



STRATEGIC PLANNING ADVICE TEAM

**Guidance note for submitting  
Regulation 3 planning applications**

(version: 25 July 2013)

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## Introduction

Staffordshire County Council's Strategic Planning Advice team are responsible for co-ordinating the preparation and submission of planning applications made on behalf of the County Council.

The team are:

[Mike Winks](#) Strategic Planning Advice Manager – 01785 277341

[Lynsey Palmer](#) Planning Officer – 01785 277342

[Jonathan Bloor](#) Planning Officer – 01785 277340

## Pre-application discussions

We strongly recommend that you carry out pre-application discussions before submitting the planning information to us to determine what issues need to be addressed as part of the planning application.

The Strategic Planning Advice Team can carry out the pre-application consultations on your behalf. This is through a Pre-Application Discussion process (a 'PAD'), which involves consulting with a wide range of internal and external bodies concerning your project. The PAD process takes about a month to consult and collate the information which is then passed on to the designer or architect.

Please note: there is a lot of planning advice and information available via the Staffordshire Planning web site to assist you at [www.staffordshire.gov.uk/planning](http://www.staffordshire.gov.uk/planning). For example, for advice and information about:

- [Making an application](#)
- [Planning Policy](#)
- [Validation \(National and Local List\) and A to Z Guide](#)

## Essential requirements

In order that we can prepare a valid planning application for submission to the County Council's Planning Development Control Team you will need to provide us with the following – this will need to be supplied electronically, in a format acceptable to the Development Control Team, plus one hard copy of everything:

- Detailed plans and drawings to include where relevant:
  - site plan at 1:1250
  - floor plans
  - elevations
  - technical specification/photos
- Copies of any photographs / illustrations

- Full Tree Survey if any trees are to be removed, or if the proposed development is within 10 metres of any trees, and tree protection measures designed in accordance with the British Standards
- Protected Species Survey if the proposal affects any protected species such as Bats, Badgers, Newts, etc. This may include the need for a Bat Survey.
- Contaminated Land survey if there is any evidence of land contamination on or nearby the proposed site
- Traffic Impact Assessment or Transport Assessment if the proposal will generate significantly more traffic movements that will impact on the local highway network.
- If the project involves development on playing fields, a full supporting statement will be required justifying the loss of playing field land, to address issues that will concern Sport England (refer to their Policy on Development on Playing Fields)
- Copies of Supporting Statement which should incorporate a Design and Access Statement, and include evidence of pre-application discussions (see appendices for more details)

All Planning Applications are now submitted to the Planning Development Control Team via the National Planning Portal, which is why electronic documents are required. To find out more about the format of electronic documents see the guidance notes in the [A to Z Guide](#).

It is likely that you will need to provide detailed supporting information to enable us to submit a planning application. So that you can appreciate why we are asking for the information it is recommended that you refer to the standardised national planning application form (1APP) together with the national and local list of requirements to make a valid application available via the [Application forms web page](#).

To assist you in preparing the supporting information we have provided guidance about the nature, content and format of the information that will be required. To enable us to provide a consistent approach we would recommend that you follow the format laid out in the appendices.

**Appendix A** provides an outline of the supporting statement

**Appendix B** provides a template for the supporting statement. The template incorporates the Design and Access Statement which must accompany most types of planning application and the 'Additional Information' necessary to compile a valid planning application.

It is recommended that you also refer to the latest advice about the need to prepare [Design and Access Statements on the Staffordshire Planning web site](#).

For more detailed guidance about compiling the relevant information to enable a county development planning application to be made see the Planning Development Control Team's [A to Z Guide](#).

**Appendix C** provides a template for recording the results of any pre-application discussions. It will be important that we can demonstrate as part of the planning application what pre-application discussions have taken place with neighbours/groups/organisations that may be affected by the proposal.

[The pre-application process is explained on the Staffordshire Planning web site.](#)

## Appendix A – Outline for the Supporting Statement

The supporting statement should be set out as follows and the relevant sections completed where appropriate:

<b>1:00</b>	<b>Introduction</b>
<b>Design and Access Statement</b>	
<b>2:00</b>	<b>Summary and Justification of Proposals</b>
2:01	Background and Statement of Intended Use and Need
2:02	Benefits of the Proposals
<b>3:00</b>	<b>General Design and Access Principles</b>
3:01	Description of Site and Surroundings
3:02	Design / Character
3:03	Design / Continuity and Enclosure
3:04	Design / Quality of the Built Environment (Public Realm)
3:05	Design / Ease of Movement
3:06	Design / Legibility
3:07	Design / Adaptability
3:08	Design / Diversity
3:09	Access / Philosophy and Approach to Inclusive Design
3:10	Access / Sources of Advice and Guidance
3:11	Access / Consultation
3:12	Access / Management and Maintenance
<b>4:00</b>	<b>Project Specific Design Statement</b>
4:01	Use
4:02	Amount of Development
4:03	Layout
4:04	Scale, Height and Massing
4:05	Appearance
4:06	Landscaping
4:07	Services including drainage, sewerage and flood risk
4:08	Sustainability
4:09	Phasing
<b>5:00</b>	<b>Project Specific Access Statement.</b>
5:01	Accessible Public Transport / Approach
5:02	Parking
5:03	Visibility / Entrance and Exits
5:04	Horizontal Circulation
5:05	Vertical Circulation
5:06	Means of Escape
5:07	Emergency Services
5:08	Specific Issues

	<b>Additional Information</b>
<b>6.00</b>	<b>Pre-application Discussions and Constraints identified</b>
<b>7.00</b>	<b>Operating hours</b>
<b>8.00</b>	<b>Transport Assessment and / or Travel Plan</b>
<b>9.00</b>	<b>Sustainability Statement</b>
9.01	Biodiversity / geological conservation / landscape and natural beauty
9.02	Flood Risk Assessment
9.03	Air Quality Assessment
9.04	Site waste management plan
9.05	Noise impact assessment
9.06	Lighting assessment
9.07	Any other assessments - for example:  Listed building and / or conservation area appraisal Historical, archaeological features and Scheduled Ancient Monuments Tree survey / arboricultural statement including tree protection measures and plan Open Space
<b>10.00</b>	<b>Hazardous substances</b>
<b>11.00</b>	<b>Planning Policy Statement</b>
<b>12.00</b>	<b>Restoration and Aftercare</b>
<b>A list of the supporting documents, plans, drawings and photographs</b>	

## Appendix B – Template for the Supporting Statement

You are reminded that more detailed guidance about compiling the relevant information referred to below can be found on the Staffordshire Planning web site [www.staffordshire.gov.uk/planning](http://www.staffordshire.gov.uk/planning) (including the Planning Development Control Team's [A to Z Guide](#) and advice about the need for [Design and Access Statements](#))

### 1:00 Introduction:

*Provide a brief introduction by describing the location and providing a brief description of the proposed development (Qu. 2 (a) and 2 (b) on the application form)*

*Also details of the site area; new floor space and a 12 figure grid reference (Qu. 3 (a), 3 (b) and 3 (c) on the application form)*

*Confirm what type of application is being submitted e.g. Full / Outline (Qu. 4)  
Confirm whether or not a screening opinion has been requested / why an Environmental Statement is not necessary in this case (Qu. 5)*

## **Design and Access Statement**

*(Qu. 6 on the planning application form)*

### 2:00 Summary and Justification of Proposals

#### 2:01 Background and Statement of Use and Need:

*Justification for use and need to be provided for a majority of cases.*

#### 2:02 Benefits of the Proposals:

*Justification of the benefits should be provided as they relate to the clients' objectives.*

### 3:00 General Design and Access Principles

#### 3:01 Description of Site and Surroundings:

*This section must be site / project specific and must demonstrate that the applicant has assessed the site context (including physical, social and economic characteristics) before embarking upon designing a compatible solution. The level of detail will depend upon the size and impact of the design proposals as large regeneration projects may need to be reviewed in the context of a District as opposed to the immediate environs.*

*Describe the existing and previous use of the land (QU. 7 (c))*

*Consider the location of the site, urban, rural, etc and whether the surrounding buildings directly impact or relate to the site of the project ie remote location or in an urban environment. What are the surrounding buildings, their use, construction, materials, age, and characteristics. How is the site accessed (infrastructure) and are their specific*



*topographical features which affect design proposals.*

*For minor projects, a brief description of the site, the existing building use and construction of adjacent buildings may suffice. Remember to include a site plan which shows the wider context as opposed to the footprint of the new building only. Photographs of the site would be useful for major capital projects.*

*The following sections 3:02 – 3:08 are for major projects which have an impact upon townscape, the urban environment or a major rural development which creates it's own environment, public as well as private open and enclosed spaces. For projects contained within their own grounds which have minimal impact on the public realm, sections 3:02 to 3:08 can be deleted and the relevant information incorporated elsewhere in the document.*

**3:02 Design / Character:**

*Define the character of the environment with specific respect to features, street pattern, materials, design and historical development. Consider whether the area has a vernacular in terms of scale, street patterns, roofscape or scale.*

**3:03 Design / Continuity and Enclosure:**

*Define the clarity of urban form (internal as well as external spaces, public, semi-public and private spaces) reinforcement or otherwise of the streetscape and integration with adjacent districts or defined areas.*

**3:04 Design / Quality of the Built Environment (Public Realm):**

*Does the proposal impact upon public spaces and will they contribute towards enhancing them through improved safety and security, lighting, inclusion and landscaping. Do proposals reflect the local character or compliments them.*

**3:05 Design / Ease of Movement:**

*Do the proposals have an impact upon established routes, desire lines, pedestrian and vehicular lines of travel within the immediate area and to the surrounding public space network. Are the proposals permeable and is there an element of integration of semi-public space contributing towards enjoyment of the wider external environment.*

**3:06 Design / Legibility:**

*Can the proposals be easily understood by visitors without excessive use of signage, have they a clear image and have they considered the impact they may have upon landmarks, vistas and public realm focal points (squares etc).*

**3:07 Design / Adaptability:**

*Have the proposals re-used or integrated existing important buildings or landmarks and is the new build element capable of being adapted itself for a variety of different uses in the future.*

**3:08 Design / Diversity:**

*Do the proposals contribute towards creating a place with mixed compatible uses and / or variety in architectural treatment ie contemporary and historic buildings.*

**3:09 Access / Philosophy and Approach to Inclusive Design:**

*Provide a brief description of the clients' policy and approach towards equality, inclusion and accessibility with a description as to how these principles have been incorporated, monitored and managed within the design process.*

*Proposals should demonstrate that the following design principles promoted by CABE (Principles of inclusive Design) have been considered and wherever practicable, incorporated within design proposals;*

- a) **Inclusion:** To ensure that the premises can be used safely, easily and with dignity by all.*
- b) **Responsive:** That new proposals consider and address what the community and end users say that they need and want.*
- c) **Flexibility:** That proposals permit the premises to be used by different people in different ways wherever practicable.*
- d) **Convenience:** To ensure that every occupant and visitor can use the facility as intended without inconvenience or separation.*
- e) **Accommodating:** That proposals accommodate use by all people regardless of gender, age, ethnicity, mobility or circumstances.*
- f) **Welcoming:** To ensure that barriers or discrimination of use are eliminated.*
- g) **Realistic:** To ensure that alternative solutions are provided if it is recognised that proposals cannot accommodate all potential users.*
- h) **Understandable:** That proposals are designed to facilitate orientation and recognizable circulation routes.*

**3:10 Access / Sources of Advice and Guidance:**

*Refer to sources of advice and provide a brief description of the methodology for auditing the final proposals.*

**3:11 Access / Consultation:**

*The means and method of consultation undertaken to inform the final proposals with specific regard to accessibility and inclusion e.g. community public information days, public meetings etc. A more detailed statement may be required as part of the additional information (see below).*

**3:12 Access / Management and Maintenance:**

*Accessibility issues which require on-going review linked to the maintenance programme for the facility to be described within this section ,eg Incorporation of Policy Document within Health and Safety Files, operational guidelines and training etc.*

**4:00 Project Specific Design Statement.**

*The following sections relate directly and specifically to the design proposals and the subject of the planning application. Detail and content should be considered as opposed to length of text. For example, if the proposals relate to provision of a modular building pre-designed by a specialist supplier and selected on cost effective grounds then a statement to this effect is all that is required. If a section is not applicable then stipulate 'Not applicable' and remember that the format of the document is tailored for major regeneration / development proposals as well as minor works.*

**4:01 Use:**

*A simple statement to confirm the use or function of the proposals and the use of the existing buildings if an extension is proposed. For major development proposals the statement needs to justify compatibility of uses, contribution to revitalizing the area and use of external spaces created by the scheme.*

**4:02 Amount of Development:**

*A simple statement to justify the extent of development required ie, space standards or accommodation requirements.*

**4:03 Layout:**

*Explain the reasoning behind the layout of the proposals. Consider the routes to and from the accommodation, the external spaces created, orientation, interface with existing buildings, proximity to boundaries and adjacent neighbours, safety and security etc. For complex schemes, summarise the options considered and discounted and the justification for the final design.*

**4:04 Scale, Height and Massing:**

*Explain how the scale of the proposals are influenced by the immediate environment ie, through height, topography, relationship to adjacent or nearby buildings etc. The statement should also stipulate the height, width and length of the new building, the effect that operational requirements have affected internal volumes (sports halls or offices etc) and how scale is addressed in the detail (fenestration etc). Cross reference to drawings or site photographs would also be appropriate.*

**4:05 Appearance:**

*The architectural merits of the proposals should be explained in this section including how the design integrates with adjacent buildings and spaces. Describe the materials to be used, specific details (windows, doors etc), the use of colour in external treatment, lighting and changes in texture (cladding, renders or tactile paving etc). Qu. 7 (o)*

**4:06 Services:**

*Include a simple statement describing how the building is to be serviced ie extension of the existing services or stand alone / new gas, water, electric supplies. A more detailed statement may be required as part of the additional information (see below).*

**4:07 Landscaping:**

*A simple statement to provide details of the extent of hard and soft landscaping incorporated within the proposals with reference to the drawings or confirmation of the absence of any additional landscaping other than remediation. The results of consultations with the County Council's Environmental Advice Team will be particularly relevant.  
A more detailed statement may be required as part of the additional information (see below).*

**4:08 Sustainability:**

*Include details as appropriate. A more detailed statement may be required as part of the additional information (see below).*

**4:09 Phasing:**

*Confirm whether the overall proposals are to be phased or completed in one operation. Full applications would normally be completed in one operation although if Outline Permission is sought an extension to the 3 year period for commencement may apply. Include details as appropriate in this section. (Qu. 4 and Qu. 8)*

**5.0 Project Specific Access Statement:**

*The planning process is fundamentally concerned with issues such as general movement to, through and from the site and accessibility and use of the facility by the community. Therefore the following sections relate directly and specifically to the design proposals and the subject of the planning application rather than the detailed internal arrangements which will be a matter for Building Control. Nevertheless the Access Statement prepared at the planning application stage can later be incorporated within the Building Regulations submission.*

**5:01 Access to the site – by private / public transport:**

*Describe the extent of consultation undertaken (highways, planning etc) and how the proposals are accessed via the public highway network. Is the whole site and the designed proposals accessible to everyone or is it restricted through level changes etc. If a Travel Plan, Scoping Study or Traffic Impact Assessment has been produced, append or make reference to the conclusions contained. This section should also highlight measures taken to segregate pedestrian from vehicular traffic or at the very least to stipulate that the proposals have no impact upon current arrangements (Qu. 7 (f), 7 (h), 7 (i), 7 (j), 7 (k), 7 (l)) More details may need to be provided as part of the additional information – see below.*

**5:02 Parking:**

*Describe the effects on existing car parking provision or what provision will be provided for staff, visitors and the disabled. Qu. 7 (g)*

**5:03 Visibility / Entrance and Exits:**

*Describe the legibility of building entry and provision of access and exit points suitable for all.*

**5:04 Horizontal Circulation:**

*Describe the measures incorporated to ensure level access to and throughout the building or details of alternative measures incorporated.*

**5:05 Vertical Circulation:**

*Describe the measures incorporated to ensure access to all levels of the building or details of alternative measures incorporated. There is also a need to address vertical changes in level from the public highway to the building entrance.*

**5:06 Means of Escape:**

*Describe the details of provision for safe means of escape, for example; entrance and exit points, illumination etc.*

**5:07 Emergency Services:**

*Describe the provision for emergency and servicing of the building with proposals for segregation of vehicular from pedestrian traffic, and details of how the proposals impact upon fire drills, muster points etc.*

**5:08 Specific Issues:**

*Describe the details of any outstanding issues not addressed at the time of submitting the application, for example; signage, colour contrast, textures and surface differentiation.*

**Additional Information**  
(Qu. 7 on the planning application form)

**6:00 Pre-application Discussions and Constraints identified**

*Explain whether or not pre-application consultations have been undertaken with statutory and non-statutory consultees including eg; neighbours, Sport England, District / Parish Councils etc. Describe the constraints identified and recommendations received or reasons why the recommendations haven't be incorporated. Refer to Appendix C for a template to report pre-application consultations. (Qu. 7 (b) and 7 (d)).*

**7.00 Operating hours**

*Provide details of the operating / opening hours. The details should include the primary use and any secondary uses of the site (Qu. 7 (e)).*

**8.00 Transport Assessment and / or Travel Plan**

*Provide information about the transport implications of the proposed development and how they are going to be managed. The results of consultations with the Highways Development Control will be particularly relevant. (Qu. 7 (f), 7 (g), 7 (h), 7 (i), 7 (j), 7 (k), 7 (l))*

**9.00 Sustainability Statement**

*A sustainability statement should outline the elements of the scheme that address sustainable development issues, including the positive environmental, social and economic implications (ref. NPPF) and [the County Council's Corporate Climate Change Strategy](#). The statement may incorporate the considerations referred to below (Qu. 7 (m) and 7(n)).*

**9.01 Biodiversity / geological conservation / landscape and natural beauty**

*Provide information about the implications of the proposed development on biodiversity / geological conservation / landscape and natural beauty in terms of the effects on habitats, protected species and important sites ref NPPF. The results of consultations with the County Council's Environmental Advice Team will be particularly relevant. Qu. 7(n)(i)*

## 9.02 Flood Risk Assessment

*Provide information about the flood risk or drainage implications of the proposed development and how the flood risk or drainage implications will be managed ref NPPF. The results of consultations with the Environment Agency will be particularly relevant. Qu. 7(n)(ii)*

## 9.03 Air Quality Assessment

*Proposals that may impact upon air quality or generate potential pollutants will need to be supported by an Air Quality Assessment, undertaken by suitably qualified persons, indicating the change in air quality resulting from the proposed development and detailing appropriate mitigation measures as necessary ref. NPPF. The results of consultations with the Environmental Health Officer will be particularly relevant. Qu. 7(n)(ii)*

## 9.04 Site waste management plan

*Provide a statement, supported by plans where necessary, to demonstrate the way in which the waste implications, the efficient use and recycling of minerals, and the opportunities to use recycled and waste materials have been taken into account in preparing the development proposals ref. PPS10 and DTI publication “Site Waste Management Plans” Guidance for Construction Contractors and Clients. Qu. 7(n)(iv)*

## 9.05 Noise impact assessment

*Proposals that raise issues of noise disturbance or are considered to constitute noise sensitive development should be supported by a Noise Impact Assessment undertaken by a suitably qualified acoustician. The assessment should give details of appropriate mitigation measures as appropriate, ref NPPF. Qu. 7(n)(v)*

## 9.06 Lighting assessment

*Lighting assessments are of two kinds: for the impact of artificial lighting at night upon neighbours, wildlife, sky-glow etc., and for the daytime situation where obstruction of daylight and sunlight to neighbouring living/working spaces by a proposed structure is the issue. Guidance on the former is available via the Institute of Lighting Engineers, and on the latter via the Building Research Establishment. Such assessments will need to be undertaken by a suitably qualified expert. Qu. 7(n)(vi)*

**9.07 Any other assessments as appropriate – for example:**

**Listed building and / or conservation area appraisal**

*Provide information about the implications of the proposed development on any listed buildings in terms of the archaeology, history, character and setting ref NPPF. The results of consultations with the County Council's Environmental Advice Team will be particularly relevant.*

**Historical, archaeological features and Scheduled Ancient Monuments**

*Provide information about the implications of the proposed development on any historical, archaeological features and Scheduled Ancient Monuments in terms of the archaeology, history, character and setting ref NPPF. The results of consultations with the Environment and Countryside Unit will be particularly relevant.*

**Tree survey / arboricultural statement**

*Provide information about the implications of the proposed development on existing trees and provide a survey using the latest British Standards and incorporating tree protection measures and a plan. The results of consultations with the County Council's Environmental Advice Team will be particularly relevant.*

**Open Space**

*Provide information about the implications for open space within or adjoining the site. Open space is defined in NPPF. Results of consultations with District/Borough Council and Sport England will be particularly relevant.*

**Contaminated land**

*Provide information about contaminated land within or adjoining the site. . Results of consultations with District/Borough Council Environmental Health Officer and the Environment Agency will be particularly relevant.*

**Assessment of the treatment of foul sewage**

*Provide information about the type, quantities and means of disposal of any trade waste or effluent. Results of consultations with sewerage undertaker / the Environment Agency will be particularly relevant.*



### **Utilities statement**

*Provide information about the connections to existing utility infrastructure. Results of consultations with the utility companies will be particularly relevant.*

### **Energy statement**

*Provide information about the energy demand of the proposed development and the degree to which the development meets current energy efficiency standards ref. [The County Council's Corporate Climate Change Strategy](#).*

### **Sound insulation requirements**

*Provide information about the sound insulation requirements. Results of consultations with the Environmental Health Officer will be particularly relevant.*

### **Sunlight / Daylighting assessment**

*Provide an assessment of the implications for sunlight/daylighting.*

### **Lighting scheme assessment**

*Provide an assessment of the implications for any proposed artificial lighting e.g. flood lighting*

### **Structural survey**

*Provide a structural survey*

## **10.00 Hazardous substances**

*Provide information about any hazardous substances to be stored or used on site. Results of consultations with the Health and Safety Executive, District / Borough Council Environment Health Officer / Environment Agency will be particularly relevant. Qu. 7 (p)*

### **11.00 Planning Policy Statement**

*Provide information about how the proposed development accords with policies in the development plan, supplementary planning document or development briefs. . The results of consultations with the Planning Development Control Team, or District / Borough Council Planners will be particularly relevant.*

### **12.00 Restoration and Aftercare**

*Where the development is of a temporary nature explain what steps would be taken to restore/clear the site of materials, buildings, plant, equipment, vehicles etc. and where appropriate provide a detailed restoration and aftercare scheme*

### **A list of the supporting documents, plans, drawings and photographs**

*Provide a list of the supporting documents, plans, drawings and photographs.*

*For more details about the format of supporting documents, plans, drawings and photographs refer to the guidance notes that accompany the county developments planning application form. Qu. 9*

## Appendix C –Pre-application discussions checklist and record sheet

Having regard to the county developments planning application form Qu. 7 (b)

<b>Consultations issue (for example)</b>	<b>Consultee</b>	<b>NA</b>	<b>Comments / Recommendations received</b>
General requirements	SCC Development Advice Team		
Planning considerations	SCC Planning Development Control Team and District / Borough Council		
Natural environment e.g. habitats; protected species; landscape/landscaping; trees, hedgerows and woodlands;;	SCC Environmental Advice Team; Natural England; Staffordshire Wildlife Trust		
Cultural environment e.g. listed/historic buildings, conservation and archaeology	SCC Environmental Advice Team; English Heritage		
Rights of Way	SCC Environmental Advice Team		
Highways	SCC Highways Development Control		
Transport (Travel Plans)	SCC Highways Development Control		
Sporting / recreational facilities (playing fields / opens space_	District / Borough Council and Sport England		
Flood risk and drainage	Environment Agency		
Utilities (gas / water / electric / telecommunications / sewerage).	Utility Companies		
Design	CABE / Urban Vision North Staffordshire / MADE		
Neighbours / Local Community / Local Amenity Groups	Neighbours / Local Community / Parish Council		

	/ Residents Assoc. etc.		
Others:			
Crime Prevention	Police Architectural Liaison Officer		
Contaminated land	District / Borough Council EHO		
Accessibility	SCC Access Officer		
Land ownership, party walls, legal restrictions, covenants and easements.	SCC Strategic Property Unit		

[The pre-application process is explained on our web site](#)