

Guidance on making a county development planning applications

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Important note

This guidance is intended for applicants/ agents making a planning application jointly or on behalf of the County Council to the County Council (i.e. a county development / ['Regulation 3 application'](#)).

A county development planning application made to the County Council will only be accepted if it is 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. If this is not the case then you should contact the Strategic Planning Advice Team who can submit the planning application for you.

Strategic Planning Advice Team – pre-application advice

The County Council's Strategic Planning Advice Team's principle role is to prepare and submit all planning applications made by the County Council in respect of its own operational development and in respect of land which is to be sold for development. This involves extensive preparation of supporting material such as transport assessments and planning statements and also consultation with outside organisations such as District Councils, the Highways Agency and Sport England. Because of the increasingly complex nature of the requirements related to planning applications the team also provides extensive pre-application advice to project managers.

Key contacts

Mike Winks, Strategic Planning Advice Manager.

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Lynsey Palmer, Strategic Planning Officer.

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The County Council's Planning Team - pre-application advice

Applicants are also encouraged to obtain [pre-application advice](#) from the planners at the County Council before submitting a planning application.



Application form and guidance

County development planning applications / Variations of Conditions / Reserved Matters and Details should be submitted using the standard application forms through the [Planning Portal](#).

Alternatively you can download pdf versions of the application forms from the [Planning Portal print forms](#) and post or email them to us (see form for our postal and email address).

If all else fails, send an email with details about what you are applying for to planning@staffordshire.gov.uk and we will arrange to email the relevant form to you or send a paper copy to you in the post.

For more details go to our [Application forms, fees and advice page](#).

Validation - the national and local list of information requirements and 'A to Z Guide'

It is essential that applicants take account of the validation advice in our A to Z Guide because county development applications submitted that do not meet the national and local list of information requirements will be treated as invalid.

For details go to our [A to Z of Planning](#) – 'V' for Validation.

Application Fees

For details go to our [Application forms, fees and advice page](#)

Guidance for schools and private architects

The Strategic Planning Advice Team has prepared guidance for schools and private architects to assist them in the preparation of information that the Strategic Planning Advice Team will need before submitting a planning application.

[Guidance note for schools and private architects](#) (Adobe pdf) (641 KB)

[Transport Development Control information requirements for school transport assessments](#) (Adobe pdf) (246 KB)



Waste County Developments

County development planning applications relating to waste management operations e.g. in connection with household waste recycling centres should be submitted on the standard application form via the Planning Portal.

For details go to our [Application forms, fees and advice page](#)

