

Dear Members

### **Planning Committee**

A meeting of the Planning Committee will be held on **Wednesday, 30 August 2023** 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 - 30 AUGUST 2023**

**Chairman - Councillor B McKeown**

**Vice-Chairman - Councillor A Nixon**

### **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.

	<b>Page Nos</b>
<b>5 Planning Applications</b>	<b>3 - 20</b>
<b>6 Planning Appeals</b>	<b>21 - 34</b>
<b>7 Draft Planning Application Validation Criteria</b>	<b>35 - 94</b>

### **MEMBERSHIP**

**Chairman - Councillor B McKeown**

B M Cross	D M McNaughton
F D J James	A Nixon
E G R Jones	M Phillips
P W Jones	J P Read
R Kenney	S N Spencer
B McKeown	

ITEM NO 5

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PLANNING COMMITTEE - 30 AUGUST 2023

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**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
<b>22/36661/HOU</b>	<b>The Manor House, Oulton Rocks Kibblestone Road</b>	4 - 13
The application was called in by Councillor R James		
<b>Officer Contact</b> - (Lead Officer Sian Wright) Telephone 01785 619528		
<b>22/36723/HOU</b>	<b>2 The Old Farmhouse, Beaconside</b>	14 - 20
The application was called in by Councillor F Beatty		
<b>Officer Contact</b> - (Lead Officer Sian Wright) Telephone 01785 619528		

**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.

<b>Application:</b>	22/36661/HOU
<b>Case Officer:</b>	Jake Powell
<b>Date Registered:</b>	8 November 2022
<b>Target Decision Date:</b>	3 January 2023
<b>Extended To:</b>	None
<b>Address:</b>	The Manor House, Oulton Rocks, Kibblestone Road, Oulton, Stone, Staffordshire, ST15 8UJ
<b>Ward:</b>	Swynnerton and Oulton
<b>Parish:</b>	Stone Rural
<b>Proposal:</b>	Alterations and enlargement of existing single storey extension, provision of areas of decking
<b>Applicant:</b>	Mr and Mrs S Tippet
<b>Recommendation:</b>	Approve, subject to conditions

## REASON FOR REFERRAL TO COMMITTEE

This planning application has been called in to planning committee by Councillor R James (ward member for Swynnerton and Oulton) for the following reasons:-

To ask the Planning Committee to consider that development in its current form would detract from the character and appearance of the non-designated heritage asset by virtue of inappropriate design detailing and excessive deck.

### 1.0 CONTEXT

#### The Application Site

The Manor House (formerly known as Oulton Rocks) was constructed circa mid-1860s likely for Edward Cooper Copeland an earthenware manufacturer. The property comprises a tiled hipped roof, with rendered façade, it has painted timber sliding sash windows with stone lintels and a dentilated eaves. The building is not listed or in a conservation area but constitutes a non-designated heritage asset for its local historic and architectural interest and positive contribution to the character and appearance of the area.

The site is located within the North Staffordshire Green Belt.

## **Proposed Development**

The application seeks planning permission for demolition of the existing orangery extension and replacement with a new orangery extension in the same position but extended a little further out to the south. In addition, the application proposes an area of decking.

The application has been amended since the initial submission to remove an area of decking, whilst alterations have been made to the fenestration of the proposed orangery.

## **Planning policy framework**

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.

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**

The application site is located in the countryside outside of a settlement listed in the Sustainable Settlement Hierarchy under Spatial Principle (SP) 3 of the TPSB with their defined settlement boundaries set out under Policy SB1 and as shown on the associated Inset maps.

SP7 of the TPSB deals with the location of new development and at provision (ii) supports proposals which are consistent with the objectives of Spatial Principle 6 and policies E2 and C5 in supporting rural sustainability.

In addition to the above, the site is on designated Green Belt land. Paragraph 137 of the NPPF states that the government attaches great importance to Green Belts, with their key characteristics being their openness and permanence. Inappropriate development is, by definition, harmful to the Green Belt and will not be approved except in very special circumstances (NPPF, Paragraph 147). The LPA should regard the construction of new buildings as inappropriate in the Green Belt, unless in certain situations or 'exceptions' (NPPF, Paragraph 149). Provision 'c' of Paragraph 149 states that one such exception is 'the extension or alteration of a building provided that it does not result in disproportionate additions over and above the size of the original building'.

TPSB Policy C5 requires that in areas outside of the Sustainable Settlement Hierarchy (and, by extension, Green Belt designated land), the extension of an existing building should not result in additions of more than 70% to the dwelling as originally built.

SP7 of the TPSB deals with the location of new development and at provision (ii) supports proposals which are consistent with the objectives of SP6 and policies E2 and C5 in supporting rural sustainability.

In particular, Policy C5 requires that in areas outside of the Sustainable Settlement Hierarchy the extension of an existing building should not result in additions of more than 70% to the dwelling as originally built.

The original floor area of the dwelling measured 414m<sup>2</sup>. The property has previously been extended via the construction of a single storey side extension and orangery which resulted in an additional 50m<sup>2</sup> over the original floor area of the dwelling.

The proposal seeks to add a further 8.9m<sup>2</sup> resulting in a cumulative increase of 14.23% over the original floor area.

The proposal would be within the 70% threshold provided for under Policy C5(c) and the principle of development is therefore considered to be acceptable, but subject to other material considerations being satisfied, including:-

- Impact upon the character and appearance of the host dwelling and the surrounding area;
- Residential amenity;
- Car parking provision.

#### **Polices and Guidance:-**

National Planning Policy Framework 2021 (NPPF)

Paragraphs 8, 11 and 13

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), C5 (Residential Proposals outside the Settlement Hierarchy)

Part 2 - SB1 (Settlement Boundaries)

### **3.0 CHARACTER, APPEARANCE AND IMPACT ON HERITAGE ASSETS**

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. Section 8 of the Supplementary Planning Document on Design (SPD) then provides further detailed guidance on extensions and alterations to dwellings.

Additionally, provision (h) of policy N1 in TPSB requires designs to have regard to local context, including heritage assets, and to preserve and enhance the character of the area.

Policy N8 of the TPSB states that development proposals must be informed by, and be sympathetic to, landscape character and quality.

Policy N9 of the TPSB states that development proposals will be expected to sustain and, where appropriate enhance the significance of heritage assets and their setting by understanding the heritage interest, encouraging sustainable re-use and promoting high design quality.

The site is not listed or in a conservation area but constitutes a non-designated heritage asset for its local historic and architectural interest and positive contribution to the character and appearance of the area.

The NPPF states at paragraph 203, *“The effect of an application on the significance of a non-designated heritage asset should be taken into account in determining the application. In weighing applications that affect directly or indirectly non-designated heritage assets, a balanced judgement will be required having regard to the scale of any harm or loss and the significance of the heritage asset”*.

The application partly seeks permission for the construction of a single storey orangery extension. The proposed extension would be constructed in place of an existing orangery of a similar scale. Whilst large the size of the proposed extension would result in this element of the proposal appearing as a proportionate and subordinate addition, which would relate well to the main dwellinghouse. This element of the proposal in terms of scale/size is therefore considered an appropriate addition to the site. This extension has been amended since the initial submission to include additional glazing, in addition to removing more traditional style mouldings, proposing a contemporary appearance. The amended orangery now would not appear conflicted in design.

In relation to the proposed decking, the initially proposed decking was considered excessive. However, since its reduction, Officers are now satisfied that this element of the proposal would not detract away from the character of the dwellinghouse, nor would it result in harm to the significance of the non-designated heritage asset.

The application form indicates that the proposed extension would be constructed in materials to match the existing. This is considered a suitable design choice which would result in the extension integrating well with the main dwellinghouse. Nevertheless, to ensure this, Officers consider it appropriate to attach a condition to the permission in the event of an approval for further details to be submitted and approved by the LPA of the proposed facing materials.

Overall, the scheme is considered to have an acceptable impact on the character and appearance of the dwellinghouse and surrounding area and would not result in harm to the significance of the non-designated heritage asset.

### **Policies and Guidance:-**

National Planning Policy Framework 2021 (NPPF)

Section 12 - Achieving well-designed places

The Plan for Stafford Borough 2011-2031 (TPSB)

N1 (Design), N8 Landscape Character, C5 (Residential Proposals outside the Settlement Hierarchy)

Supplementary Planning Document - Design (SPD)

## **4.0 RESIDENTIAL AMENITY**

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.

By reason of the nature of the proposed development and its siting in relation to neighbouring properties, Officers are satisfied that the proposal would not result in any technical breaches of the Local Planning Authority (LPA)'s amenity guidelines and therefore the proposal is considered acceptable in terms of amenity.

### **Policies and Guidance:-**

National Planning Policy Framework 2021 (NPPF)

Paragraph 130

The Plan for Stafford Borough 2011-2031 (TPSB)

N1 (Design)

Supplementary Planning Document - Design (SPD)

## **5.0 HIGHWAYS AND PARKING**

The proposed development would not impact highways and parking.

### **Policies and Guidance:-**

National Planning Policy Framework 2021 (NPPF)

Paragraphs 108 and 109

The Plan for Stafford Borough 2011-2031 (TPSB)

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

## **CONCLUSION AND PLANNING BALANCE**

The proposed development is not considered inappropriate development within the green belt, is not considered to harm the character and appearance of the host dwelling or wider area or non-designated and designated heritage assets. It avoids negatively impacting neighbour amenity, and would not impact on-site provision. Considering the above it is recommended that planning permission be granted, subject to conditions.

## **CONSULTATIONS**

### **Parish Council:**

Object - SRPC would object to this application taking into consideration the comments of the Planning and Conservation Officer that the proposed development in its current form would detract away from the character and appearance of the non-designated heritage asset by virtue of inappropriate design detailing and excessive amount of decking.



## Conservation 11/01/2023:

The Manor House (formerly known as Oulton Rocks) was constructed circa mid-1860s likely for Edward Cooper Copeland an earthenware manufacturer. The property comprises a tiled hipped roof, with rendered façade, it has painted timber sliding sash windows with stone lintels and a dentilated eaves. The building is not listed or in a conservation area but constitutes a non-designated heritage asset for its local historic and architectural interest and positive contribution to the character and appearance of the area.

The current application seeks planning permission for demolition of the existing orangery extension and replacement with a new orangery extension in the same position but extended a little further out to the south. In addition, two decking areas are proposed, one to the south of the main dwelling and a smaller one to the north-eastern side of the dwelling.

The National Planning Policy Framework 2021 (NPPF) defines a heritage asset as “a *building, monument, site, place, area, or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. It includes designated heritage assets and assets identified by the local planning authority (including local listing)*”. The existing building is not statutorily listed or located within a conservation area and therefore does not have status as a designated heritage asset.

The NPPF states at paragraph 203, “*The effect of an application on the significance of a non-designated heritage asset should be taken into account in determining the application. In weighing applications that affect directly or indirectly non-designated heritage assets, a balanced judgement will be required having regard to the scale of any harm or loss and the significance of the heritage asset*”.

There is no conservation objection in principle to the replacement of the existing orangery with a new orangery on a similar footprint. The roof lantern proposed is smaller than the existing, but a larger expanse of glazing is proposed to the south facing elevation with full height sliding doors. This makes the extension appear conflicted in its design as it is neither traditional nor is it contemporary. I would suggest if this large expanse of glazing is required then the design be altered to be either completely traditional in appearance like a traditional orangery with timber windows and doors with glazing bars and side opening doors rather than sliding, or the extension be adapted to be distinctly contemporary, with the addition of more glazing perhaps that wraps around the corner of the extension, and omission of moulded traditional detail in favour of clean lines and a structure with a lightweight appearance.

In terms of the decking proposed this is extensive and appears excessive. The decking would project from the wall of the extension southwards by 5.8m and would project beyond the existing embankment. By extending the decking beyond the embankment this will increase its perceived height and massing more than what is depicted in the submitted drawings due to the drop in land level. I therefore request that the larger decked area to the south of the dwelling be reduced from a depth of 5.8m to 4.5m so that it does not go beyond the embankment.

In summary, the proposed development in its current form would detract away from the character and appearance of the non-designated heritage asset by virtue of inappropriate design detailing and excessive amount of decking. The application is therefore contrary to policies N1, N8 and N9 of the Plan for Stafford Borough.

From a conservation perspective the design of the extension should be revised to be either traditional or contemporary, rather than a strange mix of the two. In addition, the amount of decking should be reduced so that it does not project beyond the embankment.

Should amendments be forthcoming which address the conservation and historic building concerns with the application the case officer should re-consult conservation for further comments/conditions.

### **Conservation 11/05/2023**

Following the conservation comments dated 11 January 2023, the plans have been amended slightly to reduce the depth of the decking off the south-east elevation by approximately 1.2m, the decking depth would no longer project beyond the embankment. Whilst the decking is still substantial in area, it has now been reduced to an acceptable degree.

However, the conservation concerns surrounding the design of the proposed new orangery extension have not been addressed in the latest amendments. I reiterate my previous comments that a larger expanse of glazing is proposed to the south facing elevation with full height sliding doors. This makes the extension appear conflicted in its design as it is neither traditional nor is it contemporary. I would suggest if this large expanse of glazing is required then the design be altered to be either completely traditional in appearance with timber windows and doors, glazing bar details and moulded cornice or, the extension could be adapted to be distinctly contemporary, with the addition of more glazing perhaps that wraps around the corner of the extension, and omission of moulded traditional detail in favour of clean lines and a structure with a lightweight appearance.

In summary, whilst the reduced decking area is now acceptable, the proposed orangery in its current form would detract away from the character and appearance of the non-designated heritage asset by virtue of its conflicted and inappropriate design detailing. The application is therefore contrary to policies N1, N8 and N9 of the Plan for Stafford Borough. From a conservation perspective the design of the extension should be revised to be either traditional or contemporary, rather than a conflicting mix of the two.

Should amendments be forthcoming which address the conservation and historic building concerns with the application the case officer should re-consult conservation for further comments/conditions.

### **Conservation 12/07/2023**

Following the amendments received 23.06.2023, the conservation concerns with the scheme have been adequately mitigated. I would however request the below conditions be included should consent be granted.

**Conditions:**

Details of facing material

Joinery details of all windows and doors

Full details of decking

**Cadent:**

Request informative attached to the decision notice informing applicant of Cadent assets within the vicinity.

**Neighbours:**

(5 consulted): 0 representations received.

**Relevant Planning History**

98/35750/FUL - Detached Dwelling. Permitted.

**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. This permission relates to the originally submitted details and specification and to the following drawings, except where indicated otherwise or by a condition attached to this consent, in which case the condition shall take precedence:-  
  
01119-AL(0)01 Ground Floor Plan as Existing, Site Location Plan  
  
01119-AL(0)04 Rev B Plans as Proposed  
  
01119-AL(0)05 Rev B Elevations as Proposed, Site Plan as Proposed
3. Notwithstanding any description, details and specifications submitted, detailed specifications and/or samples of the facing and roofing materials to be used in the development shall be submitted to and approved in writing by the Local Planning Authority prior to the commencement of any above ground works. The development shall thereafter be carried out in accordance with the approved details.
4. Notwithstanding any description, details and specifications submitted, full joinery details for all new windows and doors shall be submitted to and approved in writing by the Local Planning Authority prior to their installation. Such details shall include section drawings at 1:1 scale and elevation drawings at 1:10 scale, material, colour, finish, recesses, cill and header details, glazing and any glazing bars. The development shall thereafter be carried out in accordance with the approved details.

5. Notwithstanding any description, details and specifications submitted, full details of the decking shall be submitted to and approved in writing by the Local Planning Authority. Such details shall include material, colour, finish, any balustrading, and steps. The development shall thereafter be carried out in accordance with the approved details.

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 ensure the satisfactory appearance of the development (Policies N1 (Design), N8 (Landscape Character), N9 (Historic Environment)).
4. To ensure the satisfactory appearance of the development (Policies N1 (Design), N8 (Landscape Character), N9 (Historic Environment)).
5. To ensure the satisfactory appearance of the development (Policies N1 (Design), N8 (Landscape Character), N9 (Historic Environment)).

### **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 2021, the Council has worked in a positive and proactive way in determining the application and has granted planning permission.
- 2 Cadent Gas Ltd own and operate the gas infrastructure within the area of your development. There may be a legal interest (easements and other rights) in the land that restrict activity in the proximity to Cadent assets in private land. The applicant must ensure that the proposed works do not infringe on legal rights of access and or restrictive covenants that exist.

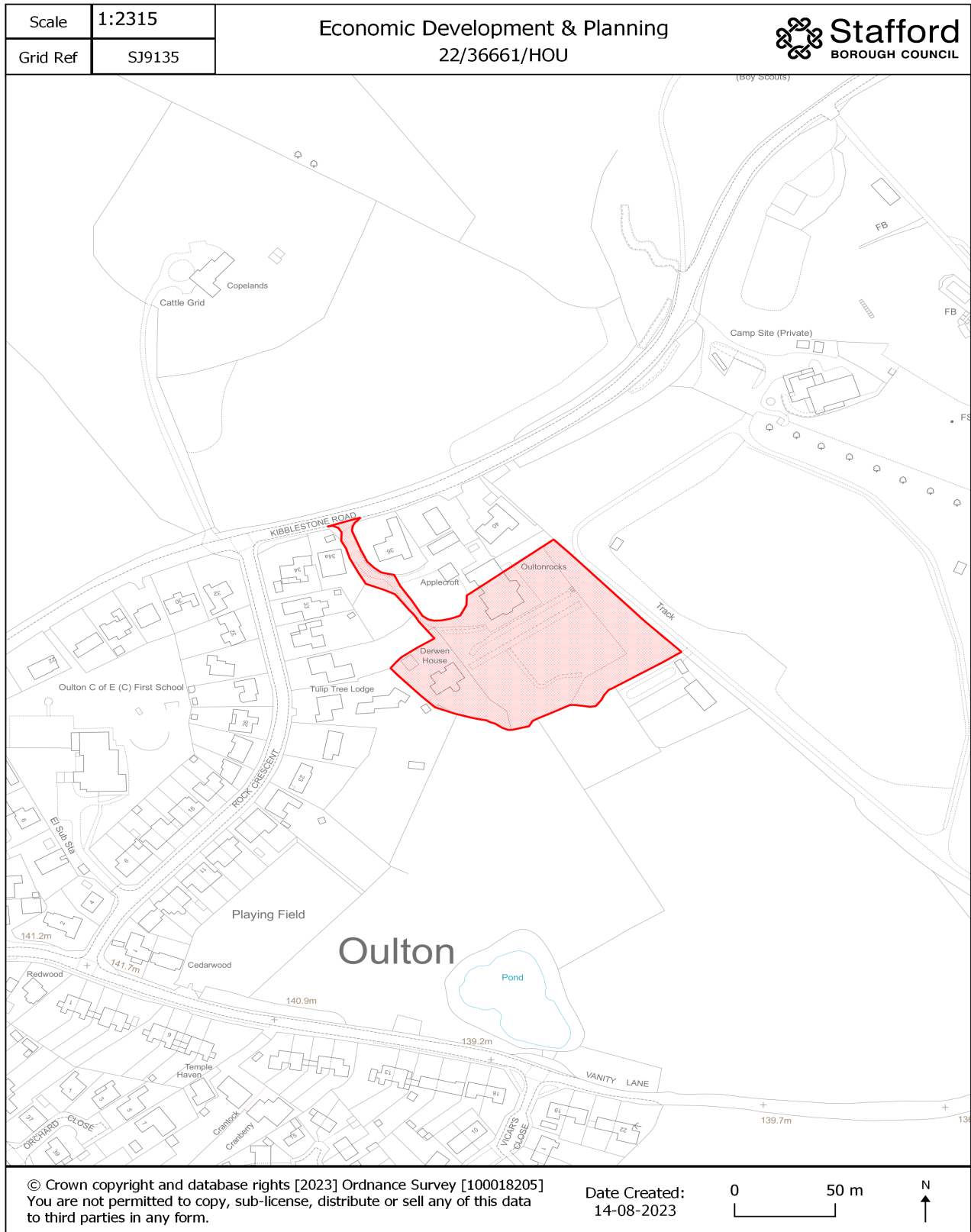
If buildings or structures are proposed directly above the apparatus the development may only take place following diversion of the apparatus. The applicant should apply online to have apparatus diverted in advance of any works, by visiting [cadentgas.com/diversions](https://cadentgas.com/diversions)

Prior to carrying out works, including the construction of access points, please register on [www.linesearchbeforeudig.co.uk](https://www.linesearchbeforeudig.co.uk) to submit details of the planned works for review, ensuring requirements are adhered to.

22/36661/HOU

The Manor House

Oulton Rocks



<b>Application:</b>	22/36723/HOU
<b>Case Officer:</b>	Jake Powell
<b>Date Registered:</b>	17 January 2023
<b>Target Decision Date:</b>	14 March 2023
<b>Extended To:</b>	None
<b>Address:</b>	2 The Old Farmhouse, Beaconside, Stafford, Staffordshire, ST18 0AE
<b>Ward:</b>	Milwich
<b>Parish:</b>	Hopton and Coton
<b>Proposal:</b>	Proposed detached garage
<b>Applicant:</b>	Mr and Mrs M Brown
<b>Recommendation:</b>	Approve, subject to conditions

## REASON FOR REFERRAL TO COMMITTEE

This application has been called in by Councillor Frances Beatty (Ward Member for Milwich) for the following reason:

For the committee to consider the potential impact on the neighbouring property's outlook, not least in the context of the characteristics of the farm. Will a two-storey garage of this design be overbearing on the site and be in keeping with the rest of the properties and overall feel of the farm? There is a lack of supporting information on design and materials.

### 1.0 CONTEXT

#### The Application Site

The site comprises of a large two-storey farmhouse which has previously been converted into four individual two-storey dwellinghouses (permission 13/19533/FUL). The application dwellinghouse is sited on the north-western plot and consists of the rendered main dwellinghouse, an area of pebbled driveway, a front garden area and an existing timber shed.

The boundary treatment for the site consists of a low boundary wall on the western boundary, with shrubs on the northern and eastern boundary.

To the northeast of the site are some agricultural buildings, whilst to the south and east of the site are dwellinghouses which were also a result of the conversion of the existing farmhouse. The site is located within a residential/agricultural pocket of land just outside of Stafford and a settlement boundary as indicated in the Sustainable Settlement Hierarchy

under Spatial Principle (SP) 3 of the TPSB. As such, in policy terms, the site is located within the open countryside.

### **Proposed Development**

The proposal is for the construction of a single storey garage in the north-western corner of the site. The garage would have a rectangular footprint, measuring 6 metres in width and approximately 7.5 metres in depth. The garage would have a dual pitched roof, with a height to the eaves of approximately 2.5 metres and a height to the ridge of approximately 4.9 metres.

A garage door would be installed on the front elevation, with a door and window installed on the southern elevation. Two roof lights would be installed on the front roof slope and two to the rear roof slope.

The plans indicate that the garage would be constructed in brickwork to match the boundary walls, with blue/grey roofing tiles to match the main dwellinghouse.

This application has been amended since the original submission. In comparison the proposed development is now of a reduced ridge height and roof pitch.

### **Planning policy framework**

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.

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**

The application site is located in the countryside outside of a settlement listed in the Sustainable Settlement Hierarchy under Spatial Principle (SP) 3 of the TPSB with their defined settlement boundaries set out under Policy SB1 and as shown on the associated Inset maps.

SP7 of the TPSB deals with the location of new development and at provision (ii) supports proposals which are consistent with the objectives of SP6 and policies E2 and C5 in supporting rural sustainability.

In particular, Policy C5 requires that in areas outside of the Sustainable Settlement Hierarchy the extension of an existing building should not result in additions of more than 70% to the dwelling as originally built.

The application proposes a detached garage, which would not increase the floorspace of the original dwellinghouse. As such, Policy C5 is not triggered.

The principle of development is therefore considered to be acceptable, but subject to other material considerations being satisfied, including:-

- Impact upon the character and appearance of the host dwelling and the surrounding area and heritage assets;
- Residential amenity;
- Car parking provision.

### **Polices and Guidance:-**

National Planning Policy Framework 2021 (NPPF)

Paragraphs 8 and 11

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), C5 (Residential Proposals outside the Settlement Hierarchy)

Part 2 - SB1 (Settlement Boundaries)

### **3.0 CHARACTER AND APPEARANCE**

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. Section 8 of the Supplementary Planning Document on Design (SPD) then provides further detailed guidance on extensions and alterations to dwellings.

The amended proposal seeks permission for a single storey detached garage to the north-western corner of the site. The proposed garage has been reduced in height by approximately 1.1 metres, with a reduced roof pitch, whilst retaining the existing large footprint of 6 metres in width by approximately 7.5 metres in depth, with a height of 4.9 metres. Whilst large, the main dwellinghouse is significantly larger both in footprint and maximum height. As such the proposed garage, would not be considered not appear disproportionate to in comparison to the scale of the main dwellinghouse.

With regards to materials, the proposed garage would be constructed in brickwork to match the boundary walls, with blue/grey roofing tiles to match the main dwellinghouse. Whilst it would be beneficial for the garage to be finished in render to match the main dwellinghouse, the choice to use similar materials to the existing front boundary wall and roofing tiles to match the main dwellinghouse will result in the garage integrating well with existing features on site.

It is noted that the proposed development would be clearly viewable, set behind a low boundary wall. Whilst it is acknowledged that the concern was raised regarding the loss of the original agricultural character of the site via the erection of further buildings, it is considered that the conversion and subdivision of this previous farmhouse and the associated works over the years has succeeded in eroding much of the existing agrarian character. In this regard, the proposed outbuilding would not appear significantly out of place. Furthermore, whilst the proposed fenestration and installation of rooflights would



result in a domesticated appearance to the garage, it would not appear significantly out of place in comparison to the rest of the site. In addition, whilst viewable, considering the proportionate scale and acceptable design of the proposed development, Officers do not consider that the proposed garage would significantly detract from the character and appearance of the surrounding area.

It is noted that various applications were submitted for the conversion of the original farmhouse into the four current dwellinghouses. As part of one of these submissions, 13/19533/FUL, three detached garages were proposed, one of which would have facilitated the application site. Whilst sited in a similar location, this garage would have been significantly larger than the current proposed garage. It is noted that an extended passage of time has past since this previous proposal, however it is considered relevant to this application and gives weight to the principle of a detached garage on site.

Overall, therefore it is considered that the proposed development would have an acceptable impact on the character and appearance of the site and surrounding area.

#### **Policies and Guidance:-**

National Planning Policy Framework 2021 (NPPF)

Section 12 - Achieving well-designed places

The Plan for Stafford Borough 2011-2031 (TPSB)

N1 (Design), C5 (Residential Proposals outside the Settlement Hierarchy)

Supplementary Planning Document – Design (SPD)

#### **4.0 RESIDENTIAL AMENITY**

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.

By reason of the siting of the proposed development within the spacious application site, and away from the boundaries with neighbouring properties, Officers are satisfied that the proposal would not result in any technical breaches of the Local Planning Authority (LPA)'s amenity guidelines and there the proposal is considered acceptable in terms of amenity.

#### **Policies and Guidance:-**

National Planning Policy Framework 2021 (NPPF)

Paragraph 130

The Plan for Stafford Borough 2011-2031 (TPSB)

N1 (Design)

Supplementary Planning Document – Design (SPD)

## **5.0 HIGHWAYS AND PARKING**

The number of bedrooms the application site provides is unclear from the submitted information.

Nevertheless, the site has a sufficient level of space to accommodate several parking spaces in excess of the requirements of Appendix B of the The Plan for Stafford Borough. Officers are therefore satisfied that the proposed development would have an acceptable impact on highways and parking.

### **Policies and Guidance:-**

National Planning Policy Framework 2021 (NPPF)

Paragraphs 108 and 109

The Plan for Stafford Borough 2011-2031 (TPSB)

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

## **CONCLUSION AND PLANNING BALANCE**

The proposal is considered to be acceptable in terms of its design and scale, and is not considered to have an adverse impact on character or appearance of the surrounding area, parking and access, amenity.

## **CONSULTATIONS**

### **Neighbours:**

(3 consulted): 6 representations received raising the following material considerations:-

- Loss of openness and disruption of views
- Out of keeping with surrounding character
- Impact on highway safety
- Loss of light and privacy

### **Relevant Planning History**

08/11345/FUL - Two storey side (north) and rear (east) extensions. Permitted.

10/13981/FUL - Conversion into 4 apartments; car parking. Permitted.

10/14784/FUL - Two storey side and rear extensions to farmhouse; conversion to 4 apartments; parking and access. Permitted.

13/19533/FUL - Two storey side and rear extensions and single storey rear extension to farmhouse; conversion to 4 apartments; 3 detached garages, parking and access. Permitted.

## 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. This permission relates to the originally submitted details and specification and to the following drawings, except where indicated otherwise or by a condition attached to this consent, in which case the condition shall take precedence:-

2226/01 Rev C Scheme layout plan

3. The development to which this permission relates shall be carried out in accordance with the materials specified on the approved plans and on the application form.
4. The outbuilding hereby permitted shall not be occupied at any time other than for purposes ancillary to the residential use of the dwelling known as 2 The Old Farmhouse, Beaconside, Stafford, Staffordshire, ST18 0AE and shall not be used as primary living accommodation, including sleeping accommodation. The building shall not be occupied or let independently.

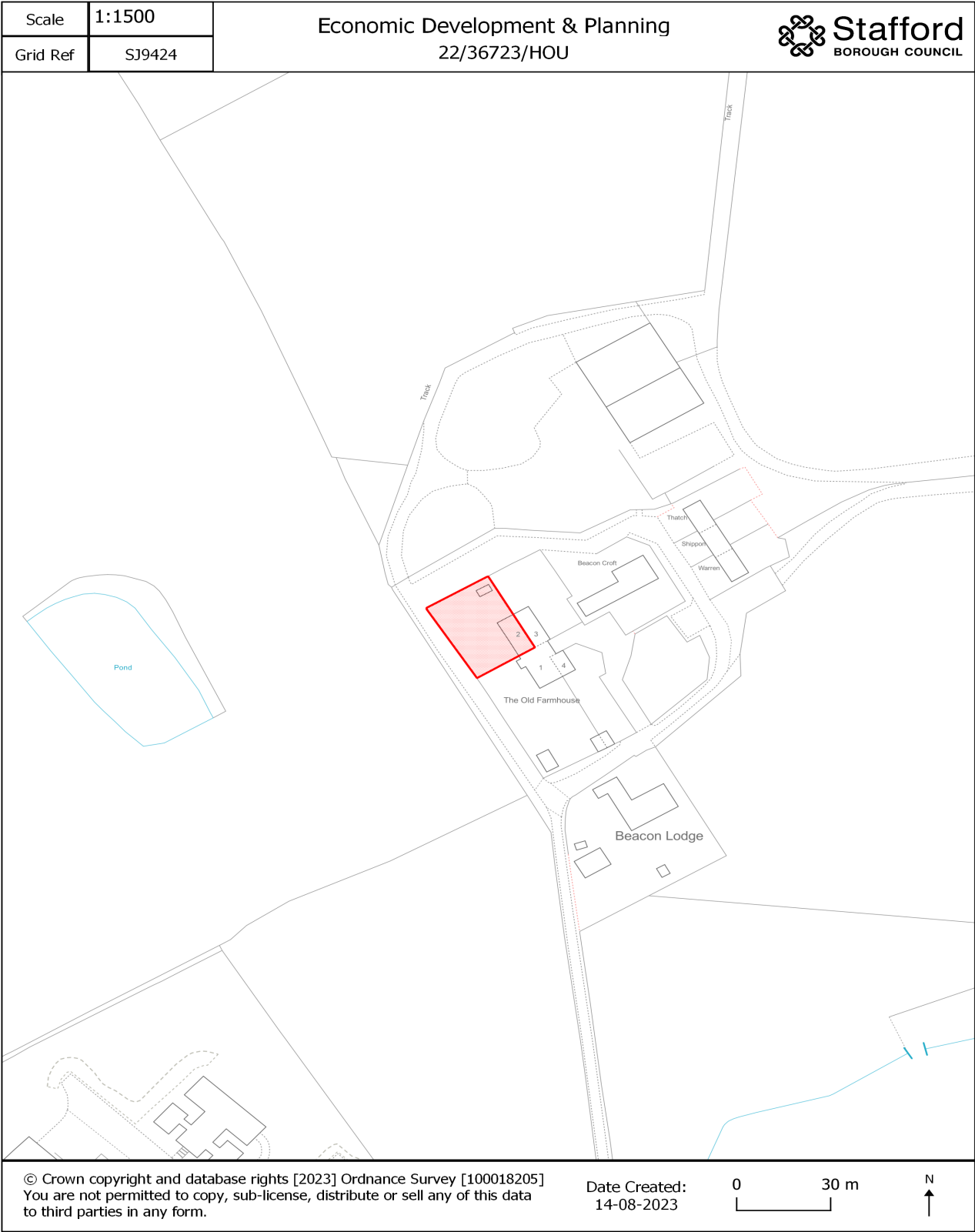
The reasons for the Council's decision to approve the development subject to the above conditions are

1. To comply with the requirements of Section 51 of the Planning and Compulsory Purchase Act 2004.
2. To define the permission.
3. To ensure the satisfactory appearance of the development (Policies N1 g and h of The Plan for Stafford Borough).
4. To ensure that the proposed development is compatible with existing development in the locality (Policies N1 and C5 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 2021, the Council has worked in a positive and proactive way in determining the application and has granted planning permission.

22/36723/HOU  
2 The Old Farmhouse  
Beaconside



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 PLANNING COMMITTEE - 30 AUGUST 2023
 

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**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**.

### Decided Appeals

Application Reference	Location	Proposal
<b>22/35873/HOU Appeal and cost claim dismissed</b>	19 Winton Vale Stafford	Retrospective planning permission for the erection of a 2m high fence
<b>21/34104/HOU Appeal Allowed</b>	32 The Parkway Trentham	Structure with glass elevations and roof on garden patio
<b>22/36212/ADV Appeal Dismissed</b>	Land Adjacent To 5 Wolverhampton Road Stafford	Replacement of existing externally illuminated poster advertisement display with internally illuminated D-poster
<b>COND/00277/EN16 Enforcement notice upheld</b>	Stables Outwoods Bank	Caravan being used for residential purposes

### Previous Consideration

Nil

### Background Papers

File available in the Development Management Section

### Officer Contact

John Holmes, Development Manager, 01785 619302



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## Appeal Decision

Site visit made on 17 July 2023

**by J D Westbrook BSc(Hons) MSc MRTPI**

**an Inspector appointed by the Secretary of State**

**Decision date: 2<sup>nd</sup> August 2023**

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**Appeal Ref: APP/Y3425/D/23/3320112**

**19 Winton Vale, STAFFORD, ST18 0YT**

- The appeal is made under section 78 of the Town and Country Planning Act 1990 against a refusal to grant planning permission.
  - The appeal is made by Mrs Lucy Hegarty against the decision of Stafford Borough Council.
  - The application Ref 22/35873/HOU, dated 13 April 2022, was refused by notice dated 15 March 2023.
  - The development proposed is the erection of a 2 metre high fence.
- 

### Decision

1. The appeal is dismissed.

### Application for costs

2. An application for costs was made by Mrs L Hegarty against Stafford Borough Council. This application is the subject of a separate Decision.

### Procedural Matter

3. The description of the development on the application form includes a considerable amount of detail, much of which has the nature of a supporting statement. I have used the simpler description from the decision notice.

### Main Issue

4. The main issue in this case is the effect of the fence on the character and appearance of the area around Winton Vale and Bayswater Square.

### Reasons

5. The appeal property is a detached house situated on a corner plot within a modern residential estate which has a generally open-plan character and appearance. It is located at the end of Winton Vale, which is a cul-de-sac, at a point where it meets a major pedestrian route through the estate linking Tixall Road with Bayswater Square and beyond. The proposed fence is already in place and encloses an area of land at the side of the house. It appears to be generally around 1.8 high, with wooden panels set in concrete posts and rises a little from west to east due to gently sloping topography. There is a row of small shrubs around the base of the fence.
6. Policy N1 of The Plan for Stafford Borough (The Plan) indicates that development should include high design standards that takes into account the local character and context.

7. The Council contends that the proposal would be a dominant and incongruous feature, out of keeping with the wider residential estate and, as such, would negatively impact the character and appearance of the locality. It does not consider, in this case, that concerns of the appellant relating to issues of privacy and security outweigh the issue of harm to character and appearance.
8. The appellant contends that a proposed landscaping scheme in the vicinity of the appeal property has failed and that a suitable boundary to the dwelling is needed for privacy and security reasons. In addition, the rear garden area to the dwelling is considered inadequate for a family. The appellant also notes the existence of other fences in and around the estate and contends that the appeal proposal is not, therefore, out of character with the rest of the estate. Moreover, the fence could be screened by hedge-type planting around it.
9. The residential estate that includes Winton Vale comprises mainly detached and semi-detached, brick-built houses with some apartments and short terraces around Bayswater Square. A footpath runs through the estate from north-east to south-west, terminating close to the appeal property. From Bayswater Square to Winton Vale, the footpath is sited between shared open-access driveways and is bounded for much of its length by beech hedges up to around 1.2 metres high in general. The areas to the front/side of houses are largely grassed with small box hedges and shrubs with an open-plan appearance.
10. Corner plots in general around the estate have small private and secure rear gardens enclosed by brick walls to match the brickwork of the house, as is the case with the rear garden of the appeal property. The fence at the side of the house appears discordant and incongruous in the context of its surroundings in this part of the estate, particularly given its prominent position on a corner plot at the southern end of the footpath. It is harmful to the generally open-plan nature of the front/side elements of the plots within the estate as a whole.
11. I note the appellant's concerns regarding privacy and security, but I am not satisfied that the use of a fence/boundary of uncharacteristic materials and scale is the only solution to this. Similarly, I note the existence of a small number of fences within the estate, but these appear to be mainly very minor in scale, set back from the road, and of limited visibility. Larger examples referred to by the appellant on Alcester Row would appear to be enclosing the private rear gardens of the properties and I do not consider their design to be in keeping with the character of the estate in general or to constitute a precedent that should be followed elsewhere.
12. I have little information regarding earlier planting in the vicinity of the appeal property, as referred to by the appellant. I acknowledge that the appellant intends to allow existing planting to grow to screen the fence, but I have no evidence before me that the existing planting is, in fact, on land owned by the appellant or that the shrubs used will create an appropriate screening effect.
13. In conclusion, I find that the fence is harmful to the character and appearance to the area around Winton Vale and Bayswater Square, and on this basis it conflicts with Policy N1 of The Plan. Accordingly, I dismiss this appeal.

*J D Westbrook*

INSPECTOR



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## Costs Decision

Site visit made on 17 July 2023

**by J D Westbrook BSc(Hons) MSc MRTPI**

**an Inspector appointed by the Secretary of State**

**Decision date: 2<sup>nd</sup> August 2023**

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### **Costs application in relation to Appeal Ref: APP/Y3425/D/23/3320112 19 Winton Vale, STAFFORD, ST18 0YT**

- The application is made under the Town and Country Planning Act 1990, sections 78, 322 and Schedule 6, and the Local Government Act 1972, section 250(5).
  - The application is made by Mrs Hegarty for a full award of costs against Stafford Borough Council.
  - The appeal was against the refusal of planning permission for the erection of a 2 metre high fence.
- 

### **Decision**

1. The application for an award of costs is refused.

### **Reasons**

2. The Planning Practice Guidance advises that costs may be awarded against a party who has behaved unreasonably and thereby caused the party applying for costs to incur unnecessary or wasted expense in the appeal process.
3. The fence has already been erected and is a wooden panelled fence within concrete support posts, around 1.8 metres high. The application was of a retrospective nature and was refused by the Council on the grounds that, by reason of its prominent location adjacent to a public footpath, it would result in a dominant and incongruous feature, out of keeping with the wider residential estate and negatively impacting the character and appearance of the locality.
4. The application for costs consists solely of a contention that the refusal was incorrect and that consent should have been granted. The correctness or otherwise of the decision are opinions that have been considered in determining the appeal, and I have been provided with no evidence that the Council behaved unreasonably in relation to either procedural matters or the substance of the matter under appeal, as required by paragraphs 047 and 049 of the Planning Practice Guidance.
5. I therefore find that unreasonable behaviour resulting in unnecessary or wasted expense, as described in the Planning Practice Guidance, has not been demonstrated.

*J D Westbrook*

INSPECTOR





# Appeal Decision

Site visit made on 25 July 2023

**by Jonathan Edwards BSc(Hons) DipTP MRTPI**

**an Inspector appointed by the Secretary of State**

**Decision date: 31 July 2023**

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**Appeal Ref: APP/Y3425/D/23/3322354**

**32 Parkway, Trentham, Stoke-On-Trent ST4 8AG**

- The appeal is made under section 78 of the Town and Country Planning Act 1990 against a refusal to grant planning permission.
  - The appeal is made by Mrs H Patel against the decision of Stafford Borough Council.
  - The application Ref 21/34104/HOU, dated 25 March 2021, was refused by notice dated 13 April 2023.
  - The development proposed is structure with glass elevations and roof on garden patio.
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## Decision

1. The appeal is allowed and planning permission is granted for structure with glass elevations and roof on garden patio at 32 Parkway, Trentham, Stoke-On-Trent ST4 8AG in accordance with the terms of the application, Ref 21/34104/HOU, dated 25 March 2021, subject to the following conditions:
  - 1) The development hereby permitted shall begin not later than 3 years from the date of this decision.
  - 2) The development hereby permitted shall be carried out in accordance with the following approved plans: 09/99/493B and un-numbered drawing scale 1:500 with proposed glass garden room shown crossed.

## Preliminary Matters

2. The application form and the Council's decision notice give the site address as 32 The Parkway. However, the road sign I saw on my visit simply said Parkway and so the address in the header and decision above is accurate.
3. The description of development above is taken from the decision notice and appeal form. It is different to that provided on the application form but has been agreed to by the appellant.

## Main Issue

4. The main issue is whether the proposal would represent inappropriate development in the Green Belt having regard to the National Planning Policy Framework (the Framework) and development plan policy.

## Reasons

5. The appeal property is a detached house in a residential street, although I am advised that it is in designated Green Belt. The proposal consists of the erection of a glazed extension to the rear of the dwelling.
6. The Council's refusal reasons refer to policies N1 and C5 of the Plan for Stafford Borough 2014 (the Plan). However, neither of these policies include provisions that define inappropriate development in the Green Belt. Instead, I am referred

to paragraph 149 of the Framework, which states the construction of new buildings should be regarded as inappropriate development in the Green Belt unless it falls within a list of exceptions. These include the extension of a building provided it does not result in disproportionate additions over and above the size of the original building.

7. The Framework does not define the term “disproportionate additions” but the Plan policy C5 states that outside settlements an extension should not result in additions of more than 70% to the dwelling as originally built. In the absence of any alternative, it is reasonable to assess whether the proposal would comply with this 70% limit so as to ascertain whether it represents inappropriate development in the Green Belt.
8. The Framework defines the original building as how it existed on 1 July 1948. The appeal property was constructed in the 1930’s and since then it has been altered and extended. With reference to a ordnance survey map from the 1930’s, the Council officer’s report indicates that the floor area of the original dwelling was 282.55 m<sup>2</sup>, including a garage. The appellant agrees with this figure.
9. The Council officer’s report notes that parts of the original dwelling has since been demolished and replaced by extensions. In calculating whether the proposal would result in disproportionate additions, the Council has considered the size of the original dwelling that remains and compared that to the size of the existing and proposed extensions.
10. However, the test as set out under paragraph 149(c) of the Framework requires a comparison of the size of the dwelling as it stood on 1 July 1948 against its size following the construction of the proposal. There is no indication that elements of the original dwelling that no longer exist should be discounted in the manner suggested by the Council. Therefore, even if I accept the Council’s case that the proposed extension would lead to a cumulative increase of 111.47% in floor area compared to what remains of the original dwelling, it does not follow that this would be disproportionate additions to the size of the original building.
11. Instead, I find the figures provided at figure 2 of the appellant’s grounds of appeal document to be more persuasive. These indicate that the proposed addition plus the extensions already to the appeal property would lead to an increase in floor space of about 199m<sup>2</sup> compared to the floor area of the original dwelling of 282.55m<sup>2</sup>. This would represent an increase of about 70% and so I find the proposal would accord with the limitations on the size of extensions as set out under the Plan policy C5 part C.
12. The Council also raises concern that the proposal would cause harm to the openness and character of the Green Belt. However, there is no stipulation within the Framework that extensions to buildings need to preserve openness in order to be not inappropriate development in the Green Belt. The Plan policy C5 part C (ii) requires the design and appearance of an extension to be proportionate to the type and character of the existing dwelling and area. The Council accepts the addition would appear proportionate to the dwelling as it stands and that its glazed form would not harm the appearance of the appeal property. I find no reason to disagree with the Council on these matters.

13. From the information provided, I am satisfied the proposal would not lead to disproportionate additions over and above the size of the original dwelling in terms of floor space. As such, I conclude the proposal would comply with policy C5 of the Plan and paragraph 149(c) of the Framework and it would not represent inappropriate development in the Green Belt. The Plan policy N1 is referred to by the Council but it contains no specific provisions relevant to the Green Belt issue.

### **Other Matter**

14. From the map provided at appendix 3 of the Trentham Conservation Area Appraisal 2013, it would seem the appeal site lies outside the Trentham Conservation Area (the CA) with the boundary along the rear of the back garden. Due to separation distances and intervening vegetation, it is unlikely the proposal would be easily seen from the CA. In any event, it would not meaningfully change the character of the appeal site nor the setting to the CA. The character, appearance and significance of the CA would be preserved.

### **Conditions and Conclusion**

15. For reasons of clarity and to ensure the development is carried out as shown, I have attached a planning condition as suggested by the Council that lists the approved plans. I have not included reference to drawing numbered TQRQM21084093629725 as this appears inaccurate and inconsistent with the other plans. For the reasons given, I conclude that the appeal should succeed.

*Jonathan Edwards*

INSPECTOR



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## Appeal Decision

Site visit made on 25 July 2023

**by Jonathan Edwards BSc(Hons) DipTP MRTPI**

**an Inspector appointed by the Secretary of State**

**Decision date: 28 July 2023**

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**Appeal Ref: APP/Y3425/Z/23/3318358**

**Land To The Northeast Of Wolverhampton Road, Stafford ST17 4BN**

- The appeal is made under Regulation 17 of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 (the Regulations) against a refusal to grant express consent.
  - The appeal is made by Space Outdoor against the decision of Stafford Borough Council.
  - The application Ref 22/36212/ADV, dated 24 June 2022, was refused by notice dated 17 January 2023.
  - The advertisement proposed is replacement of existing externally illuminated poster advertisement display with internally illuminated D-poster.
- 

### Decision

1. The appeal is dismissed.

### Preliminary Matters

2. There is currently an externally illuminated advertisement hoarding at the appeal site. The appellant says that this has been in place since at least May 2009 and so it benefits from deemed consent as granted under the Regulations. The Council claims that between 2018 and 2021 the billboard was removed and replaced and that the replacement has never received advertisement consent.
3. It is not in my remit with this appeal to decide whether the existing sign is unauthorised. There is no information before me to indicate that the Council has sought its removal under section 225A of the Town and Country Planning Act 1990. In such circumstances, it is reasonable to assess the proposal on the basis that the hoarding would remain in place should the appeal be dismissed.

### Main Issues

4. The Regulations confine the assessment of advertisements to issues of amenity and public safety. Development plan policies are only relevant considerations as far as they relate to such matters. The main issues in respect of this appeal are the effect of the proposed D-poster on (i) public safety, particularly in respect of highway safety, and (ii) on amenity with particular regard to the Forebridge Conservation Area (FCA), the Stafford Conservation Area (SCA) and nearby historic buildings.

### Reasons

#### *Public safety*

5. The proposed sign would be to the side of a road with 3 lanes that forms part of the one-way Queensway Island gyratory system in the centre of Stafford. Near to the site traffic travels northwards and the proposed sign would be to

the east of the road. Just past the site, the lane on the left hand side leads traffic onto the A518. There are traffic lights to the south where Wolverhampton Road meets the Queensway Island and to the north where the A518 meets the gyratory system. On the opposite side of the road to the site is a retail park with vehicular access and egress points on the highway. My site visit can only provide a snapshot in time but I saw a fairly constant flow of traffic on the highway by the site. This is to be expected given that it is a main thoroughfare within the centre of a town.

6. Like the existing hoarding, the proposed sign would be seen by drivers approaching from the south including those waiting at the Wolverhampton Road traffic lights. Due to the orientation of the sign, the display would only be initially seen from the side before becoming more fully visible as drivers come up to and pass the site. Moreover, the sign would be very obvious for drivers leaving the retail park as it would be straight ahead.
7. To my mind, the D-poster would be located where drivers are required to take particular care. When approaching from the south, drivers need to ensure they are in the correct lanes to either continue on the gyratory system or to turn onto the A518. There are road markings at the traffic lights where Wolverhampton Road meets Queensway Island that indicate the correct lanes to be used. However, I saw that these cannot be read if there are vehicles waiting at the lights. There is a directional road sign indicating lane usage just before the A518 turn off but this cannot be read on the approach up to the Wolverhampton Road traffic lights. As such, I would envisage that drivers who do not know the local highway network may approach the traffic lights in the wrong lane and want to change lanes close to the appeal site in order to continue on their desired route.
8. Also, drivers leaving the retail park that wish to travel on the gyratory system need to cross the left hand lane to enter the central or right hand lanes. However, cars waiting at the traffic lights to the north of the appeal site may obstruct this manoeuvre and so would leave drivers who are not paying proper attention to leave the egress but block the left hand lane. Such situations would be more likely if drivers are distracted from the road.
9. Like all advertisements, the D-poster would attract attention and due to its proximity to the highway it is bound to distract drivers when approaching the site from the south and when leaving the retail park. In doing so, it would take drivers' attention away from the road, from the directional sign and the traffic lights to the north and from other vehicles. The sign may only draw attention for a short period of time. However, I am concerned that the distraction would unacceptably undermine highway safety as it would be at a point where there are significant levels of traffic movement and where it is likely that drivers need to change lanes.
10. The existing hoarding already draws the eye of drivers and the luminosity levels of the proposed display could be set so that it would be no brighter and so no more obvious than the existing sign. However, the D-poster's electronic image would change at frequent intervals, albeit instantaneously. Such changes in the display are more likely to draw drivers' attention compared to the existing static sign and so the D-poster would constitute a greater risk to highway safety than the current situation.

11. The appellant refers to a formula in guidance produced by Transport for London. This uses information on maximum sight distances and traffic speeds to calculate the optimum minimum display duration for electronic signage to reduce the risk of drivers seeing more than one image. However, in the proximity of the appeal site traffic is often not free flowing due to the traffic lights. Also, there is no information to suggest that the changes in the display can be timed so to only occur when drivers are unable to see the sign. As such, the appellant's evidence in these respects does not address my concerns.
12. There is no information that indicates the current hoarding has been the cause of road accidents and I note that there are other signs on nearby retail and commercial buildings. However, the D-poster would introduce a frequently changing image that would be unusual to the area. As such, it is likely to be a particular cause of distraction. I am referred to a number of other sites where similar installations have been provided with no meaningful effect on the number of road accidents. However, none of these schemes are in a similar location to the appeal proposal in terms of the nearby road layout, road signage, traffic lights and the egress from a retail park.
13. The Council refers to policy T2 of the Plan For Stafford Borough 2014 (the Plan) in support of its objections. However, this relates to the provision of adequate parking as part of new development and so it is irrelevant in the determination of this appeal. Even so, for the above reasons, I conclude the proposed advertisement would have a unacceptable harmful effect on highway safety and therefore on public safety.

#### *Amenity*

14. The appeal site lies on the outer edge of the FCA. This covers an area to the southeast of the town centre and its significance comes from the mix of older properties based around historic thoroughfares. The site quality appraisal plan in the Forebridge Conservation Area Appraisal 2013 defines the site as a neutral space, although advertisement hoardings are noted as being inappropriate in terms of the size and style to the FCA.
15. The proposed display would be the same size and in the same position as the existing sign. It would be internally illuminated rather than externally lit but the luminosity could be controlled so the display does not appear unduly bright. The D-poster would be unusual as the images would frequently change. Nonetheless the visual effect of the digital display on the character and appearance of the FCA would be similar to the existing hoarding. As such, it would have no meaningful additional effect on the historic or visual qualities of the FCA.
16. The boundary of the SCA lies just to the north of the appeal site. I understand that there is a general concern that the amount of unsympathetic signage has eroded the special historic and architectural character of the SCA. The proposed display would be seen when approaching the SCA and so it would affect its setting. However, it would again have a similar visual effect on the qualities of the SCA to the existing hoarding. Therefore, it would not be harmful in these regards.
17. I have been provided with the official list entry for the former surgery and attached screen wall at 1 The Green, a grade II listed building on the opposite side of the road to the appeal site. There would be views on Wolverhampton

Road where the D-poster and the listed building would be seen at the same time, although these would include the 3 lane highway in between. The former surgery gains its significance from its age and historic architectural features. These are best appreciated from the street directly in front of the building. The D-poster would not affect views of the former surgery from such vantage points and so it would not meaningfully affect the setting and significance of the listed building.

18. The Council submissions also refer to listed buildings to the east of the appeal site, although no details of these have been provided. In any event, the D-poster would not affect the settings of buildings to the east as it would be the same size as the existing hoarding. The Baptist Church to the northwest of the site is identified by the Council as a non-designated heritage asset. However, the proposal would not unduly affect the appreciation or views of the church and so I find no harm would be caused to its significance.
19. For the above reasons, I conclude the proposal would avoid harm to amenity through its effect on FCA, SCA and nearby historic buildings. As such, the D-poster would not conflict with the Plan policies N1 and N9 as far as they relate to the issue of amenity.

### **Other Matters**

20. The proposal is part of a nationwide project to upgrade traditional hoardings to digital format. This will allow an overall reduction in the number of hoardings as multiple advertisement campaigns can be supported by each panel. Also, the project has benefits in terms of reducing the need for site visits and the use of printed paper. Furthermore, the D-poster could be used to broadcast emergency messages. However, under the terms of the Regulations, my assessment is limited to the matters of public safety and amenity. Therefore, these other factors have no influence on my determination of the appeal. In any event, these benefits do not override or address the harm identified in respect of the first main issue.

### **Conclusion**

21. I have found that the proposal would not cause detriment to amenity but that it would harm public safety by prejudicing highway safety. For these reasons, I conclude the appeal should be dismissed.

*Jonathan Edwards*

INSPECTOR





## Appeal Decision

Site visit made on 18 July 2023

**by R Hitchcock BSc(Hons) DipCD MRTPI**

**an Inspector appointed by the Secretary of State**

**Decision date: 02 August 2023**

**Appeal Ref: APP/Y3425/C/22/3310858**

**The Stables, Outwoods Bank, Outwoods, Newport, Stafford TF10 9ED**

- The appeal is made under section 174 of the Town and Country Planning Act 1990 as amended. The appeal is made by Ms Lilian Owens against an enforcement notice issued by Stafford Borough Council.
- The notice, numbered EN526, was issued on 16 September 2022.
- The breach of planning control as alleged in the notice is:  
Without planning permission:
  1. The material change of use of the land for residential purposes;
  2. The stationing of a caravan for human habitation;
  3. The use of the stable building(s) for domestic storage ancillary to the residential use of the land.
- The requirements of the notice are to:
  - (i) Cease the residential use of the land.
  - (ii) Remove from the land the caravan.
  - (iii) Cease the ancillary domestic storage use at the stable building.
- The period for compliance with the requirements is: 8 weeks.
- The appeal is proceeding on the grounds set out in section 174(2)(b), (e), (f) and (g) of the Town and Country Planning Act 1990 as amended.

### Decision

1. The appeal is dismissed and the enforcement notice is upheld.

### Preliminary matter

2. Some representations from local residents make reference to the effects of the use of the land and the vehicular access to it. However, as there is no appeal on ground (a) and no deemed planning application for me to consider, the planning merits of the development are not relevant to my decision.

### The appeal on ground (e)

3. The subject of the enforcement notice is a rural site set alongside a wooded slope. It is accessed from a narrow lane along an unmade track which, in part, coincides with a public right of way. The uneven site accommodates a stable block and a caravan.
4. According to the Council, in the prior knowledge that the appellant no longer resided at the address shown on Land Registry documents relating to the land and which confirm her as the sole owner of the site, it affixed a copy of the Notice to a gate post near the site entrance. Section 329(3) of the 1990 Act states that where (a) the notice or other document is required to be served on or given to all persons who have interests in or are occupiers of premises comprised in any land, and (b) it appears to the authority required or authorised to serve or give the notice or other document that any part of that land is unoccupied, the notice or document shall be taken to be duly served on



all persons having interests in, and on any occupiers of, premises comprised in that part of the land (other than a person who has given to that authority an address for the service of the notice or document on him) if it is addressed to "the owners and any occupiers" of that part of the land (describing it) and is affixed conspicuously to some object on the land. Accordingly, as the appellant relies on the site address, I find the Notice was properly served.

5. I acknowledge the appellant's concern that the copy of the Notice could have been removed by anyone passing by. Nevertheless, this mode of service was sufficient to prompt the appellant to lodge the appeal. Through that action, it is clear that there has been no prejudice to the appellant. Furthermore, there is no claim that anybody else with an interest in the land was not duly served. The appeal on ground (e) therefore fails.

### **The appeal on ground (b)**

6. To succeed on ground (b) the appellant must prove that the use of the land identified in the Notice had not changed to residential use. The burden of providing relevant facts under this ground rests with the appellant, and the test of the evidence is the balance of probability.
7. At my site visit, I saw that the caravan was a large single unit with 2 extended sections that increase the overall usable floorspace. It was fitted with the necessary facilities to support human habitation. The unit was connected to the stables by a power cable and bottled gas was set alongside the caravan.
8. By the appellant's own volition, it is stated that the caravan has been used as residential accommodation at certain times. This included prior to and during the Government's lockdowns associated with the Covid-19 pandemic. The appellant also indicates that overnight stays may take place when adverse or unpredictable weather affects access and refers to some 5 occasions when this has taken place.
9. The appellant's submission also confirms that, due to family circumstances, part of the stable has been used for the storage of domestic items. At the time of my site visit, items of furniture, white goods, tools, a beer barrel, electric heaters and bicycles (amongst other things) remained stored in the otherwise vacant stable building.
10. I note the appellant's contention that the caravan was used in conjunction with the use of the wider site for the keeping of ponies or for similar purposes. However, there is little substantive evidence provided to qualify that that use was in place when the Notice was served or has been since.
11. Based on the evidence, there is little to substantiate that the allegation in the Notice is incorrect. Accordingly, I find on the balance of probabilities that the change of use of the land was more likely than not to have occurred when the Notice was served. The appeal therefore fails on ground (b).

### **The appeal on ground (f)**

12. The appellant contends that the caravan could be retained to provide health, safety and welfare facilities for those using or working on the land. However, as above, those uses are not clearly defined by the appellant, and, as the existing serviced building could potentially provide such functions, I find this an argument of limited weight.

13. The use of the caravan in conjunction with the keeping of ponies in remote locations elsewhere would require the benefit of planning permission. Where an appellant has chosen not to pursue an appeal on ground (a), the Courts have held that an appeal on ground (f) is not an opportunity to introduce general planning considerations. That matter is therefore outside the scope of my considerations in the appeal. In the context of the above, the relocation of the caravan elsewhere on the site would provide no benefit in resolving the alleged breach of planning controls.
14. I note that the storage of domestic items on the site is only intended to be temporary. Nevertheless, there are no lesser steps proposed by the appellant in relation to the storage issue that would remedy that aspect of the breach.
15. Having regard to those matters, I find that the requirements in the Notice do not exceed what is necessary to remedy the breach of planning control by discontinuing the alleged use of the land. Accordingly, the appeal on ground (f) fails.

### **The appeal on ground (g)**

16. The ground of appeal is that the period for compliance specified in the Notice falls short of what should reasonably be allowed. The period for compliance specified in the Notice is 8 weeks.
17. My task in relation to this ground of appeal is to balance the public interest in securing expeditious compliance with the Notice against the private interest bound up in the development subject of the Notice. In so doing, I must assume that the use of the land subject to the Notice does cause the harm alleged in it.
18. Aside from the claims made in association with the grounds determined above and highlighting the fact that winter weather can frustrate access into and from the site, the appellant has provided limited reasoning as to why the period for compliance with the Notice should be extended.
19. As the timing of compliance would not fall within the winter months, and there are no other reasons highlighted, when weighing the balance between public and private interests, I consider that the public interest in expeditious compliance with the requirements of the Notice outweighs the private interest in extending that period of compliance. I am, therefore, not persuaded that there is need to extend the period for compliance with the Notice and am satisfied the stated period of 8 weeks is a proportionate response to the breach of planning control that has occurred.
20. The appeal on ground (g) fails.

### **Conclusion**

21. For the reasons given above, I conclude that the appeal should not succeed. I shall uphold the enforcement notice.

*R Hitchcock*

INSPECTOR

## Agenda Item 7

<b>Committee:</b>	Planning Committee
<b>Date of Meeting:</b>	30 August 2023
<b>Report of:</b>	Draft Planning Application Validation Criteria
<b>Contact Officer:</b>	Ed Handley
<b>Telephone Number:</b>	01785 619326
<b>Ward Interest:</b>	All
<b>Report Track:</b>	Planning Committee 30/08/23
<b>Key Decision:</b>	No

---

## Draft Planning Application Validation Criteria

### 1 Purpose of Report

- 1.1 To seek approval to go out to consultation on the draft Planning Application Validation Criteria as set out in the **APPENDIX**.

### 2 Recommendation

- 2.1 To agree to consult on the draft Planning Application Validation Criteria.

### 3 Key Issues and Reasons for Recommendation

- 3.1 Every Local Planning Authority must publish a local Validation Criteria that sets out the information requirements for planning applications.
- 3.2 The existing criteria was published in 2021 and there is a requirement to review and consult on any amendments. The National Planning Policy Framework (NPPF) was amended therefore references to that need to be updated alongside other aspects of the criteria. The new criteria has been rewritten and therefore is to be classed as a new Validation Document.
- 3.3 The draft criteria should be out to consultation for a period of 8 weeks.
- 3.4 There is a need to consult with service users and stakeholders on the draft. Direct contact will be made with planning agents, together with all parish councils. Individuals and bodies referenced in the draft will also be consulted. The draft will also be available on the website.

- 3.5 Once the consultation period has closed, responses will be considered and a finalised document will be presented to Planning Committee to seek a resolution to adopt the document.

## **4 Relationship to Corporate Business Objectives**

- 4.1 Having an accurate and up to date Validation Criteria contributes to Objective 1, to deliver sustainable economic and housing growth to provide income and jobs.

## **5 Report Detail**

- 5.1 The **APPENDIX** provides a copy of the Draft Planning Application Validation Criteria

## **6 Implications**

### **6.1 Financial**

None

### **6.2 Legal**

None

### **6.3 Human Resources**

None

### **6.4 Human Rights Act**

None

### **6.5 Data Protection**

None

### **6.6 Risk Management**

None

### **6.7 Community Impact Assessment Recommendations**

**Impact on Public Sector Equality Duty:**

None

**Wider Community Impact:**

None

## **7 Previous Consideration**

None

## **8 Background Papers**

If any further information is required please contact Economic Development and Planning.

# **Planning application validation guidance and local validation criteria**

## **July 2023 (Draft)**

### **Development Management**

To be used for all planning applications

Annex 1: Checklist for householder planning applications

Annex 2: 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](mailto: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](http://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 1.
- 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 validation 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 for prior approval**

- 10.1 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

### 11 Application forms

- 11.1 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, the Government website for Planning) [www.staffordbc.gov.uk/planning-application-forms](http://www.staffordbc.gov.uk/planning-application-forms).
- 11.2 Applications can be submitted electronically through the Planning Portal, via email to [planningtechnicians@staffordbc.gov.uk](mailto:planningtechnicians@staffordbc.gov.uk), or as hard copy.

#### Ownership certificates

- 11.3 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.
- 11.4 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).
- 11.5 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.
- 11.6 Please note that it is an offence to complete a false or misleading certificate, either knowingly or recklessly.
- 11.7 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.
- 11.8 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.
- 11.9 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.
- 11.10 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

- 11.11 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](http://www.staffordbc.gov.uk/information-needed-for-a-planning-application)

## Agricultural holdings certificate

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

## 12 Design and access statement

- 12.1 A design and access statement must accompany the following applications:
- 12.1.1 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.
- 12.1.2 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.
- 12.1.3 Applications for listed building consent.
- 12.2 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.
- 12.3 The level of detail in a design and access statement should be proportionate to the complexity of the application but should not be long.
-

- 12.4 For listed buildings, the statement should address the following elements.
  - 12.4.1 The special architectural and historic interest of the building
  - 12.4.2 The particular physical features of the building that justify its designation as a listed building.
  - 12.4.3 The setting of the building(s).
- 12.5 The legislative requirements are set out in Regulation 3A of the Planning (Listed Buildings and Conservation Areas) Regulations 1990.
- 12.6 It may help to review Design Council/CABE guidance document Design and Access Statements: How to write, read and use them.

## **13 Fee**

- 13.1 An application cannot be made valid without the correct fee.
- 13.2 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](http://www.ecab.planningportal.co.uk/uploads/english_application_fees.pdf)
- 13.3 Fees can be paid in the following different ways:
  - 13.3.1 Over the phone – 01785 619337
  - 13.3.2 By cheque payable to ‘Stafford Borough Council’
  - 13.3.3 BACS payment to Stafford Borough Council. BACS details are available on request and a relevant reference should be given.
- 13.4 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.

## **14 Plans**

- 14.1 Drawing numbers, revision numbers, and an appropriate name must be provided for each plan.
  - 14.2 Plans sent electronically must be submitted as a PDF document to enable electronic measurement of plans.
  - 14.3 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.
  - 14.4 All plans must include a scale bar.
-



- 14.5 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.

## **15 Location plan**

- 15.1 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.
- 15.2 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.
- 15.3 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.
- 15.4 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.
- 15.5 A blue line must be drawn around any other land owned by the applicant, close to or adjoining the application site.
- 15.6 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.

## **16 Site plan**

- 16.1 A site plan should be drawn to a suitable scale, typically 1:100, 1:200 or 1:500 are appropriate.
- 16.2 Site plans must include the following elements where relevant.
- 16.2.1 The direction of north.
- 16.2.2 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), with written dimensions including those to the boundaries.

- 16.2.3 The position of all buildings, roads, and footpaths on land adjoining the site, including access arrangements.
- 16.2.4 All public rights of way crossing or adjoining the site (including footpaths, bridleways, restricted byway or byway open to all traffic).
- 16.2.5 The position of all trees and hedgerows on the site, and those on adjacent land that could influence or be affected by the development.
- 16.2.6 The extent and type of any hard surfacing.
- 16.2.7 Details (type and height) of all boundary treatments (walls, fences, railings, hedges, landscaping) and where this is existing or proposed.
- 16.2.8 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](http://www.staffordshire.gov.uk/environment/RightsofWay/Legal/Advice-for-Applicants-wanting-to-submit-a-Public-Path-Diversion-Order.aspx)

## **17 Existing and proposed elevations**

- 17.1 Elevation drawings should be drawn to a suitable scale, typically 1:50 or 1:100.
- 17.2 All sides of the proposed development must be shown. Blank (featureless) elevations must also be shown.
- 17.3 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.
- 17.4 The property boundary must be shown clearly where the property or the proposed development attaches to another house or building not within the boundary.
- 17.5 Elevations must include reference to the proposed building materials.
- 17.6 For applications within a conservation area the style, materials and finish of all windows and doors must be shown.
- 17.7 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.

- 17.8 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.

## **18 Existing and proposed floor plans**

- 18.1 Floor plans should be drawn to a suitable scale, typically 1:50 or 1:100.
- 18.2 Floor plans must demonstrate the proposed development in detail and include the following elements.
- 18.3 Full internal layouts where car parking provision may be affected.
- 18.4 The position of all doors, windows, and roof lights.
- 18.5 The outline of any development on lower floors must be outlined on upper floor plans.
- 18.6 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.

## **19 Existing and proposed site sections; site levels; and finished floor levels**

- 19.1 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.
- 19.2 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. 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.
- 19.3 For all major development, site level plans must be based on topographic survey.
- 19.4 Site sections should be drawn at a suitable scale, typically 1:50, 1:100, or 1:200.
- 19.5 Site sections should show a cross section(s) through the proposed development.

- 19.6 Site levels and finished floor plans should be drawn at a suitable scale, typically 1:100, 1:200, or 1:500.
- 19.7 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.

## **20 Roof plan**

- 20.1 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.
- 20.2 Roof plans should be drawn at a suitable scale, typically 1:50, 1:100, or 1:200.
- 20.3 A roof plan must include the following elements where relevant.
- 20.3.1 Roofing materials
  - 20.3.2 Roof lights / vents and their location
  - 20.3.3 Any overhang should be shown so measurements are consistent across plans

## 21 Local requirements

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
1.	<b>Affordable housing statement</b>	<p>National Planning Policy Framework paragraph 63, 64, 65, 66</p> <p>Circular 6/1998 Planning and Affordable Housing</p> <p>Plan for Stafford Borough: 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"> <li>• Demonstration that the proposed development addresses the relevant policy requirements with regard to tenure type, house type, and location</li> <li>• Details of any Registered Provider associated with the application</li> <li>• An independent economic viability assessment where a lower figure is being proposed as part of a new development</li> </ul> <p><b>Further advice</b></p> <p>Stafford Borough Council Health and Housing Group: 01785 619 000</p> <p>Stafford Borough Strategic Planning and Placemaking Team: 01785 619 514</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
2.	<b>Agricultural need statement</b>	National Planning Policy Framework paragraph 85, 174  Plan for Stafford Borough: Policy E2	New and/or replacement agricultural buildings and agricultural workers dwellings	<p>The statement must include:</p> <ul style="list-style-type: none"> <li>• The size of the agricultural holding</li> <li>• Details of any additional rented land and duration of the rental agreement</li> <li>• Details of any other buildings used on the land, including floorspace and current use</li> <li>• Details of what the building will be used for, including floorspace</li> <li>• Number of animals kept (where relevant)</li> <li>• Number of employees and their hours worked</li> </ul> <p><b>Further advice</b> Stafford Borough Council Development Management: 01785 619 337</p>
3.	<b>Air quality assessment</b>	National Planning Policy Framework paragraph 186  Plan for Stafford Borough: 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><b>Further advice</b></p> <p>Stafford Borough Council Pollution Control Officer: 01785 619 402</p>
4.	<b>Biodiversity net gain</b>	Environment Act 2021	All relevant applications that meet the requirements which will be set out in the secondary legislation	<p>Once Biodiversity Net Gain becomes mandatory (date to be confirmed) all relevant applications will need to show how mandatory Biodiversity Net Gain will be met</p> <p>Details of what will be required at the planning application stage will be confirmed by the secondary legislation</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>The most up to date DEFRA Biodiversity metric will be required in the assessment of the baseline value of the site (before development) and the post- development value</p> <p><b>Further advice</b></p> <p>Stafford Borough Council Biodiversity Officer: 01785 619 676</p> <p>Government Guidance:  <a href="http://www.gov.uk/government/collections/biodiversity-net-gain">www.gov.uk/government/collections/biodiversity-net-gain</a></p> <p>Biodiversity Metric:  <a href="http://www.publications.naturalengland.org.uk/publication/6049804846366720">www.publications.naturalengland.org.uk/publication/6049804846366720</a></p>
5.	<b>Business case</b>	Plan for Stafford Borough: 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"> <li>• Costings of the initial set up including property acquisition where relevant</li> <li>• Projected net profits after deducting overheads</li> </ul>
6.	<b>Cannock Chase Special Area of Conservation (SAC)</b>	National Planning Policy Framework paragraph 43,	Applications for 1 or more (net) new dwellings within 15km of Cannock	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
	<b>statement of willingness</b>	179, 180, 181, 182  Plan for Stafford Borough Council Policy N6  ODPM Circular 06/2005	Chase Special Area of Conservation	<p>To provide for the SAMMM, a proportional financial contribution (up to date figure available at <a href="http://www.staffordbc.gov.uk/cannock-chase-special-area-of-conservation-sac">www.staffordbc.gov.uk/cannock-chase-special-area-of-conservation-sac</a>) 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 <a href="http://www.staffordbc.gov.uk/cannock-chase-special-area-of-conservation-sac">www.staffordbc.gov.uk/cannock-chase-special-area-of-conservation-sac</a></p> <p><b>Further advice</b></p> <p>Cannock Chase SAC Team; SAC Project Officer: 07971 031493 <a href="http://www.staffordbc.gov.uk/cannock-chase-special-area-of-conservation-sac">www.staffordbc.gov.uk/cannock-chase-special-area-of-conservation-sac</a></p>
7.	<b>Coal mining risk assessment (CMRA)</b>	National Planning Policy Framework paragraph 183, 184, 211	All non-householder applications for operational development within the Coal Mining Development Referral Areas as defined by The Coal Authority and held	<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"> <li>• 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)</li> </ul>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			by Stafford Borough Council, unless it falls on the Coal Authority published exemptions list ( <a href="http://www.gov.uk/guidance/planning-applications-coal-mining-risk-assessments">www.gov.uk/guidance/planning-applications-coal-mining-risk-assessments</a> )	<ul style="list-style-type: none"> <li>Identify what risks these coal mining issues, including cumulative effects, pose to the proposed development</li> <li>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</li> </ul> <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 Coal 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><b>Further advice</b></p> <p>The Coal Authority Planning and Local Authority Liaison Department: 01623 637 119 / <a href="mailto:planningconsultation@coal.gov.uk">planningconsultation@coal.gov.uk</a> <a href="http://www.coal.gov.uk/services/planning">www.coal.gov.uk/services/planning</a></p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
8.	<b>Construction transport management plan</b>	Plan for Stafford Borough Policy T1	All major applications	A management plan to minimise and mitigate impacts on the public highway network during development. The plan should include details relating to construction access; hours of construction; routing of HGVs; delivery times; the location of the contractors' compounds, cabins, material storage areas, and contractors' parking; and a scheme for the management and suppression of dust and mud from construction activities
9.	<b>Economic statement</b>	National Planning Policy Framework paragraph 8, 9, 81, 83, 84, 85  Plan for Stafford Borough 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"> <li>• Details of new jobs provided or supported</li> <li>• Relative floorspace for each proposed use (where known)</li> <li>• Any community benefits</li> <li>• Reference to any regeneration strategies that might lie behind or be supported by the proposal</li> </ul> <b>Further advice</b> Economic Growth and Strategic Projects Manager: <a href="mailto:economy@staffordbc.gov.uk">economy@staffordbc.gov.uk</a>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
10.	<b>Environmental statement / Environmental impact assessment (EIA)</b>	National Planning Policy Framework paragraph 43 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  <b>Further advice</b> Stafford Borough Council Development Management: 01785 619 337
11.	<b>Flood risk assessment (FRA)</b>	National Planning Policy Framework paragraph 43, 161 Technical Guidance to the National Planning Policy	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	The flood risk assessment must: <ul style="list-style-type: none"> <li>• Be specific to the site and development proposal</li> <li>• 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</li> <li>• Include the estimated flood level for your development, taking into account the impacts of climate change over its lifetime</li> </ul>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
		Framework (CLG 3/12) Plan for Stafford Borough: Policy N1, N2	Any development other than minor 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"> <li>• Include details of the finished floor levels where relevant</li> <li>• Include details of any flood resistance and resilience measures</li> <li>• Include any supporting plans and drawings</li> <li>• Include any other information as required by the relevant standing advice</li> <li>• Identify opportunities to reduce the probability and consequences of flooding</li> <li>• 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</li> <li>• 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</li> <li>• Form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 as amended</li> </ul> <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>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
				<p>For householder development a simplified procedure is available in the Environment Agency Standing Advice: <a href="http://www.environment-agency.gov.uk/research/planning/82584.aspx">www.environment-agency.gov.uk/research/planning/82584.aspx</a></p> <p><b>Further advice</b></p> <p><a href="http://www.gov.uk/guidance/flood-risk-assessment-standing-advice">www.gov.uk/guidance/flood-risk-assessment-standing-advice</a></p> <p>Further information on SUDs is available at <a href="http://www.staffordshire.gov.uk/environment/Flood-Risk-Management/Information-for-Planners-and-Developers.aspx">www.staffordshire.gov.uk/environment/Flood-Risk-Management/Information-for-Planners-and-Developers.aspx</a></p>
12.	<b>Garden areas plan</b>	Stafford Borough Council 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.
13.	<b>Habitat regulations assessment statement</b>	Conservation of Habitats and Species Regulations 2017 (as amended)	All applications for planning permission (except householders) for development within 15km of the Cannock Chase Special Area of Conservation or	<p>A statement to assess whether there would be a likely significant effect on any European site as a result of the proposed development</p> <p>The statement must include:</p> <ul style="list-style-type: none"> <li>• Identification of relevant European sites and their reason(s) for designation</li> <li>• An acknowledgement of any likely significant effects</li> </ul>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			within 5km of any other European site	<ul style="list-style-type: none"> <li>An assessment of any alternative locations or designs of development</li> <li>An assessment of any avoidance or mitigation measures to be taken with regard to any likely significant effects</li> </ul> <p><b>Further advice</b></p> <p><a href="http://www.magic.defra.gov.uk/MagicMap.aspx">www.magic.defra.gov.uk/MagicMap.aspx</a></p> <p><a href="http://www.gov.uk/government/organisations/natural-england">www.gov.uk/government/organisations/natural-england</a></p> <p><a href="http://www.publications.naturalengland.org.uk/category/5134123047845888">www.publications.naturalengland.org.uk/category/5134123047845888</a></p> <p><a href="http://www.jncc.gov.uk/">www.jncc.gov.uk/</a></p>
14.	<b>Heritage statement</b>	<p>National Planning Policy Framework paragraph 194, 197, 205</p> <p>Plan for Stafford Borough Policy N8, N9</p> <p>Conservation Area Character</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"> <li>Listed Buildings</li> <li>Conservation Areas</li> </ul>	<p>The statement must include a description of the significance of the heritage assets affected, and the contribution of their setting to that significance</p> <p>The level of detail should be proportionate 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 heritage assets themselves should be assessed using appropriate expertise, where necessary, given the application's impact</p> <p>Where an application site includes, or is considered to have the potential to include, heritage assets with an archaeological interest, a</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>Appraisals and Documents</p> <p>Stafford Borough Council Design Supplementary Planning Document</p> <p>The Hedgerow Regulations 1997</p>	<ul style="list-style-type: none"> <li>Scheduled Monuments</li> <li>Archaeological sites</li> <li>Registered parks and gardens</li> <li>Registered Battlefields</li> </ul> <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 where archaeological</p>	<p>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><b>Further advice</b></p> <p>Stafford Borough Council Conservation Officer: <a href="mailto:conservation@staffordbc.gov.uk">conservation@staffordbc.gov.uk</a></p> <p>Staffordshire County Council: 0300 111 8000</p> <p>Staffordshire County Archaeologist: <a href="mailto:her@staffordshire.gov.uk">her@staffordshire.gov.uk</a></p> <p><a href="http://www.historicengland.org.uk/listing/the-list/">www.historicengland.org.uk/listing/the-list/</a></p> <p><a href="http://www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment">www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment</a></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>remains may survive</p> <p>Hedgerow removal within a significant historic landscape or an area of archaeological potential</p>	<p><a href="http://www.staffordshire.gov.uk/environment/Environment-and-countryside/HistoricEnvironment/Historic-environment-record.aspx">www.staffordshire.gov.uk/environment/Environment-and-countryside/HistoricEnvironment/Historic-environment-record.aspx</a></p> <p>It may be helpful engage in pre-application consultation with Historic England for scheduled monuments and in such instances archaeological assessments/heritage statements would generally be required <a href="http://historicengland.org.uk/listing/what-is-designation/scheduled-monuments/">historicengland.org.uk/listing/what-is-designation/scheduled-monuments/</a></p> <p>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: <a href="mailto:her@staffordshire.gov.uk">her@staffordshire.gov.uk</a></p> <p>Please note that the Staffordshire County Council Historic Environment Team charge a fee for pre-application advice</p>
15.	<b>Joinery details</b>	Plan for Stafford Borough Policy N9	All applications affecting a listed building or within a conservation area where new or replacement doors, windows, or roof lights are proposed	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.

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16.	<b>Land contamination assessment</b>	National Planning Policy Framework paragraph 174, 183  Plan for Stafford Borough 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.	<p>The assessment must include:</p> <ul style="list-style-type: none"> <li>• An extended assessment of contamination in line with National Planning Policy Framework: Section 11</li> <li>• 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</li> </ul> <p>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</p> <p><b>Further advice</b></p> <p>Stafford Borough Council Pollution Control Officer: 01785 619 402</p> <p>Environment Agency <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a></p>
17.	<b>Landscape visual impact assessment (LVIA)</b>	National Planning Policy Framework paragraph 155  Plan for Stafford Borough Policy N8	Polytunnels; wind turbines, solar farms  All largescale major applications: <ul style="list-style-type: none"> <li>• 200 or more dwellings (or a site area of 4ha or more</li> </ul>	<p>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</p> <p><b>Further advice</b></p> <p>Guidelines for LVIA 3rd Edition 2013 published by the Landscape Institute and the Institute of Environmental Management and Assessment</p>

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			<p>where no number is given).</p> <ul style="list-style-type: none"> <li>10,000sqm floor space or a site area of 2ha or more</li> </ul>	<p>Cannock Chase AONB Views and Setting Guide:</p> <p><a href="http://www.cannock-chase.co.uk/wp-content/uploads/2020/07/Cannock-Chase-AONB-Design-Guide-Jul-2020.pdf">www.cannock-chase.co.uk/wp-content/uploads/2020/07/Cannock-Chase-AONB-Design-Guide-Jul-2020.pdf</a></p> <p><a href="http://www.cannock-chase.co.uk/wp-content/uploads/2020/07/Cannock-Chase-AONB-Views-and-Setting-Guide-Rev.-03-low-res-FINAL-1.pdf">www.cannock-chase.co.uk/wp-content/uploads/2020/07/Cannock-Chase-AONB-Views-and-Setting-Guide-Rev.-03-low-res-FINAL-1.pdf</a></p>
18.	<b>Landscaping details</b>	<p>National Planning Policy Framework paragraph 130</p> <p>Plan for Stafford Borough Policy N1</p>	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"> <li>Be drawn to scale (usually 1:100 or 1:200)</li> <li>Show full details of proposed landscaping</li> <li>Include details of proposed species, height at planting, spacing and densities</li> <li>Include measures for the ongoing protection and maintenance of landscaping</li> </ul> <p><b>Further advice</b></p> <p>Stafford Borough Council Development Management: 01785 619 337</p>
19.	<b>Lighting assessment</b>	Plan for Stafford Borough Policy N1	All commercial, industrial, and leisure applications where external	<p>The assessment must include:</p> <ul style="list-style-type: none"> <li>A layout plan with beam orientation and light spillage</li> <li>A schedule of the equipment used in the design</li> </ul>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			illumination is proposed	<ul style="list-style-type: none"> <li>• The hours of use (when the lighting will be switched on)</li> <li>• Details of future maintenance</li> </ul> <p><b>Further advice</b></p> <p>Lighting in the countryside: Towards good practice (1997)</p> <p>Cannock Chase AONB Design Guide: <a href="http://www.cannock-chase.co.uk/wp-content/uploads/2020/07/Cannock-Chase-AONB-Design-Guide-Jul-2020.pdf">www.cannock-chase.co.uk/wp-content/uploads/2020/07/Cannock-Chase-AONB-Design-Guide-Jul-2020.pdf</a></p>
20.	<b>Mineral safeguarding statement</b>	Staffordshire Minerals Local Plan Policy 3	<p>Applications 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><b>Further advice</b></p> <p><a href="http://www.staffordshire.gov.uk/environment/planning/policy/mineralslocalplan/mineralsLocalPlan.aspx">www.staffordshire.gov.uk/environment/planning/policy/mineralslocalplan/mineralsLocalPlan.aspx</a></p>

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21.	<b>Noise and vibration assessment</b>	<p>Noise Policy Statement for England (March 2010)</p> <p>National Planning Policy Framework paragraph 174, 185</p> <p>Plan for Stafford Borough Policy N1</p> <p>Environmental Protection Act 1990</p> <p>Clean Neighbourhoods Act 2005</p> <p>Licencing Act 2003</p> <p>Noise Act 1996</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 vibrations into an area where it would have an adverse impact, e.g. changes of use within town centres</p> <p>All applications for uses which may be sensitive to existing nearby sources of noise or vibration.</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> <p><b>Further advice</b></p> <p>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.</p> <p>Stafford Borough Council Environmental and Health Service: 01785 619 402</p> <p>World Health Organisation Guidelines for Community Noise World Health Organisation Night Noise Guidelines for Europe British Standards: BS4142, BS8233, BS7445</p>

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22.	<b>Open space assessment</b>	National Planning Policy Framework paragraph 93 National Planning Policy Guidance Plan for Stafford Borough Policy C7	When 10 or more dwellings are proposed	<p><b>Developments within open spaces</b></p> <p>Applications must include plans showing any areas of existing or proposed open space within or adjoining the application site</p> <p>If the proposed development will result in the open space being reduced or built upon applications must include an assessment which:</p> <ul style="list-style-type: none"> <li>• Clearly shows the open space, buildings or land to be surplus to requirements; or</li> <li>• 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</li> <li>• The development is for alternative sports and recreational provision, the benefits of which clearly outweigh the loss of the current or former use</li> </ul> <p><b>Developments proposing on-site or off-site provision</b></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"> <li>• Maintenance specification for the works</li> <li>• How the facility will be initially installed and maintained to that specification for at least 10 years</li> </ul> <p><b>Developments proposing financial contributions</b></p>

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				<ul style="list-style-type: none"> <li>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)</li> </ul> <p><b>Further advice</b></p> <p>Stafford Borough Council Strategic Planning and Placemaking: 01785 619 514</p> <p>The Plan for Stafford Borough Appendix G</p>
23.	<b>Parking and access arrangements</b>	<p>National Planning Policy Framework paragraph 104, 109, 110, 112</p> <p>Plan for Stafford Borough Policy T2</p> <p>Appendix B: Car Parking Standards</p>	All applications (including householders) which involve new, or alterations to existing, access and parking arrangements	<p>The site layout plan must include:</p> <ul style="list-style-type: none"> <li>Details of existing parking provision and access</li> <li>Details of proposed parking provision and access</li> <li>Details of the level of provision (including cycles)</li> </ul> <p>Details about any access works should include:</p> <ul style="list-style-type: none"> <li>Information about how that supports the design</li> <li>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</li> </ul> <p>For access only, simple priority junctions or dropped crossings, details must include:</p> <ul style="list-style-type: none"> <li>Details of existing and proposed visibility splays</li> </ul>

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"> <li>Details of speed surveys where proposed visibility splays do not meet the recommendations set out within Manual for Streets 2.</li> </ul> <p>Details of proposed visibility splays must be provided where any application involves intensification or changes to the access.</p> <p><b>Further advice</b></p> <p>Manual for Streets 2 (March 2007)</p> <p>Staffordshire County Council Roads and Highways Standing Advice: 0300 111 8000 / <a href="mailto:highways@staffordshire.gov.uk">highways@staffordshire.gov.uk</a></p>
24.	<b>Planning obligations / Unilateral undertakings (Section 106 agreements) / Draft heads of terms</b>	<p>Circular 05/2005: Planning Obligations</p> <p>National Planning Policy Framework paragraph 55, 58</p> <p>Plan for Stafford Borough Policy C2, C7, I1</p>	<p>All major applications unless trigger points are not hit. See 'What information is required' column for trigger points</p> <p>Other developments where a Section 106 agreement can make an otherwise unacceptable proposal acceptable in planning terms</p>	<p>The application must include either:</p> <ul style="list-style-type: none"> <li>A draft planning obligation (Section 106) based on Stafford Borough Council's standard template, or</li> <li>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</li> </ul> <p><b>Further advice</b></p> <p>Stafford Borough Council Legal Services: 01785 619 220</p> <p><b>Trigger Points:</b></p> <p>Affordable housing: When 10 or more dwellings are proposed</p> <p>Housing development will be required to provide contributions for new infrastructure, either on site or off site, as set out in the</p>



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				<p>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 education (primary and secondary school levels) triggers please contact Staffordshire County Council Education and Learning: 0300 111 8000</p>
25.	<b>Preliminary ecological assessment</b>	<p>National Planning Policy Framework paragraph 43, 174, 180</p> <p>Plan for Stafford Borough: Policy N1, N4, N5</p> <p>Wildlife and Countryside Act 1981</p> <p>Conservation of Habitats and Species Regulations 2017</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</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</p> <p>Where proposals are being made for mitigation and/or compensation measures, information to support those proposals will also be needed</p> <p>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</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,</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
		Protection of Badgers Act 1992 Environment Act 2021	works may impact protected species.	<p>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> <p>Stafford Borough is now participating in the Great Crested Newt District Licensing Scheme delivered through the NatureSpace Partnership - please see <a href="https://naturespaceuk.com/">https://naturespaceuk.com/</a> for further information on the scheme</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><b>Further advice</b></p> <p>Stafford Borough Council Biodiversity Officer: 01785 619 676</p> <p>British Standard 42020 Biodiversity</p> <p>Natural England Standing Advice <a href="http://www.naturalengland.org.uk/">www.naturalengland.org.uk/</a></p>
26.	<b>Retention of local community facility or service statement</b>	National Planning Policy Framework paragraph 84 Plan for Stafford Borough 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	<p>The statement must demonstrate:</p> <ul style="list-style-type: none"> <li>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</li> </ul>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			social or community uses (defined in paragraph 2.29 of The Plan for Stafford Borough: Part 2)	<ul style="list-style-type: none"> <li>That the premises or site, or an unused part of the building, cannot be readily used for or converted to another community facility</li> <li>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</li> <li>That the facility is not required to be provided and/or retained as part of a planning permission, or as a new development</li> </ul> <p><b>Further advice</b> Stafford Borough Council Development Management: 01785 619 337</p>
27.	<b>Statement of community involvement</b>	National Planning Policy Framework paragraph 39, 40  Stafford Borough Statement of Community Involvement	All major applications	<p>The statement must:</p> <ul style="list-style-type: none"> <li>Set out how the applicant has undertaken pre- application consultation with the community</li> <li>Demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals</li> </ul> <p><b>Further advice</b> 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
28.	<b>Structural survey</b>	National Planning Policy Framework paragraph 80, 84, 174  The Plan for Stafford Borough Policy E2, C5	All proposals for the conversion of rural buildings, except where the building has already been fully converted  Applications involving the demolition of a Listed Building or Listed structure or unlisted building in a Conservation Area  Applications for a replacement dwelling, outside of a settlement boundary, which involves the demolition of the existing dwelling	Structural surveys must be carried out by qualified structural surveyors, and detail: <ul style="list-style-type: none"> <li>• The existing structural condition of the building</li> <li>• Any recommended remedial works to improve its condition, if possible</li> </ul> For residential conversions, the survey must also detail: <ul style="list-style-type: none"> <li>• That the existing building is capable of conversion without significant rebuilding</li> <li>• The nature, type and amount of work required to allow the proposed use to take place</li> </ul> <b>Further advice</b> Stafford Borough Council Development Management/Conservation Officer: 01785 619 337

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
29.	<b>Telecomms development supplementary information</b>	Code of Practice on Mobile Network Development in England (2016)  National Planning Policy Framework paragraph 117  Plan for Stafford Borough Policy E1	All telecommunications applications	Applications must include the following: <ul style="list-style-type: none"> <li>• The area of the search</li> <li>• Details of any consultation carried out</li> <li>• Details of the proposed structure</li> <li>• The technical justification and information about the proposed development</li> <li>• 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)</li> </ul> <b>Further advice</b> Code of Practice on Mobile Network Development (2002)
30.	<b>Town centre use / Retail impact assessment</b>	National Planning Policy Framework paragraph 87, 88, 89, 90  Plan for Stafford Borough Policy E8	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 must be supported by a	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: <ul style="list-style-type: none"> <li>• The impact on existing investment within centres</li> <li>• The impact on the vitality and viability of town centres</li> </ul> The assessment must detail:

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			<p>Sequential Assessment</p> <p>Applications for retail, office and leisure developments, which are not in accordance with the Plan for Stafford Borough, at:</p> <ul style="list-style-type: none"> <li>• Stafford (over 1,000sqm gross floorspace)</li> <li>• Stone (over 500sqm gross floorspace)</li> <li>• Local centres (over 300sqm)</li> </ul> <p>Applications in an existing centre, not in accordance with the Plan for Stafford</p>	<ul style="list-style-type: none"> <li>• The impact on the vitality and viability of town centres</li> <li>• The impact of the proposal on in-centre trade / turnover and trade in the wider area</li> <li>• The current and future consumer expenditure capacity in the catchment area</li> <li>• Whether the proposal is of an appropriate scale and what impact it may have on locally important centres</li> </ul> <p><b>Further advice</b></p> <ul style="list-style-type: none"> <li>• Stafford Borough Council Strategic Planning and Placemaking: 01785 619 514</li> </ul>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			Borough, which would substantially increase the attraction of the centre to an extent that the development could impact on other centres	
31.	<b>Transport statement / Transport assessment</b>	Circular 02/2007: Planning and the Strategic Road Network  National Planning Policy Framework paragraph 113  Plan for Stafford Borough 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"> <li>(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</li> <li>(b) A TA or TS is required, and that the assessment accompanying the Planning Application, including its</li> </ul>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
				<p>conclusions, have been discussed but the applicant and Staffordshire County Council Highways Authority are in dispute, or</p> <p>(c) An assessment is not required</p> <p><b>Further advice</b></p> <p>Department for Transport:  <a href="http://www.gov.uk/government/organisations/department-for-transport">www.gov.uk/government/organisations/department-for-transport</a></p> <p>Manual for Streets 2 (March 2007)</p> <p>Circular 02/2007: Planning and the Strategic Road Network Council</p>
32.	<b>Travel plan</b>	<p>National Planning Policy Framework paragraph 113</p> <p>Plan for Stafford Borough Policy T1</p>	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"> <li>• Be agreed in principle with Staffordshire County Council Highways before the application is submitted</li> <li>• Outline how the transport implications of the development are going to be managed to ensure minimal environmental, social and economic impacts</li> <li>• 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</li> </ul>



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"> <li>• Include activities for marketing and promotion of the plan to occupiers, users, visitors and residents of the site.</li> </ul> <p>Please note that a travel plan may require a monitoring agreement secured through a legal obligation</p> <p><b>Further advice</b></p> <p>Staffordshire County Council Highways: 0300 111 8000 / <a href="mailto:highways@staffordshire.gov.uk">highways@staffordshire.gov.uk</a></p> <p>Department for Transport: <a href="http://www.gov.uk/government/organisations/department-for-transport">www.gov.uk/government/organisations/department-for-transport</a></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>
33.	<b>Tree survey / assessment</b>	National Planning Policy Framework paragraph 174	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>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>

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.	The information should be prepared by a suitably qualified and experienced arboriculturalist <b>Further advice</b> Stafford Borough Council Tree Officer: 01785 619 539
34.	<b>Ventilation and extraction statement</b>	Noise Policy Statement for England March 2010  National Planning Policy Framework paragraph 174, 185  Plan for Stafford Borough Policy N1	All applications for the use of premises for the following purposes: <ul style="list-style-type: none"> <li>• Restaurants and cafes – use for the sale of food and drink for consumption on the premises (use class E).</li> <li>• Drinking establishments – use for the sale of alcoholic drink for consumption</li> </ul>	The statement for the method of ventilation / extraction must include: <ul style="list-style-type: none"> <li>• Elevations to show the position, location, and height of any external equipment</li> <li>• Proposed external finishes and fixings</li> <li>• Manufacturers specifications, including maintenance requirements</li> <li>• Silencing arrangements</li> <li>• Means of vibration isolation</li> <li>• 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</li> <li>• Predicted odour and / or particulate concentration</li> </ul> <b>Further advice</b> Stafford Borough Council Environmental and Health Services: 01785 619 402  Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust Systems (DEFRA) January 2005 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>on the premises (sui generis).</p> <ul style="list-style-type: none"> <li>Hot food takeaways - use for the sale of hot food for consumption off the premises (Sui generis).</li> <li>General industrial (use class B2).</li> </ul>	05/09/2018 by update to the 2004 report prepared by NETCEN for the Department for Environment, Food and Rural Affairs
35.	<b>Viability assessment</b>	National Planning Policy Framework paragraph 58	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"> <li>Purchase cost of the application site and when it was purchased</li> <li>Detailed cost of construction, including any abnormal costs and off-site infrastructure</li> <li>Predicted sale value / income from the finished site</li> </ul>

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"> <li>• Cost of section 106 including affordable housing costs</li> <li>• Percentage profit on cost both with and without the full section 106 obligations</li> </ul> <p><b>Further advice</b> Stafford Borough Council Development Management: 01785 619 337</p>
36.	<b>Water quality statement</b>	<p>National Planning Policy Framework paragraph 174</p> <p>Plan for Stafford Borough Policy N1, N2</p> <p>Habitat Directive 92/43/EEC</p> <p>Conservation of Natural Habitats of Wild Fauna and Flora</p>	All planning applications which are likely to, or might, have a detrimental impact on water quality	<p>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</p> <p>Further site-specific analysis of any development proposals located in proximity or upstream of environmental 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</p> <p><b>Further advice</b> Section 4.3 of the Southern Staffordshire Outline Water Cycle Study and the Strategic Flood Risk Assessment update 2014 <a href="http://www.staffordbc.gov.uk/water-management-and-flooding">www.staffordbc.gov.uk/water-management-and-flooding</a></p>

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

## Annex 1 - 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"> <li>• Complete all sections</li> <li>• Accurately describe what you are applying for</li> <li>• Complete the Declaration</li> </ul>	
Certificates	<ul style="list-style-type: none"> <li>• Complete Certificate A if you are the owner of the land</li> <li>• Complete Certificate B and Notice 1 if someone else owns all or part of the land</li> <li>• Complete the Agricultural Holdings certificate</li> </ul>	
Fee	<ul style="list-style-type: none"> <li>• Pay £206 to Stafford Borough Council (unless an exemption applies - see our Fees guide for more information)</li> </ul>	
Location Plan	<ul style="list-style-type: none"> <li>• Use a scale of 1:1250 or 1:2500</li> <li>• Make sure it's up to date, if it's Ordnance Survey based it must display a copyright license</li> <li>• Draw a red line around the edge of all the land affected by the development (including access)</li> <li>• Draw a blue edge around all other land that you own</li> </ul>	
Site/Block Plan	<ul style="list-style-type: none"> <li>• Use a scale of 1:100, 1:200 or 1:500</li> <li>• Make sure the direction of North is shown</li> <li>• Show the development in relation to property boundaries</li> <li>• Show the car parking layout, if this is</li> </ul>	

Type of Information	What you need to do	Have you done this? (Yes, No or Not Applicable)
	new or changes to what's there now <ul style="list-style-type: none"> <li>Show any trees within the site boundary or next to it</li> </ul>	
Floor Plans	<ul style="list-style-type: none"> <li>Use a scale of 1:100 or 1:50</li> <li>Include existing plans and what is proposed.</li> <li>Full existing and proposed plans are needed for applications outside of the settlement boundaries.</li> <li>If existing car parking is affected, full floor plans of the whole property need to be shown</li> </ul>	
Elevations	<ul style="list-style-type: none"> <li>Use a scale of 1:100 or 1:50</li> <li>Include all the elevations (sides) of what you want to do</li> <li>Include what the elevations look like now and what is proposed</li> </ul>	
Flood Risk Assessment	<ul style="list-style-type: none"> <li>Include an assessment if the property is within Flood Zone 2 or 3</li> <li>Complete the Environment Agency template: <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a></li> </ul>	
Ecological Report	<ul style="list-style-type: none"> <li>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</li> <li>Include a report on Great Crested Newts if ponds are involved</li> </ul>	
Trees	<ul style="list-style-type: none"> <li>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</li> </ul>	

Type of Information	What you need to do	Have you done this? (Yes, No or Not Applicable)
	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 arboriculturalist (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](mailto:planningtechnicians@staffordbc.gov.uk).



## Annex 2 - 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	<p>Complete all sections.</p> <p>Accurately describe the proposed works.</p> <p>Complete the declaration.</p> <p>Complete the relevant ownership certificate.</p>
Location plan	All applications	<p>Use a scale of 1:1250 or 1:2500.</p> <p>Make sure it's up to date, if it's Ordnance Survey based it must display a copyright license.</p> <p>Draw a red line around the edge of all the land affected by the development (including access).</p> <p>Draw a blue edge around all other land that you own.</p>
Site or block plan	All applications	<p>Use a scale of 1:100, 1:200 or 1:500.</p> <p>Make sure the direction of North is shown.</p> <p>Show the development in relation to property boundaries.</p> <p>Show any trees within the site boundary or on adjacent land.</p>
Existing and proposed floor plans	All applications where extensions or alterations which would affect architectural elements are proposed.	<p>Use a scale of 1:50.</p> <p>Show any walls to be demolished.</p> <p>Show the uses of existing and proposed rooms.</p> <p>Show the position of all existing and proposed windows, doors, roof lights, and other openings.</p>

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"> <li>• Alterations to the roof, ceiling, or floor.</li> <li>• Internal wall, roof, or floor insulation.</li> <li>• A new staircase.</li> <li>• Alterations to the foundations of a building.</li> </ul>	<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>

Type of information	When is it required?	What information is required?
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"> <li>• The special architectural or historic importance of the building</li> <li>• The particular physical features of the building which justify its designation as a listed building</li> <li>• The setting of the building</li> <li>• 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 an steps to be taken to avoid or minimise any adverse impacts</li> </ul>
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 exiting 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 be 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>

Type of information	When is it required?	What information is required?
Ecological assessment and surveys	<p>Applications which include substantial alterations to the roof or re-roofing</p> <p>Conversion schemes</p> <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>	<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> <p>Further surveys, if required by the phase 1 assessment.</p>

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

