. What measures would be used to satisfactorily restore and make safe the land?

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For more information please contact:
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