

Tamworth Borough Council

Planning application validation checklist

July 2022



Contents

1. Introduction

2. Using this guide

3. The validation process

4. Types of application

5. Submission of applications

Table One – National Validation Checklist

Table Two – Local Validation Checklist

Table Three – Validation Requirements Checklist Matrix

1. Introduction

- 1.1 The Tamworth Borough Council Local Validation List has been produced in line with The Town and Country Planning (Development Management Procedure) (England) Order 2015. This document sets out both national and local requirements for the submission of planning applications.
- 1.2 [Planning Practice Guidance](#) advises that Local Planning Authorities should publish a list of their information requirements for applications for planning permission. These should be kept to the minimum needed to make decisions and should only request information that is relevant, necessary and material to the application in question.

2. Using this guide

- A. **Table One** – lists the national validation requirements for planning applications. These are required with **all** applications.
- B. **Table Two** - sets out Tamworth Borough Council's local validation requirements.
- C. **Table Three** - a checklist matrix, which is a quick reference guide to check what is required before submitting a specific type of application.

3. The validation process

- 3.1 The validation of planning applications is essentially an administrative process to check that the correct documents and fee (where applicable) have been submitted.

- 3.2 We can make an application ‘invalid’ if the submitted application is not in accordance with either the national (set out in Table One) or local requirements (set out in Table Two). This can include where there are clear inaccuracies within the submitted information, missing plans, drawings with insufficient detail, or an incorrect fee/ownership certificate. When this happens, we will try to help you to remedy the inaccuracies or deficiencies in your application in a timely way. We will normally contact you by email in the first instance, giving you the opportunity to address any issues.
- 3.3 Where an application is considered to be invalid, this will not be processed until the extra information or inconsistencies are addressed. If you are unable to achieve agreement with us, you have the right to seek a resolution by following national procedures (set out here: [Making an application - GOV.UK \(www.gov.uk\)](https://www.gov.uk/making-an-application)). In these circumstances, you must send an ‘article 12’ notice to us which:-
- (i) specifies which particulars or evidence you consider do not meet the requirements;
 - (ii) sets out the reasons why you hold that view; and,
 - (iii) requests that we waive the requirement to include those particulars in the application.

Following receipt of this notice, the Council will provide you with either a non-validation, or validation notice.

4. Types of application

- 4.1 The content and detail of the supporting information we require will be proportionate and relevant to the development. For householder developments (e.g. home extensions and outbuildings) the information required is usually minimal and set out in accordance with national requirements. This is unless your application relates to property that is listed building, in a conservation area, covered by a Tree Preservation Order, or within a Flood Zone.
- 4.2 For major schemes it is recommended that the content of technical documents supporting your application be informed by pre-application discussions with the Council and by reference to our planning policies and guidance. A link to the Councils pre-application advice service can be found here:

[Planning permission – Tamworth Borough Council](#)

5. Submission of Applications

5.1 Applications should be submitted through the Planning Portal. This can be found using the following link:

[Planning Portal](#)

Should you wish to submit hard copies, application forms can be obtained directly from the Planning Portal.

If you are in any doubt about the requirements after reading this document, please contact us through planningadmin@tamworth.gov.uk before preparing and submitting your application. If the information required is not submitted with your application, then the application will not be valid and it will not be assigned to a case officer - or start to be progressed towards a decision.



If in doubt, please ask.

Please don't feel you can't submit an application without knowing what is needed.

We are more than happy to help you provide the relevant information to avoid being told your application is invalid and therefore holding up its determination

Table One – National Validation Checklist

1	National Requirement	Details
1.1	Application Form	<p>Application forms and guidance on completing them is available from www.planningportal.co.uk.</p> <p>Should you be submitting paper copies, these are available at the following link: www.planningportal.co.uk/paperforms</p> <p>All sections of the form must be completed in full, dated and signed.</p>
1.2	Correct Fee	<p>The application must be accompanied by the correct fee. Fees can be calculated using the Planning Portal fee calculator: https://1app.planningportal.co.uk/FeeCalculator/Standalone</p> <p>Planning fees are set by the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2017.</p>
1.3	Ownership Certificate and Agricultural Land Declaration	<p>This forms part of the application form and must be fully completed and signed in accordance with Section 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).</p> <ul style="list-style-type: none"> • Certificate A must be completed when the applicant is the sole owner of the site. • Certificate B must be completed when the owner of the site is known to the applicant • Certificate C and D must be completed when some or none of the owners of the site are known. <p>Where Ownership Certificates B, C or D have been signed notice must be given and/or published in accordance with article 13 of the DMPO.</p>

1.4	Site Location Plan	<p>A location plan based on an up-to-date map. This should be at an identified standard metric scale (typically 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper).</p> <p>Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.</p> <p>The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.</p> <p>A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.</p>
1.5	Block Plan	<p>Block plan of the site (e.g. at a scale of 1:200) (3 copies unless the application is submitted electronically) showing the following:</p> <ul style="list-style-type: none"> 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 <p>and the following, unless these would NOT influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> c. all the buildings, roads and footpaths on land adjoining the site including access arrangements 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 f. the extent and type of any hard surfacing; and g. boundary treatment including walls or fencing where this is proposed

1.6	Design and Access Statement	<p>A design and access statement (DAS) is required for:</p> <ul style="list-style-type: none"> • Applications for major development; • Applications for development in a designated area (Conservation Area) where the proposed development consists of: <ul style="list-style-type: none"> • One or more dwellings; or – • A building or buildings with a floor space of 100 square meters or more; • Applications for listed building consent. • A Design and Access Statement is a concise report accompanying certain applications for planning permission and applications for listed building consent. They provide a framework for applicant to explain how the proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users. • It is possible to include this in a planning statement and vice versa. It is important however that you clearly state this in your submission.

1.7	Fire Statement	<p>Multi-occupied residential buildings of 18 metres or more in height, or 7 or more storeys, must be accompanied by a Fire Statement completed by an expert.</p> <p>Guidance found here: Fire safety and high-rise residential buildings (from 1 August 2021) - GOV.UK (www.gov.uk)</p>
1.8	Existing and proposed floor plans	<p>Plans should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar.</p> <p>Plans should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there and highlight the relationship to neighbouring buildings and any structures to be demolished.</p>
1.9	Existing and proposed elevations	<p>Elevation drawings should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar. Drawings should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there and highlight the relationship to neighbouring buildings.</p> <p>Elevations should indicate the proposed building materials and the style, materials and finish of windows and doors.</p>

1.10	Existing and proposed roof plans	Plans should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar. Plans should be proportionate to the nature and size of the proposed development
1.11	Existing and proposed site sections and finished floor levels.	<p>In cases where a proposal involves a change in ground levels or is on a sloping site, drawings at a 1:50 or 1:100 scale should be submitted showing a cross section through the proposed building or site.</p> <p>Full information should be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development.</p> <p>Plans should show existing site levels and finished floor levels for the proposed development.</p>

Table Two – Local Validation Checklist

2.0	Local Requirement	When is this required? Type of application/location	What is required?	National/ Local Policy
2.1	Affordable Housing Statement	Planning applications for sites of 10 or more dwellings or where the site area is 0.5 hectares or more.	<p>A statement should be submitted demonstrating compliance with Policy HG4 (Affordable Housing) including parts 4 and 5.</p> <p>This can be included in other documents such as planning statements or in design and access statements but needs a clear reference by way of headings etc.</p>	<p>Local Plan Policy HG4</p> <p>NPPF Para 65</p>
2.2	Air Quality Assessment	All Major Developments	Where proposals might lead to a significant deterioration in air quality, or national air quality objectives will be exceeded, an Air Quality Assessment must be provided in accordance with Policy SU5.	Local Plan Policy SU5
2.3	Biodiversity/ Ecology Survey Report	<p>Any development on or adjacent to designated nature conservation sites (including Local Wildlife Sites) or developments which will result in the disturbance of wildlife habitats including semi-natural open space and buildings with bat roost potential.</p> <p>This includes for all Major developments.</p>	<p>Ecological survey reports should include a description of the proposal; desk study and field survey (extended Phase 1 habitat survey and detailed species surveys as necessary relating to the site and adjacent area likely to be affected by the proposals).</p> <p>Evaluation of features and assessment of the likely impacts of the proposal; discussion of mitigation, compensation and enhancement measures should be included within the report with reference to part 15 of the NPPF.</p> <p>Surveys should be undertaken at the appropriate time(s) of the year, to an approved methodology and by a suitably qualified person.</p> <p>Natural England Magic Mapping information can be found here: http://www.natureonthemap.naturalengland.org.uk/</p>	<p>Local Plan Policy EN4</p> <p>NPPF Part 15</p>

2.4	Biodiversity Metric and Biodiversity Management Plan	All major development proposals of 10 or more dwellings, more than 0.5 hectares of land or 5,000sqm.	<p>A Biodiversity Metric should be submitted in accordance with DEFRA's latest biodiversity metric. An accompanying statement should also be submitted explaining the relevant inputs and metric score.</p> <p>The expectation is that Bio-diversity Net Gain is secured within the development site in accordance with the 'Mitigation Hierarchy'. The hierarchy sets out the preferred approach to delivery of BNG in sequential order:</p> <ol style="list-style-type: none"> 1. Avoid harm to biodiversity. 2. Minimise harm and address issues on-site where impacts are unavoidable. 3. Compensation off site. Where impacts cannot be avoided or minimized on site compensation should be delivered offsite and should be encouraged to contribute the Nature Recovery Network. <p>In exceptional cases, where 10% BNG cannot be achieved on site, the applicant may explore measures for the creation of compensatory biodiversity units on separate land to the application site. This is known as biodiversity offsetting. Planning Practice</p>	<p>Local Plan Policy EN4</p> <p>Part 15 of the NPPF</p>
-----	---	--	--	---

			<p>Guidance indicates that such off-site measures can be secured on other land in the control of the developer or other party or through 'habitat banks' which comprise areas of enhanced or created habitats which generate biodiversity unit 'credits'.</p> <p>The Biodiversity Net Gain Metric should also be accompanied by a Bio-diversity Management Plan (BMP) to set out goals for biodiversity (species and habitats), the means by which these goals will be achieved, their maintenance and monitoring. Planning conditions or section 106 legal agreements will be used to ensure compliance with the BMP.</p>	
2.5	Building for a Healthy Life Assessment	All Major Developments	<p>An assessment should be submitted showing how the development accords with the criteria set out within the Building for a Healthy Life design tool kit found here: 14JULY20 BFL 2020 Brochure 3.pdf (udg.org.uk)</p>	Local Plan Policies SS1; HG1; HG3; EN5
2.6	Coal Risk Assessment	If the site lies within a Coal Mining referral area you may have to carry out a Risk Assessment.	<p>It is important to note that a Coal Mining Report is not sufficient, the assessment must be carried out based on the findings within the report.</p> <p>Guidance on Coal Risk Assessments can be found here: https://www.gov.uk/guidance/planning-applications-coal-mining-risk-assessments</p>	Local Plan Policy SU5

2.7	Design Code	Large Scale Major Application.	All large scale major applications should be supported by a design code. This shall be devised through pre-application engagement with the Council and potentially with an external design review.	Policy EN5 NPPF Part 12.
2.8	Environmental Statement (EiA)	<p>Developments that are likely to have a significant effect on the environment by virtue of their nature, size and location and are listed under Schedule 1 of the EIA regulations.</p> <p>Those developments included in Schedule 2 of the EIA Regulations may also require an EIA.</p>	<p>The Town & Country Planning (Environmental Impact Assessment) Regulations, as amended, set out the circumstances in which an Environmental Impact Statement (EIA) is required. An EIA may obviate the need for more specific assessments.</p> <p>The developer should request a 'screening opinion' (all applications over 0.5ha) from the local planning authority before submitting an application.</p>	Town and Country Planning (Environmental Impact Assessment) Regulations 2017
2.9	External Lighting Scheme	If floodlighting or external lighting is proposed on a site adjacent to a residential property, outside the urban boundary, adjacent or within a Conservation Area or adjacent/on a Listed Building and buildings within the town centres.	<p>A technical specification, layout plan/lighting orientation plan, with beam orientation and a schedule of the equipment in the design shall be submitted.</p> <p>Hours of operation and details of lighting spill (to include a polar luminance diagram based on vertical luminance at the nearest sensitive premises) shall be submitted with the applications.</p> <p>The external lighting scheme may also be required to take into account the ecological constraints e.g. bat commuting corridors.</p>	Local Plan Policies SU5 and EN5

2.10	Flood Risk Assessment and Drainage Strategy	<p>All Major Developments;</p> <p>All developments in Floodzone 1 when:</p> <ul style="list-style-type: none"> • The site is 1 hectare or greater; • The site is less than 1 hectare but has critical drainage problems; • The site is less than 1 hectare and includes the change of use of development type to a more vulnerable class where they can be affected by sources of flooding other than rivers and sea (e.g. surface water, drains); <p>All new built development within Flood Zones 2 and 3.</p>	<p>Site Specific Flood Risk Assessment (FRA) - where one is required under the National Planning Policy Framework. Advice from national government is provided here https://www.gov.uk/guidance/flood-risk-and-coastal-change</p> <p>For Flood Zones 2 & 3 the applicant must address requirement for Flood Risk sequential test/exception test as set out in NPPF & PPG.</p> <p>The FRA should identify opportunities to reduce the probability and consequences of flooding and should include the design of surface water management systems including Sustainable Drainage (SuDS).</p>	<p>Local Plan Policy SU4</p> <p>Part 14 of the NPPF</p>
------	--	--	--	---

2.11	Head of Terms Section 106	<p>All Major Developments.</p> <p>Sites above 0.5 hectares (Affordable Housing).</p>	<p>A letter agreeing the Heads of Terms, up to date title deeds and solicitors contact details.</p> <p>Early drafting of the section 106 agreement is encouraged unless pre-application advice indicates otherwise.</p> <p>The relevant Section 106 Agreement may also need to include a local labour agreement in accordance with Policy IM1</p> <p>The information should be drawn up in accordance with the Councils Planning Obligations SPD.</p>	Local Plan Policy IM1
2.12	Health Impact Assessment	<p>A. residential development of 50 dwellings or more;</p> <p>B. non-residential developments of 5,000 square metres or more; and</p> <p>other developments which are likely to have a significant impact on health and wellbeing.</p>	Where a significant adverse impact is identified through a Health Impact Assessment, measures to substantially mitigate the impact will be required.	<p>Local Plan Policy SS1; HG1; HG3; EN5</p> <p>NPPF Part 8</p>

2.13	Heritage Statement / Archaeology Assessment	<p>Heritage Statement All development proposals which will/may impact designated Heritage Assets and/or their settings (including conservation areas, locally listed buildings and Scheduled Ancient Monuments).</p> <p>Archaeology Assessment</p> <p>Applications for major development; Applications for development known to be on or adjacent to a heritage asset of archaeological interest.</p>	<p>A Heritage Statement should describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the importance of the asset.</p> <p>Where relevant, heritage statements should be supported by photographs, phasing plans, historic photographs or drawings, historic maps and other relevant sources. A structural survey may also be required in support of any demolition works.</p> <p>As a minimum an archaeological desk-based assessment should be submitted and where appropriate, a suitable field evaluation that includes any assessment of the character, condition and extent of any archaeological remains</p>	<p>Local Plan Policies SS1; EN5 and EN6</p> <p>NPPF Part 16</p>
------	--	---	---	---

2.14	Land Contamination Assessment	<p>New developments on former petrol filling stations, former landfill sites and former industrial sites.</p> <p>Development with a vulnerable end user (e.g. residential development).</p> <p>Development if there are known contamination issues associated with the site or the surrounding sites (e.g. if site or surroundings had a former industrial use).</p>	<p>A survey of the site will be required to establish the degree of contamination and remedial measures that will be required. As a minimum, a desk study and site walkover report should be submitted.</p> <p>Stages of survey required for planning applications with possible land contamination should include:</p> <ul style="list-style-type: none"> • Desk Top Study • Site Investigation/Detailed Investigation • Remediation Strategy/Validation Report (including a methodology for dealing with unforeseen contamination during the excavation/construction periods). <p>Also note that much of the district is located on a principle aquifer where groundwater is sensitive to pollution. All previous and future uses of a development site must be investigated to determine whether there is potential to cause contamination to groundwater.</p>	Local Plan Policy SU5
2.15	Landscape and Visual Impact Assessment (LVIA)	All major developments outside major urban area.	A landscape and visual impact assessment is required for all major developments outside of the urban area in accordance with Policy EN1.	Local Plan Policy EN1 NPPF Paragraph 174

2.16	Masterplan	Sites of 5ha or more or 150 dwellings or more.	<p>On large sites (of five hectares or more or 150 dwellings or more) a masterplan for the whole site will be required to be submitted as part of any planning application, in accordance with the Masterplanning requirements within Appendix 8 of the Local Plan.</p> <p>For large, allocated sites which may be developed in phases, it is important that we are able to assess how the whole scheme works as one. This includes ensuring that open space contributes to the wider green infrastructure network, any cumulative infrastructure requirements can be delivered and access arrangements are suitable for the total scale of development.</p>	Local Plan Policy EN5
2.17	Minerals Statement	Major Applications in Mineral Safeguarding and Consultation Areas as set out in the Staffordshire Minerals Local Plan (2015-30)	<p>Development within minerals safeguarding areas will have to demonstrate that mineral resources of economic importance will not be needlessly sterilised as a result of the development and that the development would not pose a serious hindrance to future extraction in the vicinity.</p> <p>Where this cannot be demonstrated, and where there is a clear and demonstrable need for the non-minerals development, prior extraction will be sought where practicable</p>	Local Plan Policy SU5

2.18	Noise Impact Assessment	Instances where the development would generate significant levels of noise or vibration in relation to residential and commercial properties, or it proposes a noise sensitive use in proximity to a known noise source.	<p>An assessment of the source and the impact together with any necessary mitigation measures to reduce disturbance due to noise or vibration to acceptable levels.</p> <p>The noise assessment should be prepared by a suitably qualified acoustician and demonstrate that there is sufficient sound insulation (or other mitigation) to avoid any harm amenity.</p>	Local Plan Policy EN5
2.19	Planning Statement including Statement of Community Involvement	<ul style="list-style-type: none"> • All major development • Proposals for leisure and visitor facilities (Policy EC5). • Development proposals that involved the loss of existing facilities (e.g. pub, church community centres etc.) (Policy SU6). 	<p>The planning statement should:</p> <ul style="list-style-type: none"> ○ Identify the context and need for the proposed development; ○ Assess how the proposed development accords with relevant national and local policies; ○ Show how the application has been informed by local community engagement and any amendments that have resulted from such local consultation. <p>Certain types of applications, as detailed in the previous column, will require a planning statement containing specific information to address the relevant policy requirements within the local plan. The applicant is advised to read the relevant policies and submit appropriate information in accordance with them.</p>	All Policies

2.20	Renewable Energy Statement	<ul style="list-style-type: none"> Major applications and all applications for renewable energy production. 	A statement should be submitted showing how the relevant measures detailed in policy SU3 have been considered/incorporated.	Local Plan Policy SU3 NPPF Part 2 and 14
2.21	Secured by Design Assessment	<ul style="list-style-type: none"> All Major Applications. 	A statement should be submitted assessing the scheme against secured by design principles and what measures have been undertaken to reduce crime and fear of crime.	Local Plan Policy EN5
2.22	Sequential Test and/or Retail Impact Assessment	<p>Sequential Test Planning applications for main town centre uses which are neither in an existing centre nor in accordance with the local plan.</p> <ul style="list-style-type: none"> Retail Impact Test Retail and leisure developments over 500 sqm (net) which are proposed in edge of centre and out of centre locations and which are not allocated in the Local Plan. 	<p>Sequential Test The assessment should be prepared in accordance with national guidance and look at the availability of sites within the main town centre and other centres identified within the local plan. Only then should edge of centre and out of centre sites be considered. Details of the availability of other sites closer to a centre will be required together with reasons these sites were discounted. Evidence should be provided to show that there are no sequentially preferable sites.</p> <p>Retail Impact Test A retail impact assessment will be required in accordance with planning practice guidance. This will be required to be assessed at the applicant's expense.</p> <p>Guidance on retail impact/sequential tests: Town centres and retail - GOV.UK (www.gov.uk)</p>	Local Plan Policy EC1 NPPF Part 7

2.23	Site Waste Management	All applications for residential or commercial development (including changes of use) that will have an impact on the generation of waste.	A plan that indicates the location of bin storage and provides details of the size of bins and the design and materials of any proposed bin enclosure.	Local Plan Policy SU3
2.24	Structural Survey	The demolition, or partial demolition of a Listed building(s), or The conversion of a Listed building. Conversion of Agricultural Buildings.	This should demonstrate that the building/s are capable of conversion without major alterations or rebuilding of the property, for example for barn conversion applications.	Local Plan policy EN5
2.25	Transport Assessment/Statement and Travel Plan	All developments that will generate significant amounts of movement will be required to provide a travel plan, and the application should be supported by a transport statement or transport assessment.	Staffordshire County Council highways department will require applications to sufficiently assess this and the impacts upon the local highway network.	Local Plan Policy SU2 NPPF Paragraph 113

2.26	Tree survey and/or associated Arboricultural Impact Assessment	<p>Where works are required to a fell a protected tree (TPO or tree in Conservation Area).</p> <p>Where a development proposal may have an impact on a TPO tree.</p> <p>All major development schemes.</p>	<p>A Tree Survey must be obtained from an arboricultural specialist showing the distribution of trees on site and relevant works proposed.</p> <p>The Arboricultural Impact Assessment should demonstrate how the development will co-exist with associated trees. For example through any level changes, service installation, hard surfacing, material storage and future shadowing. This should include tree root protection zones clearly marked on a scaled plan.</p>	Local Plan Policy EN4
2.28	Viability Assessment	<p>Where schemes are not proposing to meet all policy requirements, such as affordable housing, education etc. As meeting all policy requirements would make them unviable.</p>	<p>A Viability Assessment must be submitted in accordance with the recommended practice set out in Planning Practice Guidance, the Royal Instituted of Chartered Surveyors Guidance and the National Planning Policy Framework. The viability assessment should be prepared with professional integrity and by a suitably qualified practitioner.</p> <p>The Viability Assessment must include an executive summary setting out the key findings in a clear way for members of the public. It should be prepared on the basis it will be made publically available other than in exceptional circumstances.</p> <p>See Guidance: Viability - GOV.UK (www.gov.uk)</p>	<p>Local Plan Policy HG4</p> <p>NPPF Part 4.</p>

<p>2.29</p>	<p>Vehicle Parking, Cycle Storage and Electric Charging Points</p>	<p>Proposals for new dwellings and/or new or changes to employment premises.</p>	<p>Information should include all existing and proposed commercial and/or residential vehicular parking spaces and cycle storage areas in new developments. Information should also be provided, where possible, of electric vehicle charging points.</p> <p>Loading areas and arrangements for manoeuvring, servicing and parking of vehicles should also be clearly identified. This should be included on a scaled plan.</p> <p>Appendix for Car Parking https://www.tamworth.gov.uk/sites/default/files/planning_docs/Local-Plan-2006-2031.pdf</p>	<p>Local Plan Policy SU3</p> <p>NPPF Part 9</p>
--------------------	---	--	--	---

This page has been left intentionally blank