



Local Information Requirements for Planning Applications

December 2021

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1. Introduction

What is the local information requirements list?

- 1.1 The local information requirements list sets out the information that Birmingham City Council will require to be able to register, assess and determine planning applications. The information required will vary depending on the type, scale and location of the proposed development. 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, the Planning Practice Guidance and Paragraph 44 of the National Planning Policy Framework (NPPF) (2019). Each local information requirement set out in the list is considered to meet the above statutory tests.

Why is the list being updated?

- 1.4 According to national planning policy, the list should be reviewed at least every 2 years and updated as necessary to reflect changes to statutory requirements, policies in the National Planning Policy Framework (NPPF) or development plan, or published guidance explaining how adopted policy should be implemented.
- 1.5 The list was last reviewed in March 2020. Since then, the Development Management in Birmingham Development Plan Document (DMB) has been adopted by the City Council on 7th December 2021.

2.0 Information 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. Links to other sources of information and guidance are provided to assist in determining when additional information is required and what additional information is necessary.
- 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: [Planning Application Checklists](#)

Birmingham City Council Planning Information Requirements List

	Validation Item	Policy Driver	Types of application that require this information	What information is required and links to further advice
National Requirements				
1	Completed Application Form	The Town and Country (Development Management Procedure) (England) Order 2015 Article	All applications and associated consents	Completed application form with all relevant certificates, signed and dated. It is recommended that applications are submitted electronically through the Planning Portal Planning Portal For applications submitted as a paper copy, one complete set of documents must be submitted.
2	Ownership certificates and notice(s)	The Town and Country (Development Management Procedure) (England) Order 2015 Articles 13 & 14	All applications	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. Certificate A This should only be used if the applicant is the sole owner of the land and cannot be used where there is a leaseholder with at least 7 years of the leasehold left unexpired. A notice to owners of the application site must be completed and served in accordance with Article 13 of the DMPO. There are three versions of this notice, a Householder Article13 Notice, a Minor Commercial Article 13 Notice and a Full Planning Article 13 Notice.

3	Agricultural holdings certificates	The Town and Country (Development Management Procedure) (England) Order 2015 Articles	All applications for 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 and their details must be included on the relevant certificate.
4	Location plan	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)	<p>All applications must include a location plan which should:</p> <ul style="list-style-type: none"> • Be at a scale of 1:1250 or 1:2500; • Show the direction of North and identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application is clear • Show the application site outlined in red, which includes all land necessary to carry out the proposed development including means of access to public highway • Show any other land owned by the applicant, close to or adjoining the application site, outlined in blue. <p>All plans should contain an individual reference that identifies the individual plan, the version number and date of production (any amended plans submitted at a later date should follow the same reference format).</p>
5	Any other plans, drawings and information necessary to describe the development which is the subject of the application	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)	<p>All plans should:</p> <ul style="list-style-type: none"> • Be at an identified scale (ideally 1:500 or 1:200) and show the direction of North • All plans should contain an individual reference that identifies the individual plan, the version number and date of production (any amended plans submitted at a later date should follow the same reference format).

6	Design and Access Statement	The Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 9	<p>All applications for major development¹ (defined as 10 or more dwellings or provision of a building(s) where the floor space to be created is over 1,000 square metres or where the site is 1 hectare or more)</p> <p>Applications for one or more dwelling houses in a Conservation Area</p> <p>Applications for the provision of a building / buildings where the floor space created by the development is 100 square metres or more within a Conservation Area</p> <p>All Listed Building Consent applications</p> <p>This does not apply to applications for planning permission to amend conditions, extend the time limit for implementation, for reserved matters applications, for engineering or mining operations, for a material change of use, or for waste development.</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> <ol style="list-style-type: none"> a. Assessment of the character and physical features of the site and its surroundings, including any potential assets and constraints; 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. 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; d. Explanation of any other factors that have influenced the design such as planning policy, access policy, specific user requirements, etc. 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; f. Where relevant, how the scheme has evolved during the design process. <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>
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¹ As defined in the Town and Country Planning (Development Management Procedure) (England) Order 2015

				<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> <ol style="list-style-type: none"> The special architectural or historic importance of the building; The particular physical features of the building that reflect and illustrate the significance of the building; The building's setting. <p>Further Advice National Planning Practice Guidance Design and Access Statements: How to read, write and use them (CABE) Design and Access Statements</p>
7	Environmental Statement	Town and Country Planning (Environmental Impact Assessment) Regulations 2017	An Environmental Statement is needed for certain types of development. Please refer to the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.	<p>You can seek a formal opinion (a screening opinion) as to whether an Environmental Statement is needed before you submit your planning application. If a statement is needed, you can make an application for a scoping opinion which gives details of what the statement should contain.</p> <p>Further Advice Planning Practice Guidance on Environmental Impact Assessment: https://www.gov.uk/guidance/environmental-impact-assessment#Screening-Schedule-2-projects. This is a specialised area of planning and you may need to seek your own professional advice.</p>
8	Appropriate Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England)	The fee is variable dependent on the type of application. Concessions may be available for development entirely connected with proposals for disabled access to public buildings or for development	<p>The Planning Portal has produced a fee calculator to enable applicants to calculate the fee required to accompany any planning application: Planning Application Fee Calculator</p>

		Regulations 2012 (as amended)	needed solely for a disabled person.	
Local Requirements				
1	Aerodrome Safeguarding Assessment	NPPF Aviation Policy Framework	<p>All buildings and structures over 90 metres. For development below this threshold check the protected surfaces information.</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: The Aerodrome Safeguarding Advice Notes</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>Further Advice 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. Safeguarding aerodromes and military explosives storage areas</p>
2	Affordable Housing Statement	NPPF BDP Policy TP31 Affordable Housing	Planning applications for 15 or more dwellings.	Number and mix of residential units (minimum 35% of total provision) to meet local housing need. There is a presumption in favour of on-site provision of affordable homes, but off-site provision (either by way of providing dwellings on an alternative site, or by financial contribution) may be considered in appropriate circumstances subject to an equivalent level of developer

				<p>contribution being provided. 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>Further Advice BDP Policy TP31 Affordable Housing</p>
3	Air Quality Assessment	<p>NPPF</p> <p>DMB Policy DM1 Air quality</p> <p>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 requires a Transport Assessment.</p> <p>Where any development falls within the Birmingham Clean Air Zone or within a 60m buffer of the Birmingham Clean Air Zone (See Appendix 1)</p> <p>Where development requires an EIA.</p> <p>Any schemes which include industrial processes that require an environmental permit for releases to air under the Pollution Prevention and Control Act 1999 or</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>The supporting text to Policy DM1 Air quality in the Development Management in Birmingham Document provides further detail in relation to Air Quality Assessments.</p> <p>An advisory note for planning applications within the Birmingham Clean Air Zone and Air Quality Assessments is available Planning Applications within Clean Air Zone.</p> <p>Further Advice Please contact Environmental Health on 0121 303 6007 Details on Air Quality Assessments may be found within the Low Emissions Towns & Cities Good Practice Air Quality Planning Guide, May 2014. Information on air quality management areas can be found on the UK Air Quality Archive. Air Quality Management Areas General information about the Clean Air Zone</p>

			include discharge stacks that may result in adverse impacts on local air quality.	
4	Archaeological Assessment	NPPF BDP Policy TP12 Historic Environment	When any proposed development includes new building or ground disturbance on or adjoining a designated or non-designated heritage asset of archaeological interest or development upon a site which has the potential for heritage assets of archaeological interest (regardless of the need for a Design and Access Statement).	<p>The information submitted with an application must include an archaeological desk-based assessment. Where a desk-based assessment identifies the potential for heritage assets of archaeological interest it may be appropriate for the applicant to additionally include an archaeological field evaluation or historic building recording. The Council’s archaeological advisor should be contacted to advise on what is appropriate.</p> <p>Assessments, evaluations and building recording must be undertaken by a suitably qualified heritage practitioner and must be in accordance with the Standards and Guidance of the Chartered Institute for Archaeologists.</p> <p>Applicants are advised to refer to the city’s Archaeology Strategy</p> <p>Further Advice See the Institute for Archaeologists for standards and guidance about archaeological assessments and evaluation. To establish if the site falls within or near a heritage asset of archaeological interest go to: GIS MAPS Historic Environment Record Historic England Advice Notes Historic England Advice</p>
5	Biodiversity and Geological Survey and Report	NPPF ODPM Circular 06/2005 The Conservation of Habitats and Species Regulations 2017 (as amended)	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	<p>Information must be provided to explain the full ecological impact of the proposal as well as demonstrate how the mitigation hierarchy has been followed in relation to the negative impacts likely to occur.</p> <p>Biodiversity / geological survey and report should include:</p> <ul style="list-style-type: none"> • An up-to-date Preliminary Ecological Appraisal (PEA) conducted by a suitably qualified ecologist in line with the Chartered Institute of Ecology and Environmental Management (CIEEM) guidance. This should comprise a data search from EcoRecord and other relevant data sources and a

		<p>Natural Environment and Rural Communities Act 2006</p> <p>BDP Policy TP8 Biodiversity and geodiversity</p>	<p>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 Part 1 of the Council's Local Requirements for biodiversity and geological conservation.</p> <p>Developments which have the potential to affect protected species and other important species. Further information is provided in Part 2 of the Council's Local Requirements for biodiversity and geological conservation.</p>	<p>walkover survey, and its objectives are to identify likely ecological constraints and mitigation measures, identify additional surveys required to inform an Ecological Impact Assessment (EclA) and identify opportunities for ecological enhancement.</p> <ul style="list-style-type: none"> • Further specific (Phase 2) surveys where the impact on protected and notable species, habitats or designated sites cannot be reliably predicted and characterised from the PEA. It should be noted that for many development proposals, additional surveys beyond the PEA will be required. • An Ecological Impact Assessment (EclA) to identify, quantify and evaluate the potential effects of the proposed development on designated sites, habitats, species and ecosystems. The EclA will be informed by the results of the PEA and Phase 2 surveys. • Where negative impacts are likely, applicants must demonstrate adherence to the mitigation hierarchy. Full details of methods for avoidance, mitigation and/or compensation to be incorporated within the proposed development scheme to address adverse impact must be submitted. 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. • Details of how the development will deliver a demonstrable biodiversity net gain, as evidenced through the use of an agreed biodiversity metric. Biodiversity net gain should contribute to strategic ecological and geological objectives such as those in Birmingham and Black Country Nature Improvement Area Ecological Strategy and emerging Local Nature Recovery Strategy. Further guidance about the range and scale of suitable ecological enhancement opportunities that should be provided for varying levels of development, from homeowner through to large industrial developments and major house builders is available. <p>Surveys should be completed at an appropriate time of the year by suitably qualified and experienced ecological consultants and should comply with published guidance and best practice. Ecological surveys are generally</p>
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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. Planning applications that are not supported by adequate survey effort or do not demonstrate adherence to the mitigation hierarchy are likely to be refused.

A protected species is one which receives legal protection through UK or European legislation, including:

- [The Conservation of Habitats and Species Regulations 2017](#) (as amended). European protected species of animals are listed on [Schedule 2](#); European protected species of plants are listed on [Schedule 5](#).
- [Wildlife and Countryside Act 1981](#)(as amended). Bird species protected by special penalties are listed on [Schedule 1](#). Protected animal species are listed on [Schedule 5](#). Protected plant species are listed on [Schedule 8](#).
- The [Protection of Badgers Act 1992](#).

Important habitats and species are defined as:

- “Priority habitats or species” - [habitats or species of principal importance for the conservation of biodiversity in England](#) (Natural Environment and Rural Communities Act 2006, section 41).
- Habitats or species listed as local priorities in the [Biodiversity Action Plan for Birmingham and the Black Country](#)

Further Advice

[National Planning Practice Guidance - Biodiversity, geodiversity and ecosystems](#)
[Natural England’s Standing Advice for Protected Species](#)

Applicants may wish to discuss proposals with the Council’s Ecology Officers. [Click here](#) to establish whether a site is located within or adjacent to a designated nature conservation site or PSI. If a development is in or near to a

				<p>SSSI, applicants are also advised to go to Natural England’s Impact Risk Zones for SSSIs to see how their proposal could affect the designated site. Applicants may wish to consult Natural England 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 swmplanning@environment-agency.gov.uk for further information.</p> <p>Biodiversity / geological surveys and reports should include a desk study / data search. Sites, habitats and species records should be obtained from EcoRecord (the ecological database for Birmingham and the Black Country).</p> <p>Further guidance on survey standards, evaluation and impact assessment, mitigation standards and report writing can be obtained from the Chartered Institute of Ecology and Environmental Management.</p>
6	CIL Additional Information Form	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 Planning Portal website.</p> <p>Further Advice Information regarding CIL charges can be viewed at Community Infrastructure Levy</p>
7	Coal Mining Risk Assessment	NPPF	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	<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"> 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

			fall within a Coal Mining Referral Area	<p>license to extract coal, geological features, any recorded surface hazards, or within a former or present surface mining [old opencast] area).</p> <ul style="list-style-type: none"> • Identify what risks these coal mining issues, including cumulative effects, pose to the proposed development. • Identify how coal mining issues have influenced the proposed development and whether any other mitigation measures are required to manage those issues and/or whether any changes have been incorporated into the development. • 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. <p>Further Advice The Coal Authority website: Planning Applications Coal Mining Risk Assessments The Coal Authority Planning and Local Authority Liaison Department: Telephone 01623 637 119 (direct) or email planningconsultation@coal.gov.uk The Local Planning Authority has been provided with Development High Risk Areas by The Coal Authority.</p>
8	Daylight/ Sunlight Assessment	DMB Policy DM2 Amenity	Any application where there is potential adverse impact upon the current levels of sunlight/daylight within the habitable rooms of adjacent residential buildings and those of the proposed building(s)	An overshadowing study showing shadow diagrams at hourly intervals at different times of the year as existing and proposed should be submitted. Where a proposal includes single aspect units, a daylight and sunlight assessment should be provided. An assessment of the Vertical Sky Component (VSC) and Average Daylight Factor (ADF) is required. All assessments must be undertaken by a suitably qualified professional using the criteria within the BRE Guidelines 'Site layout planning for daylight and sunlight: A guide to good practice 2011.' The report shall include diagrams as relevant and a non-technical summary of the conclusions of the report.
9	Energy Statement	NPPF	All planning applications for major development.	Policy TP4 requires all new development to incorporate the provision of low and zero carbon (LZC) forms of energy generation or connect into a network where it exists, unless it can be demonstrated that the cost of achieving this would make the proposed development unviable.

		BDP Policy TP4 Low and zero carbon energy generation		<p>The purpose of an Energy Statement is to explain the approach to be followed on energy efficiency and renewable energy measures and to demonstrate how these issues have been considered and designed into the development. There should be a clear site-wide strategy in place for the site, particularly for outline schemes where details will be more limited. The Energy Statement should show the “predicted energy demand” for the proposed scheme and the proportion that will be met from the generation of LZC energy.</p> <p>This information can be provided in any of the following ways:</p> <ul style="list-style-type: none"> • A section within the Design and Access Statement • A separate Energy Statement • A combined Sustainable Construction and Energy Statement <p>The level of information provided should be proportionate to the scale and nature of the proposed development</p> <p>Further advice BDP Policy TP4 Low and zero carbon energy generation Detailed advice on what should be included in an Energy Statement has been published in the Council’s ‘Guidance note on preparing Sustainable Construction and Energy Statements’</p>
10	Financial Viability Assessment	<p>NPPF</p> <p>BDP Policy TP31 Affordable Housing</p> <p>BDP Policy TP47 Developer Contributions</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>The level and detail of information forming the viability assessment will vary considerably from scheme to scheme. You must submit an accompanying report detailing the following information:</p> <ul style="list-style-type: none"> • Executive summary • Contents outline • Introduction and background • Description of site location • Planning policy context • Description of scheme • Market information summary • Build cost and programme

				<ul style="list-style-type: none"> • Methodology and approach • Outputs and results • Sensitivity analysis • Concluding statement <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>Further advice Assessing Viability in Planning under the National Planning Policy Framework 2019 for England, RICs, 1st Edition, March 2021</p>
11	Fire Statement	NPPG Fire safety and high-rise residential buildings	<p>The provision of one or more relevant buildings, or The development of an existing relevant building or Development within the curtilage of a relevant building. Includes change of use applications. Exemptions apply. See Fire safety and high-rise residential buildings for further detail</p>	<p>Fire statements must be submitted on a form published by the Secretary of State (or a form to similar effect) contain the particulars specified or referred to in the form, which includes information about (not exhaustive list):</p> <ul style="list-style-type: none"> • the principles, concepts and approach relating to fire safety that have been applied to each building in the development • the site layout • emergency vehicle access and water supplies for firefighting purposes • what, if any, consultation has been undertaken on issues relating to the fire safety of the development; and what account has been taken of this • how any policies relating to fire safety in relevant local development documents have been taken into account <p>Further advice Fire safety and high-rise residential buildings</p>
12	Flood Risk Assessment	NPPF National Planning Practice Guidance (NPPG)	A site-specific Flood Risk Assessment will be required for all development which falls in one or more of the following categories:	<p>A site-specific flood risk assessment assesses the flood risk to and from a development site. The objectives of a site-specific flood risk assessment are to establish:</p> <ul style="list-style-type: none"> • whether a proposed development is likely to be affected by current or future flooding from any source; • whether it will increase flood risk elsewhere;

		<p>BDP Policy TP6 Management of flood risk and water resources</p> <p>Birmingham Strategic Flood Risk Assessment</p>	<ul style="list-style-type: none"> • in flood zone 2 or 3 including minor development and change of use • more than 1 hectare (ha) in flood zone 1 • less than 1 ha in flood zone 1, including a change of use in development type to a more vulnerable class (for example from commercial to residential), where they could be affected by sources of flooding other than rivers and the sea (for example surface water drains, reservoirs) • in an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency <p>In addition to the points above, the Birmingham Level 1 Strategic Flood Risk Assessment also states that a FRA is required for;</p> <ul style="list-style-type: none"> • any development proposals at risk of surface water flooding (as defined by the 'locally agreed surface water information') 	<ul style="list-style-type: none"> • whether the measures proposed to deal with these effects and risks are appropriate; • the evidence for the local planning authority to apply (if necessary) the Sequential Test, and; • whether the development will be safe and pass the Exception Test, if applicable. <p>Further Advice</p> <p>A link to the Flood Map for Planning can be found here and further guidance on FRAs and what they should assess and include can be found here. There is also a useful checklist within the Planning Practice Guidance which provides more detail on FRAs - https://www.gov.uk/guidance/flood-risk-and-coastal-change#Site-Specific-Flood-Risk-Assessment-checklist-section. Table 1 of the Planning Practice Guidance goes into further details regarding Flood Zones.</p> <p>In addition, a site-specific FRA should always contain a site specific detailed topographic survey to Ordnance Datum Newlyn to determine the extent of flooding across the development site. The extent of flooding should be established by mapping the flood extent onto the topographic survey.</p> <p>The Environment Agency also provides information on when developments can follow standing advice. The current National guidance is listed below and this may be amended in the future to include Local Flood Risk Standing Advice.</p> <p>You need to follow standing advice for vulnerable developments (including change of use) with a flood risk vulnerability classification of:</p> <ul style="list-style-type: none"> • 'more vulnerable' in flood zone 2 (except for landfills, waste facility sites, caravan or camping sites) • 'less vulnerable' in flood zone 2 (except for waste treatment sites, mineral processing sites, water treatment plants and sewage treatment plants)
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			<ul style="list-style-type: none"> • any development proposals within 250m of an historic flooding location • any development proposals within a 'local flood risk area' defined by the Surface Water Management Plan 	<ul style="list-style-type: none"> • 'water compatible' in flood zone 2 <p>Use the advice for minor extensions to complete an assessment for a minor extension in flood zone 2 or 3. A minor extension is a household or non-domestic extension with a floor space of no more than 250 square metres.</p> <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 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 swmplanning@environment-agency.gov.uk for further information.</p>
13	Flues & Ventilation extraction details	NPPF BDP Policy PG3 Place making	All applications relating to the sale or preparation of cooked food, laundrettes, business, industrial, leisure 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"> • arrangements for removal of grease from the extraction system • design of the extraction system including extraction volume rates and input air supply • odour control equipment specification and layout (dwell time in filters etc) • detailed layout drawings of the extraction and odour control equipment indicating equipment layout and extraction ductwork and stack locations in both plan and elevation • provisions for cleaning of ductwork and plant and equipment maintenance • construction standards for ductwork and extraction system (such as HVCA DW/144 and DW/172) • stack discharge diameter and locations - the system shall include vertical discharge of the termination of the stack serving the extraction system to be at least 1 metre above the eaves of the building, 3 metres from any opening window, with a discharge velocity of at least 15m/s and shall not be fitted with any cap or cowl that restricts the vertical discharge of emissions

				<ul style="list-style-type: none"> • specifications and acoustic details of fans and silencers including a noise impact assessment at the nearest noise sensitive premises • method of isolation of fans, equipment and ductwork from the building (such as anti-vibration mounts, ductwork isolation to avoid vibration transmission). <p>The aim should be to discharge at a high level so as to aid odour dispersion and reduce the noise impact.</p>
14	Health Impact Assessment	NPPF BDP Policy TP37 Health	All planning applications requiring an EIA.	<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>Further advice National Planning Practice Guidance: Healthy and safe communities</p>
15	Heritage Statement	NPPF BDP Policy TP12 Historic Environment	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>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. The NPPF requires a proportionate amount of information to be provided according to the significance of the asset, and the Historic Environment Register (HER) should be used to evidence this.</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>Where potential harm will be caused, the nature and degree of impact should be explained. 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>
16	Land Contamination Assessment	<p>NPPF</p> <p>DMB Policy DM3 Land affected by contamination, instability and hazardous substances</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 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.</p> <p>The supporting text to Policy DM3 Land affected by contamination in the Development Management in Birmingham Document provides further detail in relation to risk assessments.</p> <p>Preliminary Risk Assessments should be conducted in accordance with Government guidance Land Contamination Risk Management (LCRM)</p> <p>Further Advice National Planning Practice Guidance: Land affected by contamination</p>
17	Landscaping Scheme/ Plan	<p>NPPF</p> <p>DMB Policy DM4 Landscaping and trees</p>	<p>All major applications, including other applications that include any external amenity space or public realm</p>	<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. It should also include proposals for long-term maintenance and landscape management.</p>

		BDP Policy TP7 Green infrastructure		<p>The Full Method of the Capital Asset Value for Amenity Trees (CAVAT) system (or other future equivalent) will be used to calculate the existing value of the tree(s) to be removed. The use of CAVAT will be a last resort as the Council's preferred position will always seek to ensure the retention of trees. Access to CAVAT is free of charge and further details can be found on the London Tree Officer's Association website: London Tree Officer's Association.</p> <p>Further Advice Places for All SPD, Places for Living SPD (to be replaced by the Birmingham Design Guide) Birmingham and Black Country Nature Improvement Area Ecological Strategy</p>
18	Lawful Development Certificate City-Wide	Part V11 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.</p>
19	Lighting Assessment	NPPF BDP Policy PG3 Place making DMB Policy DM5 Light pollution	Proposals for external lighting including floodlighting and lighting in connection with a publicly accessible development or proposals in the vicinity of a residential property, listed building, conservation area, a site of	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; a plot showing horizontal illuminance from the lighting and overspill onto adjacent premises.

		BDP Policy TP11 Sports Facilities	nature conservation value (SSSI, LNR, SINC, SLINC, PSI) or area which is currently unlit and contributes to the wider network of dark corridors for wildlife.	Further Advice Lighting Places SPD, Floodlighting of Sports Facilities, Car Parks and Secure Areas SPG (to be replaced by the Birmingham Design Guide)
20	Loss of Industrial Land Statement	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	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. Further Advice Loss of Industrial Land to Alternative Uses SPD
21	Mineral Deposits Investigation	NPPF BDP Policy TP16 Minerals	Planning applications for sites over 5ha	The investigation needs 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 on: <ul style="list-style-type: none"> • The likely economic value of any present mineral resources (including details on the underlying geology) • 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 • The financial and time benefits / impacts it has on the development • 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. <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>

				The assessment may be provided as a section in a general supporting statement such as the Planning Statement.
22	Noise impact assessment and sound insulation details	NPPF DMB Policy DM6 Noise and vibration	<p>Planning applications that raise issues of disturbance or are considered to be noise sensitive developments.</p> <p>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"> • change of use to Café/ restaurant, pub or drinking establishment, or take-away conversion of buildings to residential use • new residential development sited on major roads • new residential development nearby to licensed premises • new commercial development within Use Classes B2 or B8 adjacent to existing residential development 	<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.</p> <p>The supporting text to Policy DM6 Noise and vibration in the Development Management in Birmingham Document provides further detail in relation to noise and vibration assessments.</p> <p>Full guidance on the assessment of noise and vibration is provided in Planning Consultation Guidance Note: Noise and Vibration.</p>

			<ul style="list-style-type: none"> any application for an entertainment and licensed premise <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>	
23	Open Space/ Playing Fields/ Sports and Physical Facilities Assessment	<p>NPPF</p> <p>BDP Policy TP9 Open space, playing fields and allotments</p> <p>BDP Policy TP11 Sports Facilities</p>	Development involving the loss of open space, playing fields, and sports and recreation facilities.	<p>Open space is all open land of recreational or public value. It may or may not have public access. Playing fields are taken to mean both public, private and educational playing fields. Sports and recreational facilities will include a wide range of activities such as bowling greens and indoor sports facilities.</p> <p>Proposals should be accompanied by plans showing any areas of existing or proposed open space, playing field, or sports and recreation facilities within or adjoining the application site.</p> <p>An assessment of need for the open space, playing field, or sports and recreation facilities should show evidence that the land/ buildings are surplus to requirements and set out any mitigation/ compensation for the loss.</p> <p>Further Advice Sport England recommends that planning applications affecting playing field land should provide sport specific information in line with their checklist. Planning applications affecting playing field land</p>
24	Parking Management Plan/ Strategy	NPPF	All applications where parking is proposed.	<p>Details of the following to be provided:</p> <ul style="list-style-type: none"> any existing and proposed parking spaces (including disabled, electric vehicle, motorcycle and cycle) including plans;

		DMB Policy DM15 Parking and servicing		<ul style="list-style-type: none"> • the number of car club spaces and both active and passive electric vehicle charging points (including plans). If none are proposed this should be stated; • measures to manage the use of any parking provision; • measures to control potential on-street parking • monitoring and review • parking surveys if there is significant parking pressure in the area <p>The purpose of a Parking Management Plan is to show how parking is to be managed in order to ensure that a development does not increase on street-car parking and congestion and that any impacts can be appropriately managed.</p> <p>Further Advice Car Parking Guidelines SPD or subsequent replacement, Car Park Design Guide SPG or subsequent replacement. The Council is currently in the process of updating these documents through the Birmingham Design Guide SPD and the Birmingham Parking SPD. See here for further details: Consultation on Parking SPD Birmingham Design Guide</p>
25	Photographs & photomontages	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 existing landmarks and/ or focal points.	Although not a policy requirement, photographs can provide clarity for development proposals.
26	Plans and Drawings	NPPF	All planning applications.	All plans should contain an individual reference that identifies the individual plan, the version number and date of production (any amended plans submitted at a later date should follow the same reference format).

		BDP Policy PG3 Place making Town and Country Planning (Development Management Procedure (England) (Order) 2015 article 7(1)(c)(ii))		<ul style="list-style-type: none"> • Location plan – Preferably electronically or on paper size less than A2 and at a typical scale of 1:1250 clearly outlining the site in red. • 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 • Elevations if required - Preferably on paper size less than A2 and at a typical scale of 1:50 or 1:100, (existing & 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 • Internal Layouts - Preferably on paper size less than A2 and at a typical scale of 1:50 or 1:100, (existing & 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 • Landscaping if required - Plans showing details of the proposed landscaping scheme • Street Scene Plans if required - Plans indicating or including at least 1 existing house either side of the proposed development • 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 • Cross-section – for advertisement applications clearly showing method of illumination
			All applications for major development	<ul style="list-style-type: none"> • 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)

27	Places of worship and faith related community use information	DMB Policy DM8 Places of worship and faith related community uses	All applications for places of worship and faith related community uses	<p>The following information should be provided:</p> <ul style="list-style-type: none"> • If the proposed site is not located within an identified centre (as defined by Policy TP21 of the BDP), have sites located within existing centres been considered? This should be demonstrated through a sequential test which assess the suitability, availability and viability of sequentially preferable sites. It is advised that the scope of the test be agreed with the Council. • The hours of operation, specifying the times and days of the week when premises will be used; • The floorspace in sq.m. required for each activity associated with the use (e.g. worship, prayer, storage, meeting rooms, kitchen, toilets, related education/ teaching rooms); • Details of the maximum capacity of the building based on Fire Safety Regulations; • Information about any special activities, festivals, ceremonies or additional services that would be provided and how often they would occur, the number of additional people that would be attracted and the expected time of day/ night they would take place. A Management Plan for such events will be required setting out how the additional volumes of people and traffic will be managed; • Details of any music or amplified sound, either inside or outside the premises, or other potential noise that may occur as a result. A Noise Impact Assessment and Sound Insulation Details/ Mitigation Scheme will be required in accordance with the existing LVC; • Details of the parking and access arrangements and any drop off facilities. Places of worship can generate a high level of short-term parking demand. Some will draw users from a very local area and generate only limited car-based demand, while others may have a wider catchment leading to a greater volume of users and car mode share. Detailed guidance relating to parking for places of worship will be included in the Parking SPD.
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28	Planning Obligations Draft Heads of Terms	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.	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. Further Advice 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. Planning obligations useful documents and advice for developers
29	Planning Statement including Statement of Community Involvement	NPPF	All major applications, major change of use applications or listed building applications.	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. 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. It should include details of consultations with the Local Planning Authority and wider community/statutory consultees undertaken prior to submission. Further Advice Further guidance is available in the Statement of Community Involvement document
30	Residential Standards Statement (NDSS, Part M4(2) and outdoor amenity)	DMB Policy DM10 Standards for residential development	All developments creating new dwellings including changes of use and conversions.	All planning applications for developments creating new dwellings should include the submission of a Statement setting out the residential standards proposed as part of the development, as required under Policy DM10 of Development Management in Birmingham with respect to the Nationally Described Space Standards (NDSS), accessible and adaptable homes and

				<p>outdoor amenity space. A template has been created to assist in providing this information and can be accessed here: Local Information Requirements</p> <p>Compliance with the standards should also be shown on submitted plans.</p> <p>Policy DM10 requires housing developments of 15 or more dwellings to provide at least 30% as accessible and adaptable dwellings in accordance with Building Regulation Part M4(2) unless financially unviable. Where the policy requirement cannot be met, a financial viability assessment must be submitted to the Council.</p> <p>Further advice Full details of how to assess units in relation to NDSS can be found here. Detailed guidance on how to meet the Part M4(2) requirement is set out in 'The Building Regulations: Access to and use of Buildings. Approved Document M. Volume 1 Dwellings 2015 Edition'</p>
31	Retail Impact Assessment / Sequential Test	<p>NPPF</p> <p>BDP Policy TP21 The network and hierarchy of centres</p> <p>BDP Policy TP22 Convenience retail provision</p>	<p>An impact assessment is required for retail and leisure 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>The National Planning Practice Guidance: 'Town centres and retail' contains guidance on the requirements of the impact assessment and sequential test.</p> <p>Further Advice BDP Policy 21 and the Shopping and Local Centres SPD have details of the network and hierarchy of centres in the City.</p>
32	Site plan	The Town and Country (Development	All applications (except applications for Non-Material Amendments and discharge of	<p>All applications must be submitted with a site plan (sometimes called a block plan) which should:</p> <ul style="list-style-type: none"> • Be at a scale of 1:500 or 1:200; and

		Management Procedure) (England) order 2015 Article 7(1)(c)(ii)	condition applications and outline applications, where siting is a reserved matter)	<ul style="list-style-type: none"> • 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. • 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"> • All buildings, roads and footpaths on land adjoining the site including access arrangements; • All public rights of way crossing or adjoining the site; • The position of all trees on the site and those on adjacent land; • The extent and type of any hard surfacing; and • The type and height of any boundary treatment including walls or fencing where proposed. <p>All plans should contain an individual reference that identifies the individual plan, the version number and date of production (any amended plans submitted at a later date should follow the same reference format).</p>
33	Site Waste Strategy	NPPF BDP Policy TP13 Sustainable management of the City's waste	Applications for sites over 5ha.	The strategy should cover the prevention, minimisation and management of waste.
34	Structural survey	NPPF	A structural survey will be required, but not limited to the following: i) The demolition of a listed building(s), ii) The conversion of a listed building(s) iii) conversion of rural buildings	This should demonstrate that they are capable of conversion without major alterations or rebuilding of the property, for example for barn conversion applications.

35	Student Accommodation Statement and Management Plan	BDP Policy TP33 Student Accommodation	<p>All planning applications for off campus student accommodation.</p> <p>Conversions and changes of use of former institutional uses, hotels and other large properties in excess of 1,000sqm to student accommodation.</p>	<p>BDP Policy TP33 identifies the requirements that should be met for proposals for off campus purpose-built student accommodation to be considered favourably:</p> <ul style="list-style-type: none"> • There is a demonstrated need for development • The proposed development is very well located in relation to the university that it is to serve and to the local facilities which will serve it, by means of walking, cycling and public transport • The proposed development will not have an unacceptable impact on the local neighbourhood and residential amenity • The scale, massing and architecture of the development is appropriate for the location • The design and layout of the accommodation together with the associated facilities provided will create a positive and welcoming living environment. <p>All of the above requirements must be demonstrated and evidenced. Further guidance on the information required is available to view in the 'Information requirements for purpose built student accommodation proposals'.</p> <p>A Student Management Plan is required and should include details on:</p> <ul style="list-style-type: none"> • Health and safety standards and procedures • Maintenance and repairs • Landlord and tenant relationship • Student welfare • Safety and crime prevention measures • Noise and anti-social behaviour and disciplinary procedures • Student tenancy agreement (including adherence to principles of Travel Plan and on and off-site parking restrictions) • Move in/our strategy • Neighbourhood and community engagement/ liaison • Parking management plan to: <ul style="list-style-type: none"> ○ enforce the use of any parking provision to ensure that only those eligible make use of the facilities
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				<ul style="list-style-type: none"> ○ include an enforcement policy and procedure, including provision for monitoring and triggers for enforcement action ● Travel management plan to promote sustainable travel
36	Sustainable Construction Statement	<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>	All planning applications for major development.	<p>The purpose of a Sustainable Construction Statement is to demonstrate that the proposed development will meet the highest standards of sustainable design and construction throughout all of the 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"> ● is adapted to climate change through SuDs (reference can be made to SuD Strategy) ● reduces overheating ● conserves water and reduces flood risk ● has considered the procurement of materials which promote sustainability, including by use of low impact, sustainably sourced, reused and recycled materials. ● minimises waste and maximises recycling during construction and operation. ● is flexible and adaptable to future occupier needs. ● incorporates measures to enhance biodiversity value <p>The level of information provided should be proportionate to the scale and nature of the proposed development.</p> <p>The policy requires development to aim to meet BREEAM standard excellent for qualifying development. A BREEAM Pre-assessment report or BREEAM Interim (Design Stage Certificate) is required for all major non-residential development. If ‘Excellent’ cannot be achieved, a rating below may be accepted where it is demonstrated that the cost of achieving Excellent is unviable.</p> <p>Further Advice</p>

				Detailed advice on what should be included in a Sustainable Construction Statement has been published in the Council's 'Guidance note on preparing Sustainable Construction and Energy Statements'
37	<p>Sustainable Drainage Assessment</p> <p>Sustainable Drainage Operation and Maintenance Plan</p>	<p>NPPF</p> <p>DCLG Written Ministerial Statement HCWS161</p> <p>BDP Policy TP6 Management of flood risk and water resources</p>	All planning applications for major development.	<p>The documents submitted should be in accordance with Birmingham City Council guidance below.</p> <p>Further Advice Sustainable Drainage – Birmingham City Council Guide to Design, Adoption and Maintenance</p>
38	Tall Buildings Report	NPPF	Any building over 15 storeys high.	<p>The report submitted should be in accordance with High Places SPD which sets out the information required and should also include:</p> <ul style="list-style-type: none"> • Wind Studies (using the City of London Lawson Criteria) • Sunlight / overshadowing studies. • Façade bays studies / detailed drawings (at 1:20 scale) • Skyline and views (short, medium, long) analysis <p>Further Advice High Places SPD (to be replaced by the Birmingham Design Guide SPD)</p>
39	Telecommunications information	NPPF	For all prior approval and full planning applications for telecommunications and mobile phone masts.	<p>Planning applications for mast, antenna and kiosks must be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure and technical justification and information about the proposed development. 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</p>

				<p>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 on photomontages. Where new base stations are proposed on non-established telecoms sites, a list of alternative sites considered for the development is also required.</p> <p>Further Advice Code of Best Practise on Mobile Phone Network Development Telecommunications Development: Mobile Phone Infrastructure SPD (to be superseded by the Birmingham Design Guide SPD)</p>
40	<p>Transport Assessment and Statements (including Travel Plans)</p>	<p>NPPF</p> <p>DMB Policy DM15 Transport access and safety</p> <p>BDP Policy TP44 Traffic and congestion management</p> <p>TP45 Accessibility standards for new development</p>	<p>All major applications</p> <p>All development which generates significant amounts of transport movement.</p>	<p>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 proposed to overcome any problems. 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, and identify</p>

				<p>required improvements. The Travel Plan should include details of targets and arrangements for monitoring.</p> <p>The supporting text to Policy DM DM15 Transport access and safety in the Development Management in Birmingham Document provides further detail in relation to transport statement, assessments and travel plans.</p> <p>Further Advice If any proposals have an impact on the strategic road network, you should engage with the Highways Agency at an early stage. Circular 02/2013 explains how the Highways England will engage with the planning system</p> <p>National Planning Practice Guidance: Travel plans, Transport Assessments and Statements</p> <p>Detailed guidance on Travels Plans using ModeShift Stars Travels Plans using ModeShift Stars</p>
41	Tree survey / arboricultural statement	<p>NPPF Town and Country Planning Act 1990 (Section 197-198),</p> <p>DMB Policy DM4 Landscaping and Trees</p> <p>BDP Policy TP7 Green Infrastructure Network</p>	All planning applications where the application involves works that may affect any trees on or adjacent to the site.	<p>Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a qualified arboriculturist.</p> <p>Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current British Standard 5837:2005 'Trees in relation to construction – Recommendations', see www.standardsuk.com. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.</p>

				<p>Applicants are encouraged to discuss proposals with an Arboricultural Officer before submission.</p> <p>Further Advice Other sources of information are Arboricultural Practice Note 12 (APN 12) Through the Trees to Development www.treesource.co.uk and NJUG10 Guidelines for the Planning, Installation and Maintenance of Utility Services in Proximity to Trees trees.org website chartered foresters website</p>
42	<p>Works to Trees - Specification of Works and Photographic Evidence</p>	<p>NPPF Town and Country Planning Act 1990 (Sections 197-198 to 197-214)</p> <p>DMB Policy DM4 Landscaping and Trees</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). 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. 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>Further Advice National Planning Practice Guidance: Tree Preservation Orders and trees in conservation areas (reference ID: 36).</p>

