

Appendix 3 – Gateway Assessment Form

The [Town and County Planning \(Discharge of Local Planning Authority Functions\) \(England\) Regulations 2026](#) (the Regulations), come into force on 31 October 2026. Staffordshire County Council is required to create a Planning Committee Referral Protocol that sits underneath the Constitution and gives the nominated member and nominated officer (as set out in the Planning Scheme of Management) a structured scoring framework to agree that referral to and determination by Planning Committee is necessary under Regulation 5 for certain applications listed in Schedule 2 (major applications /minerals and waste applications) and under Regulation 6 for Own-Interest applications. The presumption throughout the Regulations is Officer Delegation and that referral to Committee is the exception. Committee consideration must be actively justified through the 'Gateway Test'.

The Gateway Assessment Form below has been produced for the nominated officer and nominated member to complete for all Schedule 2 applications and own-interest applications. Given the low number of applications received, it is not considered that a triage process in the constitution is warranted and all applications would go to a Gateway Assessment. The Gateway Assessment Form has been /is currently being tested against real applications. Whether an application meets Criterion A or Criterion B is a judgement to be made by the nominated officer and nominated member.

In addition to the Gateway Test Criterion A and B for applications outlined in the Regulations, all Schedule 2 applications and own-interest applications which relate to proposals for a substantial new site or a significant extension to an existing site must go to Gateway, and the likelihood would be referral to Planning Committee. [Note - Under the current Scheme of Delegation, Officers may grant or refuse applications if it is not a substantial new site or a significant extension].

A gateway test referral procedure meeting will take place monthly (organised by Member and Democratic Services) between the nominated officer and nominated member and a representative from Legal Services.

Statutory Guidance requires a mandatory transparency requirement i.e. a recording system for gateway decisions to be set up, including the outcome and reasons for every application considered for referral. All Staffordshire County Council's planning delegated, and planning committee reports on planning applications will include either a delegation reason statement or committee referral reason statement. In addition to the Annual Development Management Performance Report taken to Planning Committee, a quarterly report setting out gateway decisions will also be taken to Planning Committee. A Gateway Assessment Form will also be published alongside each planning application on our planning application website - Citizen Portal.

Gateway Assessment Form - **Insert Date**

National Scheme of Delegation (Schedule **5 or 6) of the Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026 (the 'Regulations')**

Minerals County Matter / Waste County Matter (Regulation 5) Own Interest County Development (Regulation 6) (delete as appropriate)	
Application No (District):	App No. with hyperlink. (District)
Applicant:	Take applicant details from APAS
Site Location:	Take main Location from APAS
Proposal:	Take proposal description from APAS
Case Officer:	***
Nominated Officer:	***
Nominated Member:	***

Stage 1: Application Type	Tick below ✓	
	Yes	No
Is this a Schedule 2 Application?		
Officer Comments: *****		
If "No", application to be determined in accordance with the Council's Scheme of Delegation and the Regulations [Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026 (the Regulations)].		

Stage 2: Substantial new site and/or significant extension of an existing site?

Indicator 2a: Development of a Substantial new site?	Tick below ✓	
	Yes	No

Officer Comments: ****

Note: Definition of substantial new site.

For mineral applications this would be based on land area and output:

- Greenfield mineral extraction site >2ha with output >50,000tpa (refer to national policies M1 & M3 of the NPPF and Policies 1 & 2 of the MLP)
- Erection of ancillary plant with throughput > 50,000tpa (refer to national policy M3 of the NPPF and Policy 4 of the MLP).
- Development of hydrocarbon resources e.g. coal bed methane (refer to national policy M5 of the NPPF and Policy 5 of the MLP).

For waste applications this would be:

- Waste management facility >2ha with throughput / input >50,000tpa

For Own Interest applications this would be "major development" [The Town and Country Planning (Development Management Procedure) (England) Order 2015] and based on floor space and area:

- The provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more
- The development carried out on a site having an area of 1 hectare or more.

Indicator 2b: Significant extension of an existing site?	Tick below ✓	
	Yes	No

Officer Comments: ****

Note: Definition of significant extension of an existing site. [EIA thresholds would be used to judge whether a site is significant? The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 / eia-thresholds-table.pdf]

For mineral applications this would be based on land area and output

- Significant extension to existing quarry/ mine >2ha with output >50,000tpa. (refer to national policies M1 & M3 of the NPPF and Policies 1 & 2 of the MLP).

For waste applications this would be based on land area and throughput / input

- Significant extension to an existing waste management facility >2ha with throughput / input >50,000tpa

For Own Interest applications this would be "major development" [The Town and Country Planning (Development Management Procedure) (England) Order 2015] and based on floor space and area:

- The provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more
- The development carried out on a site having an area of 1 hectare or more.

Stage 3: Gateway Test	Tick below ✓	
	Yes	No
Test A Does the application raise one or more issues of economic, social or environmental significance to the local area?		
Test B Does the application raise one or more significant planning matters having regard to the Development Plan and other material considerations?		

Test A Indicators [Does the application raise one or more issues of economic, social or environmental significance to the local area?]	Yes	No
Economic Significance		
Creation or loss of significant employment opportunities		
Significant investment in the local economy / Significant new infrastructure		
Social Significance		
Loss or provision of a significant community facility: Loss of key community facilities and public service infrastructure (refer to national policy HC6 of the NPPF).		
Loss or provision of a significant community facility: Loss of recreational land and local green space (refer to national policies HC7 & HC8 of the NPPF).		
Environmental Significance		
Significant impact on designated heritage assets: Proposals which would cause substantial harm to, or the total loss of, the significance of a designated heritage asset (refer to national policy HE6 of the NPPF).		
Significant impact on biodiversity, ecology or protected sites: Proposals affecting a site of international/ national importance for the natural environment (refer to national policy N6 of the NPPF). Proposals affecting ancient woodland and ancient or veteran trees. (refer to national policy N4 of the NPPF).		

Significant landscape or countryside impact: Proposals affecting a site within a nationally important landscape (refer to national policy N4 of the NPPF) Proposals which is inappropriate within the Green Belt except in very special circumstances (refer to national policy GB6 of the NPPF).		
Significant transport, air quality, flood risk or climate implications		
Officer Comments: ****		
Test B Indicators [Does the application raise one or more significant planning matters having regard to the Development Plan and other material considerations?]	Yes	No
Not in accordance with Development Plan policy [The Town and Country Planning (Consultation) (England) Direction 2024 - GOV.UK]		
Material planning objection		
Significant unresolved technical objections from statutory consultees (Add Statutory Consultee here)		
Officer Comments: ****		

Stage 4: Additional Considerations The following matters may indicate public interest but shall not, on their own, justify referral:	Tick below ✓	
	Yes	No
Objections received (number ***)		
Petition received (number of signatures ***)		
Local member representation(s) (Cllr ****)		
Media interest /Social media activity (Source ***)		
Officer Comments: ****		

Stage 5: Referral Recommendation Officer Assessment	Tick below ✓	
	Yes	No
Substantial new site		
Significant extension to an existing site		
Test A Indicator - Does the application raise one or more issues of economic, social or environmental significance to the local area?		
Test B Indicator - Does the application raise one or more significant planning matters having regard to the Development Plan and other material considerations?		
Officer Comments: Summary of reasons:		

Stage 6: Decision of Nominated Officer and Nominated Member Having considered Regulation 5 and the Secretary of State's guidance we conclude:	Tick below ✓	
	Yes	No
REFER TO PLANNING COMMITTEE		
DETERMINE UNDER OFFICER DELEGATION		
Nominated Officer -Summary of discussion with Nominated Member: Summary of reasons:		
Nominated Officer Signature	Date	
Nominated Member Signature	Date	
SCC Interpretation Note An application will normally be referred to Committee only where its impacts extend beyond the application site and immediate neighbouring land and have material implications for the economic, social or environmental wellbeing of the local area, or raise significant planning issues having regard to the Development Plan and other material considerations. Public opposition, petition thresholds, local member requests, or media interest alone will not normally constitute grounds for referral.		

[Gateway Assessment Form Version 1 dated August 2026]