

Local Validation Criteria

	Information Item and Location Requirement	National Policy Driver	Types of application that require this information	What information is required and Links to Further Advice
1	<p>Affordable Housing and viability assessment</p> <p>City wide</p>	<p>PPS 3: Housing</p>	<p>When 15 or more dwellings are proposed. Viability assessment required where affordable housing and infrastructure requirements make a housing development unviable.</p>	<p>Number and mix of residential units (25% social rented and 10% shared equity). Commuted sums in lieu of onsite provision will only be accepted in exceptional circumstances. The statement should include the number and mix of units and floor space of habitable areas of residential units. Plans showing the location and floorspace of units and the number of habitable rooms including bedrooms. If different levels or types of affordability or tenure are proposed.</p> <p>Further Advice</p> <p>UDP Chapter 5 para 5.37</p>
2	<p>Air Quality Assessment</p> <p>Air Quality Management Areas</p>	<p>PPS 23: Planning and Pollution Control</p>	<p>For proposals that:</p> <ul style="list-style-type: none"> require an Environmental Impact Assessment, or require a Transport Assessment significantly alter the traffic composition in an area (i.e. bus stations, HGV Parks etc) include proposals for new car parking (>300 spaces) or coach / lorry parks have an effect on sensitive areas such as ecological sites, or areas previously defined as having poor air quality 	<p>Further Advice</p> <p>Please contact the Council's Environmental Protection Unit.</p> <p>Information on air quality management areas can be found on the UK Air Quality Archive.</p>

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<p>3</p>	<p>Ecological Assessment (Biodiversity)</p>	<p>PPS 9: Biodiversity and Geological Conservation and the accompanying ODPM Circular 06/2005</p> <p>Draft PPS: Planning for a Natural and Healthy Environment,</p> <p>Wildlife and Countryside Act 1981 (as amended),</p>	<p>Any development that may affect designated nature conservation sites (NNR, SSSIs, SINC, LNRs or SLINCs), other wildlife habitats, key wildlife corridors and wildlife corridors (as identified in the Nature Conservation Strategy for Birmingham), open space or geological features is likely to require an ecological assessment.</p> <p>Developments which may affect species protected under the following acts:- Conservation of Habitats & Species Regulations 2010</p> <p>Wildlife and Countryside Act 1981 (as amended)</p> <p>Protection of Badgers Act 1992</p> <p>And other notable species will also require an ecological assessment.</p>	<p>An ecological assessment should include a records search a records search, field survey (extended Phase 1 habitat survey and detailed (species) surveys as necessary), ecological evaluation and impact assessment, and discussion of mitigation, compensation and enhancement measures (including proposals for long term management and monitoring). Field surveys should be completed by suitably qualified ecologists and should follow standard methodologies where these exist.</p> <p>Further Advice</p> <p>Further guidance on standard survey methods and mitigation standards can be found in the following documents:</p> <p>Guidance on Survey Methodology</p> <p>Bat Mitigation Guidelines (Natural England)</p> <p>Great Crested Newt Mitigation Guidelines (Natural England)</p> <p>Bat Surveys Good Practice Guidelines (Bat Conservation Trust, 2007).</p> <p>Inland Waterways Policy Advice Note (TCPA)</p> <p>Further information on Sites of Special Scientific Interest (SSSIs) and Local Nature Reserves can be found on the Natural England website.</p>
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				Further information about the wildlife habitats legally protected and the notable species, or to find out more about geological features or on Sites of Importance for Nature Conservation (SINCs) can be found in the UDP Chapter 3 , by contacting the Planning Ecologist or via EcoRecord . Information about the location of some designated sites and important habitats can also be found on www.magic.gov.uk or www.natureonthemap.org.uk .
4	<p>Economic / Financial Assessment</p> <p>City wide</p>	PPS 4: Planning for Sustainable Economic Growth	All Major applications, which include some commercial elements. A financial statement will also be required when S106 requirements cannot be met.	<p>A supporting statement of any regeneration and economic benefits and costs from the proposed development, including: details of any new jobs that might be created or supported; the relative floor space totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal should be included.</p> <p>Applicant to cover the cost of getting the financial appraisal assessed by a qualified property consultant.</p> <p>Further Advice</p> <p>UDP</p>
5	Environmental Impact Assessment (EIA)	Environmental Impact Assessment) (England and Wales) Regulations	Developments that are likely to have a significant effect on the environment by virtue of their nature, size and location	Development may require an Environmental Impact Assessment (see previous column). You should request a screening opinion prior to the

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	City Wide	1999 ,	and are listed under Schedule 1 of the EIA Regulations. Those included in Schedule 2 of the EIA Regulations may also require an EIA.	submission of a planning application if the development area is over 0.5ha to determine if an EIA is required. A screening opinion can be obtained by writing to us .
6	Flood Risk Assessment Development within Flood Zone 2 or 3	PPS 25: Development & Flood Risk	A flood risk assessment will be required if a development falls within flood zone 2 or 3 as defined by the Environment Agency. Additionally any development for 1ha in site area will need a flood risk assessment	<p>A flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere. This should include sustainable drainage systems.</p> <p>Further Advice</p> <p>Flood Zone maps are available from the Environment Agency.</p> <p>Planning Policy Guidance 25: Development and Flood Risk and the accompanying Practice Guide provides comprehensive guidance for applicants in relation to the undertaking of flood risk assessments and the responsibilities for controlling development.</p>
7	Flues & Ventilation extraction details		All applications relating to the sale or preparation of cooked food, launderettes and other uses where air conditioning or extraction equipment is required.	<p>The submitted plans should include details of the external appearance and written details outlining the technical specification of the proposed plant. The technical specifications shall include:-</p> <ul style="list-style-type: none"> • A schematic of the proposed ducting showing the location of all components (fans, filters, silencers, etc) • The noise levels generated by the fan in decibels (dB) at a specified distance (ie

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				<p>1.0m / 3,0m / etc)</p> <ul style="list-style-type: none"> • Details of the means of mounting the ducting to the structure including details of all anti-vibration measures proposed • Location, design and appearance of any external flue
8	<p>Archaeological Assessment</p> <p>City Wide (on or adjacent to a heritage asset of archaeological interest)</p>	<p>PPS 5: Planning for the Historic Environment</p>	<p>When any proposed development includes new building or ground disturbance on or adjoining a heritage asset of archaeological interest (regardless of the need for a Design and Access Statement).</p>	<p>The desk-based archaeological assessment and archaeological evaluation report (including a Statement of Significance) should be compiled in accordance with PPS 5: Planning for the Historic Environment policy HE6. If a Design and Access Statement is also required, the Archaeological Assessment must be included within it. Applicants are advised to discuss what is required with the Planning Archaeologist before any application is made and refer to the Archaeology Strategy.</p> <p>Further Advice</p> <p>See the Institute for Archaeologists for standards and guidance about archaeological assessments and evaluation.</p> <p>Practice Guide to accompany PPS5</p> <p>To establish if the site falls within or near a heritage asset of archaeological interest go to www.birmingham.gov.uk/archaeology</p> <p>The location of sites in the Heritage Environment Record are also held in My Local Information Services on our website.</p>

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<p>9</p>	<p>Heritage Assessment City-Wide (subject to criteria)</p>	<p>PPS 5: Planning for the Historic Environment</p>	<p>When the development affects a designated heritage asset (listed building, registered park or conservation area), or non-designated heritage asset (other than a heritage asset of archaeological interest) or their settings (regardless of the need for a Design and Access Statement).</p>	<p>The Heritage Assessment (including a Statement of Significance) should be compiled in accordance with PPS 5: Planning for the Historic Environment policy HE6. If a Design and Access Statement is also required, the Heritage Assessment must be included within it. The Design & Access Statement should include a schedule of works to the heritage asset(s). An analysis of the significance of the archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the heritage asset, its setting and the setting of adjacent heritage assets may be required. The scope and degree of detail necessary in the written justification will vary according to particular circumstances of each application.</p> <p>Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made.</p> <p>Further Advice</p> <p>Practice Guide to accompany PPS5</p> <p>To establish whether a site contains or is near a heritage asset to go My Local Information Services on our website.</p>
<p>10</p>	<p>Structural survey City-Wide</p>	<p>PPS 5: Planning for the Historic Environment</p>	<p>A structural survey will be required in the following circumstances: i) The demolition of a listed building(s), or</p>	<p>This should demonstrate that they are capable of conversion without major alterations or rebuilding of the property, for example for barn conversion</p>

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			ii) The conversion of a listed building.	applications. Further Advice Practice Guide to accompany PPS5
11	Telecommunications-information City-Wide	PPG 8: Telecommunications	For all prior approval and full planning applications for telecommunications and mobile phone masts	All prior approval and full planning applications need to provide evidence of consultation with local schools and day nurseries. All applications for masts within 3km of Birmingham International Airport must provide evidence of consultation with Birmingham International Airport . All applications must also be accompanied by a statement that the proposal, when operational, will meet the ICNIRP (International Commission on Non-Ionizing Radiation Protection) guidelines. Also see section 16 for photomontages. Where new base stations are proposed on non-established telecoms sites, a list of alternative sites considered for the development is also required. Further Advice Code of Best Practice on Mobile Phone Network Development (DCLG) Location of Telecommunication Equipment SPD UDP Chapter 8 para 8.55A-C
12	Impact Assessment City-Wide	PPS 4: Planning for Sustainable Economic Growth	The impact tests consist of two sets of assessments: one applying to all forms of economic development and the other required for all retail developments not in a town centre and not in accordance with	Further Advice Policy EC10 and EC16 of PPS 4: Planning for Sustainable Economic Growth prescribe the tests which this authority will need information to

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			an up to date development plan.	assess the applications.
13	<p>Land Contamination Desk Study</p> <p>City -Wide</p>	<p>PPS 23: Planning and Pollution Control</p>	<p>Where the development site is known or suspected to be affected by land contamination (e.g. has previously been used for industrial purposes or is a landfill site).</p> <p>All developments vulnerable to the effects of contamination (residential housing, schools and pre school nurseries).</p>	<p>The assessment should examine the likelihood of the presence of land contamination, its nature and potential risk to the proposed development, and what further measures are required to ensure the site is suitable for use The minimum required is a report of a desk top study and site walk-over. Prior to the submission of a planning application for a Brownfield redevelopment, applicants are advised to contact Birmingham Regulatory Services Department to discuss what may be required to accompany the application.</p> <p>Further Advice</p> <p>An assessment should be carried out in accordance with PPS 23: Planning and Pollution Control: Annex 2, Development on Land Affected by Contamination. See also Guidelines for assessing Planning Applications on or near to Landfill sites (SPG).</p>
14	<p>Landscaping Scheme</p> <p>City-Wide</p>	<p>PPS 1: Delivering Sustainable Development</p>	<p>All major applications that include any external space (except outline applications) must be accompanied by a detailed scheme for landscaping. Outline applications accompanied by a Design and Access Statement should include a landscape strategy.</p>	<p>This should include details of the planting of trees and / or shrubs, the use of surface materials and boundary screen walls and fences. The scheme shall specify materials, species, tree and plant sizes, numbers and planting densities, levels, gradients and any earthworks required together with the timing of the implementation of the scheme. It should also include proposals for long-term maintenance and landscape management.</p>

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				Further Advice Supplementary Planning Guidance Places for All Places for Living.
15	Lawful Development Certificate City-Wide	Part VII (Sec 191 – 196) of Town and Country Planning Act 1990 , as amended by the Planning and Compensation Act 1991	Lawful Development Certificates provide for the grant of a certificate only for lawfulness of development carried out, or proposed, in accordance with the Planning legislation.	<p>An application must specify in reasonably precise terms what the use, operational development, or other activity is, or is proposed to be. The planning authority need not consider any proposal which does not include specific details of what it involves. The issue of a certificate depends entirely on factual evidence about the history and planning status of the building or other land and the interpretation of any relevant Planning law or judicial authority</p> <p>A sworn affidavit or written declaration under the Statutory Declarations Act is the preferred form of evidence. This is a document in which the signer swears under oath before a Solicitor or someone authorised to take oaths that the statements in the document are true. Other evidence can include receipts, invoices or rent books etc.</p>
16	Lighting/ Floodlighting schemes including a light pollution assessment City-Wide	Draft PPS: Planning for a Natural and Healthy Environment ,	Schemes involving the provision of floodlighting and tall building applications.	Need to provide details of the scheme involving floodlighting and provide an assessment that will cover such matters as, light spillage, hours of illumination, light levels, column heights, specification and colour, treatment for lamps and luminaries, the need for full horizontal cut-off; no distraction to the highway; levels of impact on nearby dwellings; use of demountable columns; retention of screening vegetation; use of planting

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				and bunding to contain lighting effects. Further Advice UDP Chapter 8, Lighting Places SPD , Floodlighting of Sports Facilities, Car Parks and Secure Areas SPG
17	Noise impact assessment and sound insulation details City-Wide	PPS 23: Planning and Pollution Control	<p>Planning applications that raise issues of disturbance, or are considered to be noise sensitive developments.</p> <p>Sound insulation details will be required for the following types of application:</p> <ul style="list-style-type: none"> • change of use to A3, A4, A5 (also see Criterion 8) • conversion of buildings to residential use • new residential development sited on classified roads • new residential development nearby to licensed premises • new commercial development within Use Classes B2 or B8 adjacent to existing residential development • any application for a nightclub or equivalent use <p>Certain developments such as day nurseries, play areas, smoking shelters, and educational / places of worship can</p>	<p>The Noise Impact Assessment should outline the potential sources of noise generation, and how these may have a negative effect on local amenity. The assessment should also outline how the developer intends to overcome these issues.</p> <p>Sound insulation details normally relates to the type of glazing to be installed, but can include walls, floors or ceilings and may need to include details of any proposed ventilation where the glazing may need to be closed to safeguard the internal acoustics environment.</p> <p>Further Advice</p> <p>Where noise is likely to be an issue, applicants are advised to contact the Environmental Protection Unit part of the Council Regulatory Services section prior to the submission of a planning application.</p> <p>Further information on use classes guide can be found on the Planning Portal website</p>

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			generate noise and may warrant noise assessments / sound insulation details, but this will be determined more on a site by site basis	
18	<p>Parking and Access details (Parking Provision)</p> <p>City-Wide</p>	<p>PPS 3: Housing,</p> <p>PPS 4: Planning for Sustainable Economic Growth,</p> <p>PPG 13: Transport</p>	All applications where parking / access are part of the proposal.	<p>Should include details of any existing / proposed access, and a proposed parking layout.</p> <p>Further Advice</p> <p>Car Parking Guidelines SPD, Car Park Design Guide</p>
19	<p>Photographs & photomontages</p> <p>City-Wide</p>	<p>PPS 5: Planning for the Historic Environment</p>	Where the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building and all telecommunication mast applications.	<p>Further Advice</p> <p>Location of Telecommunication Equipment SPD</p>
20	<p>Planning Obligations Draft Heads of Terms</p> <p>City-Wide</p>	<p>Circular 05/05 - Planning Obligations.</p>	Public open space in new residential development - On sites of 20 dwellings or more, provision of NEW public open space will normally be required within the curtilage of the development site and or public open space provision/enhancement outside of the site. Affordable Housing to be provided	<p>Where Birmingham Development Plan policies or SPD guidance require the provision of affordable housing, Birmingham City Council will need information for both the affordable housing and any open market housing.</p> <p>Others deemed necessary by Birmingham City Council - Usually only for larger developments</p>

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			<p>when 15 dwellings or more are proposed</p>	<p>are to be discussed on individual merits with the Local Planning Authority.</p> <p>This should include, brief draft heads of terms for a Section 106 agreement or unilateral undertaking. Applicants should speak to the LPA in pre-application discussions and confirm any planning obligations that may apply. Details of the applicants' solicitors should be provided in order for the draft obligation to be prepared and circulated.</p> <p>Further Advice</p> <p>Further advice is available in Circular 05/05 - Planning Obligations.</p> <p>Further information on Section 106 can be found on the City Council website. Applicants should speak to the LPA in pre-application discussions and confirm any planning obligations that may apply.</p> <p>Where practical to do so, the public open space requirement will be provided on site. The developer can design and layout the new public space themselves, or offer an area for new public open space within the development to the City Council at no cost, with an extra lump sum contribution to cover design and maintenance. Alternatively, certain circumstances may provide a commuted sum for off site provision or improvement of public open space within the City</p>
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				boundaries. UDP , SPG Affordable Housing , SPD : Public Open Space and New Residential Development
21	<p>Planning Statement including Statement of Community Involvement</p> <p>City-Wide</p>	<p>PPS 1: Delivering Sustainable Development</p>	A supporting planning statement will be required for all major applications, major change of use applications or listed building applications	<p>The statement should identify the context and need for a proposed development and should include an assessment of how the proposed development accords with relevant national, regional and local planning policies. It should also include details of consultations with the Local Planning Authority and wider community/statutory consultees undertaken prior to submission. Alternatively, a separate statement on community involvement may also be appropriate. It should be reasonably brief and not normally exceed 20 pages.</p> <p>Further Advice</p> <p>Further guidance is available in the Statement of Community Involvement document and the document mention in the second column.</p>
22	<p>Public Open Space and Playing Fields</p> <p>City-Wide</p>	<p>PPG 17: Sport and Recreation</p> <p>Draft PPS: Planning for a Natural and Healthy Environment,</p>	When the loss of open space, playing fields, bowling greens etc are involved	Plans should show any areas of existing or proposed open space within or adjoining the application site. Open space here includes space falling within the definitions of that term in the Town and Country Planning Act and PPG 17: Sport and Recreation

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23	<p>Tall Buildings Report (Town Centre Uses)</p> <p>City-Wide normally city centre</p>		Any building over 15 storeys high	<p>The report should include the following items:</p> <ul style="list-style-type: none"> • Civil Aviation authority Assessment • Shadowing and Micro Climate Assessment • Television and Telecommunication Reception Assessment <p>Further Advice</p> <p>High Places SPD</p>
24	<p>Transport assessment (Including a Travel Plan)</p> <p>City-Wide</p>	PPG 13: Transport	All Major Planning Applications	<p>Information will include all existing and proposed commercial and residential vehicular and pedestrian movements to and from the site, including details of sustainable modes of travel, such as walking, cycling, bicycle shelter/storage provision, and public transport. Loading areas and arrangements for manoeuvring, servicing and parking of vehicles should also be clearly identified. It should describe and analyse existing transport conditions, how the development would affect those conditions and any measures proposed to overcome any problems.</p> <p>Centro would welcome early discussions regarding Transport Assessments and the likely impacts of development to inform necessary planning conditions and or obligations towards public transport improvement</p> <p>Further Advice</p>

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				<p>Guidance on Transport Assessments (DfT/CLG (2007))</p> <p>Centro can be contacted for further information on 0121 214 7403</p>
25	<p>Tree survey / arboricultural statement</p> <p>City-Wide</p>	<p>Town and Country Planning Act 1990, (Section 197-198),</p>	<p>All planning applications where the application involves works that may affect any trees on or off the site.</p>	<p>All trees are a material consideration in planning. A plan which shows the location of all trees on the site and within 8m of the proposed work (N.B. trees further away may also be relevant depending on size) together with a list of trees which are desired to be removed and a schedule of any pruning to trees which are to be retained. Additionally, where trees are protected by Tree Preservation Order or Conservation Area legislation, a report in full accordance with BS5837 Trees in Relation to Construction must be submitted. This must include details of tree protection and appropriate method statements including those for any specialist construction/engineering and details of any alterations in ground levels around trees including installation of new or access to existing utilities as appropriate.</p> <p>Applicants are encouraged to discuss proposals with an Arboricultural Officer before submission.</p> <p>UDP</p> <p>Nature Conservation Strategy for Birmingham</p>
26	<p>Works to Trees - Specification of Works</p>	<p>Town and Country Planning Act 1990,</p>	<p>Where works are required to a protected</p>	<p>Give a detailed description of the proposed works, e.g. crown thinning, reduction/topping,</p>

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	<p>and Photographic Evidence</p> <p>City-Wide</p>	(Section 197-198),	tree (TPO or tree in Conservation Area).	<p>lifting, felling or the removal of dead dying trees, and the reasons for it. Digital photographs of the existing tree(s) should be provided.</p> <p>A structural engineer's or surveyor's report and arboriculturist's report if the work required relates to subsidence damage.</p> <p>Further Advice</p> <p>Tree Preservation Orders :a guide to the law and good practice (DCLG)</p> <p>UDP</p> <p>Nature Conservation Strategy for Birmingham</p>
27	Aerodrome Safeguarding Assessment		<p>Aerodrome safeguarding assessment to be submitted for the following situations:</p> <ul style="list-style-type: none"> • Development which would have the potential to increase the bird hazard risk • Lighting that has the potential to distract pilots • Buildings, structures, erections or works which would infringe protected surfaces, obscure runway approach lights or have the potential to impair the performance of aerodrome navigation aids, radio aids or telecommunication systems 	<p>Safeguarding Advice Notes written jointly by the AOA and GAAC and supported by the CAA for further information.</p>

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28	Places of Worship, Faith Related Community and Educational Uses Supporting Information	SPD Adopted May 2011	Any new, extensions to and change of use applications for Places of Worship, Faith Related Community and Educational Uses Supporting Information	A checklist is attached within the checklist on pages 21 to 24 of the attached SPD Adopted May 2011