

Dear Members

Planning Committee

A meeting of the Planning Committee will be held on **Wednesday, 28 January 2026** at **6.30pm** in the **Craddock Room, Civic Centre, Riverside, Stafford** to deal with the business as set out on the agenda.

Please note that this meeting will be recorded.

Members are reminded that contact officers are shown in each report and members are welcome to raise questions etc in advance of the meeting with the appropriate officer.



Head of Law and Governance

PLANNING COMMITTEE - 28 JANUARY 2026

Chairman - Councillor A Nixon

Vice-Chairman - Councillor S N Spencer

AGENDA

- 1 Minutes**
- 2 Apologies**
- 3 Declaration of Member's Interests/Lobbying**
- 4 Delegated Applications**

Details of Delegated applications will be circulated separately to Members.

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5 Planning Applications	3 - 75
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7 Draft Planning Application Validation Criteria	80 - 155

MEMBERSHIP

Chairman - Councillor A Nixon

B M Cross	A R McNaughton
P C Edgeller	A Nixon
A D Hobbs	M Phillips
J Hood	A J Sandiford
R A James	S N Spencer
R Kenney	

ITEM NO 5

ITEM NO 5

 PLANNING COMMITTEE - 28 JANUARY 2026

Ward Interest - Nil**Planning Applications***Report of Head of Economic Development and Planning***Purpose of Report**

To consider the following planning applications, the reports for which are set out in the attached **APPENDIX**:-

		Page Nos
25/40261/FUL	Land Adjacent Sutton Barns, Sutton Lane Sutton	5 - 25
	The development raises unusual issues of planning policy	
	Officer Contact - Ed Handley, Principal Planning Officer Telephone 01785 619326	
25/40892/FUL	Shropshire Inn, Newport Road, Haughton	26 - 46
	The application was called in by Councillor E Carter	
	Officer Contact - Ed Handley, Principal Planning Officer Telephone 01785 619326	
24/39568/FUL	Land Adjacent To The Lakehouse, Butt Lane Ranton	47 - 75
	The application was called in by Councillor J T Rose	
	Officer Contact - Richard Wood, Development Lead Telephone 01785 619324	

Previous Consideration

Nil

Background Papers

Planning application files are available for Members to inspect, by prior arrangement, in the Development Management Section. The applications including the background papers, information and correspondence received during the consideration of the application, consultation replies, neighbour representations are scanned and are available to view on the Council website.

Application:	25/40261/FUL
Case Officer:	Jodie Harris
Date Registered:	13 February 2025
Target Decision Date:	14 July 2025
Extended To:	-
Address:	Land Adjacent Sutton Barns, Sutton Lane, Sutton, Newport, Staffordshire
Ward:	Gnosall and Woodseaves
Parish:	Forton
Proposal:	Erection of a 1.5 storey dwellinghouse and dormer garage with first floor apartment, associated landscaping works, driveway and pool.
Applicant:	Sutton Barns Development Company Limited
Recommendation:	Refuse

REASON FOR REFERRAL TO COMMITTEE

The development raises unusual issues of planning policy within the meaning of paragraph 3.7.1 (ii) of the Scheme of Delegation.

1.0 Site and surroundings

- 1.1 The application relates to a parcel of land located outside of any recognised settlement and within open countryside. To the northwest of the site sits Sutton House Farm a Grade II listed building with its curtilage listed barns to the north. The site is otherwise surrounded by open agricultural fields.
- 1.2 The site is accessed via a private access off Guild Lane (a single-track lane), which is utilised by the converted barns 1-4 Sutton Barns.

2.0 The proposal

- 2.1 The proposal seeks planning permission for:
 - The erection of 1 dwelling along with a dormer garage with a first-floor apartment and a swimming pool and associated plant building within the proposed garden.

2.2 The application is supported by the following technical reports:

Document	
Biodiversity net gain assessment / metric	<input checked="" type="checkbox"/>
Design and access statement	<input checked="" type="checkbox"/>
Ecological report	<input type="checkbox"/>
Flood risk assessment	<input type="checkbox"/>
Great crested newt assessment	<input checked="" type="checkbox"/>
Heritage statement	<input type="checkbox"/>
Land contamination assessment	<input type="checkbox"/>
Planning statement	<input type="checkbox"/>
Preliminary ecological assessment	<input type="checkbox"/>
Transport statement	<input type="checkbox"/>
Tree survey / assessment	<input checked="" type="checkbox"/>
Other:	

3.0 Background

3.1 Planning history in relation to the site and/or neighbouring properties which is relevant to the consideration of the proposal:

Reference	Address	Proposal	Decision
90/25808/FUL and 90/25807/LBC	Sutton Barns Sutton Lane Sutton Staffordshire TF10 8DE	Conversion Of Redundant Farm Buildings into 4 Dwellings	Permit
95/32828/FUL	Sutton House Farm Sutton Lane Sutton Staffordshire TF10 8DE	Amendment To Earlier Approval 25808	Permit
97/34902/FUL	Sutton Barns Sutton Lane Sutton Staffordshire TF10 8DE	Erection Of New Bungalow For Disabled Persons Use Building Based On Old Farm Buildings and Using All Reclaimed Material	Refuse
<input type="checkbox"/>	No relevant history		

Observations

3.2 It is noted that the application site falls within the historic curtilage of the listed farmstead and that the land formed part of the red edge for submitted and approved for the conversion of the barns.

4.0 Site constraints

4.1 The following constraints apply to the application site:

Policy designations		Physical constraints	
North / South Staffordshire Green Belt	<input type="checkbox"/>	Trees or Tree Preservation Order (TPO)	<input type="checkbox"/>
Cannock Chase National Landscape	<input type="checkbox"/>	Landfill site or buffer zone	<input type="checkbox"/>
Cannock Chase Special Area of Conservation	<input type="checkbox"/>	Coal Authority buffer	<input type="checkbox"/>
Flood zone 2 or 3	<input type="checkbox"/>	High pressure gas pipeline buffer zone	<input type="checkbox"/>
Flooding hotspot	<input type="checkbox"/>	Public rights of way	<input type="checkbox"/>
Listed building / setting	<input checked="" type="checkbox"/>	Great Crested Newt – red / amber risk zone	<input checked="" type="checkbox"/>
Conservation Area / setting	<input type="checkbox"/>	Other:	
Article 4 property	<input type="checkbox"/>		
Canal and River Trust consultation zone	<input type="checkbox"/>		
HER monument / archaeology	<input type="checkbox"/>		
5km of a SAC, SSSI or Ramsar site	<input checked="" type="checkbox"/>		
Other:			

5.0 Planning policy framework

- 5.1 Section 38(6) of the 2004 Planning and Compulsory Purchase Act and section 70 of the Town and Country Planning Act 1990, as amended, require decisions to be made in accordance with the development plan unless material considerations indicate otherwise.
- 5.2 The development plan for the purposes of this application comprises The Plan for Stafford Borough 2011-2031 Parts 1 and 2 (TPSB).
- 5.3 The following development plan policies, Supplementary Planning Document and National Planning Policy Framework (the Framework) paragraphs apply to the proposal:

National Planning Policy Framework (paragraph)	8 - Sustainable development	<input checked="" type="checkbox"/>
	11 - Decision taking	<input checked="" type="checkbox"/>
	84 – Avoiding isolated homes	<input checked="" type="checkbox"/>
	110 – Sustainable transport modes	<input checked="" type="checkbox"/>
	115 – Sustainable travel/safe and suitable access	<input checked="" type="checkbox"/>
	135 - Design and amenity	<input checked="" type="checkbox"/>
	116 - Highway safety	<input checked="" type="checkbox"/>
	117 - Highway movements	<input checked="" type="checkbox"/>
	170 - Flood risk	<input type="checkbox"/>
	154 - Green Belt	<input type="checkbox"/>
	189 - National Landscapes	<input type="checkbox"/>
	194 - Special Areas of Conservation	<input type="checkbox"/>
	195 - Appropriate assessment	<input type="checkbox"/>
	196 - Ground contamination	<input type="checkbox"/>
	212 - Heritage assets	<input checked="" type="checkbox"/>
	Other:	<input type="checkbox"/>
	SP1 - Presumption in favour of sustainable development	<input checked="" type="checkbox"/>

The Plan for Stafford Borough: Part 1	SP7 - Supporting the location of new development	<input checked="" type="checkbox"/>
	N1 - Design	<input checked="" type="checkbox"/>
	N2 - Climate Change	<input type="checkbox"/>
	N4 - The Natural Environment and Green Infrastructure	<input checked="" type="checkbox"/>
	N5 - Sites of European, National and Local Nature Conservation Importance	<input checked="" type="checkbox"/>
	N6 - Cannock Chase Special Area of Conservation (SAC)	<input type="checkbox"/>
	N7 - Cannock Chase AONB	<input type="checkbox"/>
	N8 - Landscape character	<input checked="" type="checkbox"/>
	N9 - Historic Environment	<input checked="" type="checkbox"/>
	T1 - Transport	<input checked="" type="checkbox"/>
	T2 - Parking and Manoeuvring Facilities	<input checked="" type="checkbox"/>
	Other:	<input type="checkbox"/>
The Plan for Stafford Borough: Part 2	SB1 – Settlement boundaries	<input checked="" type="checkbox"/>
	Other:	<input type="checkbox"/>
	No relevant policies	<input type="checkbox"/>
Supplementary Planning Document	Design SPD	<input checked="" type="checkbox"/>
Neighbourhood Plan	Policies:	<input type="checkbox"/>
	No relevant policies	<input type="checkbox"/>
	No Neighbourhood Plan	<input type="checkbox"/>

OFFICER ASSESSMENT – KEY CONSIDERATIONS

6.0 Principle of development

6.1 Following the publication of the NPPF in December 2024, and with its new mandatory housing targets, Stafford Borough does not currently have a 5-year housing land supply. This new methodology has resulted in the Local Housing Need target for Stafford Borough increasing from 358 dwellings per year to 749. This increase has resulted in a reduction of the 5-year land supply to 3.37 years, based on yearend date of 31 March 2025. Paragraph 11 of the NPPF applies which states:

6.2 Additionally, this means that policies in the Development Plan which relate to the supply of new market housing and which are more than 5 years old are out of date. As such the ‘tilted balance’ is engaged where the National Planning Policy Framework’s (hereafter referred to as the ‘Framework’) ‘presumption in favour of sustainable development’ is applied for decision taking as set out in paragraph 11 of the Framework, which states:

‘Plans and decisions should apply a presumption in favour of sustainable development...

...For decision-taking this means:

- c) *approving development proposals that accord with an up-date development plan without delay; or*

- d) *where there are no relevant development plan policies, or the policies which are most important for determining the application are out-of-date, granting permission unless:*
- i. *The application of policies in this Framework that protect areas or assets of particular importance provides a strong reason for refusing the development proposed; or*
 - ii. *Any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole, having particular regard to key policies for directing development to sustainable locations, making effective use of land, securing well-designed places and providing affordable homes, individually or in combination”*

- 6.3 Comment from the Council's Strategic Planning and Placemaking team is noted whom conclude that having assessed the application against paragraph 11 of the NPPF and the 5-year housing land position it is considered that planning consent should be granted, subject to other material considerations. However, it is considered that this assessment fails to acknowledge footnote 9 of paragraph 11 which is assessed below.
- 6.4 Footnote 7 states that the policies referred to within paragraph 11 (d) (i) are those which relate to habitats sites (and those sites listed in paragraph 194) and/or designated as SSSIs; land designated as green belt, local green space, a National Landscape, a National Park, or designed as heritage coast; irreplaceable habitats; designated heritage assets (and other heritage assets of archaeological interest; and areas at risk of flooding or coastal change.
- 6.5 Whilst the majority of these paragraphs are not considered to be of relevance in this case, it is acknowledged that the application site is within 5km of Aqualate Mere which forms part of the Midland Meres and Mosses phase II RAMSAR site. However, it is not considered that the proposed development would result in any likely effects upon that designated site.
- 6.6 Footnote 9 of section ii) of paragraph 11 of the NPPF specifically mentions paragraphs 66 and 84 of chapter 5 (Delivering a sufficient supply of homes); 91 of chapter 7 (Ensuring the vitality of town centres); 110 and 115 of chapter 9 (Promoting sustainable transport); 129 of chapter 11 (Making effective use of land); and 135 and 139 of chapter 12 (Achieving well-designed places).

- 6.7 In brief, paragraph 66, 84 and 91 are not relevant. The proposal is not a major scheme; with regard to Braintree v SoS, Greyread Limited, and Granville Developments Limited [2017] EWHC 2743 (Admin) it is not considered that this comprises an isolated site for the purposes of paragraph 84; and the scheme does not relate to main town centre uses. Paragraph 110 and 115 refer to the need for development to be in locations which are, or can be made, sustainable and where a genuine choice of transport modes can be offered. Paragraph 129 focuses on making efficient use of land through – in part – taking account of an areas prevailing character and setting, and securing well-designed, attractive and healthy places.

Paragraph 135 states the following:

‘Planning policies and decisions should ensure that developments:

- a) *Will function well and add to the overall quality of the area, not just for the short term but over the lifetime of the development;*
- b) *Are visually attractive as a result of good architecture, layout and appropriate and effective landscaping;*
- c) *Are sympathetic to local character and history, including the surrounding built environment and landscape setting, while not preventing or discouraging appropriate innovation or change (such as increased densities);*
- d) *Establish or maintain a strong sense of place, using the arrangement of streets, spaces, building types and materials to create attractive, welcoming and distinctive places to live, work and visit;*
- e) *Optimise the potential of the site to accommodate and sustain an appropriate amount and mix of development (including green and other public space) and support local facilities and transport networks; and*
- f) *Create places that are safe, inclusive and accessible and which promote health and well-being, with a high standard of amenity for existing and future users; and where crime and disorder, and the fear of crime, do not undermine the quality of life or community cohesion and resilience.’*

- 6.8 Paragraph 139 goes on to state ‘development that is not well designed should be refused, especially where it fails to reflect local design policies and government guidance on design as detailed within the National Design Guide’.

- 6.9 Applying the above paragraphs which are relevant in this case, the benefit of the proposed dwelling has been balanced against the need for secure sustainable travel, and a well-designed place when assessing the principle of development.

Sustainable travel and safe and suitable access

- 6.10 Paragraph 110 of the Framework states that significant development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering genuine choices of transport modes. Additionally, paragraph 115 states that sustainable transport modes should be prioritised taking account of the vision the site, the type of development and its location.
- 6.11 Policy T1 of the TPSB (Transport) seeks sustainable transport systems by (amongst other criteria) reducing the need to travel by private car by ensuring that, wherever possible, new development is located close to access points including bus stops, railway stations along public transport corridors, encouraging walking and cycling, and seeking to reduce the impact of traffic from new development on the road networks by ensuring that the generation of traffic is minimised through sustainable transport measures.
- 6.12 Neighbour representations concerning the proposals impact upon highway safety are noted.
- 6.13 In applying the above criteria, the thrust of the spatial strategy in the TPSB remains relevant for the purposes of steering new residential development for market housing in the Borough in a sustainable manner.
- 6.14 Sutton is located 3.1 miles from the centre of Newport (the nearest settlement located in the boundary for neighbouring authority Telford and Wrekin Council), and 11.8 miles from the centre of Stafford. There are no shops, schools, medical provision, or other day-to-day amenities, and no alternative modes of transport, with no bus routes or bus stops within proximity to the site. As such, future occupiers would be entirely dependent on the private car for access to all services, employment and education. Additionally, while Newport is the closest settlement it is not safely accessible on foot due to the unlit, narrow and rural nature of the A519 which is lacking in safe pedestrian infrastructure.
- 6.15 The site is therefore considered to represent an unsustainable location for new residential development, offering no choice in forms of transport, contrary to the overarching aims of national and local planning policy to promote sustainable patterns of growth and reduce reliance on the private car.

- 6.16 A planning statement has been submitted addressing concerns on sustainable location and references appeal APP/Y3425/A/12/2184621 for Sutton Sawmills, from 2013 which allowed two new dwellings off Fernhill Road in Sutton. However, there are notable differences with that appeal application and this proposal, one being that there was existing built form on the site which was being used for a depot for a tree surgery and a mini digger hire business. The inspector found that the existing use of the site gives rise to vehicle movements and that the proposal would not be too dissimilar to the vehicle movements of two dwellings. In this instance, the application site is currently vacant, with no vehicle movements to it aside from the occupants to Sutton Barns entering and leaving the site via the track. The Local Highway Authority raise concern over the safety of the site's access/track given the increase in vehicular movements that the proposal would create which is discussed further below.
- 6.17 Additionally, the inspector, in considering the above-mentioned appeal, noted that there are bus services which run through Sutton which provide a sustainable mode of transport to any future occupier to the site. There are no longer any bus services which run through Sutton to get to Newport or any other settlement. Furthermore, the inspector stated that the route to Newport is not particularly attractive for walking on a regular basis to access services because of the limited street lighting and footpath provision. It is also considered unrealistic to rely on occupiers to cycle to access services. It is therefore considered that this appeal decision does not set a precedent for this proposal given the key differences and policy changes over the intervening period, and that the application site is not considered to be sustainable or can be made sustainable.
- 6.18 In assessing the proposal, the Local Highway Authority have been consulted who raise an objection. As the proposal would utilise the existing access which serves 1-4 Sutton Barns, the Local Highway Authority consider that the proposed development would exacerbate the risk of conflict between vehicles, pedestrians and cyclists by reason of the lack of segregated facilities and partial street lighting and therefore is considered unsuitable to cater for additional development leading to an increase in the likelihood of danger to highway users particularly those considered vulnerable.
- 6.19 The Local Highway Authority also object to the proposal on the basis of the proposal not constituting sustainable development in that it is entirely reliant on the private car and does not enable future residents to reasonably choose sustainable modes of transport to access the site as required by national and local planning policies.

Conclusion

- 6.20 The proposal is therefore considered contrary to the aims set out in paragraphs 110 and 115 of the NPPF.

Well-designed places including heritage

- 6.21 In addition to the criteria set out in paragraph 135 of the NPPF, Policy N1 (design) of the Development Plan sets out design criteria including the requirement for design and layout to take account of residential amenity and local context and have high design standards.
- 6.22 Given the sensitive location for the proposed dwelling Policy N8 (Landscape Character) and Policy N9 (Historic Environment) are relevant. Policy N8 (Landscape Character) of the Development Plan states that new development should reinforce and respect the character of the settlement and the landscape setting, through the design and layout and Policy N9 (Historic Environment) states that development proposals will be expected to sustain and, where appropriate enhance the significance of heritage assets and their setting.
- 6.23 Sutton House Farm is a grade II listed 18th century farmhouse of red brick and tile construction set out over two storeys. To the east of the listed dwelling sits a range of former farm buildings which were converted into residential dwellings in the later part of the 20th century which are of traditional red brick and plain clay tile construction, likely early 19th century in date. Through sensitive conversion works, Sutton Barns retain a strong agrarian character. Due to its siting, the proposed dwelling would be viewed collectively with the listed Sutton House Farm and the curtilage listed converted barns. Neighbour representations concerning the proposals impact upon the character of the area in terms of both design and heritage are noted.
- 6.24 The proposed dwelling adopts a strikingly contemporary design, characterised by an irregular mix of materials including vertical timber cladding, extensive glazing, zinc/aluminium standing-seam dormers and exposed structural elements. Its appearance is defined by clean, sharp lines and a distinctly engineered aesthetic that differs from traditional rural forms.

- 6.25 The roofscape is particularly unconventional, combining both a gable end and hipped element; large, glazed panels; dormer windows; and low eaves that create a complex and atypical silhouette. This results in a visually busy composition that lacks the simplicity and coherence normally associated with rural domestic architecture. In contrast, the existing adjacent built development of brick and tile barns is a defined feature of the overall groupings of buildings locally and it is to these buildings that the proposed dwelling will be most closely related spatially and viewed against both locally and from a distance.
- 6.26 The Council's Design Advisor states that whilst in isolation there is much about the architectural design of the proposed dwelling that is appealing, when considered in its wider context, there is a worrying sense that due to aspects of the buildings siting, scale, form and materiality, that it would not be a sensitive enough response and/or sit comfortably enough within its context to currently be unreservedly supported. They go on to describe the adjacent ensemble of barns as generally set at right angles to each other and that in this manner it creates a distinctive morphology to the locality and its relationship to listed Sutton House and the wider context. It is further noted that the proposed dwelling sits at a slightly oblique angle to this arrangement, and in this manner just seems to erode the uniformity and cohesion of the overall grouping rather than complimenting it.
- 6.27 The Design Advisor states that the architectural characteristics of form and materiality of the existing nearby buildings also adds to the cohesive impression to the overall group, and while the rectangular plan, overall materiality and pitched roof configuration of the proposed design are considered to be relatively sympathetic and/or complimentary to these characteristics, the articulation of the various elements of the new dwelling actually makes it appear contextually very large and particularly dominated by its roof. It is also considered that the overall scale and massing of the proposed dwelling would likely render it as a relatively stand out feature within the wider group of buildings, and this could exert an eroding effect on the existing historic character and quality of Sutton House and Sutton Barns.

- 6.28 The Council's Conservation Officer has also objected to the proposal and concurs with the observations of the Design Advisor in that the proposal would erode the uniformity and cohesion of the overall grouping rather than complimenting it. The Conservation Officer goes on to state that the proposed dwelling would introduce a wholly alien architectural language into the setting characterised by traditional red brick, clay roof tiles, modest forms and the agricultural vernacular of the 19th century former farm buildings. It is considered that its broad massing, sharp contemporary geometry, extensive glazing, zinc/aluminium standing seam dormers, and large sliding doors represent a fundamental departure from the character.
- 6.29 The Conservation Officer also notes that other elements of the proposed development, including the 1.5 storey garage with accommodation to the first floor and the outdoor swimming pool are not considered characteristic of traditional agricultural groupings and would further harm the significance of the historic character of the surrounding area.
- 6.30 The Council's Conservation Officer concludes that the proposed dwelling, by virtue of its scale, massing, contemporary materials, and overall design approach, would appear as an intrusive and architecturally discordant addition within the immediate setting of the grade II listed farmstead. It fails to reflect the established character, hierarchy, and materiality of the historic group, resulting in cumulative less than substantial harm, to the degree of serious harm, to the significance of the listed building and its setting.

Conclusion

- 6.31 Overall, the building presents as a modern, highly articulated structure with prominent glazing, contrasting materials and an unusual arrangement of roof forms. Its bold contemporary styling gives it a visually assertive presence within the historic and rural surrounding landscape. The proposed development is therefore contrary to policies N1, N8, and N9 of The Plan for Stafford Borough and paragraphs 210(c), 213 and 215 of the National Planning Policy Framework. In addition, the proposals fail to satisfy Section 66(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990, which places particular emphasis on the desirability of preserving listed buildings and their setting.

7.0 Highways and car parking

Safe and Suitable Access

- 7.1 Paragraph 117 of the NPPF states (amongst other criteria) that developments should create places that are safe, secure and attractive – which minimise the scope for conflicts between pedestrians, cyclists and vehicles. Additionally, Policy T2 of the TPSB states (amongst other criteria) that to ensure that adequate parking is provided all new development must have a safe and adequate means of access, egress and internal circulation/turning arrangements for all modes of transport relevant to the proposal.
- 7.2 The proposed dwelling would utilise the existing access which is currently used by the occupiers of 1 to 4 Sutton Barns. Neighbour representations concerning highway safety are noted.
- 7.3 As noted above, the Local Highway Authority object to the proposal as they consider that the proposed development would exacerbate the risk of conflict between vehicles, pedestrians and cyclists by reason of the lack of segregated facilities and partial street lighting and therefore is considered unsuitable to cater for additional development leading to an increase in the likelihood of danger to highway users particularly those considered vulnerable.
- 7.4 The Local Highway Authority also highlight that the application does not include a construction management plan and therefore should planning permission be forthcoming, this is considered necessary due to the narrow width of Guild Lane which would be used to access the site. It was also requested by the Local Highway Authority that if planning permission is granted, a planning permission should be attached to ensure the first floor to the detached outbuilding remain ancillary to the proposed dwelling and is not let or sold in any circumstance.
- 7.5 The access is therefore not considered safe and suitable and is considered to result in an increased likelihood of danger to highway users, contrary to paragraphs

Car Parking Provision

- 7.6 The parking standards as per Appendix B of TPSB requires 2 parking spaces for a dwelling up to 3 bedrooms and 3 parking spaces for a dwelling of more than 3 bedrooms. The current national standards set out in Manual for Streets (MfS) require a car parking space be a minimum of 2.4m x 4.8m.

- 7.7 The proposed dwelling would have five bedrooms, with the master bedroom at first floor, and 3 further bedrooms at ground floor. The first floor also includes an office/study which could also be used as a bedroom. In addition, the first floor to the proposed two-storey garage would add a further bedroom.
- 7.8 The submitted site plan shows that the site would accommodate three parking spaces on the proposed driveway and two further spaces within the double garage (the ground floor of the detached outbuilding). It is therefore considered that the proposal meets the parking criteria set out in Appendix B of the TPSB and is therefore considered acceptable in this regard.

Conclusion

- 7.9 Whilst the proposal would meet the parking standards set out in Appendix B of The Plan for Stafford Borough, the proposed dwelling would increase the use of an existing access that the Local Highway Authority considers unsafe due to limited lighting and a lack of segregated pedestrian and cyclist facilities, increasing the likelihood of conflict and danger for highway users. As a result, the proposed access arrangements are not considered safe or suitable, contrary to Paragraph 117 of the National Planning Policy Framework and Policy T2 of The Plan for Stafford Borough.

8.0 Impact on residential amenity

Matter		Yes	No	N/A
Overlooking / loss of privacy	<i>Would the proposal achieve minimum (SPD guideline 2) 21m separation distances for direct outlook between principal windows</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Would the proposal result in unacceptable overlooking of neighbouring garden areas</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loss of outlook / daylight	<i>Would the proposal achieve minimum (SPD guideline 6b) 12m separation distances between principal windows and facing elevations of more than one storey with no principal windows – direct outlook</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<i>Would the proposal achieve minimum (SPD guideline 6c) 8m separation distances between principal windows and blank elevations – direct outlook</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<i>Would the proposal satisfy the (SPD appendix two) 45 degree rule between principal windows and blank elevations along a horizontal plane of outlook</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Would the proposal satisfy the (SPD appendix 3) 25 degree separation distances for light along a vertical plane of outlook</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Garden areas	<i>Would the resultant garden size meet (SPD guideline 3) minimum areas</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Matter		Yes	No	N/A
Noise / disturbance	<i>Would the proposal result in unacceptable noise and disturbance to neighbouring properties. If yes, are adequate mitigation measures proposed</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Are noise mitigation measures required to protect the occupiers of the proposed development</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lighting	<i>Would the proposal cause unacceptable light pollution / nuisance from external lighting</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ground contamination	<i>Does the proposal recommend appropriate mitigation measures for ground contamination within a landfill buffer</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<i>If no, can ground contamination be dealt with via a standard informative referring to Part C of the Building Regulations</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other matters:				

Observations

- 8.1 Paragraph 135 of the NPPF places emphasis on creating places with a high standard of amenity for both existing and future users and Policy N1 (e) of TPSB requires the design of development to have regard to the amenity of adjacent residential areas. Neighbour representations raising concerns over the proposals impact upon the amenity of nearby properties with regard to loss of privacy and outlook, together with noise, are noted.
- 8.2 The proposed dwelling, by virtue of its proximity and orientation towards the garden area to 1 Sutton Barns would introduce clear opportunities for direct overlooking from ground and first floor windows into this private amenity space. The limited separation distance combined with the alignment of the elevations, would give rise to an unacceptable loss of privacy and increased perception of overlooking for the existing occupiers to 1 Sutton Barns.
- 8.3 Due to the agrarian landscape of the surrounding area, the boundary treatment between each private garden area of Sutton Barns comprises of hedgerow which sits at a relatively low height. This harm is not considered to be easily mitigated by design amendments (re-orientation, window changes, boundary treatment changes).
- 8.4 As such, the proposal is considered to result in a materially harmful impact upon residential amenity, contrary to the aims of the National Planning Policy Framework specifically paragraph 135, and Policy N1 of The Plan for Stafford Borough.
- 8.5 Should permission be forthcoming, conditions can be attached as to ensure suitable delivery/working hours and external lighting, and to mitigate general construction disturbance as requested by the Council's Regulatory Services to minimise any harm upon the residential amenity of surrounding neighbours.

9.0 Ecology

Matter		Yes	No	N/A
Protected species	<i>If the proposal is likely to affect bats or their habitat can adequate mitigation measures be secured</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>If the proposal is likely to affect Great Crested Newts or their habitat can adequate mitigation measures be secured</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>If the proposal is likely to affect nesting birds is a standard informative required</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<i>If the proposal is likely to affect any other protected species or their habitat can adequate mitigation measures be secured</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Trees	<i>Is the proposal likely to affect any trees within or adjacent to the site</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>If yes, are the recommendations contained within the submitted tree survey / assessment adequate</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designated areas	<i>If the proposal is within the impact zone of a SAC, SSSI, or Ramsar site has a Habitat Regulations Assessment been completed</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>If yes, has the development been screened out</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>If not screened out, has the conclusion been agreed by Natural England</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other matters:				

Observations

- 9.1 Neighbour representations concerning the proposals impact about on-site ecology are noted.
- 9.2 The Council's Biodiversity Officer requests that three integral swift bricks should be implemented during construction, which is considered reasonable and could be secured via condition should planning permission be forthcoming. The Newt Officer (Nature Space) has confirmed that they are satisfied with the ecological report submitted with this application and recommend a compliance condition is used to secure the measures are complied with.
- 9.3 The submission is accompanied by an Arboricultural Impact Assessment which concludes that the proposal can be achieved with the removal of a group of ornamental bushes and an individual tree and that the retained trees can be adequately protected by erecting a fence at the distances quoted within Appendix 3 of the report. The report makes a series of recommendations that should be followed throughout the construction period.

- 9.4 The Council's Tree Officer has been consulted but has not provided comment. The site is not within a conservation area or subject to any tree protection orders and therefore it is considered acceptable to proceed without comment from the Tree Officer and, should permission be forthcoming, attach a condition ensuring that the recommendations of the Arboricultural Impact Assessment are complied with.

10.0 Biodiversity net gain (BNG)

	Yes	No
<i>Is the proposal exempt from the statutory BNG condition</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>If no, has a 10% gain been demonstrated</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Observations

- 10.1 The Biodiversity Officer states that insufficient information has been received with regards to BNG in that the only submission is a screenshot of the headline results that shows a red warning that trading rules have not been met, with a subsequent loss of biodiversity units.
- 10.2 As such, the proposal fails to demonstrate that a 10% net gain can be achieved, as mandated by the Environmental Act. In the absence of sufficient on-site habitat creation, enhancement, or off-site units to address this shortfall, the proposal does not meet the statutory BNG requirement.

11.0 Other matters

- 11.1 The Council's Regulatory Services have commented in respect to foul drainage and state that foul drainage shall be to the main public sewer unless it can be shown to the satisfaction of the Local Planning Authority that connection to a public sewer is not feasible.
- 11.2 This has been disputed by various neighbours, who state that no main sewer infrastructure exists in the locality. It is therefore considered reasonable and appropriate that should planning permission be forthcoming, details of the proposed drainage system should be submitted to, and approved by, the Local Planning Authority prior to the commencement of any works.
- 11.3 The application site is located within Flood Zone 1, as defined by the Environment Agency, and is therefore at low risk of fluvial flooding. As the development considered to constitute minor development within the lowest risk flood zone, no consultation with the Lead Local Flood Authority (LLFA) is required.

12.0 Conclusion and planning balance

- 12.1 This application seeks planning permission for a new dwelling together with a two-storey outbuilding comprising of a garage and ancillary accommodation, and a further outbuilding and swimming pool to the rear garden.
- 12.2 The tilted balance is engaged in this case due to Stafford Borough not having a 5-year housing land supply. The proposal, whilst making a very limited contribution to the delivery of housing in the Borough, would be located in an unsustainable location whereby occupiers would be wholly reliant on a private vehicle for accessing key services.
- 12.3 It is also considered that the proposal would not provide a safe and suitable access and would not constitute a well-designed place in respect to its harm to the rural and historic character of the surrounding area.
- 12.4 With regard to footnote 9 of paragraph 11 of the NPPF, it is considered that the adverse impacts of granting permission would significantly and demonstrably outweigh the benefits of the erection of a single dwelling house in this location.
- 12.5 Additionally, the proposal is considered to result in undue harm to the residential amenity of the occupiers to 1 Sutton Barns.
- 12.6 The proposal also fails to comply with the provisions of Biodiversity Net Gain, which is contrary to the statutory requirement for development to result in a 10% net gain of biodiversity. The development is therefore contrary to the Environmental Act 2021.

CONSULTATIONS

(Latest and relevant previous comments)

Consultee	Consulted	Date of latest comment	Comments (summarised)
SBC Forward Planning	<input checked="" type="checkbox"/>	18.09.2025	Having assessed the application against paragraph 11 of the NPPF and the 5 year housing land position it is considered that planning consent should be granted, subject to other material considerations.
SCC Highway Authority:	<input checked="" type="checkbox"/>	03.06.2025	Objection: The proposed development would exacerbate the risk of conflict between vehicles, pedestrians and cyclists thereby increasing the likelihood of danger to highway users. Unsustainable location.
SCC Public Rights of Way	<input type="checkbox"/>		
Ramblers Association	<input type="checkbox"/>		

Consultee	Consulted	Date of latest comment	Comments (summarised)
SBC Design Advisor:	<input checked="" type="checkbox"/>	July 25	The design of the proposed development is not sympathetic to the historic architectural character to the surrounding group of buildings in which it would be viewed within.
Cannock Chase Landscape Unit	<input type="checkbox"/>		
English Heritage	<input type="checkbox"/>		
SBC Conservation Officer	<input checked="" type="checkbox"/>	14.11.2025	Objection: The proposed dwelling, by virtue of its scale, massing, contemporary materials and overall design approach, would appear as an intrusive and architecturally discordant addition within the immediate setting of the grade II listed farmstead.
National Amenity Societies	<input type="checkbox"/>		
Canal and Rivers Trust	<input type="checkbox"/>		
SCC Archaeology	<input type="checkbox"/>		
SBC Environmental Health	<input checked="" type="checkbox"/>	30.05.2025	No objection subject to standard conditions
Environment Agency (Landfill)	<input type="checkbox"/>		
Environment Agency (Flood risk)	<input type="checkbox"/>		
SCC Lead Local Flood Authority	<input type="checkbox"/>		
Sow and Penk IDB	<input type="checkbox"/>		
Severn Trent Water	<input type="checkbox"/>		
Natural England	<input checked="" type="checkbox"/>	05.12.2025	No comment
SBC Biodiversity Officer	<input checked="" type="checkbox"/>	10.06.2025	3x integral swift bricks should be installed during construction under the eaves BNG 10% uplift has not been met
SBC Tree Officer	<input type="checkbox"/>		
District Newt Officer	<input checked="" type="checkbox"/>	27.05.2025	No objection subject to an informative
Staffordshire Wildlife Trust	<input type="checkbox"/>		
Health and Safety Executive	<input type="checkbox"/>		
National Grid	<input type="checkbox"/>		
Cadent	<input type="checkbox"/>		
Coal Authority	<input type="checkbox"/>		
Network Rail	<input type="checkbox"/>		
Staffordshire Fire and Rescue	<input type="checkbox"/>		
Staffordshire Police	<input type="checkbox"/>		
Other:			
Parish Council	<input type="checkbox"/>		
Adjacent Parish Council(s):	<input type="checkbox"/>		

Neighbours	
Number of representations received	Comments summarised
14 in objection	Impacts upon: <ul style="list-style-type: none"> - Sustainable location - Character and appearance of the area - The historic nature of the site and its locality - Residential amenity - Highway safety - Foul sewage - Trees
0 in support	-
0 neutral	-
<input type="checkbox"/> No neighbour representations received	

PUBLICITY

Site notice	
Yes	No
Expiry date: 24.06.2025 22.07.2025	<input type="checkbox"/>

Press advert	
Yes	No
Expiry date: 02.07.2025 23.07.2025	<input type="checkbox"/>

Recommendation

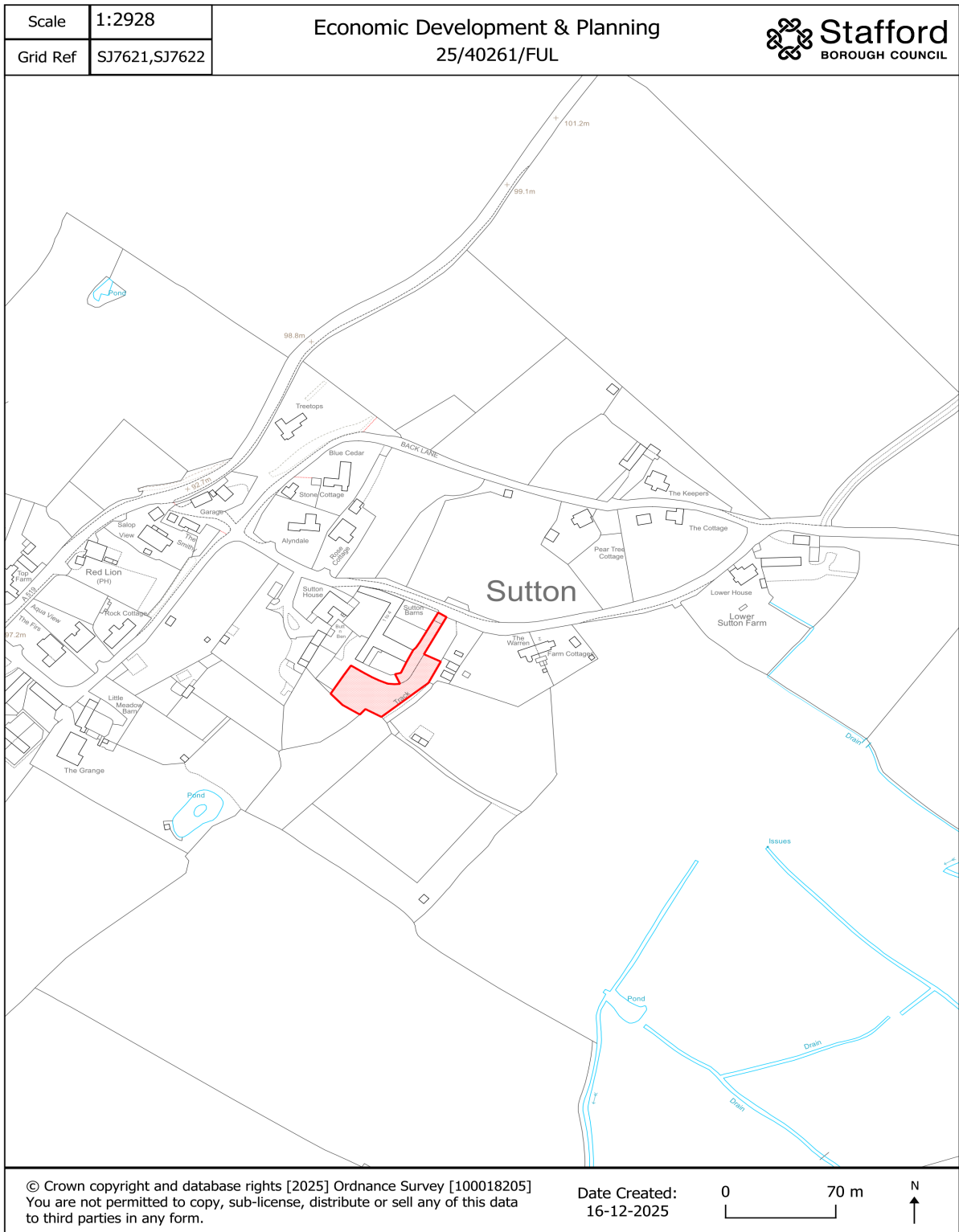
Refuse due to the following reasons:

1. The proposed development fails to demonstrate that a safe means of site access by sustainable modes of travel can be achieved. Consequently, the proposal would lead to an unacceptable increase in highway safety risks due to potential conflicts between pedestrians and vehicles. Furthermore, it has not been demonstrated that a safe and suitable means of access can be provided from Sutton Lane. The proposal therefore conflicts with policies T1 and T2 of the Plan for Stafford Borough, and paragraphs 110, 115, and 116 of the National Planning Policy Framework.
2. The proposed dwelling, by reason of its scale, massing, and contemporary design including the palette of external materials, would result in an intrusive and architecturally discordant feature within the immediate setting of the grade II listed Sutton House Farm and its curtilage listed converted barns. Furthermore, the design fails to reflect and sympathise with this historic grouping, resulting in harm to the significance of the listed buildings and their setting, which is not outweighed by any public benefit. The proposal is, therefore, contrary to policies N1, N8, and N9 of The Plan for Stafford Borough and paragraphs 210(c), 213, and 215 of the National Planning Policy Framework.

3. The proposed dwelling, by virtue of its close proximity and orientation facing towards the garden area of the neighbouring dwelling, 1 Sutton Barns, would result in an unacceptable level of overlooking and loss of privacy to the occupiers of that property. The proposal is therefore contrary to Policy N1 (e) of The Plan for Stafford Borough and paragraph 135 (f) of the National Planning Policy Framework.
4. Insufficient information has been submitted to demonstrate that the proposal would comply with the provisions of the Environment Act 2021 which requires a mandatory 10% biodiversity net gain.

Informative

1. In dealing with this application, Stafford Borough Council has considered, in a positive and proactive manner, whether the planning objections to this proposal could be satisfactorily resolved within the period for determining the application, having regard to the policies of the development plan, paragraph 39 of the National Planning Policy Framework 2024 and other material planning considerations, and in accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2015. However, for the reasons set out in this decision notice, the proposal is not considered to achieve an acceptable and sustainable development.

25/40261/FUL**Land Adjacent Sutton Barns****Sutton Lane****Sutton**

Application:	25/40892/FUL
Case Officer:	Hannah Cross
Date Registered:	16 July 2025
Target Decision Date:	10 September 2025
Extended To:	-
Address:	Shropshire Inn, Newport Road, Haughton, Stafford, Staffordshire, ST18 9JH
Ward:	Seighford and Church Eaton
Parish:	Haughton
Proposal:	Erection of new bungalow and detached double garage on former pub car park
Applicant:	Mr and Mrs S Blackley
Recommendation:	Approve, subject to conditions

REASON FOR DEFERRAL TO PLANNING COMMITTEE:

The application has been called-in to be determined at Planning Committee by Ward Councillor E Carter for the following reasons:

- Design in rural location
- Development outside the settlement boundary

1.0 CONTEXT

The Application Site

- 1.1 The site comprises a large car parking area which currently serves the Shropshire Inn public house in Haughton, and is accessed via the A518 Newport Road. The site spans the Haughton settlement boundary, with the public house building falling within the settlement of Haughton, and most of the car parking area located outside of the settlement.

Background

- 1.2 Permission was granted under 23/38459/FUL for the demolition of the public house and the erection of 2 x bungalows. This permission was subsequently amended under 24/39952/FUL to alter the layout of the dwelling at Plot 1 to include a utility room extension to the front of the dwelling. Furthermore a non-material amendment application has recently been approved to relocate the set of bi-fold doors to Plot 1 from the side to the rear of the dwelling.

Proposed Development

- 1.3 The proposal is for the erection of an additional bungalow and double garage on the site of the former pub car park. Plans also indicate associated alterations to the landscaping / parking areas to the dwellings already approved (Plots 1 and 2) to allow for the additional dwelling.

Planning policy framework

- 1.4 Section 38(6) of the 2004 Planning and Compulsory Purchase Act and section 70 of the Town and Country Planning Act 1990, as amended, require decisions to be made in accordance with the development plan unless material considerations indicate otherwise.
- 1.5 The Development Plan for the purposes of this application comprises The Plan for Stafford Borough 2011-2031 Parts 1 and 2 (TPSB).

OFFICER ASSESSMENT – KEY CONSIDERATIONS

2.0 PRINCIPLE OF DEVELOPMENT

Conflict with local development plan

- 2.1 Spatial Principle 3 (SP3) of The Plan for Stafford Borough sets out the settlement hierarchy for the Borough and directs the majority of future development towards the towns of Stafford and Stone and the defined Key Service Villages.
- 2.2 Spatial Principle 7 (SP7) establishes the settlement boundaries for the Sustainable Settlement Hierarchy defined in SP3. The application site falls outside of any of these settlements, and in policy terms is located in open countryside. Furthermore Policy E2 deals with Sustainable Rural Development and supports residential development outside of designated settlements provided this is in accordance with Policy C5.

- 2.3 Policy C5 (A), where development sits outside of the identified settlements, finds that proposals for new residential development will be required to meet the criteria in policy SP7 alongside three other criteria. These require demonstration that provision cannot be accommodated within the identified boundaries of settlements in the hierarchy; supported by a parish based local housing needs assessment and appraisal showing that it meets the defined needs, and that the development is of high quality reflecting local character.
- 2.4 The submitted information does not provide information on whether the development can be provided within the settlement boundary and is not supported by a parish based local housing needs assessment and appraisal showing that it meets the defined needs.
- 2.5 Accordingly, the proposed development would conflict with Policy SP3, Policy E2, Policy C5A and Policy SP7.

Housing land supply and the 'tilted balance'

- 2.6 Stafford Borough does not currently have a 5-year housing land supply and policies in The Plan for Stafford Borough (TPSB) which relate to the supply of new market housing are more than 5 years old. Consequently, these policies are not up to date and as such the 'tilted balance' is engaged where the National Planning Policy Framework's (hereafter referred to as the 'Framework') 'presumption in favour of sustainable development' is applied for decision taking as set out in paragraph 11 of the Framework.
- 2.7 Paragraph 11 states that where there are no relevant development plan policies, or the policies which are most important for determining the application are out-of-date, local planning authorities should grant permission unless:
- i. the application of policies in this Framework that protect areas or assets of particular importance provides a strong reason for refusing the development proposed; or
 - ii. any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole, having particular regard to key policies for directing development to sustainable locations, making effective use of land, securing well-designed places and providing affordable homes, individually or in combination.

- 2.8 In respect of directing development to sustainable locations, Paragraph 110 states that *significant development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes*. Paragraph 110 does however recognize that *opportunities to maximise sustainable transport solutions will vary between urban and rural areas, and this should be taken into account in both plan-making and decision-making*.
- 2.9 Furthermore Paragraph 115 states that sustainable transport modes should be prioritised taking account of the vision for the site, the type of development and its location.
- 2.10 In applying above criteria, the thrust of the spatial strategy in the TPSB remains relevant for the purposes of steering new residential development for market housing in the Borough in a sustainable manner.
- 2.11 The settlement of Haughton is identified as a Key Service Village within TPSB and is therefore considered a sustainable location.
- 2.12 The application site, although outside of the settlement boundary of Haughton, is within walking distance of this Key Service Village, where occupiers could access several services, and where regular bus services run between Telford and Stafford. Furthermore the site of the proposed new dwelling would be on a pub car park, which is considered to constitute 'previously developed land'.
- 2.13 The Strategic Planning and Placemaking team advise the principle of the development is acceptable in the context of the current 5 year housing land supply position, subject to other material considerations being satisfied.
- 2.14 The proposal would be sited in a sustainable location adjacent to a recognised settlement and would contribute to the current housing shortage in the Borough. Furthermore the principle of the development is acceptable subject to all other material considerations being satisfied.
- 2.15 The principle of development in this location is therefore considered to be acceptable subject to all other material considerations being satisfied, including:-
- Character, appearance and heritage
 - Residential amenity;
 - Highway safety and Car parking provision.
 - Natural Environment
 - Impact upon Cannock Chase SAC

Polices and Guidance:-

National Planning Policy Framework 2024 (NPPF)

Paragraphs 8, 11, 110, 115

The Plan for Stafford Borough 2011-2031 (TPSB)

Part 1 – Spatial Principle 1 (Presumption in Favour of Sustainable Development, Spatial Principle 3 (Sustainable Settlement Hierarchy), Spatial Principle 7 (Supporting the Location of New Development), Policy C5 Residential Proposals outside the Settlement Hierarchy

Part 2 – SB1 (Settlement Boundaries), SB2 Protected Social and Community Facilities

3.0 CHARACTER, APPEARANCE AND HERITAGE

- 3.1 Policy N1 of the TPSB sets out design criteria including the requirement for design and layout to take account of local context and to have high design standards which preserve and enhance the character of the area. Policy N9 requires development to respect, and where possible enhance the existing historic environment.
- 3.2 The surrounding area to the north and east of the site is characterised by residential development forming the settlement of Haughton. Residential dwellings in the area take various forms, sizes and external finishes. The land to the immediate south and west of the site is comprised of open fields/ countryside.
- 3.3 The proposed dwelling, as with the 2x bungalows already approved, is single storey in height and considered appropriate in terms of its scale in relation to its plot size and surrounding residential development. Its pitched roof form and the external materials (brick and tile) proposed are not considered out of keeping with the surrounding area, although it is recommended that the full details of external finishes be secured via condition.
- 3.4 Plans provide some indication of boundaries separating the plots, with hedgerows retained to the east and west boundaries of the site however full details of boundary treatments have not been provided. It is recommended a condition be attached to secure details of boundary treatments to ensure their satisfactory appearance.
- 3.5 Plans show areas of hard landscaping for the access, driveway and patio areas however external finishes of the hard surfaces have not been confirmed. As with the original permission which dealt with Plots 1 and 2, it is recommended the matter of hard and soft landscaping be covered by condition.

- 3.6 The Conservation Team have raised some concerns in relation to the impact of the proposal upon the setting of Grade II listed building Heysham Cottage which is located approximately 100m north west of the proposed dwelling, however states that the harm is considered minor on the scale of less than substantial harm.
- 3.7 No heritage concerns were raised in relation to the previous two dwellings approved at this site, and it is considered in the context of the extant approval the impact of the current proposal, which seeks one additional dwelling on the site of the former pub car park, would be negligible, and that any minor harm caused to the setting of the listed building is outweighed by the public benefit in terms of the proposal's contribution to housing supply.
- 3.8 In all subject to conditions it is considered the proposal will have an acceptable impact upon the character and appearance of the area.

Policies and Guidance:-

National Planning Policy Framework 2024 (NPPF)

Section 12 - Achieving well-designed places

The Plan for Stafford Borough 2011-2031 (TPSB)

N1 (Design) N9 (Historic Environment)

Supplementary Planning Document – Design (SPD)

4.0 RESIDENTIAL AMENITY

- 4.1 Criteria (e) of Policy N1 of the TPSB and the SPD require design and layout to take account of adjacent residential areas and existing activities.
- 4.2 Given the orientation and single storey nature of the proposed dwellings the development is not considered to result in harm to the amenities of neighbouring residential occupiers with regard to privacy, light or outlook. Nevertheless as with the scheme approved under 24/39952/FUL it is recommended conditions restricting roof additions/alterations, and first floor windows on the north east facing gable be attached in the interests of the privacy of neighbouring occupiers.
- 4.3 In terms of occupier amenity, each habitable room would benefit from at least one outlook and the garden areas proposed to all plots are considered adequate to comply with the guidance set out in the Council's SPD for 3 bed dwellings, which suggests an area of 65sqm per dwelling. Provision is made for bin storage as shown on plans.

- 4.4 The proposed detached garage would sit approx. 1.4m from the side facing window serving the open plan kitchen/diner at plot 1 and is considered to have an adverse impact on the outlook from this window. Nevertheless an amendment to the layout of plot 1 has recently been approved under 25/41402/AMN which allowed for the re-location of the originally proposed side facing bi-fold doors serving this room to the rear elevation of the dwelling. As such the occupiers will benefit from a set of large bi-fold doors to the rear which will allow for sufficient light and outlook to this room.
- 4.5 Given the proximity of neighbouring dwellings it is recommended conditions to restrict timings for working hours/deliveries during the construction phase of the development be attached.
- 4.6 In all the proposal subject to conditions is considered acceptable in terms of neighbour and occupier amenity.

Policies and Guidance:-

National Planning Policy Framework 2023 (NPPF)

Paragraph 135

The Plan for Stafford Borough 2011-2031 (TPSB)

N1 (Design)

Supplementary Planning Document – Design (SPD)

5.0 HIGHWAYS AND PARKING

- 5.1 Appendix B of the TPSB requires 2 car parking spaces to be provided within the site's curtilage for a dwelling with up to 3 bedrooms for residents and visitors. Therefore a total of 6x parking spaces are required.
- 5.2 The vehicular access would be via Newport Road and is as proposed previously under 24/39952/FUL. Plans show 4 x parking spaces to be provided for Plots 1 and 2 and a double garage alongside hard surfacing and turning head for Plot 3, providing at least 2 x parking spaces. The Highway Authority (HA) raise no objections to the proposal subject to conditions to ensure compliance with the proposed visibility splays, parking areas and the footway in front of Plot 2.
- 5.3 The proposal subject to conditions is considered acceptable in terms of parking and highway safety.

Policies and Guidance:-

National Planning Policy Framework 2023 (NPPF)

Paragraphs 115 and 116

The Plan for Stafford Borough 2011-2031 (TPSB)

Policies T1 (Transport), T2 (Parking and Manoeuvring Facilities), Appendix B – Car Parking Standards

6.0 THE NATURAL ENVIRONMENT

- 6.1 The site falls within a red impact zone for great crested newts however the District Newt Officer advises the proposal is unlikely to have an impact on crested newts and/or their habitats. An informative has however been requested to draw the applicant's attention to the relevant legislation surrounding newts alongside other recommendations.
- 6.2 In terms of biodiversity net gain, the Council's Ecology Officer advises that as a sealed surface the site has no ecological value and is therefore exempt from statutory biodiversity net gain requirements.
- 6.3 The Ecology Officer recommends habitat enhancement through the addition of 2 x swift bricks under the eaves of the new dwelling, which can be addressed via a condition.
- 6.4 It is noted existing hedgerows to the west and eastern boundaries are to be retained. No comments have been received from the Council's Tree Officer, however it is recommended a pre-commencement condition surrounding protective fencing be applied as per the original permission for plots 1 and 2 23/38459/FUL, given there are retained hedgerows shown on plans.

Policies and Guidance:-

National Planning Policy Framework 2024 (NPPF)

The Plan for Stafford Borough (TPSB) 2011-2031 N4 Green Infrastructure and the Natural Environment

7.0 CANNOCK CHASE SAC

- 7.1 Policies N1 and N6 of TPSB state that development which had a direct or indirect adverse impact upon the integrity of the Cannock Chase SAC, and the effects cannot be mitigated, will not be supported.

- 7.2 Policy N6 of TPSB sets out that any development leading to a net increase in dwellings within a 15km radius of the Cannock Chase Special Area of Conservation (SAC) will be deemed to have an adverse impact on the SAC unless or until satisfactorily avoidance and/or mitigation measures have been secured. The Council has adopted guidance acknowledging a 15km Zone of Influence and seeking financial contributions for the required mitigation from residential developments of 1 or more net units within the 0-15km zone. The proposal lies within the 15km zone of the Cannock Chase SAC and proposes 2 net dwellings, as such a financial contribution is required.
- 7.3 Under the provisions of the Conservation of Habitats and Species Regulations 2017, the Local Planning Authority as the competent authority, must have further consideration, beyond the above planning policy matters, to the impact of this development, in this case, due to the relative proximity, on the Cannock Chase SAC. Therefore, in accordance with Regulation 63 of the aforementioned Regulations, the Local Planning Authority has undertaken an Appropriate Assessment. The Council's Appropriate Assessment (AA) concludes that the mitigation measures identified within the Council's Development Plan will address any harm arising from this development to the SAC.
- 7.4 Natural England have no objections to the proposal subject to securing the financial contribution. The required financial contribution has since been made and the applicant has submitted a S111 agreement. Therefore it is considered sufficient mitigation has been provided in respect of the Cannock Chase SAC.

Policies and Guidance:-

The Plan for Stafford Borough (TPSB) 2011-2031 N6 (Cannock Chase Special Area of Conservation (SAC))

8.0 OTHER CONSULTATION RESPONSES

- 8.1 Neighbouring occupiers have raised a concern surrounding existing electric cables. This is not a matter that would warrant consideration as part of the current planning application and the requirements of the network provider would be a separate matter for the developer to consider.
- 8.2 The Parish Council's concerns surrounding development outside of the Haughton settlement boundary, and the acceptability of the proposal in relation to Paragraph 11 of the NPPF are addressed in the relevant sections of the report above.

CONCLUSION AND PLANNING BALANCE

The proposed dwelling, whilst sited outside of the Haughton settlement boundary, would be located in a sustainable location adjacent to the settlement, and subject to conditions it is not considered the proposal will result in harm to the appearance of the surrounding area or give rise to any significant residential amenity, heritage, ecology or highway safety concerns.

Furthermore the proposal would not result in any adverse impacts that would significantly and demonstrably outweigh the benefits in respect of the proposal's contribution to the Borough's housing supply, and the proposal is therefore considered acceptable in the context of Paragraph 11 of the NPPF.

It is recommended planning permission be granted subject to conditions.

CONSULTATIONS (comments summarised)

Parish Council:

The Parish Council resolved to object to the application on the following grounds:

The proposed development site is outside the established settlement boundary of Haughton. Para 2.25 of The Plan for Stafford Borough: Part 2 Adoption states that '...the principal function of a settlement boundary is to provide developers and the public with a clear indication of where development will and will not be acceptable. To this end, the settlement boundary indicates the precise development limit boundary, outside of which land is regarded as unsuitable for development (bar exceptions). The settlement boundary confers within it a general presumption in favour of proposals for development where it is consistent with other policies. Land allocated or considered acceptable in principle for development is included within the boundary.'

As such the proposed development fails to satisfy Policy C5 which requires development proposals to demonstrate that provision cannot be accommodated within the Settlement Hierarchy.

The Parish Council is particularly concerned that permitting the proposed application will establish a precedent for further development outside the settlement boundary of Haughton. The Parish Council accepts that there will be development on 'windfall' sites within the settlement boundary. To some extent the Parish Council considers the current proposal to fall within this category as the site of the proposed development is currently a tarmac car park that will be effectively landlocked following completion of the previously consented development for the site of The Shropshire public house.

However, the layout of the proposed development gives rise to concern that, should the current proposal gain consent, further applications will be received for development of the field to the south of the current proposed development. The siting of the third bungalow and detached garage (the subject of the current application) are such that there remains a pathway through the site to the field which would facilitate construction traffic and access to future development on the site.

In particular, the Parish Council notes that the proposed bungalow is sited in line with the previously-consented bungalows and that, significantly, the proposed double garage is now sited away from the hedgerow on the western side of the site, leaving a clear corridor through the site.

The Parish Council's concern regarding the potential for opportunistic development outside the southern settlement boundary of Haughton is based on previous experience of landowners attempting to gain consent for agricultural land that lies beyond the southern settlement boundary to be used for residential development. The Parish Council is concerned that residential development beyond the southern settlement boundary will result in a rash of small developments that will be problematic with regard to access to the local road network, connection of mains services, and access for amenity vehicles.

Small developments of fewer than a dozen dwellings will also fail to provide the affordable housing that is actually required not only in the village but more widely within the borough, or the specialist housing that is increasingly needed by an ageing population.

Additionally, development beyond the settlement boundary risks permanently losing highly productive agricultural land, long-established wildlife habitats and increasing the flood risk for neighbouring properties and the local road network. Further development beyond the south and west settlement boundaries could also be detrimental to the setting of heritage assets such as Heysham Cottage, the next property to the west of the proposed development site.

The Parish Council acknowledges that as Stafford Borough Council cannot demonstrate a 5 year housing land supply, including any appropriate buffer, the presumption in favour of sustainable development applies, as set out in paragraph 11d of the National Planning Policy Framework (NPPF).

However, it should be noted that the provisions of paragraph 11d of the NPPF does not give carte blanche for development.

Paragraph 11d states that plans and decisions should apply a presumption in favour of sustainable development unless:

- i. the application of policies in this Framework that protect areas or assets of particular importance provides a strong reason for refusing the development proposed; or

- ii. any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole, having particular regard to key policies for directing development to sustainable locations, making effective use of land, securing well-designed places and providing affordable homes, individually or in combination. (Emphasis added).

The Parish Council contends that establishing the principle of development beyond the settlement boundary of Haughton would result in adverse impacts which would significantly outweigh the benefits as such development would not make effective use of land, provide affordable homes or represent sustainable development envisioned by the NPPF when taken as a whole.

Further comments dated 17 December 2025 noting public notice in Staffordshire Newsletter and stating objection still stands.

Neighbours: 2 representations received, both noting concern with existing electric cables. One representation raises concerns surrounding the location of the development outside the Haughton Development Boundary.

Highway Authority:

There are no objections on Highway grounds to the proposed development subject to the following condition being included on any approval: -

Conditions

1. The development hereby permitted shall not be brought into use until the access and visibility splays shown on plan ref.2301/27/PL/14 have been provided. The visibility splay shall thereafter be kept free of all obstructions to visibility over a height of 600 mm above the adjacent carriageway level and retained as such for the lifetime of the development.
2. The development hereby permitted shall not be brought into use until the access, parking, servicing and turning areas have been provided in accordance with the approved plans.
3. The development hereby permitted shall not be brought into use until the access to the site within the limits of the public highway and the footway in front of property 2 as shown on drawing No 2301/27/PL/14 has been completed.

Informative:

Condition 3 requiring off-site highway works shall require a Permit to Dig and a Highway Works Agreement with Staffordshire County Council to install a new footway and re surface the existing access into the site. The applicant is therefore requested to contact Staffordshire County Council in respect of securing the Agreement. The link below provides a further link to a Works (Information Pack and an application form for the Works Agreement Please complete and send to the address indicated on the application form, which is Staffordshire County Council at Network Management Unit, Staffordshire Place 1, Wedgwood Building, Tipping Street, Stafford, Staffordshire ST16 2DH. (email to nmu@staffordshire.gov.uk) www.staffordshire.gov.uk/transport/staffshighways/licences

Conservation Team:

The impact on the setting of the listed building would amount to minor harm on the scale of less than substantial harm but could set a harmful precedent.

he site sits within the proximity of the Grade II listed Heysham Cottage, which is located approximately 300 ft north of the existing pub. The pub can clearly be seen in views from the cottage, but so can a ribbon of modern houses which are located closer to the site over the other side of the road from the pub, and also located at the ends of Steps Garden and Hawthorn Close

The site has already benefitted from the approval of the demolition of the existing pub and the erection of two bungalows under application 23/38459/FUL. The justification for this development was stated as being the impact of Covid upon the profitability of the pub, making it unfeasible to run and the lack of interest shown in the pub when marketed for sale. The development allowed for the owners to continue to reside in the village and added much needed housing stock to the borough and village.

It is noted however, that the approved development stayed within the settlement boundary of Haughton. It appears that the current proposal subject of this development does not stay within that boundary.

Whilst it is noted that the approved development is a bungalow scheme, suggesting that in views from Heysham Cottage, which benefits from hedges between the development site and its location, that the development will still be viewable from the cottage, the visible impact of an additional bungalow and garage will now be spread deeper within the site.

This will obviously spread development across a wider aspect in views from the cottage compared to the singular pub that exists currently. However, it is noted that the development over the other side of the road is actually two storey housing in form and also spreads its visibility width wise in views from the cottage.

Therefore in heritage terms the impact on the setting of the listed building would amount to minor harm on the scale of less than substantial harm. However, the approval of development outside the Haughton settlement boundary could set a harmful precedent for development on the land between the cottage and the application site, which currently also lies outside the settlement boundary.

Tree Officer : No response received

Biodiversity Officer:

The BNG Guy undertook a Preliminary Ecological Appraisal during July 2025. It should be noted that existing sealed surfaces such as tarmac or buildings are assigned a zero score in the statutory biodiversity metric, meaning that these surfaces are effectively exempted from the 10% net gain requirement.

As an enhancement for biodiversity, 2x swift bricks should be installed under the eaves, not facing south and preferably away from windows.

Strategic Planning and Placemaking team:

With reference to the above-mentioned application for 1 dwelling adjacent to the Haughton Key Service Village settlement boundary in the adopted Plan for Stafford Borough 2011-2031, I wish to submit the following observations.

National Planning Policy Framework (NPPF) was updated on the 12th December 2024. Following this update, a new standard methodology is now being used to calculate the local housing need.

This new methodology has resulted in the Local Housing Need target for Stafford Borough increasing from 358 dwellings per year to 749 dwellings per year. This increase has resulted in a reduction of the 5-year land supply to 3.37 years, based on year end data at 31 March 2025.

Due to the loss of 5-year land supply, paragraph 11 of the NPPF now applies alongside the adopted Plan for Stafford Borough 2011-2031, that being the presumption in favour of sustainable development for decision taking.

As a result this means that the first parts of Spatial Principle 7 from the adopted Plan for Stafford Borough 2011-2031 alongside Policy SB1 (detailed below) from Part 2 of the adopted Plan for Stafford Borough carry less weight in relation to new housing development, concerning settlement boundaries:

Policy SB1 Settlement Boundaries

Settlement Boundaries for the settlements listed in Policy SP3 are identified on the following inset maps:

Stafford, Stone, Eccleshall, Gnosall, Hixon, Great Haywood, Little Haywood / Colwich, Haughton, Weston, Woodseaves, Barlaston, Tittensor and Yarnfield

Nevertheless the adopted Plan for Stafford Borough's Spatial Principle 3 does set out the sustainable settlement hierarchy of Stafford, Stone and the Key Service Villages together with Spatial Principle 4 providing a spatial distribution of Stafford (70%), Stone (10%), Key Service Villages (12%), including Haughton, and rest of the Borough (8%). It should be noted that as at 31 March 2025 the actual distribution, taking account completions and commitments since 1 April 2011 is Stafford at 71%, Stone at 10.5%, Key Service Villages at 11% and the rest of the Borough at 7.5%. The provision of 1 additional dwelling at Haughton will not lead to a significant change to the spatial distribution as part of Spatial Principle 4.

It is important to note that Stafford Borough's adopted Plan policies, including the Borough's development strategy, must continue to be used for decision-taking in particular policies SP3, SP6, C5, N6 and elements of SP7 in order to deliver sustainable development related to the latest NPPF.

It should be noted that the site is located within the Cannock Chase Special Area of Conservation (SAC) 15km zone of influence, so as such a developer contribution based on 1 residential unit should be sought.

The proposed new housing development is classified as 'non-major' development at Haughton which is a Key Service Village. Having assessed this application against paragraph 11 of NPPF and the 5 year housing land position it is considered that planning consent should be granted, subject to other material considerations.

Natural England: No objection subject to securing appropriate mitigation re. Cannock Chase SAC

Regulatory Services: No response received

District Newt Officer:

I am satisfied that if this application was to be approved then it would be unlikely to have any impact upon great crested newts and/or their habitats.

The site is on hardstanding and whilst there are possible ponds within 250m there is little reason for great crested newts to be present on the site.

I recommend the use of the following informative as an entirely precautionary measure:

“There is a low risk that great crested newts (GCN) may be present at the application site. It is considered to be unreasonable to require the applicant to submit a survey because this could be considered disproportionate to the scale and the likely impacts of the development. However, the application site lies in the red impact zone as per the modelled district licence map, which indicates that there is highly suitable habitat for GCN within the area surrounding the application site. Therefore, anyone undertaking this development should be aware that GCN and their resting places are protected at all times by The Conservation of Habitats and Species Regulations 2017 (as amended) and the Wildlife and Countryside Act 1981 (as amended). Planning permission for development does not provide a defence against prosecution under this legislation or substitute the need to obtain a protected species licence if an offence is likely. If a GCN is discovered during site preparation, enabling or construction phases, then all works must stop until the advice of a professional/suitably qualified ecologist and Natural England is obtained, including the need for a licence.”

The following recommendations are also provided to further reduce the likelihood of impacts on this species:

- Any trenches left overnight should be covered or provided with ramps to prevent GCN from becoming trapped.
- Any building materials such as bricks, stone etc. should be stored on pallets to discourage GCN from using them as shelter.
- Any demolition materials should be stored in skips or similar containers rather than in piles on ground.

Regulatory Services: No response received

Site Notice Expiry: 18 December 2025

Newsletter Expiry: 24 December 2025

Relevant Planning History

25/41402/AMN - Non Material Amendment to 24/39952/FUL - Changes to layout of Plot 1 – Permitted 13 November 2025

24/39952/FUL - Variation of Condition 2 (plans) on application 23/38459/FUL- Permitted 13 January 2025

23/38459/FUL - Demolition of existing pub and associated outbuildings and the erection of two new bungalows and one detached double garage – Permitted 26 September 2024

Recommendation

The reasons for the Council's decision to approve the development subject to the above conditions are:

1. The development to which this permission relates must be begun not later than the expiration of three years beginning with the date on which this permission is granted.
2. The development shall be carried out in accordance with the following drawings, except where indicated otherwise by a condition attached to this consent, in which case the condition shall take precedence:-

Drawing No 2301/27/PL/14

Drawing No 2301/27/PL/16

Drawing No 2301/27/PL/17

3. Prior to the construction of any above ground works full details of the facing materials to the external walls and roofs of the dwelling and garage outbuilding shall be submitted to the Local Planning Authority for approval. The development shall be carried out in accordance with the approved details.
4. Prior to the commencement of any ground works and construction activity, including the delivery to site of any materials or equipment, details of the location and type of protective fencing around the retained hedges shall be submitted and agreed in writing with the local planning authority. The protective fencing shall be maintained throughout development until completion of all construction related activity.
5. 2x swift bricks shall be installed under the eaves of the dwelling at Plot 3, not facing south and away from windows. The swift bricks shall thereafter be retained for the life of the development.
6. The development hereby permitted shall not be brought into use until the access and visibility splays shown on plan ref.2301/27/PL/14 have been provided. The visibility splay shall thereafter be kept free of all obstructions to visibility over a height of 600 mm above the adjacent carriageway level and retained as such for the lifetime of the development.
7. The development hereby permitted shall not be brought into use until the access, parking, servicing and turning areas have been provided in accordance with the approved plans.

8. The development hereby permitted shall not be brought into use until the access to the site within the limits of the public highway and the footway in front of Plot 2 as shown on drawing No 2301/27/PL/14 has been completed.
9. All works, including demolition, site works, and construction shall only take place between the hours of 8.00 am and 6.00pm Monday to Friday; 8.00am to 2.00pm Saturdays and not at all on Sundays or bank holidays.
10. Deliveries to the site shall only take place between the hours of 8.00am and 6.00pm Monday to Friday; 8.00am to 2.00pm Saturdays and not at all on Sundays or bank holidays.
11. Notwithstanding any detail/description within the application documents, a detailed landscaping scheme shall be submitted to and approved by the Local Planning Authority to include hard and soft landscaping (including surfacing materials, a planting scheme to include planting specifications, boundary treatments and means of enclosure). The landscaping of the site shall be completed in accordance with the approved details within three months of the development first being brought into use.
12. Pursuant of the above condition, any plants, hedges or trees that are removed, die or become seriously damaged or diseased within a period of 5 years from the date of planting shall be replaced with others of similar size and species in the next planting season, unless the local planning authority gives written consent to any variation.
13. Notwithstanding the provisions of the (General Permitted Development) (England) Order 2015 (as amended) or any subsequent equivalent Order, no development within the provisions listed below shall be carried out without the prior written consent, by application, of the Local Planning Authority:
 - B - additions etc to the roof of a dwellinghouse
 - C - other alterations to the roof of a dwellinghouse
14. Notwithstanding the provisions of the (General Permitted Development) (England) Order 2015 (as amended) or any subsequent equivalent Order, no windows shall be installed above ground floor level in the north east gable of the dwelling at plot 3.

The reasons for the Council's decision to approve the development subject to the above conditions are:

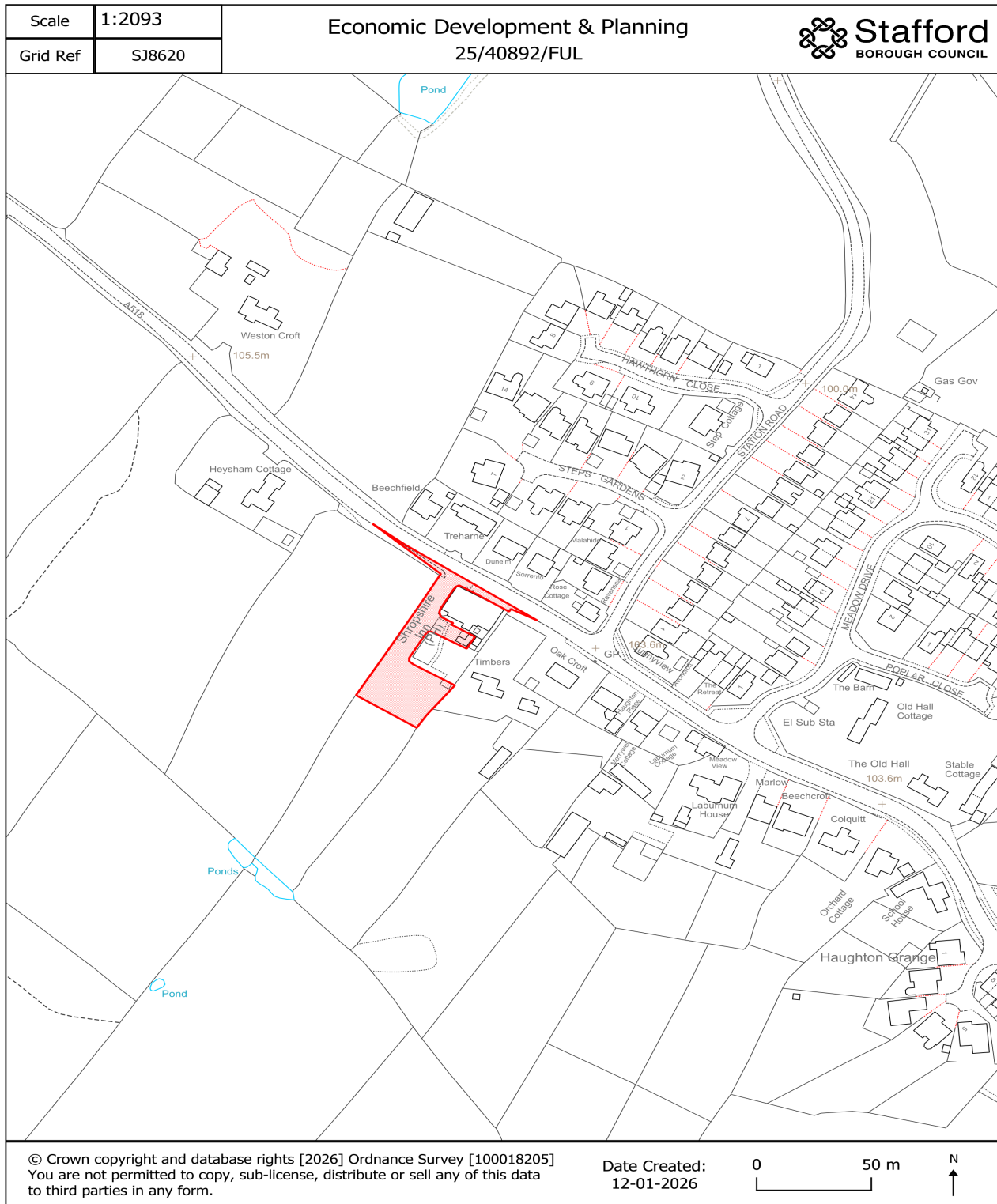
1. The development to which this permission relates must be begun not later than the expiration of three years beginning with the date on which this permission is granted.

2. To define the permission.
3. To ensure the satisfactory appearance of the development (Policy N1 of The Plan for Stafford Borough).
4. To ensure protection of retained hedgerows (Policy N4 of The Plan for Stafford Borough).
5. To enhance biodiversity provision at the site (Policy N4 of The Plan for Stafford Borough).
6. In the interests of highways safety (Policy T2 of The Plan for Stafford Borough).
7. In the interests of highways safety (Policy T2 of The Plan for Stafford Borough).
8. In the interests of highways safety (Policy T2 of The Plan for Stafford Borough).
9. To safeguard the amenities of neighbouring occupiers in the construction phase of development (Policy N1 of The Plan for Stafford Borough).
10. To safeguard the amenities of neighbouring occupiers in the construction phase of development (Policy N1 of The Plan for Stafford Borough).
11. To ensure the satisfactory appearance of the development (Policy N1 of The Plan for Stafford Borough).
12. To ensure the satisfactory appearance of the development (Policy N1 of The Plan for Stafford Borough).
13. To safeguard neighbouring occupiers from unacceptable overlooking and loss of privacy. (Policy N1 of the Plan for Stafford Borough).
14. To safeguard the occupiers of the development from unacceptable overlooking and loss of privacy. (Policy N1 of the Plan for Stafford Borough).

Informatives

1. In accordance with the requirements of Article 35 of the Town and Country Planning (Development Management Procedure) (England) (Order) 2015, as amended, and the National Planning Policy Framework 2024, the Council has worked in a positive and proactive way in determining the application and has granted planning permission.
2. The applicant's attention is drawn to the comments of the Staffordshire County Council Highways Department, and in particular the requirement for a Works Agreement, full comments are available to view on the following link:
www.staffordbc.gov.uk/planning-public-access

3. The applicant's attention is drawn to the comments and recommendations of the District Newt Officer (Nature Space UK), full comments are available to view on the following link: www.staffordbc.gov.uk/planning-public-access

25/40892/FUL**Shropshire Inn****Newport Road****Haughton**

Application:	24/39568/FUL
Case Officer:	Tom Cannon
Date Registered:	1 October 2024
Target Decision Date:	31 December 2024
Extended To:	12 December 2025
Address:	Land adjacent to The Lakehouse, Butt Lane, Ranton, Stafford, Staffordshire
Ward:	Seighford and Church Eaton
Parish:	Ranton
Proposal:	The change of use of land to site holiday accommodation, the erection of a single timber and steel framed holiday unit and associated access track, package sewage treatment plant and landscaping scheme
Applicant:	Mr Nick Walker
Recommendation:	Approve, subject to conditions and a legal agreement to secure a financial contribution towards the Cannock Chase SAC mitigation.

ADDENDUM REPORT TO 24/39568/FUL

This addendum report follows Committee's resolution to approve planning application 24/39568/FUL on 10 December 2025 with an additional condition to secure a Welcome Pack and a financial contribution towards mitigation measures for the Cannock Chase Special Area of Conservation (SAC).

The purpose of the report is not to reconsider the application but to provide clarification on two points within the previous officer report to 24/39568/FUL for matters of procedural correctness and transparency.

Matters for clarification:

- i. The inclusion of drawing 101749/WALKER/002/PL05 Revision 0 'Lakeside Lodge' (received 30/01/2025) in condition 2 as this was erroneously omitted in the officer report presented to committee on 10 December 2025.

The drawing has been displayed on the Council's website and also formed part of the officer's PowerPoint presentation to committee on 10 December 2025.

- ii. Reference in the previous report to a Unilateral Undertaking to secure a financial contribution towards mitigation measures for the Cannock Chase SAC.

The applicant has now paid the financial contribution towards mitigation measures for the Cannock Chase SAC through a Section 111 Agreement under the Local Government Act 1972 and as such has satisfied this obligation. This follows the Council's optional procedural mechanism to secure such financial contributions in this way.

Committee's agreement is therefore sought on the amendment to condition 2 with the inclusion of drawing 101749/WALKER/002/PL05 Revision 0 'Lakeside Lodge' (received 30/01/2025).

The additional condition recommended by Committee to secure a Welcome Pack and reason are also listed below for agreement:

Condition

Prior to the occupation of any of the holiday lodges, details of a 'Guest Welcome Pack' to make guests aware of potential dangers when travelling along the surrounding rural road network shall be submitted to and approved in writing by the Local Planning Authority. The approved Guest Welcome Pack shall thereafter be retained and provided for the occupiers of all of the holiday lodges.

Reason

To advise guests of the rural location of the site and the nature of the surrounding road network. (Policy E6 of The Plan for Stafford Borough).

Previous report heard before committee on 10 December 2025

Application:	24/39568/FUL
Case Officer:	Tom Cannon
Date Registered:	1 October 2024
Target Decision Date:	31 December 2024
Extended To:	12 December 2025
Address:	Land adjacent to The Lakehouse, Butt Lane, Ranton, Stafford, Staffordshire
Ward:	Seighford and Church Eaton
Parish:	Ranton
Proposal:	The change of use of land to site holiday accommodation, the erection of a single timber and steel framed holiday unit and associated access track, package sewage treatment plant and landscaping scheme
Applicant:	Mr Nick Walker
Recommendation:	Approve, subject to conditions and a legal agreement to secure a financial contribution towards the Cannock Chase SAC mitigation.

REASON FOR REFERRAL TO COMMITTEE

This application has been called-in to the Planning Committee by Councillor J T Rose (Ward Member for Seighford and Church Eaton) for the following reasons:

"Change of use potentially threatens the local community and atmosphere; Streetscene and highway issues related to new entrances to the site; and worries what permitted development will then allow the landowners to do on the site without further scrutiny"

CONTEXT

1. Site and surroundings

- 1.1 The application site comprises an area of primarily undeveloped land that is associated with the established Ranton Trout Fisheries business. The lake which forms part of the fisheries business is located to the west of the application site boundary, but the boundary does include the existing vehicular access, car parking and several buildings associated with the fisheries business.
- 1.2 The northern and eastern boundaries of the application site are bound by mature hedgerows with agricultural fields and Public Right of Way Ranton 13 (to the east) beyond. To the southern boundary of the site is 1.8m timber fencing, with Butt Lane beyond. An existing dwelling in C3(b) Use Class (by not more than 6 residents living together as a single household (including a household where care is provided for residents)), named Bullrush Cottage, is on the opposite side of Butt Lane to the south-east of the site. The west of the site is bound by the lake associated with the fisheries business and the Applicants home, The Lakehouse / Englands Hall, with its domestic curtilage, outbuildings, garaging and associated residential paraphernalia. The dwelling has been named Englands Hall for a long time but the new owner (the Applicant) has recently renamed it The Lakehouse.
- 1.3 A vehicular access, with gates, and an area of hardstanding are already present at the southern part of the site. There are 2 buildings sited adjacent to this area of hardstanding: a grounds maintenance machinery storage building and a storage and facilities building for the existing fisheries business. Further details of these buildings are provided within the planning history section of this report.
- 1.4 Several residential properties laid out in a linear form accessed from Brook Lane are sited to the west of the site, approximately 150m from the application site boundary.
- 1.5 The designations of the development include the following:
 - Red risk zone for Great Crested Newts;
 - Flood Zone 1;
 - Within 15km of Cannock Chase Special Area of Conservation (SAC); and
 - In the open countryside.
- 1.6 The application site itself does not lie within a Conservation Area, nor is it subject to any other formal designations. There are no heritage assets in the vicinity of the application site.

2. Background

- 2.1 It is understood that the current trout fishing pool was constructed in circa 2008, and its lawful use was confirmed via permission 11/16497/FUL in June 2012. In recent years it is understood that the fisheries business has been run as a relatively low-key operation and is currently rented to a private local fishing syndicate. The Applicant plans to revive the trout fisheries business alongside the proposed development.

3. Proposal

- 3.1 The application proposes the change of use of the land to a holiday accommodation use with the construction of the following 7 buildings:
- 1 x detached 2-bedroom lakeside holiday lodge with a Gross Internal Area of 106m²;
 - 3 x detached 2-bedroom holiday lodges with a Gross Internal Area of 65m²; and
 - 3 x detached 1-bedroom holiday lodges with a Gross Internal Area of 38m²;
- 3.2 Associated with this is the construction of an access track, package sewage treatment plant and landscaping.
- 3.3 It is intended that the holiday accommodation will complement the existing trout fisheries business on site, but it is not intended that all holiday guests must use the fisheries, or that fisheries customers must use the holiday lodges. It is anticipated there will be some overlap with customers using both the fisheries and the holiday accommodation, but this is not essential.
- 3.4 The area of existing hardstanding at the vehicular access to the site will be extended, formalised and laid out to provide 15 car parking spaces for fisheries and holiday lodge customers. Each lodge will also have its own car parking area to be used by guests and staff (on changeover days). The 2-bedroom lodges would have 2 parking spaces, with the 1-bedroom lodges having 1 space each.
- 3.5 An extensive amount of landscaping is also proposed with the intention of enhancing the site's natural landscaped context and provide guests with a pleasant environment to stay.

4. Legislative framework

- 4.1 Section 38 (6) of the Planning and Compulsory Purchase Act (2004) sets out that the determination of applications must be made in accordance with the development plan unless material considerations indicate otherwise.

- 4.2 The development plan comprises of The Plan for Stafford Borough Parts 1 and 2 2011-2031 (TPSB).

OFFICER ASSESSMENT – KEY CONSIDERATIONS

5. Principle of Development

- 5.1 The National Planning Policy Framework (NPPF), December 2024, sets out the Government's planning policies for England and how they should be applied. It advises the purpose of the planning system is to contribute to the achievement of sustainable development. Achieving sustainable development means the planning system has three overarching objectives (economic, social and environmental) which are interdependent and should be pursued in mutually supportive ways.
- 5.2 The NPPF advises in paragraph 88, that planning decisions should enable; a) the sustainable growth and expansion of all types of businesses in rural areas, both through conversion of existing buildings and well-designed new buildings; b) the development and diversification of agricultural and other land-based rural businesses, and c) sustainable rural tourism and leisure developments which respect the character of the countryside. Further stating, at paragraph 89, that planning decisions should recognise that sites to meet local business and community needs in rural areas may have to be found adjacent to or beyond existing settlements.
- 5.3 Paragraph 187 of the NPPF requires planning decisions to recognise the intrinsic character and beauty of the countryside.
- 5.4 Spatial Principle (SP) 3 of TPSB sets out the Borough's sustainable settlement hierarchy, the boundaries for which are defined in Policy SB1 insert maps. The site is in open countryside and outside any settlement boundary.
- 5.5 SP 6 states that priority will be given to supporting the rural sustainability of the Borough by protecting and enhancing its environmental assets and character whilst sustaining the social and economic fabric of its communities through promoting a sustainable rural economy.
- 5.6 SP 7 advises that development in the countryside will only be supported where it is consistent with national and local Green Belt policies, SP6 and E2, and does not conflict with environmental and nature conservation policies and provides suitable mitigation or compensatory measures to address any harm.
- 5.7 Policy E2 states that support will be given to the achievement of rural sustainability by encouraging (vii) facilities for tourism.

- 5.8 Policy E6 specifically seeks to promote opportunities for tourism in appropriate locations where it can be demonstrated through a business case that the use can be sustained in the long-term.
- 5.9 To this end, the Applicant has submitted a Business Plan. The submitted Business Plan identifies a local need for the facility and includes information on the following facets of the proposed business venture:
- Costings of the initial set up.
 - Expected occupancy rate.
 - Projected net profits after deducting overheads.
- 5.10 The submitted Business Plan shows that the business venture would be able to sustain a healthy profit 4 years after commencing works on site. After year 4 the income received from holiday lodge rentals will have covered the costs of the initial set up of the business, will cover the on-going costs and will deliver a profit. Officers do not dispute these findings.
- 5.11 The rental income proposed is based on comparable evidence from similar accommodation in Staffordshire and an annual average occupancy rate of 77%. Again, Officers do not dispute these figures given the comparable evidence and research within the Business Plan.
- 5.12 Whilst the settlement of Gnosall is within reasonable walking distance there are no pavements along the highway and given also that this road is relatively narrow and unlit it would not be an attractive proposition for most people. The NPPF acknowledges at paragraph 89 that sites to meet local business and community needs may have to be found beyond settlements and in locations not well served by public transport and in this instance, evidence has been provided through the Business Plan to demonstrate that accommodation at this site will meet local tourism needs and that the business can viably meet that need in the long-term.
- 5.13 The submitted Business Plan demonstrates that the financial viability of the proposed lodges can be sustained in the long term and accordingly the site could be an appropriate and sustainable location for the rural tourism proposal and would therefore comply with the advice at paragraph 88 of the NPPF and Policy E6 of TBSB, subject to assessment of all other material planning considerations. A condition is recommended restricting the use and length of stays at the units, to ensure that they are only occupied as holiday lets.

Polices and Guidance: -

National Planning Policy Framework

Sections 6 and 15

The Plan for Stafford Borough 2011-2031

SP3 (Sustainable Settlement Hierarchy)

SP6 (Supporting Rural Sustainability)

SP7 (Supporting the Location of New Development)

E2 (Sustainable Rural Development)

E6 (Tourism)

6. Character and Appearance of the area.

- 6.1 Policy N1 of TPSB sets out design criteria including the requirement for design and layout to take account of local context and have high design standards.
- 6.2 Policy N8 advises development proposals must be informed by, and be sympathetic to landscape character and quality, demonstrated through local site-specific assessments. Development should demonstrate that proposals with landscape and visual implications, should protect, conserve and, where appropriate, enhance:
 - a) The elements of the landscape that contribute to the local distinctiveness of the area (including heritage assets, cultural character and biodiversity);
 - b) Historic elements of the present-day landscape that contribute significantly to landscape character.
 - c) The setting and views of or from heritage assets
 - d) The locally distinctive pattern of landscape elements such as woodland, streams, hedgerows, trees, and field boundaries.
- 6.3 The NPPF further advises, in paragraph 131, the creation of high quality, beautiful, and sustainable buildings and places is fundamental to what the design process should achieve. Good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities.

- 6.4 The proposal seeks to provide seven holiday lodges on the site. Six of these will be relatively low-level structures (3.8m in height) with timber-clad walls and would be largely screened from public vantage points by established hedging, trees and fencing along the site boundaries. The proposed lakeside lodge is a larger structure, comprising of a single-storey building with a varied roof height (5.8m at its highest point). This adds architectural interest to the unit and allows further light into the main living and dining room space.
- 6.5 Whilst this central element of the lodge at 5.8m does have the potential to look incongruous in the rural landscape it is still relatively small compared to residential properties and agricultural buildings in the area which are typically over 7m in height. Furthermore, the lakeside lodge benefits from the same screening as the rest of the site as mentioned above and is located deep into the north-west corner of the site. Only glimpsed views of the building could be seen from Butt Lane (approximately 120m to the south) and the dwellings on Brook Lane (approximately 150m to the west).
- 6.6 Given that the landscape is characterised by detached residential dwellings and agricultural buildings it is judged that the proposal development would not have an adverse impact, in visual terms, on the character and appearance of the area. The lodges would therefore assimilate into the landscape character of the area where it is typical to see a series of detached buildings and structures associated with the existing residential and agricultural uses in the area. The extensive landscaping proposed will, in time, also help with this.
- 6.7 Landscaping conditions can be attached to ensure the extensive landscaping is delivered and maintained in perpetuity. With the imposition of this condition and a compliance condition requiring the development to be constructed in accordance with the submitted materials, Officers are satisfied that the scheme is appropriate in terms of its design, character and appearance and would not result in visual harm.

Policies and Guidance: -

National Planning Policy Framework

Section 12

The Plan for Stafford Borough 2011-2031

N1 (Design),

N8 (Landscape Character)

Supplementary Planning Document (SPD) - Design

7. Amenity

- 7.1 Policy N1 requires the design and layout of development to take account of noise and light implications and amenity of adjacent residential properties.
- 7.2 The NPPF advises, at paragraph 135, planning decisions should ensure that development creates places with a high standard of amenity for existing and future users.
- 7.3 The nearest residential property to the application site is The Lakehouse / Englands Hall, which is within the Applicant's ownership. They intend to manage the fisheries and holiday lodge business from this property. Within the submitted Business Plan the Applicants note that it is their intention to market the lodges for couples and typically those over 30. They are not planning to attract families or groups of young guests. Whilst it is impossible to limit exactly what age or type of guests will book to stay at the lodges it is an important consideration to note that the Applicants will be living near the lodges. It will therefore be in their own personal interest to ensure that guests behave appropriately and do not undertake any anti-social behaviour such as having parties, playing loud music or making noise at an inappropriate hour. Any such activities would affect the Applicant and their family more than any other resident in the area.
- 7.4 The proposed development does increase the potential for noise and disturbance over the current site conditions but aside from the Applicants home the other dwellings in the area are at least 100m away from the lodges. Officers are content that because of this distance and the nature of the business operation proposed there are no dwellings in the vicinity of the site that would be materially affected through noise and disturbance by the proposal. Other legislation also exists to ensure surrounding residents' amenity is protected from this type of use.
- 7.5 Concern has also been raised by residents in the surrounding area and the occupiers of Bullrush Cottage as to the impact the proposed development will have on this property. This property operates as a dwelling for up to 3 residents with an element of care provided by up to 3 individuals. Accordingly, it is defined as within Use Class C3(b). All uses that fall within Use Class C3 are judged to operate as dwellinghouses. Regardless of whether the property is Use Class C3(a), C3(b) or C3(c) it is ultimately a dwellinghouse and the impact of the proposed development has been assessed in this context. The fact that the property is within Use Class C3(b) does not, in the Officers view, have any potential to be any more materially impacted by the proposed development than a dwelling house and it has been assessed in this context.

Policies and Guidance: -

National Planning Policy Framework

Paragraph 135

The Plan for Stafford Borough 2011-2031

Policy N1 (Design)

Supplementary Planning Document (SPD) – Design

8. Access and Parking

- 8.1 Policy T2 states that all new development must have a safe and adequate means of access and internal circulation; not have unacceptable highway safety impacts and provide sufficient parking provision. Paragraph 115 of the NPPF confirms that planning decisions should provide safe and suitable access to the site for all users, with paragraph 116 stating that development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network, following mitigation, would be severe, taking into account all reasonable future scenarios.
- 8.2 Access to the proposed lodges will be gained via an existing access onto Butt Lane and would be shared with the users of the trout fisheries business. Internally the proposed development would provide an area of hardstanding immediately to the north of the access which would be divided into 15 car parking spaces and a bin storage area. This car park would be used by trout fisheries customers, staff and visitors to the holiday lodges.

Parking arrangements

- 8.3 Each lodge would have its own dedicated car parking spaces – 1 space for each 1-bed lodge and 2 spaces for the 2-bed lodges. This would accord with the Council's Parking Standards. A turning area would be provided at the end of the access track as well as 3 areas which could be used as a passing place/temporary setting down point for staff or customers visiting a lodge if its own dedicated space is occupied. The flexible arrangement for these areas is acceptable given that this is a private access track and will not form adopted highway, nor would their use result in any impact to the adopted highway or cause any highways safety issues.

- 8.4 The approved plans for the fisheries business (Ref:11/16497/FUL) provided 14 parking spaces. Although the central car park layout submitted with the current application only provides 15 spaces, an uplift of 1 space, the lodges would have their own dedicated parking. Therefore, this additional 1 space would be available for staff/visitor parking. The staff that would be cleaning the lodges could either park in one of the 3 passing place style spaces or within the lodge's own spaces, whichever is available at the time. Whilst the cleaning staff are cleaning a lodge; the units will be empty and their associated parking spaces available for the cleaning staff to use. This arrangement is confirmed within the submitted Site Management Plan. Given the transient nature of the holiday lodges and the potential movements of staff, visitors and trout fisheries customers it is judged that the combination of the 15-space central car park, the 11 spaces located outside of the lodges and the informal passing place areas in total provides an adequate level of car parking for all the different types of visitors to this site. It is very unlikely that at any given time every space would be in use and there should be no instances of people needing to park on the highway.

Access arrangements

- 8.5 Turning to the detail of the proposed access arrangements and impact of the additional vehicle movements associated with the proposed holiday lodges, the Highway Authority (HA) initially objected to the application on the basis that the proposal fails to provide safe and suitable access and lead to conflict between pedestrians and vehicles, due to there not being segregated facilities (i.e. footway) or street lighting on this rural lane.
- 8.6 In terms of the main access, it is acknowledged that the existing access has not been completed in accordance with the approved plans for the fisheries business (Ref: 11/16497/FUL), in that it is not 4.2m wide, the required visibility splays have not been provided, nor the access surfaced in a bound material for the first 6m back from the highway. In addition, gates have also been installed contrary to the original approval which confirmed that the access should remain ungated. Whilst this is regrettable, the current application which has been submitted by the new owner of the site provides the opportunity to improve the access arrangements.
- 8.7 The HA note that the existing visibility splays are very poor, and that splays of 215m in each direction would be required for access on Butt Lane, which is an unlit C Class Road with a speed limit of 60mph. Clearly splays of 215m in each direction would be impossible and the HA therefore recommended that the Applicant undertake speed surveys to determine the 85% quartile speed of passing traffic which could reduce the splay requirements if speeds are below 60mph or may increase splay requirements if speeds are above 60mph.

- 8.8 The results of the speed surveys demonstrated that the average recorded speeds on Butt Lane at between 25.4mph and 26.0mph were significantly lower than the 60mph limit on the road. Therefore, the visibility slays could be reduced as follows:
- 2.4m x 42.3m in the leading/northwestern traffic direction
 - 2.4m x 43.9m in the trailing/southeastern traffic directions
- 8.9 A plan has been submitted which shows that the visibility splays can be provided across land the applicant controls and/or the adjacent adopted highway, with the existing trees/vegetation to be removed and kept free of all obstructions within these visibility splays for the lifetime of the development. The delivery of the visibility splays can be secured in perpetuity through an appropriately worded planning condition, as part of any planning approval. The Applicant has already agreed to provide these visibility splays first, prior to any other works on site, including the removal of the existing vegetation. As a consequence, the HA raise no objections to the proposed visibility splays, subject to the afore mentioned condition.
- 8.10 The HA also raised concern with the Applicants intention to provide a gated access, but the applicant has amended the gate position and design to ensure an appropriate setback distance from Butt Lane. The gate has been positioned to allow a refuse vehicle to pull clear of the lane and a sliding gate is proposed to avoid conflict when opening/closing. The site access arrangements have been modified to ensure a refuse vehicle can pull clear of the lane and access the development without risk of conflict with other highway users on Butt Lane. Officers are therefore content that the Applicant has submitted appropriate evidence and made amendments to ensure that a safe and appropriate vehicular access is achieved to facilitate the proposed developments alongside the existing users that also use the access.

Vehicle, pedestrian and cyclist conflict

- 8.11 Despite accepting the revised access arrangements, the HA have raised concerns that the additional vehicle movements associated with the occupation of the holiday lodges would adversely impact on highway safety on Butt Lane, leading to conflict between vehicles and pedestrians. Following a 7-day traffic survey recording traffic flows, the average number of vehicles travelling along Butt Lane each day over the 7-day survey period is 82 vehicles (41 eastbound and 41 westbound). This indicates that existing traffic flows along Butt Lane are very low.

- 8.12 The likely vehicle movements associated with the operation of the 7 holiday lodges amount to a single outbound and inbound trip for each visiting day (i.e. 7, 2 way movements). Such limited vehicle movements will have no measurable or adverse impact on the local highway network. Indeed, 14 holiday lodge movements will be well within the day-to-day variation of existing vehicle movements on Butt Lane (confirmed to be between 48 and 115 recorded movements over the survey period), demonstrating this level of traffic will have no effect on highway safety on this corridor, or have an adverse impact on pedestrians and cyclists using this rural lane, where existing 85th percentile vehicle speeds have been recorded as being very low. Due to the modest scale of the proposed development, pedestrian/cyclist movements associated with the development are also likely to be low, further reducing the potential between pedestrians/cyclists and vehicular traffic. This is further evidenced by the absences of any recorded personal Injury Collisions recorded on Butt Lane in the last five years. Thus, it is concluded that based on the submitted evidence, existing conditions on Butt Lane and the minor increase in vehicle movements associated with the scheme, the proposal would not adversely impact on highway safety.
- 8.13 Whilst the HA continues to raise concerns in this regard, the evidence which has been provided (i.e. traffic surveys, very low traffic flows and the modest number of vehicle movements associated with the proposal) demonstrates that the proposal would not lead to a significant conflict between vehicles, pedestrians and cyclists. As such, it would not be reasonable to refuse the application on this basis, particularly given that paragraph 116 of the NPPF states that: *‘development should only be prevented or refused on highway grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network, following mitigation, would be severe, taking into account all reasonable scenarios’*.
- 8.14 Turning to construction works, officers are confident that the temporary impact of construction can be appropriately managed through the use of a Construction Management Plan which will build upon the already submitted Construction Management Plan and Traffic Management Plan and confirms that approximately 106 movements would be required for delivery materials and plant/machinery to undertake the groundwork and landscaping to get the site ready for the lodges. The lodges themselves would be delivered in 28 movements (4 movements for each lodge). The additional requirements can be secured through an appropriately worded planning condition, as part of any planning approval.

Sustainability/accessibility

- 8.15 The HA have raised concerns that the proposal does not constitute a sustainable development in that it is entirely reliant on the private car and does not enable future guests to reasonably choose sustainable modes of transport to access the site. This broad assertion relates to ‘accessibility’ rather than assessing sustainable

development 'in the round'. By definition, all rural tourist development will be in less accessible locations, where potential visitors will be largely reliant of the private motor vehicle to access such locations/nearby facilities/attractions. Indeed, the NPPF acknowledges at paragraph 89 that sites to meet local business and community needs may have to be found beyond settlements and in locations not well served by public transport and in this instance, evidence has been provided through the Business Plan to demonstrate that accommodation at this site will meet local tourism needs and that the business can viably meet that need in the long-term. Thus, it is considered that the proposal would provide sustainable rural tourist related development and is therefore acceptable.

Summary – Access and parking

- 8.16 Overall, notwithstanding the concerns raised by the HA, Officers are satisfied that, subject to the afore mentioned conditions, safe and suitable access can be provided, and the modest increase in vehicle movements associated with the development would not have an adverse impact on highway safety in Butt Lane. Appropriate parking facilities would also be provided. As such, it would accord with Policy T2 of the TPSB and paragraphs 115 and 116 of the NPPF.

Policies and Guidance: -

National Planning Policy Framework

Paragraphs 115 and 116

The Plan for Stafford Borough

T2 (Parking and Manoeuvring Facilities)

9. Ecology and Biodiversity

- 9.1 Policy N4 states that the natural environment will be protected and that new development where damage to the natural environment is unavoidable must provide appropriate mitigation. The policy further requires that natural habitats and species in the locality are protected.
- 9.2 Policy N1 requires development to retain significant biodiversity and landscaping features and create new biodiversity areas. To comply with the guidance contained within the Framework and the Council's biodiversity duty new development must demonstrate that it will not result in the loss of any biodiversity value of the site.
- 9.3 The Newt Officer has advised that the development falls within a red impact risk zone for Great Crested Newts (GCN). In the red impact zone, there is highly suitable habitat and a high likelihood of GCN presence. In this instance, however, due to the amount and type of built form proposed, the Newt Officer is satisfied that

any impacts will be minimised if the measures described in the submitted ecological report are followed. A planning condition can be used to secure this.

- 9.4 With respect to Biodiversity Net Gain (BNG) the current biodiversity value of the site is relatively low given it is primarily mowed grassland. The proposed development will introduce new wildflower planting and areas of the grassland that will not be mowed as often and can be more wild. These factors coupled with tree planting will result in an uplift in biodiversity of 42%, well above the 10% increase required by legislation. The measures required to secure the necessary 10% uplift in BNG can be secured by condition.
- 9.5 Finally, in relation to protected species the submitted ecological reports show that there are no issues in this regard, either with the existing site context or borne through the delivery of the proposed development. The Council's Biodiversity Officer concurs with this.

Policies and Guidance: -

National Planning Policy Framework

Section 15

The Plan for Stafford Borough

N1 (Design)

N2 (Climate Change)

N4 (The Natural Environment and Green Infrastructure)

N5 (Sites of European, National and Local Nature Conservation Importance)

10. Cannock Chase Special Area of Conservation (SAC)

- 10.1 Policy N6 states that development which has a direct or indirect adverse impact upon the integrity of the Cannock Chase SAC, and the effects cannot be mitigated, will not be supported. Policy N6 also sets out that any development leading to a net increase in dwellings within a 15km radius of the Cannock Chase Special Area of Conservation (SAC) will be deemed to have an adverse impact on the SAC unless or until satisfactorily avoidance and/or mitigation measures have been secured. The Council has adopted guidance acknowledging a 15km Zone of Influence and seeking financial contributions for the required mitigation from residential developments within the 0-15km zone. The proposal lies within the 15km buffer of the Cannock Chase SAC, as such a financial contribution is required.

- 10.2 Under the provisions of the Conservation of Habitats and Species Regulations 2017, the Local Planning Authority as the competent authority, must have further consideration, beyond the above planning policy matters, to the impact of this development, in this case, due to the relative proximity, on the Cannock Chase SAC. Therefore, in accordance with Regulation 63 of the Regulations, the Local Planning Authority has undertaken an Appropriate Assessment. The Council's Appropriate Assessment (AA) concludes that the mitigation measures identified within the Council's Development Plan for windfall housing sites, will address any harm arising from this development to the SAC. The financial contribution would be secured through a Unilateral Undertaking (UU).
- 10.3 It is acknowledged that the proposal seeks permission for 7 holiday lodges, however the 'Cannock Chase Special Area of Conservation Planning Evidence Base Review, Stage 2,' 12 July 2021 confirms that in terms of financial contribution one holiday lodge equates to one residential unit because the proposal is likely to have similar impacts in terms of recreational and visitor use as a dwelling house.
- 10.4 The Applicant has submitted a Business Plan that shows when fully operational the holiday lodges should have an average annual occupancy rate of 77%. This is comparable with similar holiday lodge developments. Accordingly, they have proposed to pay 77% of the required fee to mitigate against any potential impact to the Cannock Chase SAC. It would be unreasonable to pay the full fee given the units will only be occupied, on average, for 77% of the year. Officers concur with this approach which has also been accepted by Natural England. Accordingly, the Applicant has submitted the required Statement of Willingness. If Members are minded to approve this application, then the decision would be made subject to the completion of a UU to secure the necessary SAC mitigation payment. The development would then provide sufficient mitigation and avoidance measures to prevent an adverse combination effect on the integrity of the Cannock Chase SAC, in compliance with Policy N6 of TPSB.

Policies and Guidance:

National Planning Policy Framework

Paragraphs 179-182

The Plan for Stafford Borough (TPSB) 2011-2031

N6 (Cannock Chase Special Area of Conservation (SAC))

11. Conclusion and Planning Balance

- 11.1 The site is situated in the countryside, beyond any settlement boundary. A Business Plan has been submitted which demonstrates that the financial viability of the proposed development can be sustained in the long-term and the site is an appropriate location for rural tourism and would constitute a sustainable rural tourism development, despite concerns raised by the HA regarding accessibility. In addition, traffic surveys have been undertaken which confirm that the number and speed of vehicles on the surrounding highway network is low, and the vehicle movements associated with the use and occupation of the 7 holiday lodges would be moderate, ensuring that the proposal would not result in significant conflict between vehicles, pedestrians and cyclists, despite the continued concerns raised by the HA. Moreover, the proposal would not adversely affect the character and appearance of the area. There are no amenity or biodiversity concerns associated with the proposal. Thus, overall planning permission is recommended, subject to conditions.

12. Other Matters

- 12.1 In addition, the HA have raised concerns regarding several vehicular and pedestrian accesses within the Applicants ownership which lie outside the boundary of this planning application. The Applicant is aware of the concerns raised and is actively working with the County Council to rectify the issues that have been identified. Nevertheless, these accesses are not part of the decision-making process for this development. There is another existing access within the application site boundary, to the east of the main vehicular access, which the HA have raised concerns with. On the submitted plans it is not the Applicant's intention to change this access in any way, and it does not connect with the proposed internal access road.
- 12.2 Concerns have been raised by interested parties regarding potential flooding and foul/surface water disposal. The site lies in flood zone 1, land with a low flood risk. To ensure that surface and foul water is disposed of in an appropriate manner, a condition is recommended, requiring details of sustainable drainage systems for surface water and details of the proposed packet treatment facility for the disposal of foul water.
- 12.3 A public right of way (Footpath No.13 Ranton Parish) is situated adjacent to the site. An informative note will be attached to any decision notice, advising the applicant of the presence of the public right of way and that the granting of planning permission does not constitute authority for any interference with the public right of way.

CONSULTATIONS

(Latest comments summarised. All comments can be viewed on the Council's public access website)

Biodiversity Officer

Response dated 14 October 2025

No objections, the Ecological Survey did not find any significant protected species issues. The proposal provides the necessary Biodiversity Net Gain and the trading rules have therefore been met. Grassland enhancement work and the planting of 50 native trees, as set out in section 5 of the report, "Mitigation Measures" should be carried out as stated.

Environmental Protection Lead Officer

Response dated 7 October 2024

Foul drainage will be discharged to a packet treatment unit which should be conditioned. Clarification required as to whether the lodges will have mains water supply, have direct contact with the ground, or will they be constructed on a concrete base.

Highways Authority

Response dated 19 November 2025

The highway authority is satisfied that the visibility splays are acceptable, subject to a condition requiring that the approved visibility splays are provided before the commencement of development and kept free from any obstructions for the lifetime of the development.

Although the HA are satisfied with the proposed access arrangements, they still object to the application on the basis that the proposal would exacerbate the risk of conflict between vehicles/pedestrians and cyclists due to the design of the highway network with limited designated passing places within the highway and no street lighting, therefore unsuitable to cater for this proposed development leading to an increase in the likelihood of highway danger to highway users particularly those considered vulnerable. The HA also raise concerns that the proposal does not constitute sustainable development in that it is entirely reliant on the private car and does not enable future guests to reasonably choose sustainable modes of transport to access the site and therefore increases the likelihood of highway safety issues.

Natural England

Response dated 10 August 2025

No objection subject to securing appropriate mitigation

Newt Officer

Response dated 8 October 2024

No objection, subject to conditions ensuring that the development is implemented in accordance with the recommendations of the Ecological Appraisal and an informative note, advising the applicant of their obligations under the Conservation of Habitats and Species Regulations 2017 (as amended) and the Wildlife and Countryside Act 1981 (as amended).

Definitive Map and Spatial Information Officer

Response dated 3 October 2024

No objections. The Definitive Map of Public Rights of Way for Staffordshire show a public right of way (Footpath No.13 Ranton Parish) runs adjacent to the application site. An informative note should be attached to any decision notice, advising the applicant of the presence of the public right of way and that the granting of planning permission does not constitute authority for any interference with the public right of way and associated items - or its obstruction (temporary or permanent).

Ranton Parish Council

Response dated 17 November 2024

Objection

1. Highway Safety and Infrastructure:

Narrow lanes and flooding: The local roads are narrow, prone to flooding and debris (especially with runoff from fields), and difficult to navigate, especially when meeting oncoming traffic.

Limited Infrastructure: The local infrastructure is not equipped to handle additional vehicles or traffic, which would negatively impact the entire village. There are also no pedestrian walkways, making it dangerous for both vehicles and pedestrians.

2. Child Safety:

Children's Home concerns: The manager of a nearby children's home is concerned about the safety of vulnerable children due to the proposed development, citing the risk of noise, potential for absconders, and the difficulty of safeguarding in a rural area. There may also be long-term issues for the home with Ofsted registration relating to the potential of not being able to manage the risk associated with a near-by business attracting holiday makers to the area.

3. Tourism and Business Viability:

Lack of proven success: The development appears to depend on a 365-day operation, but it lacks evidence that the business is thriving or sustainable. There are concerns that the business is being presented as established when it is not.

Rural location concerns: The development is out of keeping with the rural area, which lacks amenities and requires car-based travel. There is also concern that the lodges could be used for permanent residency, despite the business model focusing on tourism.

4. Environmental and Social Impact:

Spoiling the environment: There are fears that the development will spoil the rural environment, especially with the addition of lighting around the pond and the potential for further expansion into neighbouring fields.

Risk of becoming a leisure complex: There is concern that the development could evolve into a larger leisure complex, which would escalate traffic, infrastructure strain, and environmental degradation.

Job creation and local employment: While the project claims to generate local employment, there is little evidence and detail on staffing, and concerns are raised about whether it would provide additional meaningful local jobs.

5. Regulatory and Planning Concerns:

Inadequate risk assessment: The development has not adequately addressed the risk assessments required for such a site, particularly for child safety and environmental impact along with safety concerns relating to the ponds themselves.

Unclear long-term vision: The application does not sufficiently address potential long-term issues, such as the risk of the site becoming permanently inhabited or expanding beyond the original scope.

Overall, the main concerns centre on the impact the development could have on local safety, infrastructure, the environment, and the rural character of the area, with a strong emphasis on the lack of proven success and sustainability of the business model.

Neighbours (28 consulted):

13 responses received raising the following objection:

- An unnecessary intrusion into this rural area.
- Isolated sporadic development unrelated to any existing settlement.

- Highways safety issues due to increased volume in traffic.
- Surrounding road network is not appropriate for the increase in traffic.
- The location and type of development is unsustainable.
- Negative impact on wildlife on biodiversity.
- Concerns that the development has already commenced on site prior permission being granted.
- No improvement to local tourism.
- Visual impact of the proposed development in the landscape.
- Increased light pollution from the proposal.
- Excessive noise from the proposal.
- Increased flood risk from the proposal.
- The existing fisheries business is defunct and therefore the proposed development should be regarded as a new venture.
- Negative impact on the security and safeguarding of children and young people.

3 responses received raising the following support:

- We are in complete support of the Lakehouse with trying to grow a countryside business, which in our opinion has no impact on the local environment and offers potentially jobs for the local youngsters.
- What is being planned is reasonable and not damaging to the village or the community.
- The increase in traffic on Butt Lane will be minimal and cannot be a factor of concern to the council.
- The development brings much-needed employment into a rural community.
- The sewage scheme is thoughtfully and environmentally planned to ensure that waste management is enhanced from the site.
- The landscaping is designed to reduce the potential for noise or light effects on surrounding properties.

PUBLICITY

Site Notice expiry date: 30 October 2024

RELEVANT PLANNING HISTORY

11/16497/FUL - Retention of fishing pool; office/store building – approved 25 June 2012

11/16498/FUL - Temporary Dwelling - refused 17 May 2012

21/35286/HOU - Proposed relocation of existing access – approved 12 April 2022

23/37445/FUL - The erection of a fishery storage and facilities building to be used in conjunction with Ranton Trout Fisheries Ltd - approved 5 December 2023

24/39348/FUL - The erection of grounds maintenance machinery storage building –
Approved 2 October 2024

RECOMMENDATION

Approve subject to the following conditions:

1. The development to which this permission relates must be begun not later than the expiration of three years beginning with the date on which this permission is granted.
2. The development authorised by this permission shall be carried out in complete accordance with the following drawings and specifications, except where indicated otherwise by a condition attached to this consent, in which case the condition shall take precedence:-

Drawing No 101749/WALKER/002/PL02 Rev 8 'Site Plan' (received 8 July 2025)

Drawing No 101749/WALKER/002/PL03 Rev 10 'Site Plan- landscaping' (received 6 November 2025)

Drawing No 101749/WALKER/002/PL01 Rev 4 'Location Plan' (received 30 January 2025)

Drawing No 101749/WALKER/002/PL05 Rev 4 'Proposed Access' (received 19 November 2025)

Drawing No 101749/WALKER/002/PL04 Rev 1 'Park Homes' (received 30 January 2025)

Statutory Biodiversity Metric (received 7 April 2025)

Ecological Survey by (Chris Seabridge and Associates Ltd) dated June 2024.

Highways Technical Note by SK Transport Planning dated 19 March 2025

Flood Risk Assessment dated August 2024

ZinCo - Green Roof Systems and Specification received 27 August 2024

Planning, Design and Access Statement received 27.08.2024

3. The development hereby approved shall be implemented strictly in accordance with the recommendations/measures stated in Section 7.1 of the supporting Ecological Appraisal (Chris Seabridge and Associates Ltd June 2024).

4. The external facing, roofing, decking, hard surfacing and fencing materials shall be constructed in accordance with the approved Site Plan, Landscaping Plan, Lakeside Lodge, Park Homes Plans, ZinCo - Green Roof Systems and Specification, and the Planning and Design and Access Statement referred to in condition 2, unless otherwise agreed in writing by the local planning authority.
5. Users of the holiday lets shall not stay for more than 28 days at any one time, and a register of all users shall be maintained by the applicant which must be available for inspection by the local planning authority on request.
6. The holiday lets hereby permitted shall not be occupied until precise details of the species, mix, plant supply sizes and numbers of all trees, shrubs and wildflower mix as shown on the approved soft landscaping plan Ref: 101749/WALKER/002/PL03 Rev 10 have been submitted to and agreed in writing by the local planning authority. The soft landscaping works shall be carried out as agreed in the first planting season following first occupation of the lodges/park homes or within 12 months of the commencement of development, whichever is sooner. Any planting, seeding or turfing which within a period of five years after implementation, is removed, dies or becomes seriously damaged or defected shall be replaced as soon as reasonably practicable with others of a similar species, size and number as originally agreed.
7. No development shall commence, including any demolition or site clearance works, until the approved access, visibility splays, driveway and parking and turning areas shown on approved Drawing Nos. 101749/WALKER/002/PL05 Rev 4, 101749/WALKER/002/PL03 Rev 10 and 101749/WALKER/002/PL02 Rev 8 have been provided. The approved visibility splays shall thereafter be maintained free from any obstruction for the lifetime of the development.
8. No external lighting shall be installed on site unless and until details of such lighting, including the intensity of illumination and predicted lighting contours, have been first submitted to, and approved in writing by the local planning authority. Any external lighting which is installed shall accord with the approved details.
9. No development shall commence until a detailed Construction Environmental Management Plan (CEMP) which builds on the Construction Management and Traffic Management Plan, has been submitted to and approved in writing by the local planning authority. The CEMP shall include:
 - timing of delivery of holiday lodges, and delivery hours for construction vehicles;
 - the hours of operation and delivery times;
 - the parking of vehicles of site operatives and visitors;

- loading and unloading of plant and materials;
 - storage of plant and materials used in constructing the development;
 - measures to control the emission of dust and dirt during the works;
 - a scheme for recycling/disposing of soil and waste resulting from the works.
10. No development shall commence until full details of both surface and foul water drainage, including the use of sustainable drainage systems (surface water) and the proposed packet treatment unit (foul) have been submitted to and approved in writing by the local planning authority. The approved surface and foul water schemes shall be completed prior to the first occupation of the holiday lodges.

The reasons for the Council's decision to approve the development subject to the above conditions are:

1. To comply with the requirements of Section 51 of the Planning and Compulsory Purchase Act 2004.
2. To define the permission.
3. To minimise the impacts of development on biodiversity. (Policy N4 of the Plan for Stafford Borough).
4. To ensure the satisfactory appearance of the development. (Policies N1 g and h of The Plan for Stafford Borough).
5. To ensure that the units are used for their intended purpose and are not occupied as permanent residential dwellings which would conflict with the sustainability objectives set out in the National Planning Policy Framework.
6. To ensure the satisfactory appearance of the development. (Policies N1 g and h of The Plan for Stafford Borough).
7. In the interests of the safety and convenience of users of the highway. (Policy T2 of The Plan for Stafford Borough).
8. In order to safeguard the visual amenities of the locality and to ensure the minimisation of light pollution and light spread. (Policy N1 (e) of the Plan for Stafford Borough).
9. In the interest of highway safety and to ensure that safe and suitable access to the site is provided during the construction phase. (Policy T2 of the Plan for Stafford Borough).

10. To ensure the provision of adequate drainage facilities and to prevent the pollution of any adjacent watercourses, wells and aquifers. (Policy N2 of The Plan for Stafford Borough).

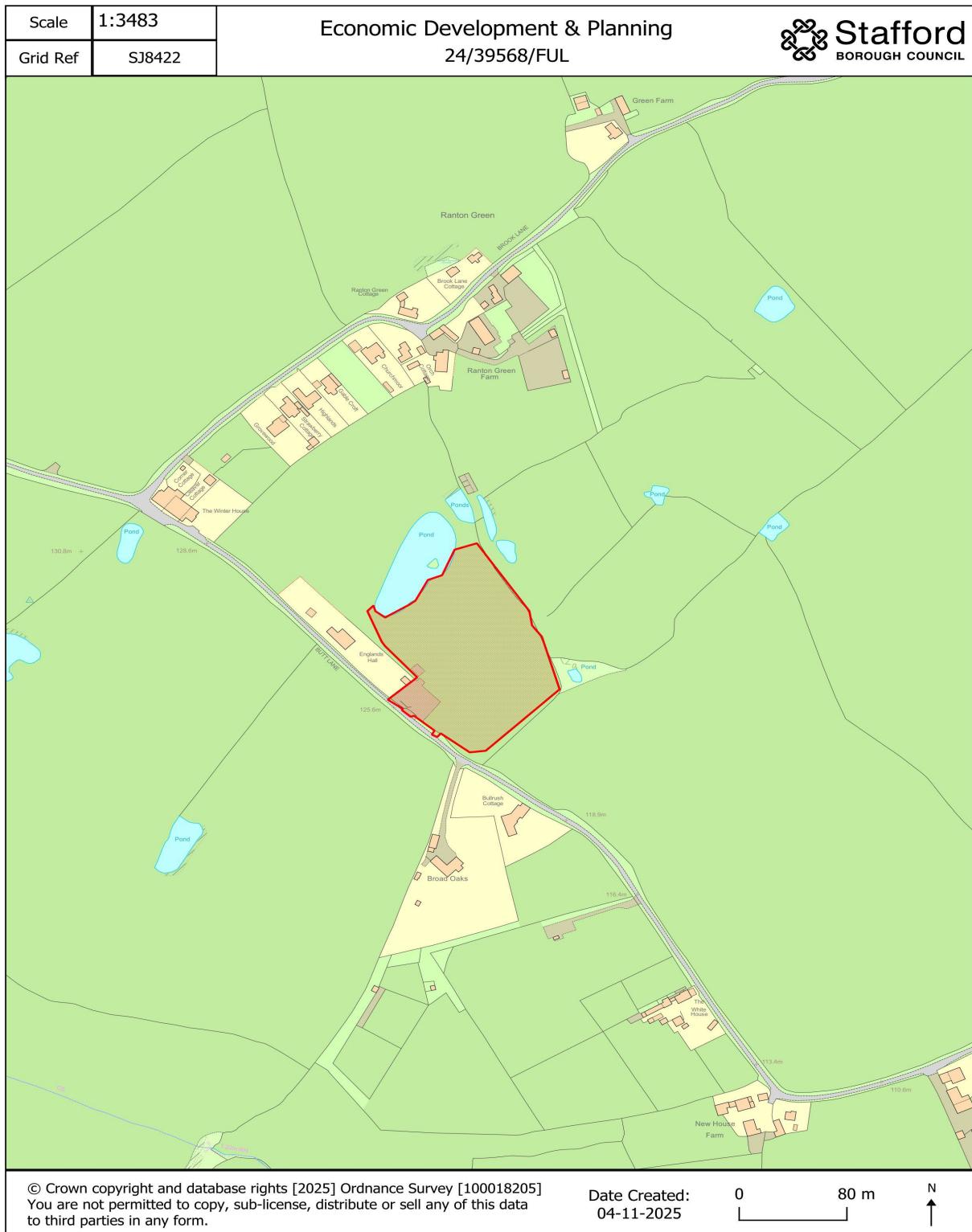
Informatives

1. In accordance with the requirements of Article 35 of the Town and Country Planning (Development Management Procedure) (England) (Order) 2015, as amended, and the National Planning Policy Framework 2024, the Council has worked in a positive and proactive way in determining the application and has granted planning permission.
2. The applicant is reminded that, under the Conservation of Habitats and Species Regulations 2017 (as amended) and the Wildlife and Countryside Act 1981 (as amended), it is an offence to (amongst other things): deliberately capture, disturb, injure, or kill great crested newts; damage or destroy a breeding or resting place; intentionally or recklessly obstruct access to a resting or sheltering place. Planning permission for a development does not provide a defence against prosecution under this legislation. Should great crested newts be found at any stage of the development works, then all works should cease, and a professional and/or suitably qualified and experienced ecologist (or Natural England) should be contacted for advice on any special precautions before continuing, including the need for a licence.
3. If the application were to be approved the vehicle access will be required to be surfaced in tarmac to an agricultural standard for its full width for a minimum depth of 10m. These works would require a permit to dig and a Highway Works Agreement with Staffordshire County Council. The applicant is requested to contact Staffordshire County Council for advice in order to secure the Agreement. The link below is to the Highway Works Information Pack including an application form. Please complete and send to the address indicated on the application form or email to highway.agreements@staffordshire.gov.uk. The applicant is advised to begin this process well in advance of any works taking place in order to meet any potential timescales.
www.staffordshire.gov.uk/Highways/highwayscontrol/HighwaysWorkAgreements.aspx

The applicant would also be required to obtain a retrospective vehicle access crossing for the residential access to the west which will require a permit from our Traffic and Network Management Unit. Please note that you require a Section 184 Notice of Approval and a permit to dig from Staffordshire County Council to replace the current granite setts within highway land with tarmac. Please complete and send to the address indicated on the application form, which is Staffordshire County Council at Traffic and Network Management Unit, Staffordshire Place 1, Tipping Street, Stafford, Staffordshire, ST16 2DH. (or email to trafficandnetwork@staffordshire.gov.uk) Vehicle access crossing (dropped kerb) - Staffordshire County Council.

The applicant is required to remove the two planters and post/sign currently located within highway land.

4. The Applicants attention is drawn to the comments of the Staffordshire County Council Definitive Map and Spatial Information Officer dated 3 October 2024

24/39568/FUL**Land Adjacent To The Lakehouse****Butt Lane****Ranton**

ITEM NO 6

ITEM NO 6

 PLANNING COMMITTEE - 28 JANUARY 2026

Ward Interest - Nil**Planning Appeals***Report of Head of Economic Development and Planning***Purpose of Report**

Notification of new appeals and consideration of appeal decisions. Copies of any decision letters are attached as an **APPENDIX**.

Notified Appeals

Application Reference	Location	Proposal
25/41092/ADV Delegated Refusal	Land North Of Beaconside Stafford Staffordshire	Bloor Homes and Fitchett Homes Sales Signage

Decided Appeals

Application Reference	Location	Proposal
24/39699/ADV Appeal Dismissed	139 Newport Road Stafford	6m x 3m digital portrait display

Previous Consideration

Nil

Background Papers

File available in the Development Management Section

Officer Contact

Sushil Birdi, Development and Policy Manager, 01543 464326



Appeal Decision

Site visit made on 24 November 2025

by **B Astley-Serougi BA(Hons) LLM MSc MRTPI**

an Inspector appointed by the Secretary of State

Decision date: 02 December 2025

Appeal Ref: APP/Y3425/Z/25/3373632

Top of the World Nightclub, 139 Newport Road, Stafford, Staffordshire ST16 2EZ

- The appeal is made under Regulation 17 of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 (as amended) against a refusal to grant express consent.
 - The appeal is made by Mr John O'Hara of Replyshort Ltd against the decision of Stafford Borough Council.
 - The application Ref is 24/39699/ADV.
 - The advertisement proposed is digital panel on night club wall.
-

Decision

1. The appeal is dismissed.

Preliminary Matters

2. In accordance with the Regulations and Planning Practice Guidance (PPG), I have considered matters of public safety and amenity only, taking account of any material factors. Whilst I have had regard to the policies and guidance that the Council consider to be relevant, these have not been decisive in my determination of this appeal.

Main Issues

3. The main issues are the effect of the proposal on a) public safety; and b) amenity with specific regard to the Stafford Conservation Area (the CA) and nearby listed buildings.

Reasons

Public Safety

4. The appeal site is located on the A518 (Newport Road), which carries a high volume of traffic. The appeal site is currently a nightclub and the surrounding area is generally commercial. Close to the appeal site is a signal-controlled pedestrian crossing which is near to a junction.
5. Paragraph 116 of the National Planning Policy Framework (the Framework) highlights that, amongst other things, development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety.
6. Additionally, PPG outlines that advertisements which are large and have frequent changes of the display are factors which may cause danger to road users. The digital panel would face oncoming traffic on Newport Road and would have an illuminance level of approximately 300cd/m².

7. In my judgement the digital panel would be relatively large in scale when considered in the context of the surrounding street scape and would be sited in a prominent location. It would display static images for approximately ten second slots. Thus, the appeal scheme would draw the eye, at a point when drivers are approaching a signalled controlled pedestrian crossing. Consequently, to my mind, the results of distraction would be more acute.
8. Whilst the appellant refers to the movement of vehicles on this part of the Newport Road to be relatively slow, it remains a significant road with notable levels of traffic. Consequently, to my mind, the introduction of the appeal scheme and resultant distraction would be harmful to public safety.
9. I do not know the full circumstances of the advertisement on the east facing wall of the appeal building and thus cannot be certain that it is wholly comparable to the appeal scheme before me. Moreover, each scheme is assessed on its own merits. Nevertheless, the existing advertisement is located further from the pedestrian crossing albeit close to the junction of Friars Road. However, the existence of another advertisement in a challenging location does not justify granting consent for the proposal subject of this appeal.
10. Although there might be examples of digital screens which form the backdrop to major traffic light junctions as well as complex pedestrian areas with multiple traffic lights and crossings, each case is determined on its own merits. Consequently, they would not justify development in the form of inappropriate advertisements.
11. Considering all the above, the appeal scheme would have an unacceptable effect on public safety. The Council has referred to Policy T2 of The Plan for Stafford Borough 2011-2031 (PSB). However, in my judgement this is not material to this matter given it pertains to parking and manoeuvring facilities.

Amenity

12. The surrounding area is mainly commercial in character with examples of small commercial advertisements on the fascia of properties with small hanging signage. A number of these are neither illuminated nor incorporate sequential movement of images.
13. The appeal site is adjacent to the CA which encompasses the town centre, with two early medieval churches, public houses, shops and civic buildings as well as Victoria Park, through which runs the River Sow. Its significance derives, in part, from its urban market town character and cohesive qualities with two or three storey terraced buildings dating to approximately the 17th, 18th, 19th and 20th centuries.
14. Several grade II listed buildings are nearby, notably the Chetwynd Centre formerly King Edwards VI School, the War Memorial at the Chetwynd Centre and the Gateways at the Chetwynd Centre (the listed buildings) which are located on the opposite side of Newport Road. The Chetwynd centre was once a grammar school dating from around 1860. The listed buildings include, amongst other things, red brick and red sandstone structures, banded plain tile roofs with crested ridge tiles and clustered ridge stacks with octagonal flues, a central gateway opposite the entrance to the assembly hall with two square piers with moulded caps and cornices as well as a pair of arch-top wrought iron gates. Notably, the War

Memorial is topped with a stepped obelisk with the school crest and sword on its front face.

15. Paragraph 141 of the Framework outlines that the quality and character of places can suffer when advertisements are poorly sited and designed.
16. The signage in the locality is, in my planning judgement, generally restrained with limited illumination. Given the prominent location proposed for the appeal scheme, the illumination, sequential images as well as its scale would, when considered in combination, draw attention to the digital panel and accentuate its significance particularly during the night-time.
17. Annex 2 of the Framework defines the setting of a heritage asset as '*The surroundings in which a heritage asset is experienced. Its extent is not fixed and may change as the asset and its surroundings evolve.*' Therefore, the physical proximity of the appeal site to the CA, does not determine whether the proposal would affect its overall setting.
18. Given all of the above, the appeal scheme would, in my planning judgement, be unacceptably harmful to the setting of the CA and the listed buildings insofar as they are material to the matter of amenity.
19. I acknowledge the existence of the advertisement on the east facing wall of the appeal building, however it remains that I do not have the full circumstances of the advertisement. Accordingly, I cannot be certain that it is wholly comparable to the appeal scheme before me. Notwithstanding this, there might be examples of advertisements that one may deem inappropriate or impinging on the setting of heritage assets. Even if this is the case, they are pre-existing and, if they are unacceptable, this would not justify further unacceptable development in the form of inappropriate advertisements
20. I note the appellant refers to the possibility of discussions regarding the size of the appeal scheme. However, it is not for the appeal procedure to advance proposals. This is best achieved through the submission of revised applications.
21. In conclusion, the appeal scheme would be unacceptably harmful to the amenity of the area and notably the setting of the CA and the listed buildings. Consequently, insofar as it is material to the main issue, the appeal scheme would conflict with the objectives of Policies N1 and N9 of the PSB which seek to ensure that developments do not have an adverse impact upon the amenity of the surrounding area and that advertisements sustain or enhance heritage assets including their setting.

Conclusion

22. The proposal would be harmful to public safety and amenity for the reasons I have set out and thus would be unacceptable under the aforementioned regulations. Therefore, for the reasons given above the appeal should be dismissed.

B Astley-Serougi

INSPECTOR

PLANNING COMMITTEE – PLANNING APPLICATION VALIDATION CRITERIA- 28
JANUARY 2026

Ward Interest - Nil

Draft Planning Application Validation Criteria

Report of Head of Development

Purpose of Report

To seek approval to adopt the updated version of the Validation criteria as set out in the **APPENDICES** having made amendments after the completion of an 8 week consultation period.

Recommendation

To adopt the updated validation criteria as set out in the **APPENDICES**.

1 Detail

- 1.1 Every Local Planning Authority must publish a local Validation Criteria that sets out the information requirements for planning applications.
- 1.2 The existing criteria was published in 2023 and there is a requirement to review and consult on any amendments.
- 1.3 A draft criteria was sent out for consultation for a period of 8 weeks. And feedback was received. Any further local or national legislation/policy changes will be updated as and when without further consultation.
- 1.4 Summary of amendments made are as follows:

National requirements:

- 14.6: Include link to Design Council guidance on D&A statements.
- 18.2.4: Include guidance on rights of way online maps relating to site plans.
- 21.2: Include reference to 'infrastructure' relating to levels.
- 23.1.1: Include reference to offsite ditches (5m) and watercourses (10m) relating to BNG.

Local requirements:

- Numbering changed according to other inclusions/omissions.

- New requirement – Active Travel England assessment toolkit.
- Delete requirement – Construction transport management plan:
 - More appropriately secured via pre-commencement condition.
- Delete requirement - Lighting assessment:
 - More appropriately secured via condition where considered to be necessary.
- Omit requirement – Design review:
 - More appropriate to consider on a case-by-case basis and led via pre-application discussions.
- Amendment - Great crested newt assessments:
 - To be required for all major application.
 - Include change of use of land and householders in exceptions.
 - Make reference to the need for a full assessment, statement, or entry into the District Licence Scheme.
 - Further clarity provided on what an assessment must include.
- Amendment - Land contamination assessment:
 - Remove reference to date of reports.
- Amendment - Landscape Visual Impact Assessment:
 - Amend links to guidance documents.

Guide to writing descriptions annexe:

- Delete reference to including size of site on outline applications.

1.5 Items that have not been updated/amended:

- The role of a 'Validation Officer' has not been defined in the validation criteria as this goes beyond the scope of what is required from applicants when submitting an application and there may be numerous other individuals involved in the validation of an application.
- References to the closure of public rights of way are not included as this would be dealt with under separate applications to the Council or Staffordshire County Council.

- Changes to / removal of acceptable dates/ages of surveys and assessments – relevant Officers have advised that up to date surveys and assessments (or addendum reports) would be required.

Items that have not been included as a new local requirement:

- Odour assessments - More appropriately secured via pre-commencement condition where considered to be necessary.
- Construction Environmental Management Plans – More appropriately secured via pre-commencement condition when necessary.
- Conditions surveys for listed buildings - Proposals involving listed buildings differ vastly and requirements are likely to be very specific to each case.
- Specific requirements for enabling development – Such proposals are likely to differ vastly and requirements will be very specific. Such applications are not common and almost certainly would involve pre-application discussions to include requirements of submission.
- Statement on impact to National Landscapes – This should form part of other supporting statements where a scheme may impact a National Landscape.

Previous Consideration

Nil

Background Papers

File available in Development

Contact Officer

Ed Handley Development Lead

01785 619326

Planning application validation guidance and local validation criteria

January 2025

Development Management

To be used for all planning applications

Annex 1: Description of development guide

Annex 2: Checklist for householder planning applications

Annex 3: Guidance for applications for listed building consent

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1 Introduction

- 1.1 Before we can consider your planning application, you need to provide us with forms, plans and other supporting information. The information that you need to provide depends on the type of application that you're making.
- 1.2 These validation criteria explain the information that we need for all applications (known as the national validation requirements) and the information that we ask for at Stafford Borough Council (known as the local validation requirements). Additional information is only requested if we really need it. The amount of information that we normally need depends on the scale of the proposal. Once we have all of the information, your application can be registered as valid and consideration of the application may begin.
- 1.3 The Plan for Stafford Borough 2011 - 2031 sets out the policy context for the local validation criteria.

2 Returning applications

- 2.1 If the information required for your application type is not submitted, we will not be able to validate and consider your application. If we receive your application and some information is missing, we will contact you.
- 2.2 Where any outstanding information is not submitted within the timescales requested your application will be returned.

3 Legislation

- 3.1 The following legislation is relevant to the validation of planning applications:
 - 3.1.1 The Town and Country Planning Act 1990 (as amended by the Planning and Compulsory Purchase Act 2004)
 - 3.1.2 The Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO)
- 3.2 The Regulation that we work to, when asking for further information is:
 - 3.2.1 Regulation 4 of the Town and Country Planning (Applications) Regulations 1988. This enables a Local Planning Authority to direct applicants to supply any further information, plans and drawings that are necessary to make a decision. Applications for outline consent are slightly different - for more information see section 9.
- 3.3 This includes providing any reasonable evidence to answer any queries.

- 3.4 If you are not happy with the information that we are asking for, you can challenge the request (details of how to appeal non-validation of an application are set out in the DMPO).

4 Policy

- 4.1 Each piece of information that we ask for is justified by national or local policy which explains why we are asking for that particular detail.
- 4.2 **These policies are for the validation of an application. Please note that further national and local policies may be relevant when considering a planning application.**

5 Pre-application discussions

- 5.1 The National Planning Policy Framework (NPPF) states that the Local Planning Authority have a key role to play in encouraging applicants (and their agents) to take advantage of the pre-application stage of the planning process.
- 5.2 If we can identify any potential issues with your application before it is submitted this can help to avoid delay in making a decision.
- 5.3 If you are thinking about submitting a planning application and would like some advice before you apply, please contact Development Support on 01785 619 327 or via email at planning@staffordbc.gov.uk.
- 5.4 More information on the Council's pre-application service can be found online at www.staffordbc.gov.uk/pre-application-advice.

6 How to use the validation criteria

- 6.1 If you are making a householder application for development within the curtilage of a dwellinghouse (things like an extension, conservatory, or outbuilding to a dwellinghouse) our quick guide for householders can be found in annex 2.
- 6.2 For other applications, you will need to make sure that you provide all of the information in the national requirements (see section 11). You then need to identify the additional information needed within the local requirements. The local requirements are listed alphabetically, but the column headed 'Types of application that require this information' will tell you whether your application type is included.

7 Photographs

- 7.1 Whilst photographs are not required for validation, providing photographs and a plan showing where the photographs were taken from and their direction can help us to spot anything on site that you might need to supply more information on.

8 Making an application valid

- 8.1 Where an application is registered as valid, this will be acknowledged in writing.
- 8.2 If we consider that the application is invalid, we will let you know what additional information we need.
- 8.3 All plans/drawings must contain a specific drawing number, revision where relevant, and title.
- 8.4 In order to save time in validating applications it would be helpful should all drawings submitted electronically or via the Planning Portal include the drawing number, revision, and title within the file name. For example, a file containing revision A of drawing '001' and showing proposed floor plans would have a file name which includes the text '001-A-proposedfloorplans'.
- 8.5 Please note that if the details shown on submitted plans are not consistent and we cannot reasonably assess the proposal, the application will not be registered as valid.
- 8.6 Please note that documents should not be submitted in draft format and all 'draft' annotations and watermarks should be removed before submission.
- 8.7 All major applications shall be supported by a document schedule which clearly lists all documents as well as their references (and revisions) which are submitted for consideration.

9 Guidance for outline applications

- 9.1 Applications for outline planning permission generally don't need to include details of any proposed 'reserved matters' unless the matters include access, appearance, landscaping, layout, or scale.
- 9.2 If we receive an application for outline planning permission but decide that the application should not be considered separately from all or any of the reserved matters, we must notify the applicant within one month from the receipt of the application that further details are needed.

- 9.3 Information must include:
- 9.3.1 Use - the use or uses proposed for the development and any distinct development zones within the site identified.
 - 9.3.2 The amount of development proposed for each use (for retail this should be the gross retail floorspace expressed as square metres).
 - 9.3.3 Indicative access points.
- 9.4 In addition, major applications for outline permission should also include a design and access statement.
- 9.5 Any application for outline consent which includes any other matters must include details which accord with the definition of such matters as set out within Part 1 Section 2 'Interpretation' of The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) or any subsequent legislation.
- 9.6 **Please note that an application for outline consent can only be submitted for the erection of a building(s). An application for outline consent can not be made for householder development.**

10 Guidance for applications made pursuant to s73 or s73a of the Town and Country Planning Act 1990

- 10.1 Any application made under section 73 or section 73a shall be made in writing on a form published by the Secretary of State (or a form to substantially the same effect).
- 10.2 Any amended plans or drawings should include annotations to clearly identify the amendments; revision bubbles/clouds are recommended.

11 Guidance for applications made pursuant to s96a of the Town and Country Planning Act 1990

- 11.1 Any application made under section 96a of the Town and Country Planning Act 1990 shall be made in writing on a form published by the Secretary of State (or a form to substantially the same effect).
- 11.2 The application shall be supported by any other plans, drawings, or information necessary to describe the subject of the application.
- 11.3 Any amended plans or drawings must include annotations to clearly identify the amendments; revision bubbles/clouds are recommended.

12 Guidance for applications for prior approval

- 12.1 Validation of applications for prior approval is determined in accordance with the requirements of the relevant Class within the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).

National requirements

13 Application forms

- 13.1 All planning applications need to be made using a standard application form. Each application type has its own standard form, which can be found on our website (which links to the Planning Portal) www.staffordbc.gov.uk/planning-application-forms.
- 13.2 Applications can be submitted electronically through the Planning Portal, via email to planningtechnicians@staffordbc.gov.uk, or as hard copy.

Description of development

- 13.3 The description of development provided within an application form should be accurate, clear, and precise; and identify the key parts of the proposed development which require planning permission and their location.
- 13.4 Where it is considered that a description does not accurately or concisely describe the proposed development, we reserve the right to seek an amendment prior to publicising the application.
- 13.5 Guidance on how to write a good description of development is set out in annex 1.

Ownership certificates

- 13.6 All applications for planning permission, except for approval of reserved matters, must include the appropriate certificate of ownership. The certificates are included in the standard application forms.
- 13.7 An ownership certificate provides certain details about the ownership of the application site and confirms that any appropriate notice has been served on any other owners (and agricultural tenants).
- 13.8 For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest, the unexpired term of which is not less than 7 years.
- 13.9 Please note that it is an offence to complete a false or misleading certificate, either knowingly or recklessly.

- 13.10 Certificate A (sole ownership and no agricultural tenants) should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.
- 13.11 Certificate B (shared ownership - all other owners and/or agricultural tenants known) should only be completed if the applicant is not the sole owner, or if there are agricultural tenants, and the applicant knows the names and addresses of all the other owners and/or agricultural tenants.
- 13.12 Certificate C (shared ownership - some other owners and/or agricultural tenants known) should only be only completed if the applicant does not own all of the land to which the application relates and does not know the name(s) and address(es) of all of the owners and/or agricultural tenants.
- 13.13 Certificate D (shared ownership - none of the other owners and/or agricultural tenants known) should only be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the other owners and/or agricultural tenants.

Notice

- 13.14 Where an application is for land that is not wholly owned by the applicant, it will be necessary to serve notice on any other owners of the application site and subsequently complete Certificate B (or on occasion Certificate C or D). Copies of notices can be found online at www.staffordbc.gov.uk/information-needed-for-a-planning-application

Agricultural holdings certificate

- 13.15 An agricultural holdings certificate is required whether or not the site includes an agricultural holding. It is included in the standard application forms.
- 13.16 All agricultural tenants must be notified prior to the submission of the application.
- 13.17 An agricultural holdings certificate is not required for applications for listed building consent.

14 Design and access statement

- 14.1 A design and access statement must accompany the following applications:

- 14.1.1 Applications for major development as defined in article 2 of the Town and Country Planning (Development management Procedure) (England) Order 2015 (as amended). For example, 10 houses or more, floorspace of 1,000sqm or more, or a site area of 1 hectare or more, where the application is for outline consent or full planning permission.
- 14.1.2 Applications for development in a conservation area, where the proposed development comprises:
- One or more dwellings; or
 - A building or buildings with a floor space of 100sqm or more.
- 14.1.3 Applications for listed building consent.
- 14.1.4 Major applications for the approval of reserved matters where appearance, layout, and/or scale have not been approved at outline stage.
- 14.2 A design and access statement is a concise report supporting a planning application that should 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. Design and access statements can enable the Local Planning Authority and third parties to better understand the analysis that has underpinned the design of a development proposal.
- 14.3 The level of detail in a design and access statement should be proportionate to the complexity of the application but should not be long.
- 14.4 For listed buildings, the statement should address the following elements.
- 14.4.1 The special architectural and historic interest of the building
- 14.4.2 The particular physical features of the building that justify its designation as a listed building.
- 14.4.3 The setting of the building(s).
- 14.5 The legislative requirements are set out in Regulation 3A of the Planning (Listed Buildings and Conservation Areas) Regulations 1990.
- 14.6 It may help to review Design Council/CABE guidance document Design and Access Statements: How to write, read and use them (www.designcouncil.org.uk/fileadmin/uploads/dc/Documents/design-and-access-statements.pdf)
-

15 Fee

- 15.1 An application cannot be made valid without the correct fee.
- 15.2 Fees are set nationally and vary depending on the type and size of the application. The full list of charges can be found online at www.ecab.planningportal.co.uk/uploads/english_application_fees.pdf
- 15.3 Fees can be paid in the following different ways:
 - 15.3.1 Over the phone – 01785 619337
 - 15.3.2 By cheque payable to 'Stafford Borough Council'
 - 15.3.3 BACS payment to Stafford Borough Council. BACS details are available on request and a relevant reference should be given.
- 15.4 Please note, if your application is approved subject to conditions which require the submission of additional details a further application to discharge these conditions, which will incur a fee, will need to be submitted.

16 Plans

- 16.1 Drawing numbers, revision numbers, and an appropriate name must be provided for each plan.
- 16.2 Plans sent electronically must be submitted as a PDF document to enable electronic measurement of plans.
- 16.3 We cannot accept "do not scale" on any plans and if this is present you will be asked for it to be removed before the application can be validated.
- 16.4 All plans must include a scale bar.
- 16.5 Plans need to show the right amount of detail and should therefore be drawn to a suitable scale. Recommended scales are 1:1, 1:2, 1:5, 1:10, 1:20, 1:50, 1:100, 1:200, 1:500, 1:1000, 1:1250, and 1:2500; suggested scales are noted below for each type of plan.

17 Location plan

- 17.1 All applications must include a location plan based on an up to date map. The proposed development should not be included on a location plan.
- 17.2 The scale should typically be 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A3 or A4 size paper. Very occasionally we might need a different scale plan but we will let you know if this is the case.

- 17.3 A location plan must identify sufficient roads and/or building on land adjoining the application site to ensure that the exact location is clear. Generally a location plan should show at least two named roads and surrounding buildings should be named or numbered.
- 17.4 In most cases the application site should be edged clearly with a single solid red line. The red line must 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.
- 17.5 A blue line must be drawn around any other land owned by the applicant, close to or adjoining the application site.
- 17.6 If the location plan that you provide uses an Ordnance Survey map base, the plan must include your Ordnance Survey copyright licence. Please note we are unable to accept HM Land Registry Plans due to copyright.

18 Site plan

- 18.1 A site plan should be drawn to a suitable scale, typically 1:100, 1:200 or 1:500 are appropriate.
- 18.2 Site plans must include the following elements where relevant.
- 18.2.1 The direction of north.
- 18.2.2 The proposed development in relation to all of the site boundaries as well as all other existing buildings on the site (including where a building is to be demolished).
- 18.2.3 The position of all buildings, roads, and footpaths on land adjoining the site, including access arrangements.
- 18.2.4 All public rights of way crossing or adjoining the site (including footpaths, bridleways, restricted byway or byway open to all traffic). Rights of way in Staffordshire may be seen on Staffordshire County Council's online web map at (www.staffordshire.gov.uk/environment/RightsOfWay/Footpaths-bridleways.aspx for more information). The online map is a working copy of the Definitive Map which is a legal document and the inclusion of a right of way is conclusive evidence of the existence of that right of way, whatever its physical state may be.

- 18.2.5 The position of all trees and hedgerows on the site, and those on adjacent land that could influence, or be affected by, the development.
- 18.2.6 The extent and type of any hard surfacing.
- 18.2.7 Details (type and height) of all boundary treatments (walls, fences, railings, hedges, landscaping) and where this is existing or proposed.
- 18.2.8 All car parking provision should be shown if there are any changes proposed or required in support of the proposed development. Details of local parking standards can be found within The Plan for Stafford Borough at appendix B.

For further information on applying to divert a footpath please use this link www.staffordshire.gov.uk/environment/RightsofWay/Legal/Advice-for-Applicants-wanting-to-submit-a-Public-Path-Diversion-Order.aspx

19 Existing and proposed elevations

- 19.1 Elevation drawings should be drawn to a suitable scale, typically 1:50 or 1:100.
- 19.2 All sides of the proposed development must be shown. Blank (featureless) elevations must also be shown.
- 19.3 They must clearly show the proposed works in relation to what is already there. Elevation drawings must include the full elevation of any existing building to be altered or extended.
- 19.4 The property boundary must be shown clearly where the property or the proposed development attaches to another house or building not within the boundary.
- 19.5 Elevations must include reference to the proposed building materials.
- 19.6 For applications within a conservation area the style, materials and finish of all windows and doors must be shown.
- 19.7 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.
- 19.8 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.

20 Existing and proposed floor plans

- 20.1 Floor plans should be drawn to a suitable scale, typically 1:50 or 1:100.
- 20.2 Floor plans must demonstrate the proposed development in detail and include the following elements.
- 20.3 Full internal layouts where car parking provision may be affected.
- 20.4 The position of all doors, windows, and roof lights.
- 20.5 The outline of any element of the building on lower floors must be outlined on upper floor plans.
- 20.6 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.

21 Existing and proposed site sections; site levels; and finished floor levels

- 21.1 In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels, to include details of foundations and eaves, and how encroachment onto adjoining land is to be avoided.
- 21.2 Any application which involves the erection of a new building must be supported by full information to demonstrate how the proposed building(s) relates to existing site levels and adjacent development/infrastructure. The plans must show existing site levels and finished floor levels (with levels related to a fixed offsite datum point) and also show the proposals in relation to adjoining buildings/infrastructure.
- 21.3 For all major development, site level plans must be based on topographic survey.
- 21.4 Site sections should be drawn at a suitable scale, typically 1:50, 1:100, or 1:200.
- 21.5 Site sections should show a cross section(s) through the proposed development.
- 21.6 Site levels and finished floor plans should be drawn at a suitable scale, typically 1:100, 1:200, or 1:500.

- 21.7 For householder development, the levels may be clear from floor plans and elevations, but particularly in the case of sloping sites, you will need to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.

22 Roof plan

- 22.1 A roof plan is required when not all of a roof is visible on the elevation drawings and must show the shape of the proposed roof.
- 22.2 Roof plans should be drawn at a suitable scale, typically 1:50, 1:100, or 1:200.
- 22.3 A roof plan must include the following elements where relevant.
- 22.3.1 Roofing materials
 - 22.3.2 Roof lights / vents and their location
 - 22.3.3 Any overhang should be shown so measurements are consistent across plans

23 Biodiversity net gain

- 23.1 Planning permission, where not exempt, is subject to the general biodiversity gain condition. All applications shall be supported by a statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition and, if so, the following information as a minimum:
- 23.1.1 The pre-development biodiversity value of the onsite habitat and offsite watercourses within 10m of the site boundary (5m for ditches) on the date of application (or an earlier date) including the completed metric calculation tool used showing the calculations, the publication date, and the version of the biodiversity metric used to calculate that value
 - 23.1.2 Where the applicant wishes to use an earlier date, the proposed earlier date and the reasons for proposing that date
 - 23.1.3 A statement confirming whether the biodiversity value of the onsite habitat is lower on the date of application (or an earlier date) because of the carrying on of activities ('degradation') in which case the value is to be taken as immediately before the carrying on of the activities, and supporting evidence of any degradation which has taken place

- 23.1.4 A description of any irreplaceable habitat (as set out in column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations [2024]) on the land to which the application relates, that exists on the date of application, (or an earlier date)
- 23.1.5 A plan (drawn to an identified scale) to include the direction of north, onsite habitat existing on the date of application (or an earlier date), and any irreplaceable habitat
- 23.2 The small sites metric may be used for small-scale developments, where your application:
 - 23.2.1 Is for either residential development with fewer than 10 dwellings (or if the number of dwellings is unknown the site area is less than 0.5ha), or non-residential development with a total floorspace of less than 1,000sqm
 - 23.2.2 Has a site area less than 1ha
 - 23.2.3 Is not exempt from BNG
 - 23.2.4 Is not on a site where priority habitats, protected sites, or European protected species are present.
- 23.3 Guidance on the small sites metric can be found online at www.gov.uk/guidance/biodiversity-metric-calculate-the-biodiversity-net-gain-of-a-project-or-development#the-small-sites-metric

24 Local requirements

Policy drivers:

NPPF: National Planning Policy Framework (December 2024); PSB: The Plan for Stafford Borough 2011-2031 (Parts 1 and 2)

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
1.	Active Travel England assessment toolkit	NPPF: Paragraph 8, 89, 110, 115, 117, 129	<p>All applications likely to generate significant traffic movements (when a transport assessment (validation reference 33) is required)</p> <p>Where Active Travel England would be a statutory consultee:</p> <ul style="list-style-type: none">150 or more dwellings	<p>A completed copy of Active Travel England's toolkit: assets.publishing.service.gov.uk/media/667ad5ab4ae39c5e45fe4c12/ate-planning-application-assessment-toolkit.xlsx</p> <p>Further advice</p> <p>www.gov.uk/government/publications/active-travel-england-planning-application-assessment-toolkit</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			<ul style="list-style-type: none"> Buildings where the use is not exclusively for dwellings and where the floor space created is greater than 7,500sqm Site area of 5ha or more 	
2.	Affordable housing statement	<p>NPPF: Paragraph 64, 65, 66, 67, 68, 69</p> <p>Circular 6/1998 Planning and Affordable Housing</p> <p>PSB: Policy C2</p>	When 10 or more dwellings are proposed	<p>New residential development of 10 or more dwellings at Stone, Eccleshall, Gnosall, Woodseaves, Barlaston, Tittensor, and Yarnfield to provide 40% affordable dwellings</p> <p>New residential development of 10 or more dwellings at Stafford, Hixon, Great Haywood, Little Haywood/Colwich, Haughton, and Weston to provide 30% affordable dwellings</p> <p>New residential development of 10 or more dwellings elsewhere to provide 30% affordable housing</p> <p>The statement must include the following:</p> <ul style="list-style-type: none"> Demonstration that the proposed development addresses the relevant policy requirements with regard to tenure type, house type, and location Details of any Registered Provider associated with the application

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
				<ul style="list-style-type: none"> An independent economic viability assessment where a lower figure is being proposed as part of a new development <p>Further advice Stafford Borough Council Health and Housing Group: 01785 619 000 Stafford Borough Strategic Planning and Placemaking Team: 01785 619 000</p>
3.	Agricultural land classification statement	NPPF: Paragraph 187 PSB: Policy E2	Any major application (outline or full) for non-agricultural development on existing agricultural land	<p>The statement must:</p> <ul style="list-style-type: none"> Include a plan to show the extent of land within the application site and how the land is classified with regard to the grades of the Agricultural Land Classification Demonstrate how the development would protect soil, which may include: <ul style="list-style-type: none"> Management of soil in a sustainable way during construction Avoidance of peat extraction Protection of soils from contamination Reclamation of land after mineral working or landfilling <p>Further advice consultations@naturalengland.org.uk www.gov.uk/government/publications/agricultural-land-assess-proposals-for-development/guide-to-assessing-development-proposals-on-agricultural-land</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
				www.publications.naturalengland.org.uk/publication/35012
4.	Agricultural need statement	NPPF: Paragraph 89, 187 PSB: Policy E2	New and/or replacement agricultural buildings and agricultural workers dwellings	<p>The statement must include:</p> <ul style="list-style-type: none"> • The size of the agricultural holding • Details of any additional rented land and duration of the rental agreement • Details of any other buildings used on the land, including floorspace and current use • Details of what the building will be used for, including floorspace • Number of animals kept (where relevant) • Number of employees and their hours worked <p>Further advice Stafford Borough Council Development Management: 01785 619 337</p>
5.	Air quality assessment	NPPF: Paragraph 199 PSB: Policy N5	All applications for new housing development, industrial, commercial and leisure development in (or adjacent to) an Air Quality Management Area	<p>Applications must be supported by information that enables full consideration of the impact of the proposal on the air quality of the area. This may relate to agricultural applications such as livestock buildings due to Habitat Regulations Assessment (HRA) requirements</p> <p>Where Air Quality Management Areas cover regeneration areas, developers should provide an Air Quality Assessment as part of their planning application</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			<p>Where the development could itself result in the designation of an Air Quality Management Area</p> <p>Where the grant of planning permission would conflict with, or render unworkable, elements of a local authority's Air Quality Action Plan</p> <p>Development within 50m of the edge of M6 carriageway</p>	<p>Further advice</p> <p>Stafford Borough Council Pollution Control Officer: 01785 619 402</p>
6.	Biodiversity net gain information	<p>Environment Act 2021</p> <p>NPPF: Paragraph 8, 187, 193</p>	Applications which are exempt from the biodiversity gain condition	<p><u>De minimis exemption</u></p> <p>A plan to show the habitats on site and how these would be affected.</p> <p><u>Self-build exemption</u></p> <p>Self-build and custom housebuilding declaration form (www.staffordbc.gov.uk/self-build-and-custom-housebuilding-declaration-form)</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
				Further advice Stafford Borough Council Biodiversity Officer: 01785 619 676 Government Guidance: www.gov.uk/government/collections/biodiversity-net-gain Biodiversity Metric: www.gov.uk/guidance/biodiversity-metric-calculate-the-biodiversity-net-gain-of-a-project-or-development
7.	Business case	PSB: Policy E6	Opportunities for new visitor accommodation	<p>Demonstration that the financial viability of the use can be sustained in the long term</p> <p>The business case should identify a local need for the facility and include:</p> <ul style="list-style-type: none"> • Costings of the initial set up including property acquisition where relevant • Projected net profits after deducting overheads
8.	Cannock Chase Special Area of Conservation (SAC) statement of willingness	NPPF: Paragraph 44, 192, 193, 194, 195 PSB: Policy N6 ODPM Circular 06/2005	Applications within 15km of Cannock Chase Special Area of Conservation which would result in a net increase in: - Dwellinghouses	A statement of willingness to provide a proportional financial contribution towards the Strategic Access Management and Monitoring Measures (SAMMM) for Cannock Chase Special Area of Conservation (SAC)

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			<ul style="list-style-type: none"> - Units within housing in multiple occupation (HMOs) - Permanent pitches on Gypsy and Traveller sites 	<p>To provide for the SAMMM, a proportional financial contribution (up to date figure available at www.staffordbc.gov.uk/cannock-chase-special-area-of-conservation-sac) shall be collected from all applications which result in a net increase in dwellings where the development lies within 15km of Cannock Chase SAC (whole or in-part)</p> <p>For those applications where a financial contribution is to be provided towards the Cannock Chase SAMMM the 'Statement of Willingness Document' should be completed and submitted as part of the planning application. A template of the Statement of Willingness is available at www.staffordbc.gov.uk/cannock-chase-special-area-of-conservation-sac</p> <p>Further advice</p> <p>Cannock Chase SAC Team; SAC Project Officer: 07971 031493</p> <p>www.staffordbc.gov.uk/cannock-chase-special-area-of-conservation-sac</p>
9.	Coal mining risk assessment (CMRA)	NPPF: Paragraph 196, 197, 224	All non-householder applications for operational development within the Coal Mining Development High Risk Area as defined by the Mining Remediation	<p>A Coal Mining Risk Assessment must be prepared by a suitably qualified and competent person. It should:</p> <ul style="list-style-type: none"> • Include site specific coal mining information (including past / present / future underground mining, shallow coal workings, mine entries (shafts or adits), mine gas, within an area which has a current licence to extract coal, geological features, any recorded surface hazards, or within a former or present surface mining (old opencast) area)

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			Authority and held by Stafford Borough Council, unless it falls on the Mining Remediation Authority published exemptions list (www.gov.uk/guidance/planning-applications-coal-mining-risk-assessments)	<ul style="list-style-type: none"> Identify what risks these coal mining issues, including cumulative effects, pose to the proposed development Identify how coal mining issues have influenced the proposed development, and whether any other mitigation measures are required to manage those issues and / or whether any changes have been incorporated into the development <p>Any development involving intrusive activities which intersect, disturb, or enter any coal seams, coal mine workings, or mine entries will require the prior written permission of the Mining Remediation Authority</p> <p>If an Environmental Statement is required by the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended), it is suggested that the CMRA is included within the Environmental Statement</p> <p>Further advice</p> <p>The Mining Remediation Authority Planning and Local Authority Liaison Department: 01623 637 119 / planningconsultation@miningremediation.gov.uk www.coal.gov.uk/services/planning</p>
10.	Custom/self-build declaration form	Self-Build and Custom Housebuilding Act 2015	All applications for custom or self-build dwellinghouses	<p>The self-build and custom housebuilding declaration form shall be completed.</p> <p>Further advice</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
		NPPF: Paragraphs 71, 73		www.staffordbc.gov.uk/self-build-and-custom-housebuilding-declaration-form Stafford Borough Strategic Planning and Placemaking Team: 01785 619 000
11.	Economic statement	NPPF: Paragraph 8, 9, 85, 87, 88, 89 PSB: Policy E1, E2, E3, E6, E7	All major applications that include a commercial element	A supporting statement of any regeneration and economic benefits and costs from the proposed development The statement must include: <ul style="list-style-type: none"> • Details of new jobs provided or supported • Relative floorspace for each proposed use (where known) • Any community benefits • Reference to any regeneration strategies that might lie behind or be supported by the proposal Further advice Economic Growth and Strategic Projects Manager: economy@staffordbc.gov.uk

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
12.	Environmental statement / Environmental impact assessment (EIA)	NPPF: Paragraph 44 The Town and Country Planning (Environmental Impact Assessment) Regulations 2017	Where an Environmental Impact Assessment is needed Where the local planning authority has given a screening opinion which confirms the requirement submission of an Environmental statement.	Schedule 4 of The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 sets out the information required in an environmental statement It may be helpful for a developer to request a screening opinion from the Local Planning Authority before submitting a planning application to determine whether an EIA is required In cases where a full EIA is not required, the Local Planning Authority may still require environmental information to be provided An applicant may request a scoping opinion (to determine the issues that need to be addressed in an EIA) before submitting the application. In addition, pre-application discussions will assist in identifying the issues that need to be addressed in an EIA Further advice Stafford Borough Council Development Management: 01785 619 337
13.	Flood risk assessment (FRA)	NPPF: Paragraph 44, 172, 173, 181 PSB: Policy N1, N2	In flood zone 1 any development site of 1 hectare or above All developments where flood zones 2 or 3 encroach into the application site Any development other than minor	The flood risk assessment must: <ul style="list-style-type: none"> • Be specific to the site and development proposal • Identify and assess the risks of all forms of flooding to and from the development, and demonstrate how these flood risks will be managed, taking climate change into account • Include the estimated flood level for your development, taking into account the impacts of climate change over its lifetime

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			development in a designated critical drainage area which has been notified to the Local Planning Authority by the Environment Agency (Rising Brook)	<ul style="list-style-type: none"> • Include details of the finished floor levels where relevant • Include details of any flood resistance and resilience measures • Include any supporting plans and drawings • Include any other information as required by the relevant standing advice • Identify opportunities to reduce the probability and consequences of flooding • Include the design of surface water management systems including Sustainable Drainage Systems (SUDs), and address the requirement for safe access to and from the development in areas at risk from flooding • Include a surface water construction management plan to outline how surface water will be managed throughout the construction phase • Be prepared by the developer in consultation with the Local Planning Authority with reference to their published local plan documents and any Strategic Flood Risk Assessment • Form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 as amended

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
				<p>In preparing a flood risk assessment the developer will be required to demonstrate that a sequential approach to site selection has been undertaken, and that there are no other more suitable sites available</p> <p>For householder development a simplified procedure is available in the Environment Agency Standing Advice: www.environment-agency.gov.uk/research/planning/82584.aspx</p> <p>Further advice</p> <p>www.gov.uk/guidance/flood-risk-assessment-standing-advice</p> <p>Criteria for acceptable drainage strategies are laid out in full in the Staffordshire County Council SUDs Handbook which is available at: www.staffordshire.gov.uk/environment/Flood-Risk-Management/Information-for-Planners-and-Developers.aspx</p>
14.	Garden areas plan	Design Supplementary Planning Document 2018	All major applications for residential development where details of dwellings are given	A plan to show all private garden areas with individual areas to be annotated in square metres
15.	Great Crested Newt assessment	NPPF: Paragraph 44, 187, 193 PSB: Policy N1, N4, N5	All major applications. All applications within the higher risk areas for Great	If a Preliminary Ecological Assessment or more detailed ecology surveys are required (reference 27) a great crested newt assessment (or statement for low-risk cases) as described below, should be provided as part of this

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
		<p>Wildlife and Countryside Act 1981</p> <p>Conservation of Habitats and Species Regulations 2017</p> <p>Environment Act 2021</p>	<p>Crested Newts (amber or red) (www.naturespaceuk.com/district-licensing/impact-map/) except where the proposal only relates to the material change of use of an existing building or land, and householder applications.</p>	<p>Stafford Borough Council operates a Great Crested Newt District Licence scheme (See www.naturespaceuk.com for further information). Entering the scheme is an option for developers instead of carrying out a great crested newt assessment or surveys. Proof of entry to the District Licence Scheme, in the form of a Report or Certificate obtained from Naturespace can be provided in lieu of a great crested newt assessment or statement</p> <p><u>Assessment</u></p> <p>An assessment should include the following information:</p> <ul style="list-style-type: none"> • Waterbodies and habitats within 500m of the application site (including Habitat Suitability Index assessment of ponds wherever possible) shall be identified • Where suitable waterbodies and/or habitat are identified, further information (presence/absence surveys such as eDNA of ponds) may be required in order to rule out impacts to great crested newts. If ponds have no connectivity to the site or can be clearly ruled out for other reasons (i.e. intensively stocked commercial fisheries) then surveys may not be required. This must be justified. • Assessment of habitats and suitable features such as potential hibernacula for great crested newts within the application site.

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
				<ul style="list-style-type: none"> Connectivity of the application site to surrounding ponds and habitats. High-traffic roads, rivers, and canals can all be considered significant barriers to dispersal. If impacts to ponds or habitat are identified the statement must demonstrate how these impacts can be mitigated through one of the licensing options available. If impacts to habitat are low and the risk to individual great crested newts is considered low, then a non-licensed method may be suitable consisting of Reasonable Avoidance Measures (RAMs) or a Precautionary Working Method Statement (PWMS) <p>Where any survey is more than two years old, an addendum report or further survey will be required.</p> <p><u>Statement</u></p> <p>If there are no ponds within 250m of the application site, no suitable habitat is likely to be impacted by the proposal, and there is no habitat connectivity between the site and nearby ponds a statement to set out the following should be submitted in lieu of a full assessment:</p> <ul style="list-style-type: none"> The location of nearby ponds or wet ditches (within 500m). Any suitable habitat within the site Surfacing of the site

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
				<ul style="list-style-type: none"> Any suitable habitat between the site and nearby ponds. Any significant barriers between the site and nearby ponds (e.g. rivers, main roads, etc.) <p>Further advice</p> <p>Stafford Borough is now participating in the Great Crested Newt (GCN) District Licensing Scheme delivered through the NatureSpace Partnership. See www.naturespaceuk.com for further information</p> <p>Great crested newts: District Level Licensing for development projects, Natural England, March 2021: www.naturespaceuk.com/wp-content/uploads/2021/06/DLL-Guidance-Document-for-LPAs-NatureSpace-Partnership_March2021.pdf</p> <p>Natural England's Great Crested Newts: Surveys and mitigation for development projects: www.gov.uk/guidance/great-crested-newts-advice-for-making-planning-decisions</p>
16.	Habitat regulations statement	Conservation of Habitats and Species Regulations 2017	All applications for planning permission (except householders) for development within 15km of the Cannock Chase Special Area of Conservation (SAC)	<p>A statement to assess whether there would be a likely significant effect on any Habitat site as a result of the proposed development</p> <p>The statement must include:</p> <ul style="list-style-type: none"> Identification of relevant Habitat sites and their reason(s) for designation An acknowledgement of any likely significant effects

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			<p>or within 5km of any other Habitat site</p> <p>Note: A habitat regulations statement is not required with regard to Cannock Chase SAC where a 'Statement of willingness' (validation reference 8) is provided.</p>	<ul style="list-style-type: none"> An assessment of any alternative locations or designs of development An assessment of any avoidance or mitigation measures to be taken with regard to any likely significant effects <p>Further advice</p> <p>www.magic.defra.gov.uk/MagicMap.aspx</p> <p>www.gov.uk/government/organisations/natural-england</p> <p>www.publications.naturalengland.org.uk/category/5134123047845888</p> <p>www.jncc.gov.uk/</p>
17.	Heritage statement	<p>NPPF: Paragraph 207, 210, 218</p> <p>PSB: Policy N8, N9</p> <p>Conservation Area Character Appraisals and Documents</p> <p>Design Supplementary Planning</p>	<p>Any application which may affect a heritage asset or its setting</p> <p>Heritage Assets include:</p> <ul style="list-style-type: none"> Listed Buildings Conservation Areas Scheduled Monuments 	<p>The statement should be proportionate in detail to the importance of the heritage asset and no more than is sufficient to understand the potential impact of the proposal on the significance of the heritage asset</p> <p>The statement must:</p> <ul style="list-style-type: none"> Include a description of the significance of the heritage assets affected and the contribution of their setting to that significance Set out the level of harm likely to occur Detail avoidance/mitigation measures to overcome the harm As a minimum, refer to the Staffordshire Historic Environment Record

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
		Document 2018 The Hedgerow Regulations 1997	<ul style="list-style-type: none"> • Archaeological sites • Registered parks and gardens • Registered Battlefields <p>Applications which will impact or have the potential to impact upon sites (below and above ground) as recorded on the Staffordshire Historic Environment Record (HER)</p> <p>Major applications or significant infrastructure works (including all solar farm proposals) where archaeological remains may survive</p>	<ul style="list-style-type: none"> • Assess the heritage assets themselves, using appropriate expertise where necessary given the impact of the proposal <p>Where an application site includes, or is considered to have the potential to include, heritage assets with an archaeological interest, a full Historic Environment Desk-based Assessment (DBA) should be submitted (where a Heritage Statement is deemed to be insufficient to adequately address historic environment concerns). The requirement for a full DBA should be discussed at an early stage and where considered an appropriate response, the DBA should consider all aspects of the historic environment (archaeology, built environment and historic landscape character). The DBA should be undertaken by an appropriately experienced organisation and should follow the guidance laid out in the relevant Chartered Institute for Archaeologists (CIfA) standard and guidance. Where a DBA is deemed insufficient to properly assess the archaeological potential/interest, a field evaluation may be required. An assessment of the impact of the proposal should be set out in the application (within the design and access statement when this is required) as part of the explanation of the design concept. It should detail the sources that have been considered and the expertise that has been consulted</p> <p>Further advice</p> <p>Stafford Borough Council Conservation Officer: conservation@staffordbc.gov.uk</p> <p>Staffordshire County Council: 0300 111 8000</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			Hedgerow removal within a significant historic landscape or an area of archaeological potential	<p>Staffordshire County Archaeologist: her@staffordshire.gov.uk</p> <p>www.historicengland.org.uk/listing/the-list/</p> <p>www.historicengland.org.uk/advice/planning</p> <p>www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment</p> <p>www.staffordshire.gov.uk/environment/Environment-and-countryside/HistoricEnvironment/Historic-environment-record.aspx</p> <p>It may be helpful engage in pre-application consultation with Historic England www.historicengland.org.uk/services-skills/our-planning-services/charter/our-pre-application-advisory-service/ For information as to whether a Heritage Statement may be required in or around the principal historic settlements please search the Staffordshire County Council website for 'Historic Environment Assessments' and 'Extensive Urban Survey'</p> <p>To discuss the potential for development to impact upon archaeological deposits please contact the Staffordshire County Council Historic Environment Team: her@staffordshire.gov.uk</p>
18.	Joinery details	PSB: Policy N9	All applications affecting a listed building or within a conservation area where new or replacement doors,	Details to of all new and replacement doors, windows, and roof lights to include elevation drawings at 1:10 and sections at 1:1 or 1:2, materials, colour finish, and details of any recesses, cills and headers, transoms, mullions, glazing, and glazing bars.

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			windows, or roof lights are proposed	
19.	Land contamination assessment (phase 1)	NPPF: Paragraph 187, 196 PSB: Policy N2	All applications (excluding Householders) where new development is proposed on land that is, or may have been, affected by contamination. All applications to convert agricultural buildings for other uses. All applications for solar farms	The assessment must include: <ul style="list-style-type: none"> • An extended assessment of contamination in line with National Planning Policy Framework: Section 11 • Enough information to determine the existence or otherwise of contamination, its nature and the risks it may pose, and whether these can be satisfactorily reduced to an acceptable level Where contamination is known or suspected, or the proposed use would be particularly vulnerable (e.g. residential use) the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed Further advice Stafford Borough Council Pollution Control Officer: 01785 619 402 Environment Agency www.environment-agency.gov.uk
20.	Landscape visual impact assessment (LVIA)	NPPF: Paragraph 165 PSB: Policy N8	All applications for wind turbines All applications for polytunnels and solar farms with a site area 1ha or greater.	An assessment in accordance with current best practice and guidance, in particular GLVIA3 published by the Landscape Institute and the Institute of Environmental Management and Assessment Further advice

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			<p>All large scale major applications:</p> <ul style="list-style-type: none"> • 200 or more dwellings (or a site area of 4ha or more where no number is given). • 10,000sqm floor space or a site area of 2ha or more 	<p>Guidelines for LVIA 3rd Edition 2013 published by the Landscape Institute and the Institute of Environmental Management and Assessment</p> <p>Cannock Chase AONB Views and Setting Guide: www.cannock-chase.co.uk/wp-content/uploads/2020/07/Cannock-Chase-AONB-Views-and-Setting-Guide-Rev.-03-low-res-FINAL-1.pdf</p> <p>Cannock Chase AONB Design Guide: www.cannock-chase.co.uk/wp-content/uploads/2020/07/Cannock-Chase-AONB-Design-Guide-Jul-2020.pdf</p>
21.	Landscaping details	NPPF: Paragraph 135 PSB: Policy N1	All major applications (except for outline consent where landscaping is a matter to be reserved)	<p>A landscaping scheme must:</p> <ul style="list-style-type: none"> • Be drawn to scale (usually 1:100 or 1:200) • Show full details of proposed landscaping • Include details of proposed species, height at planting, spacing and densities • Include measures for the ongoing protection and maintenance of landscaping <p>Further advice</p> <p>Stafford Borough Council Development Management: 01785 619 337</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
22.	Mineral safeguarding statement	Staffordshire Minerals Local Plan: Policy 3	<p>All major applications outside of a defined settlement boundary and within Mineral Safeguarding Areas (MSAs) identified in the Staffordshire Minerals Local Plan</p> <p>Applications for mineral infrastructure sites permitted by Staffordshire County Council or Stafford Borough Council</p>	<p>A mineral safeguarding statement to demonstrate that the implications of the proposals on existing permitted mineral reserves and mineral infrastructure, and on mineral resources identified for future working and areas safeguarded in the Minerals Local Plan have been addressed</p> <p>Further advice</p> <p>www.staffordshire.gov.uk/environment/planning/policy/mineralslocalplan/mineralsLocalPlan.aspx</p>
23.	Noise and vibration assessment	<p>Noise Policy Statement for England (March 2010)</p> <p>NPPF: Paragraph 187, 198</p> <p>PSB: Policy N1</p>	<p>All applications likely to have an impact on existing noise or vibration sensitive developments</p> <p>All applications which may introduce or expose noise or</p>	<p>The assessment must consider the advice, recommendations or requirements contained in British Standards BS6472: 2008 Guide to Evaluation of Human Exposure to Vibration in Buildings Part 1 and Part 2 and BS7385-2: 1993 Evaluation and Measurement for Vibration in Buildings Part 1</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
		Environmental Protection Act 1990 Clean Neighbourhoods Act 2005 Licencing Act 2003 Noise Act 1996	vibrations into an area where it would have an adverse impact, e.g. changes of use within town centres All applications for uses which may be sensitive to existing nearby sources of noise or vibration	Further advice Applicants are advised to seek specialist expertise and to discuss their proposals in the first instance with Stafford Borough Council's Environmental and Health Service to find out whether a noise and vibration assessment is needed Stafford Borough Council Environmental and Health Service: 01785 619 402 World Health Organisation Guidelines for Community Noise World Health Organisation Night Noise Guidelines for Europe British Standards: BS4142, BS8233, BS7445
24.	Open space assessment	NPPF: Paragraph 98 National Planning Policy Guidance PSB: Policy C7	When 10 or more dwellings are proposed	Developments within open spaces Applications must include plans showing any areas of existing or proposed open space within or adjoining the application site If the proposed development will result in the open space being reduced or built upon applications must include an assessment which: <ul style="list-style-type: none">• Clearly shows the open space, buildings or land to be surplus to requirements; or• The loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
				<ul style="list-style-type: none"> The development is for alternative sports and recreational provision, the benefits of which clearly outweigh the loss of the current or former use <p>Developments proposing on-site or off-site provision</p> <p>Where open space and/or associated facilities and/or sport facilities are proposed to be provided on-site or off-site the application must define them and provide a statement which includes:</p> <ul style="list-style-type: none"> Maintenance specification for the works How the facility will be initially installed and maintained to that specification for at least 10 years <p>Developments proposing financial contributions</p> <ul style="list-style-type: none"> Where open space and/or associated facilities and/or sport facilities cannot be entirely provided on site, a financial contribution will be required through a Planning Obligation (Section 106 Agreement) <p>Further advice</p> <p>Stafford Borough Council Strategic Planning and Placemaking: 01785 619 000</p> <p>The Plan for Stafford Borough (appendix G)</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
25.	Parking and access arrangements	NPPF: Paragraph 109, 114, 115, 117 PSB: Policy T2 Appendix B: Car Parking Standards	All applications (including householders) which involve new, or alterations to existing, access and parking arrangements	<p>The proposed site layout plan must include:</p> <ul style="list-style-type: none"> • Details of proposed parking provision and access, including any existing provision to be retained. • Details of the level of provision (including cycles) <p>Details about any access works should include:</p> <ul style="list-style-type: none"> • Information about how that supports the design • Include micro-modelling analysis and a Stage 2 Safety Audit where access is served via a traffic signalled junction, roundabout or priority junction, with right turn facility <p>For access only, simple priority junctions or dropped crossings, details must include:</p> <ul style="list-style-type: none"> • Details of existing and proposed visibility splays • Details of speed surveys where proposed visibility splays do not meet the recommendations set out within Manual for Streets 2 <p>Details of proposed visibility splays must be provided where any application involves intensification or changes to the access</p> <p>Further advice</p> <p>Manual for Streets 2 (March 2007)</p> <p>Staffordshire County Council Roads and Highways Standing Advice: 0300 111 8000 / highways@staffordshire.gov.uk</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
26.	Planning obligations / Unilateral undertakings (Section 106 agreements) / Draft heads of terms	Circular 05/2005: Planning Obligations NPPF: Paragraph 56, 59 PSB: Policy C2, C7, I1	All major applications unless trigger points are not hit. See 'What information is required' column for trigger points Other developments where a Section 106 agreement can make an otherwise unacceptable proposal acceptable in planning terms	<p>The application must include either:</p> <ul style="list-style-type: none"> • A draft planning obligation / unilateral undertaking (Section 106) based on Stafford Borough Council's standard template, or • A statement of the proposed heads of terms, a location plan and Land Registry details, solicitor details, and confirmation that Stafford Borough Council's legal fees will be met <p>Further advice Stafford Borough Council Legal Services: 01785 619 220</p> <p>Trigger Points: Affordable housing: When 10 or more dwellings are proposed Housing development will be required to provide contributions for new infrastructure, either on site or off site, as set out in the Infrastructure Delivery Plan including for open space, sport and recreation in line with the Local Space Standards (appendix G of The Plan for Stafford Borough)</p> <p>For the Cannock Chase SAC a planning obligation / unilateral undertaking is required for 1 or more (net) new dwellings within 15km of Cannock Chase Special Area of Conservation For education (primary and secondary school levels) triggers please contact Staffordshire County Council Education and Learning: 0300 111 8000</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
27.	Preliminary ecological assessment	<p>NPPF: Paragraph 44, 187, 193</p> <p>PSB: Policy N1, N4, N5</p> <p>Wildlife and Countryside Act 1981</p> <p>Conservation of Habitats and Species Regulations 2017</p> <p>Protection of Badgers Act 1992</p> <p>Environment Act 2021</p>	<p>Where a proposed development may have possible impacts on wildlife and biodiversity</p> <p>Renewals of existing consents should include an update on any information provided with the original application</p> <p>All major applications</p> <p>Applications for listed building consent where works may impact protected species.</p>	<p>Information must be provided on existing biodiversity interests and possible impacts on them</p> <p>Where further surveys are required these must be provided in support of the application before the application is validated.</p> <p>Assessment should first be made with regard to how harm to species and habitats can be avoided</p> <p>Any unavoidable harm must be justified and where proposals are being made for mitigation and/or compensation measures, information to support those proposals will also be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features, and the location of any habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation of Habitats and Species Regulations 2017, e.g. bats</p> <p>Applications for development that will affect areas designated for their biodiversity interests are likely to need to include assessments of the impacts and proposal for long term maintenance and management. This information might form part of an Environmental Statement, where one is necessary</p> <p>Certain proposals which include work such as the demolition/conversion of buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
				<p>Stafford Borough is now participating in the Great Crested Newt (GCN) District Licensing Scheme delivered through the NatureSpace Partnership. See www.naturespaceuk.com for further information on the scheme. A GCN assessment is required under validation reference 15</p> <p>Advice should include a requirement for a Staffordshire Ecological Records search of the application site and a minimum 500 metre buffer, and presentation of this information</p> <p>Validity of ecological reports and surveys can be compromised over time due to being out of date. If the data is 12-18 months old, the ecologist should provide an addendum to highlight whether they consider it likely to be necessary to update surveys; if the data is 18-36 months old an updated survey and report will be required; if the date is more than 3 years old the report is unlikely to be valid and most, if not all, of the surveys will need to be updated.</p> <p>Further advice</p> <p>Stafford Borough Council Biodiversity Officer: 01785 619 676</p> <p>Where to expect protected species and when to survey www.gov.uk/guidance/protected-species-how-to-review-planning-applications</p> <p>British Standard 42020 Biodiversity</p> <p>Natural England Standing Advice www.naturalengland.org.uk/</p> <p>CIEEM Guidelines for Ecological Report Writing (CIEEM, 2017)</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
28.	Retention of local community facility or service statement	NPPF: Paragraph 88 PSB: Policy SP7, E8, SB2	Applications for redevelopment or change of use of any premises outside of the settlements of Stafford or Stone which are currently, or last, used for social or community uses (defined in paragraph 2.29 of The Plan for Stafford Borough: Part 2)	<p>The statement must demonstrate:</p> <ul style="list-style-type: none"> • A viability test that the use concerned is no longer economically viable, that all reasonable efforts have been made to sell or let the property in its current use at a realistic price for a period of at least 12 months, that the use cannot be provided by some other means, or that it is genuinely redundant • That the premises or site, or an unused part of the building, cannot be readily used for or converted to another community facility • That the facility which will be lost will be adequately supplied or met by an easily accessible existing or new facility in the local area or the settlement concerned, unless it has been accepted as redundant as part of a viability test • That the facility is not required to be provided and/or retained as part of a planning permission, or as a new development <p>Further advice Stafford Borough Council Development Management: 01785 619 337</p>
29.	Statement of community involvement	NPPF: Paragraph 40, 41 Stafford Borough Statement of	All major applications	<p>The statement must:</p> <ul style="list-style-type: none"> • Set out how the applicant has undertaken pre- application consultation with the community

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
		Community Involvement		<ul style="list-style-type: none"> Demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals <p>Further advice Stafford Borough Council Development Management: 01785 619 337</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
30.	Structural survey	NPPF: Paragraph 84, 88, 187 PSB: Policy E2, C5	<p>All proposals for the conversion of rural buildings, except where the building has already been fully converted</p> <p>Applications involving the demolition of a Listed Building or Listed structure or unlisted building in a Conservation Area</p> <p>Applications for a replacement dwelling, outside of a settlement boundary, which involves the demolition of the existing dwelling</p>	<p>Structural surveys must be carried out by qualified structural surveyors, and detail:</p> <ul style="list-style-type: none"> • The existing structural condition of the building • Any recommended remedial works to improve its condition, if possible <p>For residential conversions, the survey must also detail:</p> <ul style="list-style-type: none"> • That the existing building is capable of conversion without significant rebuilding • The nature, type and amount of work required to allow the proposed use to take place <p>Where any survey is more than two years old, an addendum report or further survey will be required.</p> <p>Further advice</p> <p>Stafford Borough Council Development Management/Conservation Officer: 01785 619 337</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
31.	Telecomms development supplementary information	Code of Practice on Mobile Network Development in England (2016) NPPF: Paragraph 122 PSB: Policy E1	All telecommunications applications	<p>Applications must include the following:</p> <ul style="list-style-type: none"> • The area of the search • Details of any consultation carried out • Details of the proposed structure • The technical justification and information about the proposed development • A signed declaration that the equipment and installation has been designed in full compliance of the radio frequency exposure guidelines of the International Commission of Non-Ionizing Radiation Protection (ICNIRP) <p>Further advice Code of Practice on Mobile Network Development (2002)</p>
32.	Town centre use / Retail impact assessment	NPPF: Paragraph 91, 92, 93, 94 PSB: Policy E8	<p>All applications for main town centre uses that are not in an existing defined centre and are not in accordance with the Plan for Stafford Borough</p> <p>Applications for retail, office and</p>	<p>Retail Impact Assessments for town centre uses in an edge or out-of-centre location as part of development proposals greater than 1000sqm gross floorspace at Stafford, greater than 500sqm gross floorspace at Stone and greater than 300sqm gross floorspace at local centres must assess:</p> <ul style="list-style-type: none"> • The impact on existing investment within centres • The impact on the vitality and viability of town centres <p>The assessment must detail:</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			<p>leisure developments, which are not in accordance with the Plan for Stafford Borough, at:</p> <ul style="list-style-type: none"> • Stafford (over 1,000sqm gross floorspace) • Stone (over 500sqm gross floorspace) • Local centres (over 300sqm) <p>Applications in an existing centre, not in accordance with the Plan for Stafford Borough, which would substantially increase the attraction of the centre to an extent that the development could</p>	<ul style="list-style-type: none"> • The impact on the vitality and viability of town centres • The impact of the proposal on in-centre trade / turnover and trade in the wider area • The current and future consumer expenditure capacity in the catchment area • Whether the proposal is of an appropriate scale and what impact it may have on locally important centres <p>Further advice</p> <ul style="list-style-type: none"> • Stafford Borough Council Strategic Planning and Placemaking: 01785 619 000

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			impact on other centres	
33.	Transport statement / Transport assessment	NPPF: Paragraph 118 PSB: Policy T1	All applications likely to generate significant traffic movements	<p>For guidance on indicative thresholds for transport statements and transport assessments please see appendix B of 'Guidance on Transport Assessment' (March 2007)</p> <p>Where an assessment is considered to be necessary, these should be submitted to, and considered by Staffordshire County Council Highways Authority, prior to the submission of the planning application</p> <p>The application must include a 'Transport Assessment Validation Form', signed by the applicant and a representative of Staffordshire County, which states that either:</p> <ul style="list-style-type: none"> (a) A Transport Assessment (TA) or Transport Statement (TS) is required, and that the assessment accompanying the planning application, including its conclusions, have been agreed with Staffordshire County Council Highways Authority (b) A TA or TS is required, and that the assessment accompanying the Planning Application, including its conclusions, have been discussed but the applicant and Staffordshire County Council Highways Authority are in dispute, or (c) An assessment is not required <p>Further advice</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
				<p>Department for Transport: www.gov.uk/government/organisations/department-for-transport Manual for Streets 2 (March 2007) Circular 02/2007: Planning and the Strategic Road Network Council</p>
34.	Travel plan	NPPF: Paragraph 118 PSB: Policy T1	All applications likely to generate significant traffic movements	<p>For guidance on indicative thresholds for transport statements and transport assessments please see appendix B of 'Guidance on Transport Assessment' (March 2007)</p> <p>A draft travel plan must:</p> <ul style="list-style-type: none"> • Be agreed in principle with Staffordshire County Council Highways before the application is submitted • Outline how the transport implications of the development are going to be managed to ensure minimal environmental, social and economic impacts • Detail how the traffic implications of the development will be managed, including details of the travel plan co-ordinator, the management arrangements for the plan and the development timetable • Include activities for marketing and promotion of the plan to occupiers, users, visitors and residents of the site. <p>Please note that a travel plan may require a monitoring agreement secured through a legal obligation</p> <p>Further advice</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
				<p>Staffordshire County Council Highways: 0300 111 8000 / highways@staffordshire.gov.uk</p> <p>Department for Transport: www.gov.uk/government/organisations/department-for-transport</p> <p>Department for Transport Good Practice Guidelines: Delivering Travel Plans Through the Planning Process (April 2009).</p> <p>Department for Transport: Making Residential Travel Plans Work (2007)</p>
35.	Tree survey / assessment	NPPF: Paragraph 187	<p>Any site where there are trees which are the subject of a Tree Preservation Order on, or overhanging, the site</p> <p>Any application where there are trees or hedgerows on the application site, or on land adjacent to it (including street trees) which could be affected by or</p>	<p>Information must be provided that details which trees are to be retained and how they will be protected during construction works</p> <p>Full guidance on the survey information, tree protection plan, method statement and other information which should be provided with an application is set out in the current British Standard 5837 'Trees in relation to design, demolition and construction – Recommendations'. Using the methodology set out in the British Standard will help to ensure that development is suitably integrated with trees and that potential conflicts are avoided</p> <p>The information should be prepared by a suitably qualified and experienced arboriculturist</p> <p>Where any survey is more than two years old, an addendum report or further survey will be required.</p> <p>Further advice</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			influence the development.	Stafford Borough Council Tree Officer: 01785 619 000
36.	Ventilation and extraction statement	Noise Policy Statement for England March 2010 NPPF: Paragraph 187, 198 PSB: Policy N1	All applications for the use of premises for the following purposes: <ul style="list-style-type: none"> • Restaurants and cafes – use for the sale of food and drink for consumption on the premises (use class E). • Drinking establishments – use for the sale of alcoholic drink for consumption on the premises (sui generis). 	<p>The statement for the method of ventilation / extraction must include:</p> <ul style="list-style-type: none"> • Elevations to show the position, location, and height of any external equipment • Proposed external finishes and fixings • Manufacturers specifications, including maintenance requirements • Silencing arrangements • Means of vibration isolation • Extraction fan acoustic performance, including noise emissions of sound power, and sound pressure levels, and narrow band and / or one third octave band frequency spectra • Predicted odour and / or particulate concentration <p>Further advice</p> <p>Stafford Borough Council Environmental and Health Services: 01785 619 402</p> <p>Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust Systems (DEFRA) January 2005 amended 05/09/2018 by update to the 2004 report prepared by NETCEN for the Department for Environment, Food and Rural Affairs</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			<ul style="list-style-type: none"> Hot food takeaways - use for the sale of hot food for consumption off the premises (Sui generis). General industrial (use class B2). 	
37.	Viability assessment	NPPF: Paragraph 59	Where developers state that standard planning obligations as set out in The Plan for Stafford Borough will not be met	<p>The assessment should be based on an 'open book' approach and include the following:</p> <ul style="list-style-type: none"> Purchase cost of the application site and when it was purchased Detailed cost of construction, including any abnormal costs and off-site infrastructure Predicted sale value / income from the finished site Cost of section 106 including affordable housing costs Percentage profit on cost both with and without the full section 106 obligations

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
				Further advice Stafford Borough Council Development Management: 01785 619 337
38.	Visual effects assessment	NPPF: Paragraph 165 PSB: Policy N3	All applications for solar farms and wind turbines	As assessment of glint and glare is required for all applications for solar farms. An assessment of shadow flicker is required for all applications for wind turbines. Further advice Stafford Borough Council Development Management: 01785 619 337
39.	Water quality statement	NPPF: Paragraph 187 PSB: Policy N1, N2 Habitat Directive 92/43/EEC Conservation of Natural Habitats of Wild Fauna and Flora Water Environment	All planning applications which are likely to, or might, have a detrimental impact on water quality	The statement must explain how the development will not have a detrimental impact on water quality, either directly through pollution of surface water or indirectly through overloading of Wastewater Treatment Works Further site-specific analysis of any development proposals located in proximity or upstream of environmentally significant sites, including Special Areas of Conservation (SACs), Sites of Special Scientific Interest (SSSIs) and European Sites, will be required to demonstrate that the development will not have an adverse effect on environmentally significant sites Further advice Section 4.3 of the Southern Staffordshire Outline Water Cycle Study and the Strategic Flood Risk Assessment update 2014 www.staffordbc.gov.uk/water-management-and-flooding

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
		(Water Framework Directive) Regulations 2017 Habitat Regulations 2012		

Annex 1 - Description of development guide

The description of proposed development provided within an application form should be **accurate, clear, and precise**. A description should identify the key parts of the proposed development which require planning permission and their location.

A description should not include irrelevant details or set out a justification; any justification for the proposed development should be set out in a separate supporting document or planning statement.

For example: “*We want to build a rendered 3m x 3m extension to the back of the house to extend our kitchen*” should be changed to “*Single-storey rear extension*”.

Where it is considered that a description does not accurately or concisely describe the proposed development, we reserve the right to seek an amendment prior to publicising the application.

Householder applications

Extensions

Include the key elements, scale, and location of the proposal:

- Two-storey rear extension and single-storey side extension.
- First-floor side extension.
- Dormer window extension to front.
- Hip to gable extension with dormer windows to rear.
- Conversion of integral garage to habitable living space, single-storey side extension to provide garage, and new dropped kerb to High Street.
- Single-storey side extension to provide residential annexe.

Outbuildings

State the scale, purpose, and location of the building:

- Detached double garage to side of dwelling.
- Detached single-storey residential annexe.

Access

State the type of access and location:

- New vehicular/pedestrian access to High Street.

Walls, fences, and gates

State the type of boundary treatment, location, height, and materials:

- 1.8m high timber close-boarded fence to side boundary.
- 1.2m high brick wall to front boundary.

Residential development

Full applications

State the type and number of units:

- Two detached dwellings with integral garages.
- 23 dwellings and associated infrastructure.

Demolition works

Demolition works require planning permission so where the demolition of and existing building is proposed this should be included in the description:

- Demolition of existing dwelling and construction of detached two-storey dwelling.

Outline applications

State the number of units proposed (where known), and the matters to be considered:

- Outline application for residential development of land (2.5ha) with all matters reserved.
- Outline application for residential development land for up to 23 dwellings to include access with all other matters reserved.
- Outline application for 23 dwellings to include details of access, appearance, landscaping, layout, and scale. (*delete as applicable)

Reserved matters applications

Include the relevant outline consent and the matters to be considered:

- Reserved matters application for 23 dwellings pursuant to 25/16180/OUT including details of access, appearance, landscaping, layout, and scale. (*delete as applicable)

Self and custom build developments

The description of development must clarify the self-build or custom-build nature:

- Self-build detached dwelling with detached garage.

Change of use applications

State both the existing and proposed use, including the relevant use class as set out within the Town and Country Planning (Use Classes Order) 1987 (as amended). Guidance on use classes can be found online via the [Planning Portal](#). Other significant external alterations and extensions should also be included:

- Change of use of first floor from retail shop (E(a)) to two flats (C3).
- Change of use of warehouse (B8) to restaurant (E(b)), installation of external plant, and reconfiguration of car park.
- Change of use from shop (E(a)) to drinking establishment (sui generis) and single-storey rear extension.

Industrial, commercial, and other premises

State the scale of the proposed building/extension/works and its purpose (including use class where this relates to a new use):

- Two single-storey buildings, each comprising five units, for purposes falling within use classes E(g) and B8) with ancillary office space, and associated car parking.
- New agricultural building for livestock.
- Community sports centre with floodlit artificial pitch, car park, and vehicular access.
- Extension to warehouse.
- Alterations to shopfront.
- Air handling unit to rear elevation.
- Black metal roller shutters to openings on front elevation.

Listed building consent

Where proposed development includes works to a listed building, the description should include reference to external and internal alterations and/or extensions which require listed building consent, as well as any demolition works which require listed building consent:

- Single-storey rear extension.
- Internal alterations including replacement staircase and removal of load-bearing wall.
- External and internal alterations including replacement windows and external doors and changes to the internal layout.

Where elements of the work have already been carried out but have not received listed building consent these should be clearly referenced within the description:

- Retention of unauthorised replacement timber windows to rear elevation.

Advertisements

State the type of signage, their position on the building or within the site, and details of their illumination:

- Internally illuminated fascia sign and projecting sign on front elevation of shop.
- Externally illuminated totem sign in forecourt and two internally illuminated signs on the front elevation.
- Three freestanding flag advertisements on the forecourt.

Retrospective applications

All parts of a proposal which have already been built but have not received planning permission should be clearly referred to as being 'retrospective'. Failure to do this can often frustrate local residents and increase opposition:

- Retrospective application for a detached single garage to the side of the dwelling.

Applications to amend an existing planning permission

Variation or removal of conditions and minor material amendments

Specify the number of the relevant conditions(s) and extant permission, briefly describe the nature of the conditions, and include the original description of development:

- Removal of condition 4 (restricted use of garages) of permission 25/16180/FUL: 23 dwellings and associated infrastructure.
- Variation of condition 7 (hours of operation) of permission 25/31416/FUL to allow operation until 10pm Monday to Friday: Floodlit artificial pitch with security fencing and associated car park.
- Minor material amendment of permission 25/16180/FUL to change house types: 23 dwellings and associated infrastructure.

Non-material amendments

Specify the relevant planning permission and the nature of the proposed amendment(s):

- Non-material amendment to permission 25/16180/FUL to reduce the number of rooflights to each dwellinghouse.

Applications to discharge conditions

Specify the original planning permission and relevant conditions:

- Discharge of conditions 3, 5, 6, 7, and 10 of permission 25/16180/FUL.

Applications for certificates of lawfulness

The description should include whether the development is proposed or existing and the nature of the works (to be) carried out:

- Lawful development certificate proposed - Single-storey rear extension.
- Lawful development certificate existing - Confirmation that permission 25/16180/FUL remains extant.

Lawful development certificate existing - Use of the land edged red for the siting of one mobile home and garden incidental to the residential occupation of the mobile home.

Annex 2 - Householders Quick Guide

Checklist for householder planning applications

Before you send us your application, make sure the following checklist is complete.

Type of Information	What you need to do	Have you done this? (Yes, No or Not Applicable)
Application form	<ul style="list-style-type: none">• Complete all sections• Accurately describe what you are applying for• Complete the Declaration	
Certificates	<ul style="list-style-type: none">• Complete Certificate A if you are the owner of the land• Complete Certificate B and Notice 1 if someone else owns all or part of the land• Complete the Agricultural Holdings certificate	
Fee	<ul style="list-style-type: none">• Pay the relevant fee to Stafford Borough Council (unless an exemption applies - see our Fees guide for more information).	
Location Plan	<ul style="list-style-type: none">• Use a scale of 1:1250 or 1:2500• Make sure it's up to date, if it's Ordnance Survey based it must display a copyright license• Draw a red line around the edge of all the land affected by the development (including access to the public highway)• Draw a blue edge around all other land that you own	

Type of Information	What you need to do	Have you done this? (Yes, No or Not Applicable)
Site/Block Plan	<ul style="list-style-type: none"> • Use a scale of 1:100, 1:200 or 1:500 • Make sure the direction of North is shown • Show the development in relation to property boundaries • Show the car parking layout, if this is new or changes to what's there now • Show any trees within the site boundary or next to it 	
Floor Plans	<ul style="list-style-type: none"> • Use a scale of 1:100 or 1:50 • Include existing plans and what is proposed. • Full existing and proposed plans are needed for applications outside of the settlement boundaries. • If existing car parking is affected, full floor plans of the whole property need to be shown 	
Elevations	<ul style="list-style-type: none"> • Use a scale of 1:100 or 1:50 • Include all the elevations (sides) of what you want to do • Include what the elevations look like now and what is proposed • If not all of a roof is visible on the elevation drawings, provide a roof plan 	
Flood Risk Assessment	<ul style="list-style-type: none"> • Include an assessment if the property is within Flood Zone 2 or 3 • Complete the Environment Agency template: www.environment-agency.gov.uk 	

Type of Information	What you need to do	Have you done this? (Yes, No or Not Applicable)
Ecological Report	<ul style="list-style-type: none"> • Include a report on bats if a building likely to house bats is going to be demolished or a tree likely to provide foraging for bats is to be removed • Include a report on Great Crested Newts if ponds are involved 	
Heritage statement	<ul style="list-style-type: none"> • Include a heritage statement if the proposed development may affect a heritage asset or its setting • The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance 	
Trees	<ul style="list-style-type: none"> • Information is needed where there are trees on the application site or on land adjacent to it (including street trees) that could be affected by or that influence the development. The information that must be provided should detail which trees are to be retained and how they will be protected during construction works, in accordance with British Standard 5837 'Trees in relation to design, demolition and construction - Recommendations'. The information should be prepared by a suitably qualified and experienced arboriculturist (tree specialist) 	

Further information will be required where the proposal is within the curtilage of a Listed Building or involves demolition within a Conservation Area.

If you have any questions or need any help with your application for Householder development, please call our Validation Officers on 01785 619 337 or email planningtechnicians@staffordbc.gov.uk.

Annex 3 - Listed Building Consent Quick Guide

Guidance for applications for listed building consent

Type of information	When is it required?	What you need to do
Application form	All applications	Complete all sections. Accurately describe the proposed works. Complete the declaration. Complete the relevant ownership certificate.
Location plan	All applications	Use a scale of 1:1250 or 1:2500. Make sure it's up to date, if it's Ordnance Survey based it must display a copyright license. Draw a red line around the edge of all the land affected by the development (including access). Draw a blue edge around all other land that you own.
Site or block plan	All applications	Use a scale of 1:100, 1:200 or 1:500. Make sure the direction of North is shown. Show the development in relation to property boundaries. Show any trees within the site boundary or on adjacent land.
Existing and proposed floor plans	All applications where extensions or alterations which would affect architectural elements are proposed.	Use a scale of 1:50. Show any walls to be demolished. Show the uses of existing and proposed rooms. Show the position of all existing and proposed windows, doors, roof lights, and other openings.

Type of information	When is it required?	What you need to do
		Show the position of floor and ceiling joists and structural beams where they may be affected by the proposed works.
Existing and proposed elevations	All applications where extensions of external alterations are proposed	<p>Use a scale of 1:50.</p> <p>Include full elevation drawings of every side of the building.</p> <p>Include what the elevations look like now and what is proposed.</p> <p>Include details of proposed building materials.</p> <p>Show the style and materials of all windows, doors, roof lights, and other openings.</p>
Existing and proposed sections	<p>All applications which include:</p> <ul style="list-style-type: none"> • Alterations to the roof, ceiling, or floor. • Internal wall, roof, or floor insulation. • A new staircase. • Alterations to the foundations of a building. 	<p>Use a scale of 1:20 or 1:50.</p> <p>Show the alterations proposed.</p>
Existing and proposed roof plans	<p>All applications which include alterations to any roof which is not adequately demonstrated on the elevation drawings.</p> <p>All applications for roof mounted solar panels</p>	<p>Use a scale of 1:50</p> <p>Include the shape of the roof and show any roof lights, roof dormers, sun tubes, flues, parapets, terraces, etc.</p> <p>Show the position of all roof mounted solar panels</p>

Type of information	When is it required?	What you need to do
Site sections / levels	<p>All applications where a change in levels is proposed (e.g. on a sloping site)</p> <p>All applications where a change in levels is proposed (e.g. on a sloping site)</p>	<p>Use a scale of 1:50 or 1:100</p> <p>Show the existing and proposed site levels and finished floor levels.</p> <p>Levels must relate to a defined datum point.</p>
Detailed drawings of doors windows, mouldings, etc.	All applications where new (or replacement doors, windows, or other features are proposed	<p>Use a minimum scale of 1:20 to provide a general view.</p> <p>Include large scale drawings of individual architectural details.</p> <p>Include detailed scale drawings to show elevations, sections, mouldings, profiles, and materials.</p> <p>Include window and door details (elevations at 1:10 and sections at 1:1 or 1:2) to include colour finish, recesses, cill and header details, transoms, mullions, glazing, and glazing bars</p>
Design and access statement (including heritage statement)	All applications	<p>The design principles and concepts applied to the works and how these take account of the following:</p> <ul style="list-style-type: none"> • The special architectural or historic importance of the building • The particular physical features of the building which justify its designation as a listed building • The setting of the building

Type of information	When is it required?	What you need to do
		Include an assessment of the impact of the proposed works on the significance of the listed building and those areas affected by the works, including any steps to be taken to avoid or minimise any adverse impacts
Structural survey	<p>All applications where structural changes are proposed, to include demolition, removal of a staircase, removal of a chimney, alterations to the roof, structural reinforcement of existing elements, insertion of new floors or ceilings, cutting of beams, replacement of any existing structural element, new openings in historic fabric</p> <p>Any application where structural defects are identified and which require rectification as part of any proposed works</p> <p>Any application involving enabling works</p>	<p>The survey must be carried out by a qualified structural engineer.</p> <p>Include the existing structural condition of the building.</p> <p>Include any recommendations for remedial works to improve its condition.</p> <p>Address how the proposed works would affect the structural integrity of the building.</p>
Ecological assessment and surveys	<p>Applications which include substantial alterations to the roof or re-roofing</p> <p>Conversion schemes</p>	<p>The assessment and subsequent surveys must be carried out by a suitably qualified individual.</p> <p>The assessment and subsequent surveys must be carried out by a suitably qualified individual.</p> <p>A phase 1 ecological assessment.</p>

Type of information	When is it required?	What you need to do
	<p>Applications where the building is derelict, dilapidated, or there are clear points of access for birds or bats</p> <p>Where proposals have the potential to impact on protected species</p>	Further surveys, if required by the phase 1 assessment.

Descriptions guidance

Where proposed development includes works to a listed building, the description should include reference to external and internal alterations and/or extensions which require listed building consent, as well as any demolition works which require listed building consent:

- Single-storey rear extension.
- Internal alterations including replacement staircase and removal of load-bearing wall.
- External and internal alterations including replacement windows and external doors and changes to the internal layout.

Where elements of the work have already been carried out but have not received listed building consent these should be clearly referenced within the description:

- Retention of unauthorised replacement timber windows to rear elevation.

If you have any questions or need any help with your application for listed building consent, please email conservation@staffordbc.gov.uk

