



**Validation Requirements for  
Planning Applications**

**February 2018**

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## **1. Introduction**

### **What is the local information requirements list?**

- 1.1 The local information requirements list, also known as a local validation list, sets out the information that Birmingham City Council will require to be able to register, assess and determine planning applications. The amount of information required will vary depending on the type, scale and location of the proposed development including any site specific constraints. Not all the local information requirements will apply to every planning application. The City Council will only ask for what is required to determine the planning application.
- 1.2 The Growth and Infrastructure Act (2013) requires that local information requirements must be:
- Reasonable, having regard, in particular to the nature and scale of the proposed development; and
  - A matter that it is reasonable to think will be a material consideration in the determination of the application
- 1.3 This reflects the Town and Country Planning (Development Management Procedure) Order 2015 and Paragraph 193 of the National Planning Policy Framework (2012). Each local information requirement is considered to meet the above statutory tests.

### **Birmingham Local Plan**

- 1.4 The Birmingham Development Plan 2031(BDP) was adopted on 17 January 2017 and replaces the Birmingham Unitary Development Plan 2005, with the exception of those policies contained within chapter 8 and paragraphs 3.14 to 3.14D of that plan which will continue in force until the adoption of the Council's proposed Development Management Development Planning Document.

### **Previous Consultation on the local information requirements list**

- 1.5 Changes to the previous local list (2015) list were consulted on from 24 October – 12 December 2017. A summary of the comments and how they were dealt with can be found at: [birmingham.gov.uk/localvalidationcriteria2018](http://birmingham.gov.uk/localvalidationcriteria2018)

## **2.0 Validation Requirements**

- 2.1 The information required to make a valid application consists of mandatory national information and local information requirements. Birmingham City Council will not be able to process an application unless all the appropriate information listed has been provided.
- 2.2 In relation to the local requirements, criteria are included, wherever possible, to indicate when local requirements will be triggered. Much however is dependent on the location of development, its size, scale and nature/character and/or its impact on local amenities and the environment and the requirements are not prescriptive in every case. Links to other sources of information and guidance are provided to assist in determining when additional information is required.
- 2.3 Clearly there are some circumstances where applicants will need to discuss the local requirements with the City Council before submitting an application. Applicants are strongly encouraged to do this because failure to provide the information specified under the national and local requirements will make a planning application invalid and will delay the processing of the application until the information is supplied.
- 2.4 Where an application is considered to be invalid, the City Council will write to explain what information is required and indicate a time period within which this must be provided. Where an application is initially considered to be valid but it is later discovered to be invalid, it will be put on hold until such time as the required information is submitted. On receipt of the information the determination period for the application will be restarted.
- 2.5 Once a planning application is submitted and all the necessary information has been provided, the application will be validated and the public will be consulted for 21 days. If documents submitted are revised during or after the consultation period; it is likely that there will be a need to re-consult.

## **3.0 Planning Application Checklists**

- 3.1 To assist applicants, we also produce a series of checklists detailing the information that must be submitted with certain types of application and an explanatory note advising on the circumstances when the information will be required. The Planning Application Checklists are available at: [https://www.birmingham.gov.uk/downloads/download/312/planning\\_application\\_checklists](https://www.birmingham.gov.uk/downloads/download/312/planning_application_checklists)

## Birmingham City Council Planning Validation Requirements List

	Validation Item and Location Requirement	Policy Driver	Types of application that require this information	What information is required and links to further advice
<b>National Requirements</b>				
1	<b>Completed Application Form</b>  <b>Relevant fee (where required)</b>	The Town and Country (Development Management Procedure) (England) Order 2015 Article	All applications (except applications for discharge of conditions and prior approval applications)	It is recommended that applications are submitted electronically through the Planning Portal. For applications submitted as a paper copy, one complete set of documents must be submitted.  Information on fees can be found on the Planning Portal fee calculator.
2	<b>Ownership certificates and notice(s)</b>	The Town and Country (Development Management Procedure) (England) Order 2015 Articles 13 & 14	All applications which an application form is required and where there are owners of the application site other than the applicant	An ownership A, B, C or D certificate must be completed stating the ownership of the property.  'Owners' are either freeholders, or leaseholders with at least 7 years of the leasehold left unexpired.  A notice to owners of the application site must be completed and served.
3	<b>Agricultural holdings certificates</b>	The Town and Country (Development Management Procedure) (England) Order 2015 Articles	All applications which an application form is required	This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application.
4	<b>Location plan</b>	The Town and Country (Development	All applications (except applications for Non-Material Amendments and discharge of condition applications)	All applications must include a location plan which should: <ul style="list-style-type: none"> <li>• Be at a scale of 1:1250 or 1:2500;</li> <li>• Show the direction of North and identify sufficient roads and/or</li> </ul>

		Management Procedure) (England) order 2015 Article 7		<p>buildings on land adjoining the application site to ensure that the exact location of the application is clear</p> <ul style="list-style-type: none"> <li>• Show the application site outlined in red, which includes all land necessary to carry out the proposed development</li> <li>• Show any other land owned by the applicant, close to or adjoining the application site, outlined in blue.</li> </ul>
5	<b>Site plan</b>	The Town and Country (Development Management Procedure) (England) order 2015 Article 7	All applications (except applications for Non-Material Amendments and discharge of condition applications and outline applications, where siting is a reserved matter)	<p>All applications must be submitted with a site plan (sometimes called a block plan) which should:</p> <ul style="list-style-type: none"> <li>• Be at a scale of 1:500 or 1:200; and</li> <li>• Show the direction of North and proposed development in relation to the site boundaries and other existing buildings, both on the site and adjacent to it, with dimensions including those to the boundaries.</li> <li>• The plan should also include the following, unless these would not influence or be affected by the proposed development: <ul style="list-style-type: none"> <li>• All buildings, roads and footpaths on land adjoining the site including access arrangements;</li> <li>• All public rights of way crossing or adjoining the site;</li> <li>• The position of all trees on the site and those on adjacent land;</li> <li>• The extent and type of any hard surfacing; and</li> <li>• The type and height of any boundary treatment including walls or fencing where proposed.</li> </ul> </li> </ul>
6	<b>Design and Access Statement</b>	The Town and Country (Development Management Procedure) (England) order 2015 Article 9	<p>All applications for major development (defined as 10 or more dwellings or where the floor space to be built is over 1,000 square metres or where the site is 1 hectare or more)</p> <p>Applications for one or more dwellinghouses in a Conservation Area</p> <p>Applications for the provision of a building / buildings where the floor</p>	<p>The purpose of a Design and Access Statement is to explain the design thinking behind the proposed development and why this is a suitable response to the site and its setting, and to demonstrate it can be adequately accessed by prospective users.</p> <p>The scope and level of detail in a Design and Access Statement should be proportionate to the type, scale and complexity of the application but should be relevant and succinct.</p> <p>The Statement must explain the design approach and principles that have been applied to the development. This will include:</p>

			<p>space created by the development is 100 square metres or more within a Conservation Area</p> <p>All Listed Building Consent applications</p>	<p>a. Assessment of the character and physical features of the site and its surroundings, including any potential assets and constraints;</p> <p>b. Explanation of the design approach and principles and how these (i) take account of the outcomes of this assessment and (ii) align with the city’s design guidance.</p> <p>c. Description of any heritage assets affected, including any contribution made by their setting, and how their character and distinctiveness is affected by the development;</p> <p>d. Explanation of any other factors that have influenced the design such as planning policy, access policy, specific user requirements, etc.</p> <p>e. Statement about what, if any, consultation or pre-application discussions have taken place relating to design and access and what account has been taken of these;</p> <p>f. Where relevant, how the scheme has evolved during the design process.</p> <p>Aspects of the site and context that may influence scheme design may include (but is not limited to): routes around and across the site; landform; existing buildings’ layout, height, massing and architecture; trees, hedgerows, ponds and other features of landscape or ecological value; above and below ground infrastructure and utilities equipment.</p> <p>The document should normally include visual material such as photographs, sketches, cross-sections and diagrams clearly annotated to show their relevance to the scheme design.</p> <p>Listed Building Consent applications must explain how the design principles and concepts that have been applied to the works take account of:</p> <p>a. The special architectural or historic importance of the building;</p> <p>b. The particular physical features of the building that reflect and illustrate the significance of the building;</p> <p>c. The building’s setting.</p>
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				<p><b>Further Advice</b> National Planning Practice Guidance Design and Access Statements: How to read, write and use them (CABE) <a href="http://webarchive.nationalarchives.gov.uk/20110118111019/http://www.cabe.org.uk/files/design-and-access-statements.pdf">http://webarchive.nationalarchives.gov.uk/20110118111019/http://www.cabe.org.uk/files/design-and-access-statements.pdf</a></p>
<b>Local Requirements</b>				
1	<p><b>Aerodrome Safeguarding Assessment</b></p>	<p>NPPF  Aviation Policy Framework (paragraphs 5.8 to 5.10)</p>	<p>Development involving buildings or works which would infringe on protected surfaces, obscure runway approach lights or have the potential to affect the performance of navigation aids, radio aids or telecom systems.</p> <p>Lighting, reflections and other development such as solar power systems that have the potential to distract pilots, and development with landscape schemes that have the potential to increase bird hazard risk.</p>	<p>The Aerodrome Safeguarding Advice Notes written jointly by the AOA (Airport Operators Association) and GAAC (General Aviation Awareness Council) and supported by the CAA (Civil Aviation Authority) can be found at: <a href="http://www.aoa.org.uk/policy-campaigns/operations-safety/">http://www.aoa.org.uk/policy-campaigns/operations-safety/</a></p> <p>See also 'See also CAA CAP 738 (Safeguarding of Aerodromes), CAP 764 (CAA Policy and Guidelines on Wind Turbines) and CAP772 (Wildlife Hazard management at Aerodromes).</p> <p><b>Further Advice</b> DfT/ODPM Circular 1/2003 - advice to local planning authorities on safeguarding aerodromes and military explosives storage areas. Annex 2 of the circular provides details of the system of safeguarding; Annex 3 lists the civil aerodromes which are officially safeguarded.</p> <p><a href="https://www.gov.uk/government/publications/safeguarding-aerodromes-technical-sites-and-military-explosives-storage-areas">https://www.gov.uk/government/publications/safeguarding-aerodromes-technical-sites-and-military-explosives-storage-areas</a></p>
2	<p><b>Affordable Housing Statement</b></p> <p>City wide</p>	<p>NPPF  BDP Policy TP31 Affordable Housing</p>	<p>Planning applications for 15 or more dwellings.</p>	<p>Number and mix of residential units (minimum 35% of total provision). 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.</p>



				<p><b>Further Advice</b> BDP Policy TP31 Affordable Housing</p>
3	<p><b>Air Quality Assessment</b></p>	<p>NPPF BDP Policy TP38 A sustainable transport network</p>	<p>For all schemes where there may be relevant exposure to pollutant concentrations above statutory limits (EU or UK).</p> <p>Where the development meets DfT threshold criteria for Transport Assessment.</p> <p>Where development requires an EIA.</p> <p>Where development is likely to increase traffic flows by more than 5% on roads with &gt;10,000 AADT or change average vehicle speeds by &gt; 10 kph/likely to cause increased congestion (DfTCongestion) Where a proposal is likely to increase traffic by more than 5% on road canyons with &gt; 5,000 AADT.</p> <p>Where a development requires a Transport Assessment and HGV movements are <math>\geq</math> 10% of total trips</p>	<p>The information submitted should be sufficient to enable full consideration of the impact of the proposal on the air quality of the area. Where increased building and/or transport emissions are likely, reduction/ mitigation measures should be set out in detail.</p> <p><b>Further Advice</b> Please contact the <a href="#">Council Environmental Protection Unit</a>. Details on Air Quality Assessments may be found within the <a href="#">Low Emissions Towns &amp; Cities Good Practice Air Quality Planning Guide, May 2014</a>. Information on air quality management areas can be found on the <a href="#">UK Air Quality Archive</a>. <a href="#">Air Quality Management Areas</a></p>
4	<p><b>Archaeological Assessment</b></p> <p>City Wide (on or adjacent to a heritage asset of</p>	<p>NPPF UDP saved policy 8.36 BDP Policy TP12</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>If a Design and Access Statement is also required, the Archaeological Assessment can be included within it. Applicants are advised to refer to the city's <a href="#">Archaeology Strategy</a></p> <p><b>Further Advice</b> See the <a href="#">Institute for Archaeologists</a> for standards and guidance about</p>

	archaeological interest)	Historic Environment		<p>archaeological assessments and evaluation To establish if the site falls within or near a heritage asset of archaeological interest go to <a href="#">Local View (Historic Environment Record)</a></p> <p>Historic England Advice Notes <a href="https://historicengland.org.uk/images-books/publications/pps-practice-guide/">https://historicengland.org.uk/images-books/publications/pps-practice-guide/</a> <a href="#">Archaeology Strategy SPG</a></p>
5	<b>Biodiversity and Geological Survey and Report</b>	<p>NPPF</p> <p><a href="#">ODPM Circular 06/2005</a></p> <p><a href="#">The Conservation of Habitats and Species Regulations 2017</a></p> <p>Water Framework Directive</p> <p><a href="#">Natural Environment and Rural Communities Act 2006</a></p> <p>BDP Policy TP8 Biodiversity and geodiversity</p>	<p>Applications in or adjacent to designated sites of national or local importance (Site of Special Scientific Interest [SSSI], National Nature Reserve [NNR], Local Nature Reserve [LNR], Site of Importance for Nature Conservation [SINC] or Site of Local Importance for Nature Conservation [SLINC]), or Potential Sites of Importance (PSI) or other sites which support important habitats or important geological features.</p> <p>Further information is provided in <a href="#">Part 1 of the Council's Local Requirements for biodiversity and geological conservation.</a></p> <p>Developments which have the potential to affect protected species and other important species. Further information is provided in <a href="#">Part 2 of the Council's Local Requirements for biodiversity and geological conservation.</a></p>	<p>Ecological / geological assessment should include:</p> <ul style="list-style-type: none"> <li>• An up-to-date Preliminary Ecological Appraisal (PEA) conducted by a suitably qualified ecologist in line with the <a href="#">Chartered Institute of Ecology and Environmental Management (CIEEM) guidance</a>. This will include a data search from <a href="#">EcoRecord</a> and other relevant data sources, field survey, assessment of the impacts of the proposal or recommendations for further survey where required.</li> <li>• Further specific surveys where the impact on protected and notable species, habitats or designated sites cannot be reliably predicted and characterised from the PEA.</li> <li>• Evaluation of features and assessment of the likely impacts of the proposal.</li> <li>• Details of the proposed protection measures, mitigation and compensation. These must be proportionate to the scale of the development and its ecological impacts. Measures proposed must be clear and site-specific (not vague, indicative or generic), feasible and deliverable. Information must be provided about how these measures will be maintained in the long-term.</li> <li>• Details of how the development will deliver enhancement measures. These should contribute to strategic ecological and geological objectives such as those in <a href="#">Birmingham and Black Country Nature Improvement Area Ecological Strategy</a> and should be proportionate to the scale of development proposed.</li> </ul> <p>Surveys should be completed at an appropriate time of the year by suitably qualified and experienced ecological consultants and should</p>

				<p>comply with published guidance and best practice. Ecological surveys are generally considered valid for approximately two years. Older surveys may be accepted where it can be demonstrated that impacts are unlikely or very limited in scale. Surveys for more mobile species (such as bats and badger), or where there have been significant changes to the site or the proposed development, will generally need to be updated more regularly.</p> <p>A protected species is one which receives legal protection through UK or European legislation, including:</p> <ul style="list-style-type: none"><li>• <a href="#">The Conservation of Habitats and Species Regulations 2017</a>. European protected species of animals are listed on <a href="#">Schedule 2</a>; European protected species of plants are listed on <a href="#">Schedule 5</a>.</li><li>• <a href="#">Wildlife and Countryside Act 1981</a>(as amended). Bird species protected by special penalties are listed on <a href="#">Schedule 1</a>. Protected animal species are listed on <a href="#">Schedule 5</a>. Protected plant species are listed on <a href="#">Schedule 8</a>.</li><li>• The <a href="#">Protection of Badgers Act 1992</a>.</li></ul> <p>Important habitats and species are defined as:</p> <ul style="list-style-type: none"><li>• “Priority habitats or species” - <a href="#">habitats or species of principal importance for the conservation of biodiversity in England</a> (Natural Environment and Rural Communities Act 2006, section 41).</li><li>• Habitats or species listed as local priorities in the <a href="#">Biodiversity Action Plan for Birmingham and the Black Country</a></li></ul> <p><b>Further Advice</b> Applicants may wish to discuss proposals with the Council’s Ecology Officers.</p> <p>To establish whether a site is located within or adjacent to a designated nature conservation site or PSI, go to <a href="#">Local View</a> (Biodiversity).</p>
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				<p>If a development is in or near to a SSSI, applicants are also advised to go to Natural England's <a href="#">Impact Risk Zones for SSSIs</a> to see how their proposal could affect the designated site. Applicants may wish to consult <a href="#">Natural England</a> about the scope of the assessment required,</p> <p>Developers should contact the Environment Agency for pre-application advice when developing adjacent to a river or stream. The Environment Agency can support applications by providing free advice regarding issues to be considered for each site. More details review of reports and plans may be subject to a fee. Contact <a href="mailto:swmplanning@environment-agency.gov.uk">swmplanning@environment-agency.gov.uk</a> for further information.</p> <p>Ecological / geological assessments should include a desk study / data search. Sites, habitats and species records should be obtained from <a href="#">EcoRecord</a> (the ecological database for Birmingham and the Black Country).</p> <p>Further guidance on survey standards, evaluation and impact assessment, and mitigation standards can be obtained from the <a href="#">Chartered Institute of Ecology and Environmental Management</a>.</p>
6	<p><b>CIL Additional Information Form</b></p> <p>City-wide</p>	Birmingham CIL Charging Schedule	All planning applications creating over 100sqm of new floorspace, 100sqm of change of use floorspace or a new dwelling, including prior approvals under permitted development.	<p>Relevant forms can be found on the <a href="#">Planning Portal</a> website.</p> <p><b>Further Advice</b> Information regarding CIL charges can be viewed at <a href="http://www.birmingham.gov.uk/cil">www.birmingham.gov.uk/cil</a></p>
7	<b>Coal Mining Risk Assessment</b>	NPPF Section 11 paragraph 109 and 121	Full applications (excluding change of use), outline applications and applications for the winning or working of minerals will require a Coal Mining Risk Assessment if they fall within a Coal Mining Referral Area	<p>The Coal Mining Risk Assessment should be prepared by a suitably qualified and competent person). It should:</p> <ul style="list-style-type: none"> <li>Identify 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 license to extract coal, geological features, any recorded surface hazards, or within a former or present surface mining [old opencast] area).</li> </ul>

				<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> <li>• Any development that involves 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.</li> </ul> <p><b>Further Advice</b>  The Coal Authority website: <a href="http://www.coal.gov.uk/services/planning">www.coal.gov.uk/services/planning</a>  The Coal Authority Planning and Local Authority Liaison Department:  Telephone 01623 637 119 (direct) or email  <a href="mailto:planningconsultation@coal.gov.uk">planningconsultation@coal.gov.uk</a>  The Local Planning Authority has been provided with Coal Mining Development Referral Areas by The Coal Authority.</p>
8	<b>Energy Statement</b>  City-wide	NPPF  BDP Policy TP4 Low and zero carbon energy generation	All planning applications for major development.	<p>The statement should provide details of:</p> <ul style="list-style-type: none"> <li>• Calculations of the energy demand and carbon dioxide emissions;</li> <li>• Proposals to reduce carbon dioxide emissions through the energy efficient design of the site;</li> <li>• Proposals to further reduce carbon dioxide emissions through the use of decentralised energy where feasible; and</li> <li>• Proposals to further reduce carbon dioxide emissions through the use of on-site renewable energy technologies where feasible.</li> </ul> <p>The statement should relate to the particular development proposed for the site and demonstrate the feasibility of installing the particular measures proposed.</p> <p>In cases where the form of renewable energy cannot be fully</p>

				<p>determined at the time of application, feasible options must still be presented. It is unlikely to be possible to submit details for the compliance of a conditions regarding energy efficient/ renewable energy where additional permissions may be required (e.g. for flues or buildings not in the original application).</p> <p>In the case of residential developments of over 200 units and non-residential developments over 1,000 sq. m. Policy TP4 requires first consideration to be given to the inclusion of Combined Heat and Power (CHP) generation or a network connection to an existing CHP facility. However, the use of other technologies will also be accepted where they will have the same or similar benefits.</p> <p>Smaller developments should also connect to a District Heating Scheme where such schemes exist, unless it is demonstrated that such a connection is not practicable or viable.</p> <p><b>Further advice</b> BDP Policy TP4 Low and zero carbon energy generation</p>
9	<p><b>Environmental Impact Assessment (EIA)</b></p> <p>City-wide</p>	<p>NPPF</p> <p>Town and Country Planning (Environmental Impact Assessment) Regulations 2017</p>	<p>If the project is listed in Schedule 1 an EIA is required in every case.</p> <p>If the project is listed in Schedule 2, the local planning authority should consider whether it is likely to have significant effects on the environment.</p> <p>If a proposed project is listed in the first column in Schedule 2 of the 2017 Regulations and exceeds the relevant thresholds or criteria set out in the second column (sometimes referred</p>	<p>When an EIA is required, the Regulations provide a checklist of matters to be considered for inclusion in the Environmental Statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures e.g. air quality assessment, transport assessment etc. and application can be made to the Local Planning Authority for a Scoping Opinion which sets out the Local Planning Authority's opinion as to the information to be provided in an Environmental Statement.</p>

			<p>to as 'exclusion thresholds and criteria') the proposal needs to be screened by the local planning authority to determine whether significant effects on the environment are likely and hence whether an Environmental Impact Assessment is required.</p> <p>'Screening' is a procedure used to determine whether a proposed project is likely to have significant effects on the environment.</p> <p>The applicant can request a screening opinion from the Local Planning Authority to determine whether an EIA is required. This screening can be requested prior to an application being submitted.</p>	
10	<p><b>Financial Viability Assessment</b></p> <p>City-wide</p>	<p>NPPF</p> <p>BDP Policy TP31 Affordable Housing</p> <p>BDP Policy TP47 Developer Contributions</p>	<p>Where an applicant is proposing that they cannot provide the full range of Section 106 requirements (including affordable housing), due to financial viability issues</p>	<p>Appendix C of the <a href="#">RICS Guide to Planning and Viability</a> (GN 94/2012) – details what a viability assessment should comprise. The level and detail of information forming the viability assessment will vary considerably from scheme to scheme.</p> <p>You must submit an accompanying report detailing the following information:</p> <ul style="list-style-type: none"> <li>• Executive summary</li> <li>• Contents outline</li> <li>• Introduction and background</li> <li>• Description of site location</li> <li>• Planning policy context</li> <li>• Description of scheme</li> <li>• Market information summary</li> </ul>

				<ul style="list-style-type: none"> <li>• Build cost and programme</li> <li>• Methodology and approach</li> <li>• Outputs and results</li> <li>• Sensitivity analysis</li> <li>• Concluding statement</li> </ul> <p>Any costs incurred as a result of the City Council seeking independent advice regarding the viability assessments will be payable by the applicant.</p> <p><b>Any viability assessment should be prepared on the basis that it will be made publicly available other than in exceptional circumstances. Even in those circumstances an executive summary should be made publicly available.</b></p>
11	<p><b>Flood Risk Assessment</b></p> <p>According to criteria</p>	<p>NPPF</p> <p><a href="#">National Planning Practice Guidance</a></p> <p>BDP Policy TP6 Management of flood risk and water resources</p> <p><a href="#">Birmingham Strategic Flood Risk Assessment</a></p>	<p>A site specific flood risk assessment will be required for all new development (including minor development and change of use) in:</p> <ol style="list-style-type: none"> <li>a. flood zones 2 and 3; or</li> <li>b. flood zone 1 that are: <ol style="list-style-type: none"> <li>I. 1 hectare or greater</li> <li>II. in areas of critical drainage (as defined by the LPA or Environment Agency), unless otherwise agreed in writing by the Environment Agency</li> </ol> </li> </ol> <p>The <a href="#">Birmingham Level 1 Strategic Flood Risk Assessment</a> defines these critical areas as</p> <ul style="list-style-type: none"> <li>• Any development proposals at risk of surface water flooding</li> </ul>	<p>A flood risk assessments (FRA) 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><b>Further Advice</b></p> <p>Flood Zone maps are available from <a href="#">Flood Map for Planning</a></p> <p>The National Planning Policy Framework and Planning Practice Guidance (Reference ID: 7) provides comprehensive guidance for applicants in relation to the undertaking of flood risk assessments and the responsibilities for controlling development.</p> <p>The Environment Agency provides advice (in addition to the NPPG) on how FRAs should be undertaken, and the requirements for specific types of development. This includes advice in relation to the Sequential Test and Exception Test. The Standing Advice is available at: <a href="https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications">https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications</a></p>



			<p>(as defined by the 'locally agreed surface water information')</p> <ul style="list-style-type: none"> <li>• Any development proposals within 250m of an historic flooding location</li> <li>• Any development proposals within a 'local flood risk area' defined by the Surface Water Management Plan</li> </ul>	<p>Developers should contact the Environment Agency for pre-application advice when developing within the floodplain or within 8m of a Main River. The Environment Agency can support your application by provision of free advice regarding issues to be considered for each site, and information that may be available for use within your FRA. More detailed review of reports and plans may be subject to a fee. Contact <a href="mailto:swmplanning@environment-agency.gov.uk">swmplanning@environment-agency.gov.uk</a> for further information.</p>
12	<p><b>Flues &amp; Ventilation extraction details</b></p> <p>City-wide</p>	<p>NPPF</p> <p>BDP Policy PG3 Place making</p>	<p>All applications relating to the sale or preparation of cooked food, launderettes and other uses where air conditioning or extraction equipment is required.</p>	<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"> <li>• A schematic of the proposed ducting showing the location of all components (fans, filters, silencers, etc.)</li> <li>• The noise levels generated by the fan in decibels (dB) at a specified distance (i.e. 1.0m / 3,0m / etc.)</li> <li>• Details of the means of mounting the ducting to the structure including details of all anti-vibration measures proposed</li> <li>• Location, design and appearance of external flues</li> </ul> <p>The aim should be to discharge at a high level so as to aid odour dispersion and reduce the noise impact.</p>
13	<p><b>Health Impact Assessment</b></p>	<p>NPPF</p> <p>BDP Policy TP37 Health</p>	<p>All planning applications requiring an EIA.</p>	<p>The assessment should consider the environmental impact upon health of the development, as well as the wider impact upon healthy living and the demands that are placed upon health services and facilities arising from the development. The assessment can be incorporated in the EIA.</p> <p><b>Further advice</b> BDP Policy TP37 Health NPPG Health and wellbeing</p>

<p><b>14</b></p>	<p><b>Heritage Statement</b></p> <p>City-wide (subject to criteria)</p>	<p>NPPF</p> <p>BDP Policy TP12</p> <p>Historic Environment</p>	<p>All Listed Building Consents and Planning Applications where the development affects a designated heritage asset (listed building, registered park or conservation area), or non-designated heritage asset (other than a heritage assets of archaeological interest) or their settings (regardless of the need for a Design and Access Statement).</p>	<p>If a Design and Access Statement is also required, the Heritage Assessment must be included within it.</p> <p>Where a proposal directly affects a heritage asset the statement should include a schedule of works to the heritage asset(s). Overall significance should be evaluated as well as aspects of fabric directly affected. Significance of setting must also be appraised for proposals not directly affecting the heritage asset.</p> <p>An analysis of the significance of the archaeology, history and character of the building/structure must be established before the impact of the proposed development is assessed against the same criteria.</p> <p>The proposed work must be justified in terms of need and public benefits. The scope and degree of detail necessary in the written justification will vary according to particular circumstances of each application. The impact of the development must be justified the public benefits clearly set out. Where harm is caused appropriate mitigation must be offered.</p> <p>A specialist archaeological assessment should also be undertaken where known or potential archaeology is anticipated.</p> <p>Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made.</p>
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15	<p><b>Land Contamination Assessment</b></p> <p>City -Wide</p>	NPPF	<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 preschool 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 the <a href="#">Contaminated Land Team</a> to discuss what may be required to accompany the application.</p> <p>Preliminary Risk Assessments should be conducted in accordance with guidance given in the document 'Model Procedures for the Management of Land Contamination' (Environment Agency CLR11, 2004). More information on which land uses may have caused contamination of the underlying soil can be found here: <a href="https://www.clare.co.uk/useful-government-legislation-and-guidance-by-country/76-key-documents/198-doe-industry-profiles">https://www.clare.co.uk/useful-government-legislation-and-guidance-by-country/76-key-documents/198-doe-industry-profiles</a></p> <p><b>Further Advice</b> Developers should contact the Environment Agency for pre-application advice where there may be a risk to Controlled Waters from historic land uses. Contact <a href="mailto:swmplanning@environment-agency.gov.uk">swmplanning@environment-agency.gov.uk</a> for further information.</p>
16	<p><b>Landscaping Scheme</b></p> <p>City-wide</p>	NPPF	All major applications, including outline proposals, that include any external space must be accompanied by a landscape strategy plan and a written landscape statement detailing the design approach proposed"	<p>The landscape strategy plan should indicate: extent of existing and proposed planting areas, and the type of planting within them; locations of new trees; areas and type of hard surfacing; location and nature of boundary treatments; and earthworks / ground level changes.</p> <p><b>Further Advice</b> <a href="#">Places for All SPD</a>, <a href="#">Places for Living SPD</a>.</p>
17	<p><b>Lawful Development Certificate</b></p>	Part V11 of Town and Country Planning Act 1990, as amended by	Lawful Development Certificates provide for the grant of a certificate only for lawfulness of development	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

	City-Wide	the Planning and Compensation Act 1991	carried out, or proposed, in accordance with the planning legislation.	<p>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.</p>
18	<b>Lighting Assessment</b>  City-wide	NPPF  BDP Policy PG3 Place making	Proposals for external lighting including floodlighting and lighting in connection with a publicly accessible development or proposal in the vicinity of a residential property, listed building, conservation area, a <a href="#">site of nature conservation value</a> (SSSI, LNR, SIN, SLINC, PSI) or area which is currently unlit and contributes to the wider network of dark corridors for wildlife.	<p>Details to be provided of the scheme including hours of illumination, light levels, column heights, specification and colour, treatment for lamps and luminaries and beam orientation. Lighting schemes should take account of any possible effects on wildlife that is sensitive to light, the need for full horizontal cut-off; distraction to the drivers; levels of impact on nearby dwellings.</p> <p><b>Further Advice</b> <a href="#">UDP saved Chapter 8</a>, BDP Policy TP11 Sports Facilities, <a href="#">Lighting Places SPD</a>, <a href="#">Floodlighting of Sports Facilities, Car Parks and Secure Areas SPG</a></p>
19	<b>Loss of Industrial Land Statement</b>	NPPF  BDP TP 20 Protection of Employment Land	All planning applications, which include employment uses and developments which would result in the loss of employment floor space	<p>Proposals for redevelopment of employment sites should include details of existing employment that will be lost. The statement should include justification for the proposals in accordance with Policy TP20 and the Loss of Industrial Land to Alternative Uses SPD.</p> <p><b>Further Advice</b> BDP Policy TP20 Protection of employment land <a href="#">Loss of Industrial Land to Alternative Uses SPD</a></p>
20	<b>Mineral Deposits Investigation</b>	NPPF  BDP Policy TP16	Planning applications for sites over 5ha	The investigation need to include details of a prior extraction scheme to remove minerals prior to development, or justification for no prior extraction scheme. The investigation will need to include information

	City-wide	Minerals		<p>on:</p> <ul style="list-style-type: none"> <li>• The likely economic value of any present mineral resources (including details on the underlying geology)</li> <li>• The feasibility to extract minerals, including consideration of significant overburden and ground stability, and impacts on neighbouring uses, the local community and important environmental assets</li> <li>• The financial and time benefits / impacts it has on the development</li> <li>• Where mineral extraction is shown to be viable and deliverable, further details (including any EIA) on how the prior extraction will operate, and how the land will be restored.</li> </ul> <p>The Investigation should be carried out by a suitable qualified person (mineral surveyor or geologist). Further supporting evidence on the extent or quality of the mineral resource and geotechnical issues may be provided by site investigation reports, and other geotechnical reports to be submitted with the planning application.</p> <p>The assessment may be provided as a section in a general supporting statement such as the Planning Statement.</p>
21	<p><b>Noise impact assessment and sound insulation details</b></p> <p>City-wide</p>	National Planning Policy Framework, particularly Section 11	<p>Planning applications that raise issues of disturbance, or are considered to be noise sensitive developments. The following developments should include a noise impact assessment / noise mitigation scheme for the impact of noise on nearby residential uses:</p> <ul style="list-style-type: none"> <li>• change of use to A3, A4, A5</li> <li>• conversion of buildings to residential use</li> <li>• new residential development sited on classified roads</li> </ul>	<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 mitigates any adverse issues identified by the assessment.</p> <p>Any recommendations to mitigate noise should be incorporated into the submitted plans for the application. Full guidance on the assessment of noise and vibration is provided in Planning Consultation Guidance Note: Noise and Vibration.</p> <p><b>Further Advice</b> Where noise is likely to be an issue, applicants are advised to contact the <a href="#">Environmental Protection Unit</a> part of the Council Regulatory</p>

			<ul style="list-style-type: none"> <li>• new residential development nearby to licensed premises</li> <li>• new commercial development within Use Classes B2 or B8 adjacent to existing residential development</li> <li>• any application for an entertainment and licensed premise</li> </ul> <p>Other developments (including day nurseries, sports facilities, smoking areas, places of worship) can generate noise and may warrant a noise impact assessment / noise mitigation scheme, this will be determined on a site to site basis.</p>	<p>Services section prior to the submission of a planning application. Further information on use classes guide can be found on the <a href="#">Planning Portal website</a></p>
22	<p><b>Open Space/ Playing Fields/ Sports and Physical Facilities Assessment</b></p> <p>City-wide</p>	<p>NPPF</p> <p>BDP Policy TP9 Open space, playing fields and allotments</p> <p>BDP Policy TP11 Sports Facilities</p>	<p>Development involving the loss of open space, playing fields, sports and recreation facilities, bowling greens, allotments, etc.</p>	<p>Plans should show any areas of existing or proposed open space within or adjoining the application site and any mitigating circumstance for the loss of open space. Open space here includes space falling within the definitions of that term in the Town and Country Planning Act.</p> <p><b>Further Advice</b></p> <p>Sport England recommends that planning applications affecting playing field land should provide sport specific information in line with their checklist.</p> <p><a href="https://www.sportengland.org/facilities-planning/planning-for-sport/planning-applications/playing-field-land/">https://www.sportengland.org/facilities-planning/planning-for-sport/planning-applications/playing-field-land/</a></p>
23	<p><b>Parking Provision</b></p> <p>City-Wide</p>	<p>NPPF</p>	<p>All applications where parking is proposed.</p>	<p>Details of any existing and proposed parking spaces (including disabled, electric vehicle and cycle) may be shown on the site layout plan.</p> <p><b>Further Advice</b></p>

				<a href="#">Car Parking Guidelines SPD</a> , <a href="#">Car Park Design Guide SPG</a>
24	<b>Photographs &amp; photomontages</b>  City-wide	NPPF	Where the proposal involves the demolition of an existing building or development affecting a heritage asset, telecommunication mast applications, or proposals affecting views of major landmarks	Although not a policy requirement, photographs can provide clarity for development proposals.
25	<b>Plans and Drawings</b>  City wide	NPPF  BDP Policy PG3 Place making	All planning applications.	<ul style="list-style-type: none"> <li>• Location plan – Preferably on paper size less than A2 and at a typical scale of 1:1250 clearly outlining the site in red.</li> <li>• Site Layout Plans – Preferably on paper size less than A2 and at a typical scale of 1:200 or 1:500 clearly marking on the proposed development</li> <li>• Elevations if required - Preferably on paper size less than A2 and at a typical scale of 1:50 or 1:100, (existing &amp; proposed should be at a similar scale to aid comparative study) scale annotated on the plan. Full elevations showing all sides of the development even if they do not contain windows/door openings</li> <li>• Internal Layouts - Preferably on paper size less than A2 and at a typical scale of 1:50 or 1:100, (existing &amp; proposed should be at a similar scale to aid comparative study) scale annotated on the plan. Plans showing the proposed internal layout of each unit type</li> <li>• Landscaping if required - Plans showing details of the proposed landscaping scheme</li> <li>• Street Scene Plans if required - Plans indicating or including at least 1 existing house either side of the proposed development</li> <li>• Extraction Details – if extraction details proposed, elevational drawings showing all external ductwork and termination points, if possible include adjacent buildings. Confirmation that the system discharges vertically and showing that it will be one metre higher than the highest residential window or one metre higher than eaves level</li> </ul>

				<ul style="list-style-type: none"> <li>• Cross-section –for advertisement applications clearly showing method of illumination</li> </ul>
			All applications for major development	<ul style="list-style-type: none"> <li>• Computer Aided Design (CAD) model illustrating the external appearance, layout, scale and massing of the proposed development provided in one of the following formats: .max (3D Studio Max) .FBX (Exported from AutoCad, Revit) .Skp (Sketchup)</li> </ul>
26	<b>Planning Obligations Draft Heads of Terms</b> City-wide	NPPF BDP Policy TP31 Affordable housing, TP47 Developer Contributions	Where relevant the City Council requires that a statement of proposed obligations and draft Heads of Terms, be submitted at the time of making a planning application.	<p>Where a Section 106 is required, Draft Heads of Terms should be submitted. This should include details of the financial and non-financial offer and details of your solicitor who will deal with the drafting of the Legal Agreement.</p> <p><b>Further Advice</b> Further information on Section 106 obligations can be found on the City Council website. Applicants should speak to the Local Planning Authority in pre-application discussions and confirm any planning obligations that may apply. <a href="https://www.birmingham.gov.uk/info/20181/planning_obligations/51/planning_obligations_useful_documents_and_advice_for_developers">https://www.birmingham.gov.uk/info/20181/planning_obligations/51/planning_obligations_useful_documents_and_advice_for_developers</a></p>
27	<b>Planning Statement including Statement of Community Involvement</b> City-wide	NPPF	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.</p> <p>The statement should also include any regeneration and economic benefits from the proposed development, including details of any new jobs that might be created or supported and any community benefits that will result from the development.</p> <p>It should include details of consultations with the Local Planning</p>



				<p>Authority and wider community/statutory consultees undertaken prior to submission.</p> <p><b>Further Advice</b>  Further guidance is available in the <a href="#">Statement of Community Involvement</a> document and the document mention in the second column.</p>
28	<p><b>Retail Impact Assessment / Sequential Test</b></p> <p>City-wide</p>	<p>NPPF</p> <p>BDP Policy TP21 The network and hierarchy of centres, TP22 Convenience retail provision</p>	<p>An impact assessment is required for retail, leisure and office development proposals greater than 2,500sqm which are outside of the hierarchy of centres identified in the BDP and not in accordance with the Local Plan.</p> <p>A sequential test is required where main town centre uses are proposed not in an existing centre and not in accordance with an up to date Local Plan.</p>	<p><b>Further Advice</b></p> <p>The NPPG section on ‘Ensuring the vitality of town centres (Reference ID: 2b) contains guidance on the requirements of the impact assessment and sequential test.</p> <p>BDP Policy 21 and the <a href="#">Shopping and Local Centres SPD</a> have details of the network and hierarchy of centres in the City.</p>
29	<p><b>Site Waste Strategy</b></p> <p>City-wide</p>	<p>NPPF</p> <p>BDP Policy TP13 Sustainable management of the City’s waste</p>	<p>Applications for sites over 5ha.</p>	<p>The strategy should cover the prevention, minimisation and management of waste.</p>
30	<p><b>Structural survey</b></p> <p>City-wide</p>	<p>NPPF</p>	<p>A structural survey will be required, but not limited to the following :</p> <ul style="list-style-type: none"> <li>i) The demolition of a listed building(s),</li> <li>ii) The conversion of a listed building(s)</li> <li>iii) conversion of rural buildings</li> </ul>	<p>This should demonstrate that they are capable of conversion without major alterations or rebuilding of the property, for example for barn conversion applications.</p>

<p><b>31</b></p>	<p><b>Sustainable Construction Statement</b></p> <p>City-wide</p>	<p>NPPF</p> <p>BDP Policy TP2 Adapting to climate change</p> <p>BDP Policy TP3 Sustainable construction</p> <p>BDP Policy TP13 Sustainable Management of Waste</p>	<p>All planning applications for major development.</p>	<p>This statement should demonstrate that the proposed development will meet the highest standards of sustainable design and construction throughout all stages of the development, including demolition, construction and long-term management. The statement should show how the proposed development:</p> <ul style="list-style-type: none"> <li>• is adapted to climate change through SuDs (reference can be made to SuD Strategy) and reduces overheating</li> <li>• conserves water and reduces flood risk</li> <li>• has considered the procurement of materials which promote sustainability, including by use of low impact, sustainably sourced, reused and recycled materials.</li> <li>• minimises waste and maximises recycling during construction and operation.</li> <li>• is flexible and adaptable to future occupier needs.</li> <li>• incorporates measures to enhance biodiversity value</li> </ul> <p>The statement should include, as an appendix, a BREEAM pre-assessment report(s) and include details of the credits proposed to be achieved. The assessment should be carried out using the most up to date versions of the Code or BREEAM.</p> <p><b>Further Advice</b> Policy TP3 Sustainable Design and Construction</p>
<p><b>32</b></p>	<p><b>Sustainable Drainage Assessment</b></p> <p><b>Sustainable Drainage Operation and Maintenance Plan</b></p> <p>City-wide</p>	<p>NPPF</p> <p><a href="#">DCLG Written Ministerial Statement HCWS161</a></p> <p>BDP Policy TP6 Management of flood risk and water resources</p>	<p>All planning applications for major development.</p>	<p>The documents submitted should be in accordance with Birmingham City Council guidance below.</p> <p><b>Further Advice</b> <a href="#">Sustainable Drainage – Birmingham City Council Guide to Design, Adoption and Maintenance</a> BDP Policy TP6 Management of flood risk and water resources</p>

33	<b>Tall Buildings Report</b>  City-wide normally city centre	NPPF	Any building over 15 storeys high.	The report submitted should be in accordance with High Places SPD which sets out the information required.  <b>Further Advice</b> <a href="#">High Places SPD</a>
34	<b>Telecommunications information</b>  City-Wide	NPPF  UDP saved Chapter 8 para. 55A-C	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 20 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.  <b>Further Advice</b> <a href="#">Code of Best Practise on Mobile Phone Network Development (DCLG) Telecommunications Development : Mobile Phone Infrastructure SPD UDP saved Chapter 8 para 8.55A-C</a>
35	<b>Transport Assessment and Statements (including Travel Plans)</b>  City-wide	NPPF  BDP Policy TP44 Traffic and congestion management  TP45 Accessibility standards for new development	Section 4 of the NPPF states that all development which generates significant amounts of movement should be supported by a Transport Assessment or a Transport Statement. The thresholds for the requirement of these are set out in Appendix 1 of this document.	These documents will allow the transport implications of proposed development to be properly considered and, where appropriate, will help identify suitable measures to achieve a more sustainable outcome. The information will include analysis of all existing and proposed trips by all modes of travel generated by the proposal. It should illustrate accessibility to the site by all modes and the likely modal split of journeys to and from the site. The document should also give details of proposed measures to improve access by public transport, walking and cycling to reduce the need for parking associated with the proposal, and to mitigate transport impacts.  It should describe and analyse existing transport conditions, how the development would affect those conditions and any measures

				<p>proposed to overcome any problems.</p> <p>Loading areas and arrangements for manoeuvring, servicing and parking of vehicles should also be clearly identified. Proposals for major development should aim to provide the accessibility requirements set out in BDP Policy TP45</p> <p>A Travel Plan should be submitted in order to outline the way in which the transport implication of the new development will be managed in order to ensure the minimum environmental, social and economic impacts. Developers should state how new occupiers or customer of the development will use alternative means of travel, which do not involve private car use. The Travel Plan should include details of targets and arrangements for monitoring.</p> <p><b>Further Advice</b>  If any proposals have an impact on the strategic road network you should engage with the Highways Agency at an early stage.  NPPG: Transport evidence bases in plan making and decision taking (Reference ID: 54)</p> <p><a href="#">Circular 02/2013</a> explains how the Highways England will engage with the planning system  BDP Policy TP44 and TP45</p>
36	<p><b>Tree survey / arboricultural statement</b></p> <p>City-wide</p>	<p>NPPF</p> <p><a href="#">Town and Country Planning Act 1990</a>, (Section 197-198),</p> <p>BDP Policy TP 7  Green Infrastructure Network</p>	<p>All planning applications where the application involves works that may affect any trees on or off the site.</p>	<p>A plan must be provided showing the location of all trees on site and within 8m of the proposed work (NB trees further away may be relevant, see below) together with a list of trees which are desired to be removed and a schedule of any pruning to retained trees (see below). Additionally, where trees are protected by Tree Preservation Order or Conservation Area legislation a report in full accordance with BS5837 Trees in Relation to ‘design, demolition and construction – Recommendations must be submitted.</p> <p>Applicants are encouraged to discuss proposals with an Arboricultural</p>

				<p>Officer before submission.</p> <p><b>Further Advice</b>  <a href="http://www.trees.org.uk">www.trees.org.uk</a>  <a href="https://www.charteredforesters.org/">https://www.charteredforesters.org/</a></p>
37	<p><b>Works to Trees - Specification of Works and Photographic Evidence</b></p> <p>City-wide</p>	<p>NPPF</p> <p><a href="#">Town and Country Planning Act 1990</a>, (Sections 197-198 to 197-214)</p> <p>BDP Policy TP7 Green Infrastructure Network</p>	<p>Where works are required to a protected tree (Tree Preservation Order or tree in Conservation Area) and are not included in a planning application.</p>	<p>Give a detailed description of the proposed works, e.g. crown thinning, reduction/topping, lifting, felling or the removal of dead dying trees, and the reasons for it. Digital photographs of the existing tree(s) should be provided together with a sketch plan showing the location of the tree(s).</p> <p>If the reason for the works includes concerns over the condition of the tree e.g. it is diseased or you have fears that it might break or fall you are required to provide written arboricultural advice from an appropriate expert. If the reason for the work is alleged damage to property e.g. subsidence, you are required to provide a report by an engineer or building surveyor and an arboriculturist's report to support the tree work proposal.</p> <p>Tree works applications (works to trees subject to a Tree Preservation Order) must be submitted on the appropriate 1App form or via the planning portal.</p> <p><b>Further Advice</b>  <a href="#">NPPG: Tree Preservation Orders and trees in conservation areas (reference ID: 36)</a>.</p>

### Appendix 1: Planning Application Transport Information Requirements

Use Class	Transport Assessment	Transport Statement	Transport Note
A1-Food Retail	>800 sq.m	>250 sq.m <800 sq.m	<250 sq.m
A1-Non-food Retail	>1500 sq.m	>800 sq.m <1500 sq.m	<800 sq.m
A2-Financial & Professional Services	>2500 sq.m	>1000 sq.m <2500 sq.m	<1000 sq.m
A3-Restaurants and Cafés	>2500 sq.m	>300 sq.m <2500 sq.m	<300 sq.m
A4-Drinking Establishments	>600 sq.m	>300 sq.m <600 sq.m	<300 sq.m
A5-Hot Food Takeaway	>500 sq.m	>250 sq.m <500 sq.m	<250 sq.m
B1-Business	>2500 sq.m	>1500 sq.m <2500 sq.m	<1500 sq.m
B2-General Industrial	>4000 sq.m	>2500 sq.m <4000 sq.m	<2500 sq.m
B8-Storage or Distribution	>5000 sq.m	>3000 sq.m <5000 sq.m	<3000 sq.m
C1-Hotels	>100 bedrooms	>75 <100 bedrooms	<75 bedrooms
C2-Residential Institutions - Hospitals, Nursing Homes	>50 beds	>30 <50 beds	<30 beds

<b>Use Class</b>	<b>Transport Assessment</b>	<b>Transport Statement</b>	<b>Transport Note</b>
C2-Residential institutions – Residential Education	>150 students	>50 <150 students	<50 students
C2-Residential Institutions – Institutional Hostels	>400 residents	>250 <400 residents	<250 residents
C3-Dwelling Houses	>80 dwellings	>50 <80 dwellings	<50 dwellings
D1-Non-residential Institutions	>1000 sq.m	>500 sq.m <1000 sq.m	<500 sq.m
D2-Assembly and Leisure	>1500 sq.m	>500 sq.m <1500 sq.m	<500 sq.m
Other	Discuss with the City Council prior to submitting a planning application		

Note - Floorspace relates to the Gross Floor Area