



**Validation Requirements for
Planning Applications**

Draft for consultation

October 2017

Contents

- 1. Introduction**
- 2. Validation Requirements**
- 3. Planning Application Checklists**
- 4. Validation Requirements List**

Appendix

- 1. Planning Application Transport Information Requirements**

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).
- 1.4 Each local information requirement is considered to meet the above statutory tests.

Why is the local information requirements list being updated?

- 1.5 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. Adoption of the BDP means that there are new policies which will result in changes needed to the local information requirements list.
- 1.6 National guidance also requires that local information requirement lists are reviewed every two years to ensure that it is reasonable and up-to-date. The current local information requirements list was last updated in 2015 and can be viewed [here](#).

Key changes to the local information requirements

- 1.7 The key changes to the list are:
- Update of the policy drivers due to the adoption of the BDP
 - Additional information requirements due to adoption the BDP:
 - Energy statement;
 - Health Impact Assessment
 - Loss of industrial land statement;
 - Mineral deposits investigation;
 - Sustainable design and construction statement; and Waste strategy
 - CIL Additional Information Form

Consultation on proposed changes to the local information requirements list

- 1.8 This document sets out proposed changes to the current adopted list (2015) to reflect the adoption of the Birmingham Development Plan 2031. Consultation on the proposed changes is from **24 October – 12 December 2017**. The document is available to view and make online comments at <https://www.birminghambeheard.org.uk/economy/birmingham-draft-revised-local-validation-list> . Alternatively you can email comments to planning.strategy@birmingham.gov.uk or post comments to Planning Strategy, Planning and Regeneration, 1 Lancaster Circus, Queensway, B1 1TU. Should you have any questions about the list, please contact Alexa.O'Neill@birmingham.gov.uk or 0121 464 7959.
- 1.9 Following consultation, any responses will be taken into account by the City Council in preparing the final revised list.

2.0 Validation Requirements

- 2.1 The information required to make 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 will be updated to reflect the final Local Validation list following the consultation.

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
National Requirements				
1	Completed Application Form Relevant fee (where required)	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	Ownership certificates and notice(s)	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	Agricultural holdings certificates	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	Location plan	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"> • Be at a scale of 1:1250 or 1:2500; • Show the direction of North and identify sufficient roads and/or

		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"> • Show the application site outlined in red, which includes all land necessary to carry out the proposed development • Show any other land owned by the applicant, close to or adjoining the application site, outlined in blue.
5	Site 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 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"> • Be at a scale of 1:500 or 1:200; and • 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: • 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.
6	Design and Access Statement	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 for the applicant to explain how the proposed development is a suitable response to the site and its setting, and demonstrate it can be adequately accessed by prospective users.</p> <p>Explain the design principles and concepts that have been applied to the development;</p> <ol style="list-style-type: none"> Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account; Explain the policy adopted as to access, and how policies relating

			<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>to access in relevant local development documents have been taken into account;</p> <p>c. State what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and</p> <p>d. Explain how any specific issues which might affect access to the development have been addressed.</p> <p>e. A description of any heritage asset affected, including any contribution made by their setting and the contribution made by the development to local character and distinctiveness</p> <p>It is useful for the document to include visual material such as photographs, sketches, diagrams. The level of detail in a Design and Access Statement should be proportionate to the complexity of the application.</p> <p>For Listed Building Consent applications they 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> <p>Further Advice National Planning Practice Guidance</p>
Local Requirements				
1	<p>Affordable Housing Statement</p> <p>City wide</p>	<p>NPPF</p> <p>BDP Policy TP31</p> <p>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>Further Advice BDP Policy TP31 Affordable Housing</p>
2	<p>Air Quality Assessment</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 >10,000 AADT or change average vehicle speeds by > 10 kph/likely to cause increased congestion (DfTCongestion) Where a proposal is likely to increase traffic by more than 5% on road canyons with > 5,000 AADT.</p> <p>Where a development requires a Transport Assessment and HGV movements are \geq 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>Further Advice Please contact the Council Environmental Protection Unit. 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</p>
3	<p>Archaeological Assessment</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 Archaeology Strategy</p> <p>Further Advice See the Institute for Archaeologists for standards and guidance about</p>

	archaeological interest)	Historic Environment		<p>archaeological assessments and evaluation</p> <p>To establish if the site falls within or near a heritage asset of archaeological interest go to Local View (Historic Environment Record)</p> <p>Historic England Advice Notes</p>
4	Biodiversity and Geological Survey and Report	<p>NPPF</p> <p>ODPM Circular 06/2005</p> <p>The Conservation of Habitats and Species Regulations 2010 (as amended)</p> <p>Natural Environment and Rural Communities Act 2006</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>Developments which have the potential to affect protected species and other important species.</p>	<p>Ecological / geological assessment should include:</p> <ul style="list-style-type: none"> • A description of the proposal. • Desk study and field survey (extended Phase 1 habitat survey and detailed (species) surveys as necessary) of the development site and any other areas likely to be affected by the proposals. • Evaluation of features and assessment of the likely impacts of the proposal. • Discussion of mitigation, compensation and enhancement measures. The mitigation strategy should be proportionate to the perceived impacts and should include clear, site-specific prescriptions rather than vague, general or indicative possibilities and should be feasible and deliverable. <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.</p> <p>A protected species is one which receives legal protection through UK or European legislation, including:</p> <ul style="list-style-type: none"> • The Conservation of Habitats and Species Regulations) 2010 (as amended). European protected species of animals are listed on Schedule 2; European protected species of plants are listed on Schedule 5. • The 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.

				<ul style="list-style-type: none">• The Protection of Badgers Act 1992. <p>Important habitats and species are defined as:</p> <ul style="list-style-type: none">• “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. <p>Further Advice 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 Local View (Nature Conservation Sites).</p> <p>If a development is in or near to a 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>To establish whether a development is likely to affect important habitats or geological features, protected or important species, go to BCC’s Local Requirements for Biodiversity and Geological Conservation.</p> <p>Ecological / geological assessments 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, and mitigation standards can be obtained from the</p>
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				Chartered Institute of Ecology and Environmental Management.
5	CIL Additional Information Form City-wide	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.	Relevant forms can be found on the Planning Portal website. Further Advice Information regarding CIL charges can be viewed at www.birmingham.gov.uk/cil
6	Coal Mining Risk Assessment	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	The Coal Mining Risk Assessment should be prepared by a suitably qualified and competent person). It should: <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 license to extract coal, geological features, any recorded surface hazards, or within a former or present surface mining [old opencast] area). • 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. Further Advice The Coal Authority website: www.coal.gov.uk/services/planning 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 Coal Mining Development Referral Areas by The Coal Authority.

7	<p>Energy Statement</p> <p>City-wide</p>	<p>NPPF</p> <p>BDP Policy TP4 Low and zero carbon energy generation</p>	<p>All planning applications for major development.</p>	<p>The statement should provide details of:</p> <ul style="list-style-type: none"> • Calculations of the energy demand and carbon dioxide emissions; • Proposals to reduce carbon dioxide emissions through the energy efficient design of the site; • Proposals to further reduce carbon dioxide emissions through the use of decentralised energy where feasible; and • Proposals to further reduce carbon dioxide emissions through the use of on-site renewable energy technologies where feasible. <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 determined at the time of application. Feasible option 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 (as set out by the trigger) 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>Further advice</p>
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				BDP Policy TP4 Low and zero carbon energy generation
8	<p>Environmental Impact Assessment (EIA)</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 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</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>

			being submitted.	
9	Financial Viability Assessment City-wide	NPPF BDP Policy TP31 Affordable Housing BDP Policy TP47 Developer Contributions	Where an applicant is proposing that they cannot provide the full range of Section 106 requirements (including affordable housing), due to financial viability issues	Appendix C of the RICS Guide to Planning and Viability (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. You must submit an accompanying report detailing the following information: <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 • Methodology and approach • Outputs and results • Sensitivity analysis • Concluding statement Any costs incurred as a result of the City Council seeking independent advice regarding the viability assessments will be payable by the applicant.
10	Flood Risk Assessment According to criteria	NPPF National Planning Practice Guidance BDP Policy TP6 Management of flood risk and water	A site specific flood risk assessment will be required for all new development (including minor development and change of use) in: <ol style="list-style-type: none"> a. flood zones 2 and 3; or b. flood zone 1 that are: <ol style="list-style-type: none"> i. 1 hectare or greater 	A flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere. This should include sustainable drainage systems. Further Advice Flood Zone maps are available from Flood Map for Planning The National Planning Policy Framework and Planning Practice Guidance (Reference ID: 7) provides comprehensive guidance for

		<p>resources</p> <p>Birmingham Strategic Flood Risk Assessment</p>	<p>II. in areas of critical drainage (as defined by the LPA or Environment Agency), unless otherwise agreed in writing by the Environment Agency The Birmingham Level 1 Strategic Flood Risk Assessment defines these critical areas as</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') • 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 	<p>applicants in relation to the undertaking of flood risk assessments and the responsibilities for controlling development.</p>
11	<p>Flues & Ventilation extraction details</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"> • A schematic of the proposed ducting showing the location of all components (fans, filters, silencers, etc.) • The noise levels generated by the fan in decibels (dB) at a specified distance (i.e. 1.0m / 3,0m / etc.) • Details of the means of mounting the ducting to the structure including details of all anti-vibration measures proposed • Location, design and appearance of external flues <p>The aim should be to discharge at a high level so as to aid odour dispersion and reduce the noise impact.</p>

12	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 BDP Policy TP37 Health NPPG Health and wellbeing</p>
13	Heritage Statement City-wide (subject to criteria)	NPPF BDP Policy TP12 Historic Environment	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. The statement should include a schedule of works to the heritage asset(s). An analysis of the significance of the archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the heritage asset, its setting and the setting of adjacent heritage assets may be required. The scope and degree of detail necessary in the written justification will vary according to particular circumstances of each application.</p> <p>Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made.</p>
14	Land Contamination Assessment City -Wide	NPPF	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). All developments vulnerable to the effects of contamination (residential housing, schools and preschool nurseries).	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 Contaminated Land Team to discuss what may be required to accompany the application.
15	Landscaping Scheme	NPPF	All major applications, including outline proposals, that include any	The landscape strategy plan should indicate: extent of existing and proposed planting areas, and the type of planting within them;

	City-wide		external space must be accompanied by a landscape strategy plan and a written landscape statement detailing the design approach proposed"	locations of new trees; areas and type of hard surfacing; location and nature of boundary treatments; and earthworks / ground level changes. Further Advice Places for All SPD , Places for Living SPD .
16	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.	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 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.
17	Lighting Assessment 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 or a site of nature conservation value (SINC, SSSI LNR)	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. Further Advice UDP saved Chapter 8 , BDP Policy TP11 Sports Facilities, Lighting Places SPD , Floodlighting of Sports Facilities, Car Parks and Secure Areas SPG

18	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 BDP Policy TP20 Protection of employment land Loss of Industrial Land to Alternative Uses SPD
19	Mineral Deposits Investigation City-wide	NPPF BDP Policy TP16 Minerals	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 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. 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. The assessment may be provided as a section in a general supporting statement such as the Planning Statement.

<p>20</p>	<p>Noise impact assessment and sound insulation details</p> <p>City-wide</p>	<p>National Planning Policy Framework, particularly Section 11</p>	<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"> • change of use to A3, A4, A5 • conversion of buildings to residential use • new residential development sited on classified roads • new residential development nearby to licensed premises • new commercial development within Use Classes B2 or B8 adjacent to existing residential development • any application for 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>	<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>Further Advice</p> <p>Where noise is likely to be an issue, applicants are advised to contact the Environmental Protection Unit part of the Council Regulatory Services section prior to the submission of a planning application. Further information on use classes guide can be found on the Planning Portal website</p>
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21	Open Space and Playing Fields Assessment City-wide	NPPF BDP Policy TP9 Open space, playing fields and allotments	Development involving the loss of open space, playing fields, sports and recreation facilities, bowling greens, allotments, etc.	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.
22	Parking Provision City-Wide	NPPF	All applications where parking is proposed.	Details of any existing and proposed parking spaces (including disabled, electric vehicle and cycle) may be shown on the site layout plan. Further Advice Car Parking Guidelines SPD , Car Park Design Guide SPG
23	Photographs & photomontages 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. Further Advice Telecommunications Development : Mobile Phone Infrastructure SPD
24	Plans and Drawings City wide	NPPF BDP Policy PG3 Place making	All planning applications.	<ul style="list-style-type: none"> • Location plan – Preferably 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

				<p>the plan. Plans showing the proposed internal layout of each unit type</p> <ul style="list-style-type: none"> • 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"> • Digital 3D model illustrating the external appearance, layout, scale and massing of the proposed development.
25	Planning Obligations Draft Heads of Terms 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>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.</p>
26	Planning Statement including Statement of Community	NPPF	A supporting planning statement will be required for 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.

	<p>Involvement</p> <p>City-wide</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 Authority and wider community/statutory consultees undertaken prior to submission.</p> <p>Further Advice Further guidance is available in the Statement of Community Involvement document and the document mention in the second column.</p>
27	<p>Retail Impact Assessment / Sequential Test</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>Further Advice 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. BDP Policy 21 and the Shopping and Local Centres SPD have details of the network and hierarchy of centres in the City.</p>
28	<p>Site Waste Strategy</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>
29	<p>Structural survey</p>	<p>NPPF</p>	<p>A structural survey will be required, but not limited to the following :</p>	<p>This should demonstrate that they are capable of conversion without major alterations or rebuilding of the property, for example for barn</p>

	City-wide		<p>i) The demolition of a listed building(s),</p> <p>ii) The conversion of a listed building(s)</p> <p>iii) conversion of rural buildings</p>	conversion applications.
30	<p>Sustainable Design and Construction Statement</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>	All planning applications for major development.	<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"> • is adapted to climate change through SuDs (reference can be made to SuD Strategy) and 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 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>Further Advice Policy TP3 Sustainable Design and Construction</p>
31	<p>Sustainable Drainage Assessment</p>	<p>NPPF</p> <p>DCLG Written</p>	All planning applications for major development.	The documents submitted should be in accordance with Birmingham City Council guidance below.

	<p>Sustainable Drainage Operation and Maintenance Plan</p> <p>City-wide</p>	<p>Ministerial Statement HCWS161</p> <p>BDP Policy TP6 Management of flood risk and water resources</p>		<p>Further Advice</p> <p>Sustainable Drainage – Birmingham City Council Guide to Design, Adoption and Maintenance</p> <p>BDP Policy TP6 Management of flood risk and water resources</p>
32	<p>Tall Buildings Report</p> <p>City-wide normally city centre</p>	<p>NPPF</p>	<p>Any building over 15 storeys high.</p>	<p>The report submitted should be in accordance with High Places SPD which sets out the information required.</p> <p>Further Advice</p> <p>High Places SPD</p>
33	<p>Telecommunications information</p> <p>City-Wide</p>	<p>NPPF</p> <p>UDP saved Chapter 8 para. 55A-C</p>	<p>For all prior approval and full planning applications for telecommunications and mobile phone masts.</p>	<p>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.</p> <p>Further Advice</p> <p>Telecommunications Development : Mobile Phone Infrastructure SPD UDP saved Chapter 8 para 8.55A-C</p>
34	<p>Transport Assessment and Statements (including Travel Plans)</p>	<p>NPPF</p> <p>BDP Policy TP44 Traffic and congestion management</p>	<p>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</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</p>

	City-wide	TP45 Accessibility standards for new development	these are set out in Appendix 1 of this document.	<p>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.</p> <p>It should describe and analyse existing transport conditions, how the development would affect those conditions and any measures proposed to overcome any problems.</p> <p>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>Further Advice 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>Circular 02/2013 explains how the Highways England will engage with the planning system BDP Policy TP44 and TP45</p>
35	Tree survey / arboricultural statement	NPPF Town and Country	All planning applications where the application involves works that may affect any trees on or off the site.	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

	City-wide	<p>Planning Act 1990, (Section 197-198),</p> <p>BDP Policy TP 7 Green Infrastructure Network</p>		<p>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 Officer before submission.</p> <p>Further Advice www.trees.org.uk https://www.charteredforesters.org/</p>
36	<p>Works to Trees - Specification of Works and Photographic Evidence</p> <p>City-wide</p>	<p>NPPF</p> <p>Town and Country Planning Act 1990, (Sections 197-198 to 197-214)</p> <p>BDP Policy TP7 Green Infrastructure Network</p>	Where works are required to a protected tree (TPO or tree in Conservation Area).	<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>Further Advice NPPG: Tree Preservation Orders and trees in conservation areas (reference ID: 36).</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
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