



# Telford and Wrekin Local Validation List



APRIL 2026



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Telford & Wrekin  
COUNCIL

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# 1 Introduction to the Local Validation List

**1.1** The Telford & Wrekin Local Validation List was adopted in April 2022. Public consultation on the draft Local Validation List was undertaken between the 29th November 2021 and 21st January 2022.

**1.2** The Local Validation List sets out the information required to be submitted with your application.

**1.3** To ensure your application is valid, all information required by the validation checklist for your application must be submitted. If you are unsure what information is required to be submitted with your application, please contact the Development Management Team.

**1.4** You can contact the Development Management by:

- Post: Development Management Team, Telford & Wrekin Council, Darby House, Lawn Central, Telford, TF3 4JA
- Telephone: 01952 380380
- Email: [planning.control@telford.gov.uk](mailto:planning.control@telford.gov.uk)

## 2 Validation checklists

## 2 Validation checklists

### Introduction

**2.1** The following sections set out the national and local validation requirements for each type of planning application. Further information is available at Section 4 'National Requirements' and Section 5 'Document types, content and templates'.

### Householder Checklist 1 - works or extension to a dwelling

**2.2** This validation list is relevant where works or an extension are proposed to a dwelling. For example if you are proposing a single storey extension that is not being applied for under the General Permitted Development procedure.

**2.3** Further information on the requirements is available at Section 4 'National Requirements' and Section 5 'Document types, content and templates'.

<b>National Validation Requirements</b>
Completed Application Form
Correct application fee
Ownership Certificate and Agricultural Land Declaration
Site Location Plan
Site Layout Plan
Detailed drawings e.g elevations (where applicable)
Design and Access Statement (where applicable)
<b>Local Validation Requirements (Where applicable)</b>
Ecological Survey and Report
Climate Change Checklist
Flood Risk Assessment
Heritage Statement
Land Stability Declaration Form and/or Report
Photographs/photomontages
Tree Survey/arboriculture implications (including Shadowing Plan)

### Householder Checklist 2 - Works or extension to a dwelling and demolition in a conservation area

**2.4** This validation list is relevant where the application site is within a conservation area and the proposal includes relevant demolition and works or an extension to a dwelling.

**2.5** Further information on the requirements is available at Section 4 'National Requirements' and Section 5 'Document types, content and templates'.

<b>National Validation Requirements</b>
Completed Application Form
Correct application fee
Ownership Certificate and Agricultural Land Declaration

## 2 Validation checklists

Site Location Plan
Site Layout Plan
Detailed drawings e.g elevations (where applicable)
Design and Access Statement (where applicable)
<b>Local Validation Requirements (Where applicable)</b>
Ecological Survey and Report
Climate Change Checklist
Flood Risk Assessment
Land Stability Declaration Form and/or Report
Other technical information relating to heritage assets
Photographs/photomontages
Tree Survey/arboriculture implications (including Shadowing Plan)
Heritage Statement

### Householder Checklist 3 - Works or extension to a dwelling and listed building consent for alterations, extensions or demolition of a listed building

**2.6** This validation list is relevant where works or extensions are proposed which will impact a listed building. For example if you propose to build an extension on a listed building, as both householder planning consent and listed building consent is required.

**2.7** Further information on the requirements is available at Section 4 'National Requirements' and Section 5 'Document types, content and templates'.

<b>National Validation Requirements</b>
Completed Application Form
Correct application fee
Ownership Certificate and Agricultural Land Declaration
Site Location Plan
Site Layout Plan
Detailed drawings e.g elevations (where applicable)
Design and Access Statement (where applicable)
<b>Local Validation Requirements (Where applicable)</b>
Ecological Survey and Report
Climate Change Checklist
Flood Risk Assessment
Land Stability Declaration Form and/or Report

## 2 Validation checklists

Other technical information relating to heritage assets
Photographs/photomontages
Structural Survey
Tree Survey/arboriculture implications (including Shadowing Plan)
Heritage Statement

### Outline Checklist 1 - All matters reserved

**2.8** This validation list is relevant where an application is submitted in Outline with all matters reserved. For example, if you are proposing to develop a site for housing however have not yet determined any of the following matters.

**2.9** Matters to be reserved:

- Appearance;
- Means of Access;
- Landscaping;
- Layout; and
- Scale.

**2.10** Further information on the requirements is available at Section 4 'National Requirements' and Section 5 'Document types, content and templates'.

<b>National Validation Requirements</b>
Completed Application Form
Correct application fee
Ownership Certificate and Agricultural Land Declaration
Site Location Plan
Site Layout Plan
Information about the proposed use or uses, and the amount of development proposed for each use
Details of access points
Design and Access Statement (where applicable)
Biodiversity Net Gain Statement and Statutory Biodiversity Metric
Detailed drawings e.g. elevations
Environmental Statement
<b>Local Validation Requirements (Where applicable)</b>
Affordable Housing Statement
Air Quality Assessment
Ecological Survey and Report
Climate Change Checklist

## 2 Validation checklists

Coal Mining Risk Assessment
Economic Statement
Flood Risk Assessment
Foul Sewage and Utilities Assessment
Heritage Statement
Homes for All Compliance Template
Land Contamination Assessment
Landfill Statement
Landscaping details
Land Stability Declaration Form and/or Report
Lighting Assessment
Nationally Described Space Standard Compliance Template
Noise Impact Assessment
Other technical information relating to heritage assets
Open Space Assessment
Photographs/photomontages
Planning obligations – draft head(s) of terms
Planning Statement
Private Amenity Space Standards Compliance Template
Self-Build/Custom-Build House Form
Site Waste Management Plan
Statement of Community Involvement
Structural Survey
SuDs Proforma
Telecommunication development – supplementary information
Town Centre Uses – evidence to accompany applications
Transport Assessment
Travel Plan
Tree Survey/arboricultural implications (including Shadowing Plan)
Odour Impact Assessment

## 2 Validation checklists

### Outline Checklist 2 - Some matters reserved

**2.11** This validation list is relevant where an application is submitted in Outline with some matters reserved. For example, if you are proposing to develop a site for housing and have decided some of the matters set out below, such as the means of access, however the other matters remain undecided.

**2.12** Matters to be reserved:

- Appearance;
- Means of Access;
- Landscaping;
- Layout; and
- Scale.

**2.13** Further information on the requirements is available at Section 4 'National Requirements' and Section 5 'Document types, content and templates'.

<b>National Validation Requirements</b>
Completed Application Form
Correct application fee
Ownership Certificate and Agricultural Land Declaration
Site Location Plan
Site Layout Plan
Information about the proposed use or uses, and the amount of development proposed for each use
Details of access points
Design and Access Statement (where applicable)
Biodiversity Net Gain Statement and Statutory Biodiversity Metric
Detailed drawings e.g. elevations
Environmental Statement
<b>Local Validation Requirements (Where applicable)</b>
Affordable Housing Statement
Air Quality Assessment
Ecological Survey and Report
Climate Change Checklist
Coal Mining Risk Assessment
Economic Statement
Flood Risk Assessment
Foul Sewage and Utilities Assessment
Heritage Statement
Homes for All Compliance Template

## 2 Validation checklists

Land Contamination Assessment
Landfill Statement
Landscaping details
Land Stability Declaration Form and/or Report
Lighting Assessment
Nationally Described Space Standard Compliance Template
Noise Impact Assessment
Other technical information relating to heritage assets
Open Space Assessment
Photographs/photomontages
Planning obligations – draft head(s) of terms
Planning Statement
Private Amenity Space Standards Compliance Template
Self-Build/Custom-Build House Form
Site Waste Management Plan
Statement of Community Involvement
Structural Survey
SuDs Proforma
Telecommunication development – supplementary information
Town Centre Uses – evidence to accompany applications
Transport Assessment
Travel Plan
Tree Survey/arboricultural implications (including Shadowing Plan)
Odour Impact Assessment

### Outline Checklist 3 - Submission of reserved matters

**2.14** This validation list is relevant for applications to approve matters that were reserved in an existing Outline consent. For example, you may have received Outline consent for the erection of a house last year. At that time you chose to reserve all or some matters as you hadn't yet decided the appearance, means of access, landscaping, layout or scale. You have now decided one or more of these matters and would like to get them approved.

**2.15** Further information on the requirements is available at Section 4 'National Requirements' and Section 5 'Document types, content and templates'.

<b>National Validation Requirements</b>
Completed Application Form

## 2 Validation checklists

2

Correct application fee
Ownership Certificate and Agricultural Land Declaration
Site Location Plan
Site Layout Plan
Detailed drawings e.g elevations (where applicable)
Design and Access Statement (where applicable)
Fire Statement (where applicable)
<b>Local Validation Requirements (Where applicable)</b>
Affordable Housing Statement
Air Quality Assessment
Ecological Survey and Report
Climate Change Checklist
Coal Mining Risk Assessment
Economic Statement
Environmental Statement
Flood Risk Assessment
Foul Sewage and Utilities Assessment
Heritage Statement
Homes for All Compliance Template
Land Contamination Assessment
Landfill Statement
Landscaping details
Land Stability Declaration Form and/or Report
Lighting Assessment
Nationally Described Space Standard Compliance Template
Noise Impact Assessment
Other technical information relating to heritage assets
Open Space Assessment
Photographs/photomontages
Planning obligations – draft head(s) of terms
Planning Statement

## 2 Validation checklists

Private Amenity Space Standards Compliance Template
Self-Build/Custom-Build House Form
Site Waste Management Plan
Statement of Community Involvement
Structural Survey
SuDs Proforma
Telecommunication development – supplementary information
Town Centre Uses – evidence to accompany applications
Transport Assessment
Travel Plan
Tree Survey/arboricultural implications (including Shadowing Plan)
Odour Impact Assessment

### **Full Planning Application Checklist 1 - Full planning permission and demolition in a Conservation Area or listed building consent for alteration, extension or demolition of a listed building or consent to display an advertisement**

**2.16** This validation list is relevant if you are applying for full planning permission. This is the most common type of planning application and is where you submit the full details of the development proposal for consideration. For example, if you are proposing a change of use of a building or land and submit all details that are relevant to the proposal.

**2.17** Further information on the requirements is available at Section 4 'National Requirements' and Section 5 'Document types, content and templates'.

<b>National Validation Requirements</b>
Completed Application Form
Correct application fee
Ownership Certificate and Agricultural Land Declaration
Site Location Plan
Site Layout Plan
Detailed drawings e.g elevations (where applicable)
Design and Access Statement (where applicable)
Fire Statement (where applicable)
Biodiversity Net Gain Statement and Statutory Biodiversity Metric (where applicable)
Environmental Statement
<b>Local Validation Requirements (Where applicable)</b>
Affordable Housing Statement

## 2 Validation checklists

Air Quality Assessment
Ecological Survey and Report
Climate Change Checklist
Coal Mining Risk Assessment
Detailed drawings e.g. elevations
Economic Statement
Flood Risk Assessment
Foul Sewage and Utilities Assessment
Heritage Statement
Homes for All Compliance Template
Land Contamination Assessment
Landfill Statement
Landscaping details
Land Stability Declaration Form and/or Report
Lighting Assessment
Nationally Described Space Standard Compliance Template
Noise Impact Assessment
Other technical information relating to heritage assets
Open Space Assessment
Photographs/photomontages
Planning obligations – draft head(s) of terms
Planning Statement
Private Amenity Space Standards Compliance Template
Self-Build/Custom-Build House Form
Site Waste Management Plan
Statement of Community Involvement
Structural Survey
SuDs Proforma
Telecommunication development – supplementary information
Town Centre Uses – evidence to accompany applications
Transport Assessment

## 2 Validation checklists

Travel Plan
Tree Survey/arboricultural implications (including Shadowing Plan)
Odour Impact Assessment

### Permission in Principle Stage 1 Checklist - Permission in principle

**2.18** This validation list is relevant if you are applying for permission in principle (stage 1). The permission in principle consent route has 2 stages: the first stage (or permission in principle stage) establishes whether a site is suitable in-principle and the second ('technical details consent') stage is when the detailed development proposals are assessed.

**2.19** Further information on the requirements is available at Section 4 'National Requirements' and Section 5 'Document types, content and templates'.

National Validation Requirements
Completed Application Form
Correct application fee
Ownership Certificate and Agricultural Land Declaration
Site Location Plan

### Permission in Principle Stage 2 Checklist - Technical Details Consent

**2.20** This validation list is relevant if you are applying for permission in principle (stage 2). The permission in principle consent route has 2 stages: the first stage (or permission in principle stage) establishes whether a site is suitable in-principle and the second ('technical details consent') stage is when the detailed development proposals are assessed.

**2.21** Further information on the requirements is available at Section 4 'National Requirements' and Section 5 'Document types, content and templates'.

National Validation Requirements
Completed Application Form
Correct application fee
Ownership Certificate and Agricultural Land Declaration
Site Location Plan
Site Layout Plan
Detailed drawings e.g elevations (where applicable)
Design and Access Statement (where applicable)
Fire Statement (where applicable)
Biodiversity Net Gain Statement and Statutory Biodiversity Metric
Environmental Statement
Local Validation Requirements (Where applicable)
Affordable Housing Statement

## 2 Validation checklists

Air Quality Assessment
Ecological Survey and Report
Climate Change Checklist
Coal Mining Risk Assessment
Detailed drawings e.g. elevations
Economic Statement
Flood Risk Assessment
Foul Sewage and Utilities Assessment
Heritage Statement
Homes for All Compliance Template
Land Contamination Assessment
Landfill Statement
Landscaping details
Land Stability Declaration Form and/or Report
Lighting Assessment
Nationally Described Space Standard Compliance Template
Noise Impact Assessment
Other technical information relating to heritage assets
Open Space Assessment
Photographs/photomontages
Planning obligations – draft head(s) of terms
Planning Statement
Private Amenity Space Standards Compliance Template
Self-Build/Custom-Build House Form
Site Waste Management Plan
Statement of Community Involvement
Structural Survey
SuDs Proforma
Telecommunication development – supplementary information
Town Centre Uses – evidence to accompany applications
Transport Assessment

## 2 Validation checklists

Travel Plan
Tree Survey/arboricultural implications (including Shadowing Plan)
Odour Impact Assessment

### Listed Building Consent Checklist 1 - Listed building consent for alterations, extensions or demolition of a listed building

**2.22** This validation list is relevant if you are proposing to do works to a listed building. For example, if you are proposing to remodel a listed building or build an extension.

**2.23** Further information on the requirements is available at Section 4 'National Requirements' and Section 5 'Document types, content and templates'.

<b>National Validation Requirements</b>
Completed Application Form
Correct application fee
Ownership Certificate and Agricultural Land Declaration
Site Location Plan
Site Layout Plan
Detailed drawings e.g elevations (where applicable)
Design and Access Statement (where applicable)
<b>Local Validation Requirements (Where applicable)</b>
Ecological Survey and Report
Land Stability Declaration Form and/or Report
Other technical information relating to heritage assets
Photographs/photomontages
Planning Statement
Structural Survey
Odour Impact Assessment
Heritage Statement

### Relevant Demolition Checklist 1 - Planning permission for relevant demolition in a conservation area

**2.24** This validation list is relevant if you propose to carry out relevant demolition in a conservation area. For example, if you are proposing substantial demolition of any unlisted building or structure within a conservation area.

**2.25** You do not need planning permission for demolition in a conservation area if the building you are demolishing is less than 115 cubic metres or if you are looking to take down any wall, gate or fence which is less than 1 metre high where abutting a highway, or less than 2 metres high elsewhere.

**2.26** Further information on the requirements is available at Section 4 'National Requirements' and Section 5 'Document types, content and templates'.

## 2 Validation checklists

<b>National Validation Requirements</b>
Completed Application Form
Correct application fee
Ownership Certificate and Agricultural Land Declaration
Site Location Plan
Site Layout Plan
Detailed drawings e.g elevations (where applicable)
Design and Access Statement (where applicable)
<b>Local Validation Requirements (Where applicable)</b>
Ecological Survey and Report
Land Stability Declaration Form and/or Report
<b>Other technical information relating to heritage assets</b>
Photographs/photomontages
Planning Statement
Site Waste Management Plan
Structural Survey
Tree Survey/arboriculture implications
Heritage Statement

**Advertisement Consent Checklist 1 - Consent to display an advertisement(s)**

**2.27** This validation list is relevant if you are seeking consent to display an advertisement(s). For example, if you are looking to install permanent advertisements that are larger than 0.3 square metres.

**2.28** Further information on the requirements is available at Section 4 'National Requirements' and Section 5 'Document types, content and templates'.

<b>National Validation Requirements</b>
Completed Application Form
Correct application fee
Site Location Plan showing position of the advertisements
<b>Local Validation Requirements (Where applicable)</b>
Detailed drawing e.g. elevations
Heritage Statement
Lighting Assessment
Photographs/photomontages

## 2 Validation checklists

### Advertisement Consent Checklist 2 - Listed building consent for alterations, extension or demolition of a listed building and consent to display an advertisement(s)

**2.29** This validation list is relevant if you are applying for both listed building and advertisement consent. For example, if you are proposing internal alterations to a listed building and are looking to display a permanent advertisement that is larger than 0.3 square metres.

**2.30** Further information on the requirements is available at Section 4 'National Requirements' and Section 5 'Document types, content and templates'.

<b>National Validation Requirements</b>
Completed Application Form
Correct application fee
Ownership Certificate and Agricultural Land Declaration
Site Location Plan
Site Layout Plan
Design and Access Statement (where applicable)
<b>Local Validation Requirements (Where applicable)</b>
Detailed drawings e.g elevations (where applicable)
Ecological Survey and Report
Land Stability Declaration Form and/or Report
Lighting Assessment
Other technical information relating to heritage assets
Photographs/photomontages
Planning Statement
Structural Survey
Odour Impact Assessment
Heritage Statement

### Trees Checklist 1 - Works to a tree subject to a Tree Preservation Order

**2.31** This validation list is relevant if you propose works to a tree that is protected by a Tree Preservation Order.

**2.32** Further information on [protected trees](#) and where an application for works is required is available on our website.

<b>National Validation Requirements</b>
Completed Application Form
Sketch plan showing the location of all tree(s)
A full and clear specification of the works to be carried out
Statement of reasons for the proposed works

## 2 Validation checklists

Evidence in support of the reasons, where required by the standard application form
<b>Local Validation Requirements (Where applicable)</b>
Photographs
Tree Report
Tree replacement details

### Trees Checklist 2 - Notification of proposed works to trees in a conservation area

**2.33** This validation list is relevant if you propose works to a tree that is located within a conservation area unless:

- The diameter of the tree does not exceed 75mm; or
- The cutting down or uprooting of a tree whose diameter does not exceed 100mm is for the sole purpose of improving the growth of other trees.

**2.34** Further information on [protected trees](#) and where an application for works is required is available on our website.

<b>National Validation Requirements</b>
Completed Application Form
Sketch plan showing the location of all tree(s)
A full and clear specification of the works to be carried out
<b>Local Validation Requirements (Where applicable)</b>
Photographs
Tree Report

### Trees Checklist 3 - Application for Hedgerow removal notice

**2.35** This validation list is relevant if you are proposing to remove a hedgerow, or part of a hedgerow, covered by the Hedgerows Regulations 1997.

<b>National Validation Requirements</b>
Completed Application Form
Site Location Plan
Plan showing the location and length of hedgerow to be removed
Evidence of the date of planting
<b>Local Validation Requirements (Where applicable)</b>
Photographs
Tree Survey/arboricultural implications
Ecological Survey and Report

## 2 Validation checklists

### Lawful Development Certificate Checklist 1 - For an existing use, operation or activity including those in breach of a planning condition

**2.36** This validation list is relevant if you are applying for a Lawful Development Certificate (LDC) for an existing development or use. For example, you might be applying for an LDC if you have a piece of land which you believe to have an existing use or if building works which you believe were lawful development under the General Permitted Development Order (2015) and wish to confirm this.

**2.37** Further information on the requirements is available at Section 4 'National Requirements' and Section 5 'Document types, content and templates'.

<b>National Validation Requirements</b>
Completed Application Form
Completed Certificates - Interest in Land
Correct application fee
Site Location Plan
Supporting evidence of use for continuous 4 or 10 year period (as relevant)
<b>Supporting Documentation (not mandatory)</b>
Elevations (prior to development and as built)
Floor Plans (prior to development and as built)
Roof Plan (prior to development and as built)
Site Layout Plan (prior to development and as built)
Detailed drawings

### Lawful Development Certificate Checklist 2 - For a proposed use or development

**2.38** This validation list is relevant if you are applying for a Lawful Development Certificate for a proposed use or development. For example, if you are planning to carry out an extension to your home that is permitted under Class A of the General Permitted Development Order (2015).

**2.39** Further information on the requirements is available at Section 4 'National Requirements' and Section 5 'Document types, content and templates'.

<b>National Validation Requirements</b>
Completed Application Form
Completed Certificates - Interest in Land
Correct application fee
Site Location Plan
Site Layout Plan (existing and proposed)
<b>Supporting Documentation (not mandatory)</b>
Supporting evidence
Existing and Proposed Elevations

## 2 Validation checklists

Existing and Proposed Floor Plans
Existing and Proposed Roof Plan
Detailed Drawings

### Prior Notification/ Approval Checklist 1 - Change of use

**2.40** This validation list is relevant if you are submitting an application for Prior Notification or Prior Approval for a change of use as set out in the Town and Country Planning (General Permitted Development) (England) Order 2015.

**2.41** Further information on the requirements is available at Section 4 'National Requirements' and Section 5 'Document types, content and templates'.

<b>National Validation Requirements</b>
Completed Application Form
Correct application fee
Site Location Plan
<b>Local Validation Requirements (Where applicable)</b>
Detailed drawings e.g floor plans
Ecological Survey and Report
Daylight/sunlight assessment
Flood Risk Assessment
Land Contamination Assessment
Nationally Described Space Standard Compliance Template
Noise Impact Assessment
Parking provision
Structural Survey
Transport Statement/ Assessment

**Prior Notification/ Approval Checklist 2 - This validation list is relevant if you are proposing a new development such as a larger home extension; additional storeys on a dwellinghouse; construction of new flats in airspace; a building for agricultural or forestry use; or telecommunications development under the prior approval/notification process.**

**2.42** This validation list is relevant if you are proposing a new development such as a larger home extension; a building for agricultural or forestry use; or telecommunications development under the prior approval/notification process.

**2.43** Further information on the requirements is available at Section 4 'National Requirements' and Section 5 'Document types, content and templates'.

<b>National Validation Requirements</b>
Completed Application Form

## 2 Validation checklists

Correct application fee
Site Location Plan
Site Layout Plan
Fire Statement (Where required)
<b>Local Validation Requirements (Where applicable)</b>
Detailed drawings e.g floor plans and elevations
Ecological Survey and Report
Daylight/sunlight assessment
Flood Risk Assessment
Land Contamination Assessment
Noise Impact Assessment
Parking provision
Structural Survey
Transport Assessment

### Prior Notification/ Approval Checklist 3 -Temporary use

**2.44** This validation list is relevant if you are proposing a temporary use under the prior approval/notification process for example a temporary school building on previously vacant commercial land.

**2.45** Further information on the requirements is available at Section 4 'National Requirements' and Section 5 'Document types, content and templates'.

<b>National Validation Requirements</b>
Completed Application Form
Correct application fee
Site Location Plan
Site Layout Plan
<b>Local Validation Requirements (Where applicable)</b>
Detailed drawings e.g floor plans and elevations
Ecological Survey and Report
Daylight/sunlight assessment
Flood Risk Assessment
Land Contamination Assessment
Noise Impact Assessment
Parking provision

## 2 Validation checklists

2

Structural Survey
Transport Statement/ Assessment

### Prior Notification/ Approval Checklist 4 - Demolition of buildings

**2.46** This validation list is relevant if you are proposing demolition of buildings under Part 11, Class B of the General Permitted Development Order (2015) which is not urgently necessary.

**2.47** Further information on the requirements is available at Section 4 'National Requirements' and Section 5 'Document types, content and templates'.

<b>National Validation Requirements</b>
Completed Application Form
Correct application fee
Site Location Plan
Written description of the proposed development
Statement that a notice has been posted in accordance with GDPO Part 11, Class B, paragraph (b)(iv)
<b>Local Validation Requirements (Where applicable)</b>
Statement setting out the method of demolition and any proposed restoration of the site

### Removal or Variation of Conditions Checklist 1 - Application for removal or variation of a condition following grant of planning permission (Section 73 of the Town and Country Planning Act 1990)

**2.48** This validation list is relevant if you are proposing to vary or remove a condition on an existing planning consent. For example, if there is a change proposed to approved plans.

**2.49** Further information on the requirements is available at Section 4 'National Requirements' and Section 5 'Document types, content and templates'.

<b>National Validation Requirements</b>
Completed Application Form
Correct application fee
Ownership Certificate and Agricultural Land Declaration
<b>Local Validation Requirements (Where applicable)</b>
Relevant supporting information e.g. detailed drawings

### Approval of Conditions Checklist 1 - Approval/Discharge of Conditions

**2.50** This validation list is relevant where you are submitting details pursuant to a planning condition on a planning consent for approval/discharge.

**2.51** Further information on the requirements is available at Section 4 'National Requirements' and Section 5 'Document types, content and templates'.

<b>National Validation Requirements</b>
Completed Application form

## 2 Validation checklists

Correct application fee
<b>Local Validation Requirements (Where applicable)</b>
Relevant supporting information

### Non-Material Amendments Checklist 1 - Non-material amendments

**2.52** This validation list is relevant if you are proposing to make a non-material amendment to an existing planning permission.

**2.53** There is no definition of a non-material amendment as this will depend on the specific details of the existing planning permission and is determined on a case by case basis. If you would like to discuss whether your proposal is a non-material amendment please contact the Development Management Team.

**2.54** Further information on the requirements is available at Section 4 'National Requirements' and Section 5 'Document types, content and templates'.

<b>National Validation Requirements</b>
Completed Application Form
Correct application fee
<b>Local Validation Requirements (Where applicable)</b>
Annotated approved drawings showing proposed changes (copyright compliancy should be checked)
Relevant supporting information

# 3 Frequently Asked Questions

## 3 Frequently Asked Questions

### Introduction

**3.1** The following sections set out the answers to some of the frequently asked questions about the local validation list and the validation of planning applications.

### Why are there validation requirements?

**3.2** It is important that planning applications are supported by adequate and accurate information. This enables the public, statutory bodies and the Council to understand your proposal. It also ensures that there is a proper assessment of the potential impact of the development.

### Why has the local validation list been produced?

**3.3** The National Planning Policy Framework (NPPF) Paragraph 44 sets out that Local Planning Authorities, such as Telford & Wrekin, should publish a list of their information requirements for applications for planning permission.

**3.4** The local validation list accords with the NPPF and sets out the minimum requirements needed to make decisions. The requirements set out are considered to be reasonable, in line with [Planning Practice Guidance](#).

**3.5** The documents requested in the local validation list will assist in the assessment of proposals against local planning policies in the Telford & Wrekin Local plan.

### Can the Council require this level of information?

**3.6** The application fee and some of the information we require when an application is submitted are national requirements set by Government. In addition, the government has empowered us to require applicants to provide additional information in the interests of good and efficient decision making and having regard to local circumstances.

**3.7** Different types of applications require different levels of information and supporting documentation to be submitted. The Government has published guidance recommending that we specify the scope of information necessary for different types of applications. This is the purpose of this guidance note and checklist.

### Can I discuss the validation requirements before submitting an application?

**3.8** We recommend that applicants engage with us prior to submitting an application, particularly where a scheme may be more complex. For smaller schemes such as householder development a telephone call to discuss householder validation may be sufficient, for larger schemes or where there are significant constraints on a development site a more detailed response may be required in the nature of written advice.

**3.9** In our response to the pre-application advice request we can provide guidance on which local requirements will also be needed to validate your application. Details of our [pre-application service](#) are available on our website.

### How do I submit my planning application?

**3.10** We encourage all planning applications to be submitted electronically. Online submission can be made through the planning portal website.

**3.11** However we accept that electronic submission may not always be possible. In these instances an application can be submitted in hard copy or electronically.

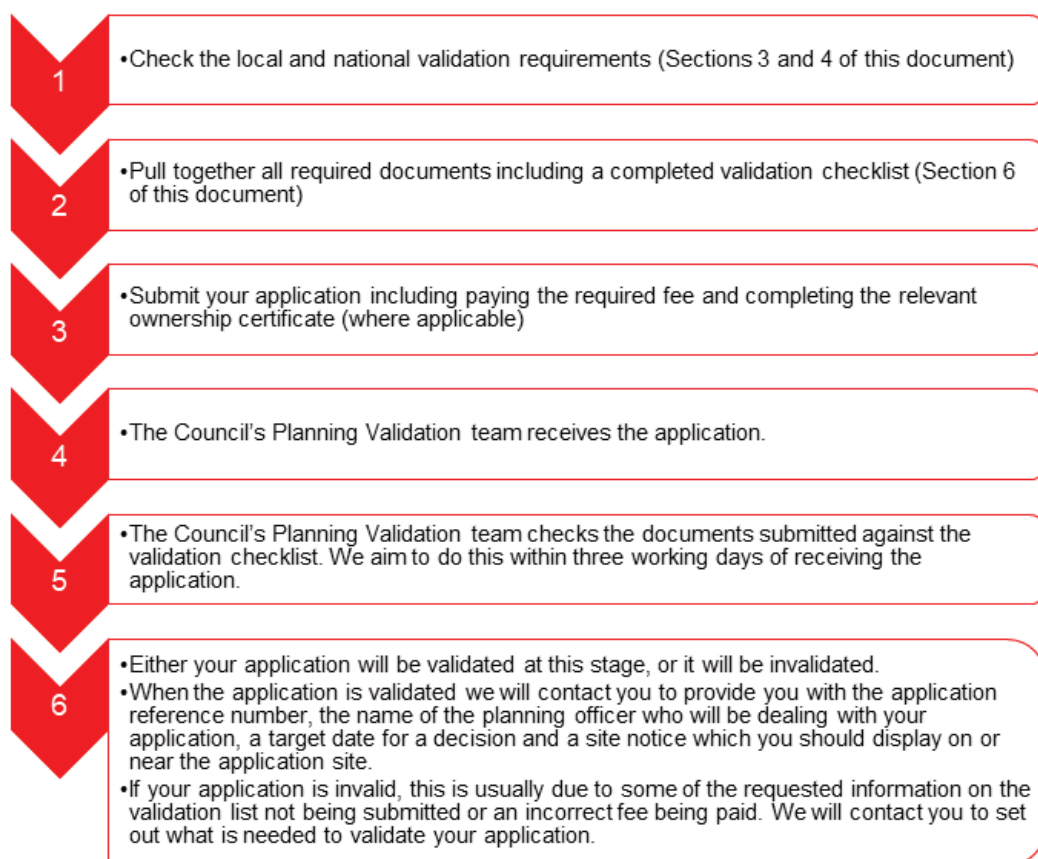
### How do I pay for my planning application?

**3.12** A schedule of planning application fees can be found at <https://www.planningportal.co.uk>

**3.13** All planning applications submitted through the Planning Portal need to be paid via the Planning Portal. For applications not submitted through the Planning Portal you can either pay by telephone on 01952 380380 or by cheque payable to Telford & Wrekin Council.

### How does the validation process work?

## 3 Frequently Asked Questions



### What can I do if I have a validation dispute?

**3.14** We want to avoid validation disputes. This document has been produced to provide clear guidance on the requirements for making a valid application. We consider these requirements satisfies national legislation because they are:

- Reasonable having regard, in particular, to the nature and scale of the proposed development; and
- About a matter which it is reasonable to think will be a material consideration in the determination of the application.

**3.15** However, if you do disagree with what we are asking you to submit with an application, we recommend in the first instance to talk to a member of our Development Management Team.

**3.16** If we are unable to achieve an agreement then you have the right to seek a resolution by following national procedures. In this circumstance you must send a notice to us which:

- (i) specifies which particulars or evidence you consider do not meet the requirements;
- (ii) sets out the reasons why you hold that view; and
- (iii) requests that we waive the requirement to include those particulars in the application.

**3.17** We will then send a validation notice or non-validation notice to you.

### What happens to the information I submit with my application?

**3.18** The information you provide with your application, including on the application form, will usually be made public on our website. Personal details such as telephone numbers and email addresses of applicants will be redacted.

**3.19** If you choose to submit information which is commercially sensitive, please discuss this with the Case Officer or Development Management Team prior to submission.

## 3 Frequently Asked Questions

**3.20** If you supply personal information belonging to a third party, please ensure you have their permission to do so. The General Data Protection Regulation was enforceable in the UK from the 25th May 2018.

### How do I contact the Development Management Team?

**3.21** As a starting point, our [website](#) has lots of helpful information in relation to planning applications.

**3.22** To speak to us directly, our contact details are:

- Post: Development Management Team, Telford & Wrekin Council, Darby House, Lawn Central, Telford, TF3 4JA
- Telephone: 01952 380380
- Email: [planning.control@telford.gov.uk](mailto:planning.control@telford.gov.uk)

### Where can I find out more about making an application?

**3.23** Further information on making an application, validation requirements and what to do if an application is invalid can be found here: <https://www.gov.uk/guidance/making-an-application>

# 4 National Requirements

# 4 National Requirements

## Introduction

**4.1** The Town and Country Planning (Development Management Procedure) (England) Order 2015 (DPMO) outlines what the mandatory national requirements are. The following section provides additional information on these requirements, which to summarise are:

- Application form;
- Ownership certificate;
- Agricultural holding certificate;
- Site Location Plan;
- Site Layout Plan;
- Detailed drawings (where applicable);
- Design and access statement (where applicable);
- Fire Statement (where applicable); and
- Application fee (where applicable).
- Biodiversity Net Gain Statement and Statutory Biodiversity Metric (where applicable)

**4.2** Drawings/plans on graph or lined paper will not be accepted.

## Application forms

**4.3** One copy of the correct application form should be submitted with your application.

**4.4** The information on the application form should be as accurate and concise as possible.

## Ownership certificates

**4.5** All applications must be submitted with the correct ownership certificate. Owner is anyone with a freehold interest or leasehold interest the unexpired term of which is not less than 7 years.

**4.6** The types of ownership certificate are as follows:

- Certificate A - where the applicant is the sole owner
- Certificate B - where the owner/s is known to the applicant
- Certificate C - where some owner/s are known but not all
- Certificate D - where none of the owner/s are known

**4.7** If you will be completing certificate B and C please ensure you serve notice 1 on the owner(s) that are known. If you will be completing certificate C or D you will need to serve notice 2 in a local newspaper.

## Agricultural holding certificate

**4.8** An agricultural holding certificate is required whether the site includes an agricultural holding or not, except for with the following applications:

- The approval of reserved matters;
- Renewal of temporary planning permission;
- Discharge or variation of conditions;
- Tree Preservation Orders;
- Listed building consent;
- Lawful development certificate;
- Prior notification of proposed agricultural or forestry development;
- A non-material amendment(s) to an existing planning permission; and
- Express consent to display an advertisement.

**4.9** If the site is part of an agricultural holding you are required to serve notice on the tenant of the holding.

## Site Location Plan

**4.10** Site Location Plans should:

- Be at a scale of 1:1250 or 1:2500 and scaled to A4 or A3 paper size;

## 4 National Requirements

- Include a North point;
- Include a scale bar;
- Show sufficient roads and/or buildings on land adjoining the site including at least two street names;
- Have all land necessary to carry out the development edged with a red line; and
- Have any other land owned by the application that is close or adjoining the application site edged with a blue line.

**4.11** The Council has produced [location and block plans guidance](#) which is available to view on the Councils website.

### Site Layout Plan

**4.12** Site Layout Plans or Block Plans should:

- Be at an identified standard metric scale, usually 1:500 or 1:200;
- Include a North point;
- Include a scale bar;
- Show the proposed development in relation to site boundaries including the connection to the adopted highway within the red line boundary, and other existing buildings on site, with dimensions specified including those to the boundaries;
- All buildings, roads and footpaths on land adjoining the site including access arrangements (where appropriate);
- All public rights of way crossing or adjoining the site (where appropriate);
- Position of all trees on the site and those on adjacent land (where appropriate);
- Extent and type of any hard surfacing (where appropriate); and
- Boundary treatment including walls or fencing where this is proposed.

**4.13** The Council has produced [location and block plans guidance](#) which is available to view on the Councils website.

### Detailed drawings

**4.14** Floor Plans should:

- Include roof plans (where appropriate);
- Be at a scale of 1:50 or 1:100;
- Include a scale bar;
- Include existing and proposed floor plans;
- Clearly indicate any proposed demolition including existing buildings or walls; and
- Show new buildings in context with adjacent building(s) including property numbers or names where applicable.

**4.15** Elevation drawings should:

- Be at a scale of 1:50 or 1:100;
- Include a scale bar;
- Include all affected existing elevations;
- Include all affected proposed elevations including any blank elevations;
- Where possible indicate the proposed building materials and finish including windows and doors; and
- Where a proposed elevations adjoins another building or is in close proximity, the drawings should clearly show the relationship between the building and detail the position of the openings on each property.

**4.16** Sectional drawings should:

- Be at a scale of 1:50 or 1:100;
- Include a scale bar;
- Include cross section(s) through the proposed building(s); and
- Include existing and finished ground levels where the proposal involves changes in levels including the way in which a proposal sits within the site and in particular the relative levels between existing and proposed buildings.

## 4 National Requirements

### Design and Access Statement

**4.17** Design and Access Statements are required to be submitted with the following types of application:

- The development is a major development; or
- The development is in a designated area (such as a conservation area) where the proposed development consists of the following:
  - The provision of one or more dwellinghouses; or
  - The provision of a building or buildings where the floor space created by the development is 100 square metres or more; or
  - Applications for listed building consent.

**4.18** National Planning Practice Guidance sets out further information on [Design and Access Statements](#).

### Environmental Statement

#### Threshold/trigger

The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 sets out the circumstances in which an Environmental Impact Assessment (EIA) is required. EIA may obviate the need for other more specific assessments.

#### What should be included

- A description of the proposed development comprising information on the site, design, size and other relevant features of the development;
- A description of the likely significant effects of the proposed development on the environment;
- A description of any features of the proposed development, or measures envisaged in order to avoid, prevent or reduce and, if possible, offset likely significant adverse effects on the environment;
- A description of the reasonable alternatives studied by the developer, which are relevant to the proposed development and its specific characteristics, and an indication of the main reasons for the option chosen, taking into account the effects of the development on the environment;
- A non-technical summary of the information referred to in sub-paragraphs (a) to (d);
- Any additional information specified in Schedule 4 relevant to the specific characteristics of the particular development or type of development and to the environmental features likely to be significantly affected; and
- Meet the requirements of regulation 18(4 and 5).

#### Other information

National Planning Practice Guidance provides further information on [preparing an environmental statement](#).

Where an EIA is required, Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement. The information in the Environmental Statement has to be taken into consideration when the local planning authority decides whether to grant planning consent. It may be helpful for a developer to request a 'screening opinion' (i.e. to determine whether EIA is required) from the local planning authority before submitting a planning application. In cases, where a full EIA is not required, the local planning authority may still require environmental information to be provided.

#### Related Local Plan Policies

NE 1, BE 1, BE 10

### Fire Statement

**4.19** A Fire Statement is a recent addition to the national validation requirements. Fire Statements are required to be submitted with applications which involve:

## 4 National Requirements

- the provision of one or more relevant buildings, or
- development of an existing relevant building
- or development within the curtilage of a relevant building.

**4.20** Relevant buildings are those which:

- contain two or more dwellings or educational accommodation and
- meet the height condition of 18m or more in height, or 7 or more storeys

**4.21** The Government has set out guidance on [Fire Statements](#).

### Application fee

**4.22** An application fee is payable for all applications except:

- Planning permission for relevant demolition in a conservation area;
- Hedgerow removal notices;
- Listed building applications;
- S211 notification of tree works in conservation areas;
- Works to trees protected by a Tree Preservation Order.

**4.23** A [fee calculator](#) is available on the Planning Portal website which can be used to calculate how much you will need to pay for your application.

**4.24** [The Town and Country Planning \(Fees for Applications, Deemed Applications, Requests and Site Visits\) \(England\) Regulations 2012](#) sets out where fee exemptions or concessions may apply.

# 5 Document types, content and templates

## 5 Document types, content and templates

### Introduction

**5.1** The following section sets out further details of the documents referenced in the local requirements list. Applicants are advised to discuss proposals through the pre-application procedure where further information on the requirements is sought.

**5.2** For all reports and assessments the period for which the contents remains up to date should be referenced. For example a protected species may only be valid for three years from the date undertaken. Where a time limit occurs this should be clearly stated.

### Affordable Housing Statement

#### Threshold/trigger

To be provided where a major development is proposed; or where the proposal is submitted as an affordable rural exception (Local Plan Policy HO 11)

#### What should be included

- Number of residential units;
- Mix of units;
- No. of habitable rooms or the floor space of the units;
- Details of levels/types of affordability or tenure;
- Details of any Registered Social Landlords acting as partners in the development;
- Compliance with First Homes (if applicable); and
- Location of affordable units (if applicable).

#### Other information

National Planning Practice Guidance sets out further information on [affordable housing](#) and [first homes](#).

The Council has published a [Policy Position Statement on First Homes](#).

#### Related Local Plan Policies

HO 4, HO 5, HO 6 and HO 11

### Air Quality Assessment

#### Threshold/trigger

To be provided where the proposal is a major development and/or is likely to have an impact on air quality.

#### What should be included

- An assessment of the local air quality including baseline conditions and any relevant air quality concerns;
- An assessment of the potential impact of the development on local air quality; and
- Any recommended mitigation.

#### Other information

National Planning Practice Guidance sets out further information on [air quality](#).

#### Related Local Plan Policies

ER 6, BE 1, BE 10

## 5 Document types, content and templates

### Biodiversity Net Gain Statement and Statutory Biodiversity Metric (where applicable)

#### Threshold/trigger

All applications will require Biodiversity Net Gain information unless they meet the following legal exemptions:

- Householder applications
- Biodiversity gain site applications
- De minimis impact exemptions where the development does not harm any of the following:
  - Any onsite priority habitat
  - 25m<sup>2</sup> or more of 'non priority' onsite area habitat with value greater than zero; or
  - 5m or more in length of 'non priority' onsite linear habitat
- Self-build and custom build applications which meet all the following:
  - consists of no more than 9 dwellings;
  - is carried out on a site which has an area no larger than 0.5 hectares; and
  - consists exclusively of dwellings which are self-build or custom housebuilding as defined in [section 1\(A1\) of the Self-build and Custom Housebuilding Act 2015](#). This definition covers development where local planning authorities are satisfied that individuals have had the primary input into the final design and layout of a house to be occupied as homes for themselves.

#### What should be included

The application form will require applicants to fill in specific information regarding Biodiversity Net Gain. If the development would require Biodiversity Net Gain the application submission must include the following to be considered valid:

- The completed biodiversity metric tool(s) showing the calculation of the pre-development biodiversity values, and on the dates, detailed above including, if applicable, those related to any loss (or degradation) of any onsite habitat(s),
- Plan(s), showing onsite habitat(s) existing on the date the pre-development biodiversity value of onsite habitat(s) was calculated; and
- If applicable, plan(s) showing onsite irreplaceable habitat(s) existing on the date the pre-development biodiversity value of onsite habitat(s) was calculated.

#### Other information

National Planning Practice Guidance (<https://www.gov.uk/guidance/biodiversity-net-gain>) provides further information on site-specific biodiversity net gain requirements. The Government has provided standing advice and templates for use (<https://www.gov.uk/government/collections/biodiversity-net-gain>). The Council is only requiring the statutory minimum amount of information for validation, however we strongly recommend that you consider the full impacts of Biodiversity Net Gain early in your design process to both protect biodiversity and the viability of the proposed development.

#### Related Local Plan Policies

NE1

### Ecological survey and report

#### Threshold/trigger

To be provided where a proposed development may have an impact on wildlife, habitats and biodiversity.

#### What should be included

## 5 Document types, content and templates

- Information on existing biodiversity interests in the form of a Preliminary Ecological Appraisal or Ecological Impact Assessment and associated detailed species surveys carried out by an experienced and appropriately licenced ecologist in line with national guidance;
- A UK Habitats habitat map of the site;
- Assessment of potential impacts on existing biodiversity interests including details of works which could have an impact e.g. demolition, engineering works and construction;
- Any proposals for mitigation and/or compensation measures;
- A clear approach to licencing where European Protected Species are present on site, including details of mitigation measures (shown on site plans) and setting out reasonable avoidance measures;
- Where development will affect areas designated for their biodiversity interests (internationally, nationally and locally designated sites) then proposals for avoidance of harm should be provided and financial contributions may be required; and
- Where development is providing or maintaining landscaping and habitats on site then long term maintenance and management details will be required.

### Other information

Further information on [survey methods for individual species](#) is available on the Governments website.

A District Level Licencing Scheme runs in Telford and Wrekin, it is available for use where great crested newts are known to be present locally and may potentially be impacted by the proposed scheme. Additional information can be found at:

[https://www.telford.gov.uk/info/20499/biodiversity\\_and\\_natural\\_environment/6594/strategic\\_newt\\_licencing](https://www.telford.gov.uk/info/20499/biodiversity_and_natural_environment/6594/strategic_newt_licencing)

Telford & Wrekin Council may require the use of the Statutory Biodiversity Metric in assessing biodiversity impacts of developments which are exempt from mandatory Biodiversity Net Gain. The metric should be completed by a competent person, as outlined in guidance issued alongside the Statutory Biodiversity Metric.

Ecological reports are deemed as having a lifespan of 18-24 months, as outlined by the Chartered Institute of Ecology and Environmental Management (CIEEM) Guidelines for Ecological Report Writing, Second Edition (2017). The validity of a report between 18-24 months old is subject to the judgement of an ecological professional, an updated report may be requested within this timeframe. Any planning applications submitted beyond 24 months of the date of an ecological report will require an updated report. (Please note, letter-style report updates are accepted where deemed suitable by qualified ecological professionals).

### Related Local Plan Policies

NE1, NE 2

## Climate Change Checklist

### Threshold/trigger

To be provided where the proposal includes the change of use of a building and/or new development.

### What should be included

- The Climate Change Checklist should be completed and provided with your application. The checklist sets out a number of ways developments can adapt and mitigate against climate change.

### Other information

National Planning Practice Guidance on [climate change](#)

Building Regulations should be considered including requirements for electric vehicle charging.

The checklist is available to download from the Councils website.

## 5 Document types, content and templates

### Related Local Plan Policies

NE 1, ER 1

### Coal Mining Risk Assessment

#### Threshold/trigger

To be provided with all non-householder applications within the Coal Mining Referral Areas as defined by The Coal Authority. The assessment should be prepared by a suitably qualified and competent person.

#### What should be included

- Site specific coal mining information (including past/present/future underground mining, shallow coal workings, mine entries (shafts or adits), mine gas, within an area which has a current licence to extract coal, geological features, any recorded surface hazards, or within a former or present surface mining [old opencast] area);
- 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; and
- 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.

#### Other information

If an Environmental Statement is required by the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (the '2017 Regulations'), it is suggested that the CMRA is included within the ES.

National Planning Practice Guidance provides further information on [coal mining risk assessments](#).

A desk based assessment uses information sources which can change over time. As a general rule, any desk based report which is more than 4 years old is likely to be too old, since relevant information is liable to be updated and changed. A site investigation report however is different because it is based on intrusive investigation of the ground and therefore the results will provide factual confirmation of existing coal mining features which will not change.

### Related Local Plan Policies

ER 2, ER 6

### Daylight/ sunlight assessment

#### Threshold/trigger

To be provided where there is potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or buildings including amenity space. It is also recommended that a Daylight/sunlight assessment is provided where new dwellings are proposed.

#### What should be included

- Assessment of current daylight/sunlight levels (only required where there are adjacent properties);

## 5 Document types, content and templates

- Detailed drawings showing impact of development on neighbouring properties daylight/sunlight (where applicable); and
- Detailed drawings showing daylight/sunlight levels on site (where applicable).

### Other information

The [National Design Guide](#) provides useful advice on achieving well-designed places.

It recommended that guidance from the BRE is used.

### Related Local Plan Policies

BE 1

### Economic Statement

#### Threshold/trigger

To be provided where the development proposes the loss or creation of non-residential uses or for proposals for major development (where appropriate).

#### What should be included

- Details of any new jobs that might be created or supported;
- Details of the relative floor space totals for each proposed use (where known);
- Any community benefits; and
- Reference to any regeneration strategies that might lie behind or be supported by the proposal.

#### Other information

Enterprise Telford can provide [business support](#) and advice.

### Related Local Plan Policies

EC 2, EC 3, EC 5, EC 6, EC 7, EC 8

### Flood Risk Assessment

#### Threshold/trigger

A site-specific Flood Risk Assessment (FRA) should be provided for all development in Flood Zones 2 and 3.

In Flood Zone 1, a FRA should accompany all proposals involving: sites of 1 hectare or more; land which has been identified by the Environment Agency as having critical drainage problems; land identified in a strategic flood risk assessment as being at increased flood risk in future; or land that may be subject to other sources of flooding, where its development would introduce a more vulnerable use.

#### What should be included

- Identification and assessment of the risks of all forms of flooding to and from the development;
- Demonstrate how the flood risks will be managed, taking climate change into account;
- Identify opportunities to reduce the probability and consequences of flooding;
- Design details of surface water management systems including Sustainable Drainage Systems (SuDs); and
- Address the requirement for safe access to and from the development in areas at risk of flooding.

## 5 Document types, content and templates

### Other information

National Planning Practice Guidance provides further information on [site-specific flood risk assessments](#).

The Environment Agency has provided standing advice for [preparing a flood risk assessment](#).

### Related Local Plan Policies

ER 12

### Foul Sewage and Utilities Assessment

#### Threshold/trigger

To be provided where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer.

#### What should be included

- Details of the method of storage, treatment and disposal;
- A full assessment of the site, its location and sustainability for storing, transporting and treating sewage;
- Explanation of why the development cannot connect to the public mains sewer system;
- Demonstration that the alternative means of disposal are satisfactory;
- Scale plans (location plan, cross sections/elevations and specification) of the new foul drainage arrangements (where applicable);
- Demonstration that following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community;
- Demonstration that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;
- Demonstration that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains; and
- Demonstration that where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.

#### Other information

Guidance on what should be included in a non-mains drainage assessment is given in [Building Regulations Approved Document Part H](#) and in BS6297.

National Planning Practice Guidance provides further information on [wastewater](#).

### Related Local Plan Policies

ER 11

### Heritage Statement

#### Threshold/trigger

To be provided for all applications for listed building consent; for all planning applications within a conservation area, a registered park or garden or World Heritage Site; for all planning applications affecting a building of local interest or non-designated heritage asset including those of archaeological potential; or where the site would affect the setting of any designated or non-designated heritage asset.

#### What should be included

## 5 Document types, content and templates

Heritage Statements are an important practical tool which should be used to guide the design of a development to take into account of the needs or constraints of a heritage asset. They should influence the evolution of a design and not be drawn up retrospectively simply to satisfy the NPPF or local validation requirements.

The Heritage Statement need not be a free-standing document, and may be incorporated into a Design and Access Statement where this is a national validation requirement, but it should be clearly identified in the document title.

The contents of Heritage Statements will vary widely depending on the nature of the proposals and the complexity of heritage assets affected. For relatively minor works they may be quite brief, but should provide enough information for us to understand what would be affected by the proposed works and what the impacts would be. The following headings should always be addressed:

- **Identification of heritage assets**  
The Historic Environment Record should be consulted to identify all heritage assets that could potentially be affected by the proposals. This may not just be the building or site itself; there may be an impact on the setting of other nearby or even quite distant heritage assets. For more complex sites, the relationships of heritage assets may be illustrated on a plan.
- **Statement of significance**  
Explain what is important about the site or building. Set out what its architectural, historic, or archaeological values are, including how it contributes to the setting of other heritage assets or the character and appearance of a wider designated area. Useful starting points could be the statutory list description for listed buildings, or for conservation areas and the world heritage site, the council's conservation area appraisals and management plans. Be aware, however, that these will not describe everything that is of interest or value about a building or area and further research or analysis will nearly always be necessary. Photographs will be required to illustrate the relevant features of the building or site, and it may be useful to provide historic documents, photographs or maps to demonstrate past changes to a building or the development of a historic area. Where there would be ground disturbance in an area identified as having significant archaeological potential, a separate archaeological field evaluation may be required.
- **Heritage Impact assessment**  
You should explain why you are proposing the works, what the impact on the historic building or area would be and how the proposals have been designed to protect its heritage significance. Consider direct impacts on historic fabric and architectural features, the effect on views or the setting of any identified heritage assets, and how new work will harmonise with the existing historic character and appearance of heritage designated areas. If you have considered other ways of achieving your proposals please provide details and explain why this particular solution has been chosen. For works to listed buildings you will need to incorporate a schedule of works, and may need to support your proposals with structural surveys or timber condition reports. For new buildings within a designated area, elevations of the street scene, site sections or photomontages may be required to illustrate the impact on its character and appearance. For larger scale development within the Ironbridge Gorge World Heritage Site, an assessment of the impact on its Outstanding Universal Value will be required.
- **Mitigation strategy**  
This won't always be necessary, particularly if the works are solely to repair or restore a heritage asset. But if some degree of harm has been identified you will need to explain what steps have been taken to avoid, minimise or balance out the harm. For example: Is the intervention the minimum necessary? Are the works reversible? How has new work been designed to complement or harmonise with the existing? If loss of any feature is unavoidable, will it be recorded?

### Other information

National Planning Practice Guidance provide further information on the [historic environment](#) and Historic England has a suite of guidance including: [Statements of Heritage Significance](#), [The Setting of Heritage Assets](#) and [Conservation Principles, Policies and Guidance](#)

Heritage assets can be identified on the [Historic Environment Record](#) and listed buildings and registered parks and gardens on the [National Heritage List for England](#)

We have published further information on [conservation areas](#) in Telford and Wrekin including conservation area appraisals, [Heritage Statements](#) and the [Ironbridge Gorge World Heritage Site \(IGWHS\) Management Plan](#)

## 5 Document types, content and templates

### Related Local Plan Policies

BE 3, BE 4, BE 5, BE 6, BE 7, BE 8

### Homes for All Compliance Template

#### Threshold/trigger

To be provided with all major developments for residential accommodation.

#### What should be included

- Completed Homes for All Compliance Template. The template sets out the key requirements in the SPD for accessible and supported/specialist housing provision.

#### Other information

The template is available to download from the Councils website.

The [Homes for All SPD](#) is available to download and view on the Councils website.

The Councils [Specialist and Supported Accommodation Strategy](#) is available to download and view on the Councils website.

There is National Planning Practice Guidance on the [housing needs of different groups](#); and [housing for older and disabled people](#).

### Related Local Plan Policies

HO 4, HO 5, HO 6, HO 7, BE 1

### Land Contamination Assessment

#### Threshold/trigger

To be provided where contamination is known or suspected.

#### What should be included

- Proportionate but sufficient site investigation information (a risk assessment) prepared by a competent person to determine the existence or otherwise of contamination;
- Details of the nature and extent of contamination;
- The risks it may pose and to whom/what (the 'receptors');
- Identification of potential sources, pathways and receptors and evaluate the risks; and
- Details of any remediation or site investigation required.

#### Other information

National Planning Practice Guidance sets out further information on [land affected by contamination](#) including contamination risk assessments.

The Environment has published its [approach to groundwater protection](#)

### Related Local Plan Policies

BE 10

## 5 Document types, content and templates

### Landfill Statement

#### Threshold/trigger

To be provided with applications for landfilling or landraising with waste.

#### What should be included

- Sufficient information to enable the waste planning authority to fulfil its requirements under the Landfill (England and Wales) Regulations 2002; and
- This information can be provided as part of the Environmental Statement.

#### Other information

National Planning Practice Guidance provides further information on [waste](#).

#### Related Local Plan Policies

ER 7, ER 8, ER 9

### Landscaping details

#### Threshold/trigger

This requirement is often conditioned, however where developments could have a significant impact on landscape character or the character and appearance of an area then landscaping details should be submitted with the application.

#### What should be included

- Details regarding existing landscaping;
- Details of proposed landscaping including boundary treatments;
- Topographical site survey;
- Soft and hard landscaping plans; and
- Management plans.

#### Other information

The [National Design Guide](#) provides useful advice on achieving well-designed places.

#### Related Local Plan Policies

NE 2, BE 1

### Land Stability Declaration Form and Report

#### Threshold/trigger

To be provided where:

- Land stability is within the zone 3, 4 or 5 areas of the Gorge (as shown in the Ironbridge Gorge Ground Behaviour Study);
- Where the proposal involves significant excavation and creates a necessity for retaining structures; or
- Where land stability is a known issue.

#### What should be included

## 5 Document types, content and templates

Where the above areas and/or circumstances apply:

- A Declaration Form completed by a competent person with suitable qualifications and indemnity insurance will be required to determine if the land is stable and the requirements of the proposal. Any recommendations made in the Form/Report may be conditioned.

In addition, where the competent person appointed to complete a Stability Declaration Form is of the opinion that a Report is required in order to complete the Declaration Form, a Stability Report will be required.

- A Stability Report should consider:
  - Detailed subsurface investigations;
  - Long term ground movement (surface and subsurface); and
  - Detailed proposed stabilisation methods.

### Other information

[Ironbridge Gorge Ground Behaviour Study – planning guidance](#)

National Planning Practice Guidance provides further information on [land stability](#).

The form is available for download from the Council's website.

### Related Local Plan Policies

BE 9

## Lighting Assessment

### Threshold/trigger

To be provided where external lighting would be provided or made necessary by the development where proposals involve the provision of publicly accessible developments, in the vicinity of residential property, a listed building or a conservation area, or open countryside.

### What should be included

- A layout plan with beam orientation;
- A schedule of equipment in the design;
- Details of the proposed lighting; and
- Proposed hours for when the lighting would be switched on.

### Other information

National Planning Practice Guidance advises on how to consider [light](#) within the planning system.

The [National Design Guide](#) provides useful advice on achieving well-designed places.

### Related Local Plan Policies

BE 1

## Nationally Described Space Standard Compliance Template

### Threshold/trigger

## 5 Document types, content and templates

To be provided where new dwellings are proposed.

### What should be included

The following template should be completed for all new dwellings proposed. The template requires the sqm area of dwellings to be entered. Where the dwellings are of a range of sizes the template should be completed indicating the range.

### Other information

Further information on the [nationally described space standard](#) is available on the Governments website.

The template is available for download from the Council's website.

### Related Local Plan Policies

HO 4, BE 1

### Noise Impact Assessment

#### Threshold/trigger

To be provided with applications for developments that raise issues of disturbance by noise to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive and which are close to existing sources of noise.

#### What should be included

- Overview of current noise conditions (background noise levels and cumulative noise levels);
- Proposed noise levels;
- Any proposed measures to reduce noise;
- System specification of any proposed equipment; and
- Recommendations of appropriate mitigation (where applicable).

The assessment should be prepared by a suitably qualified acoustician.

#### Other information

National Planning Practice Guidance provides further information the management of [noise](#) in development.

#### Related Local Plan Policies

EC 6, BE 1, BE 2, ER 1, ER 6

### Odour Impact Assessment

#### Threshold/trigger

To be provided where a use requiring ventilation/extraction (such as a restaurant/industrial process) is proposed.

#### What should be included

- Details of the position and design of ventilation/ extraction equipment.
- Odour impact assessment

#### Other information

## 5 Document types, content and templates

- Where there will be mechanical ventilation/extraction in a vicinity of noise sensitive properties (i.e. residential), the impact of noise from the system will need to be considered and where appropriate, controlled. A noise impact assessment may be required.
- Useful references:
  - Guidance on the assessment of odour for planning - the Institute of Air Quality Management
  - Guidance on the control of odour and noise from commercial kitchen exhaust systems - Defra 2005. (note this was withdrawn by the Government in 2017)
  - 'Control of Odour and Noise from Commercial Kitchen Exhaust Systems 2018' - EMAQ
  - HSE EH40 Workplace Exposure Limits - for use with the Control of Substances Hazardous to Health Regulations (as amended), Health and Safety Executive
  - Kitchen Ventilation Systems, DW 172 - Second Edition 2018 – Building Engineering Services Association
  - Internal cleanliness of ventilation systems, TR19 - Building Engineering Services Association

### Related Policies

BE 1

### Other technical information relating to heritage assets

#### Threshold/trigger

To be provided where the proposal affects heritage assets (as set out in the Heritage Statement section).

#### Examples of other technical information that may be required.

- Photographs of areas affected with annotated plans to show locations
- Archaeological Desk Based Assessment
- Marketing Statement
- Ecological Assessment/Protected Species survey
- Details of services, e.g. ventilation/extraction, rainwater goods, electrical installations, waste pipes, meter boxes
- Flood Risk Assessment
- Timber report
- Structural Survey
- Schedule of works, including method statements or specifications
- Joinery details
- Site sections
- Roof plan

#### Other information

Detailed discussions on individual requirements can be undertaken through the Councils [pre-application service](#).

National Planning Practice Guidance provide further information on the [historic environment](#) and Historic England has a suite of guidance including: [Statements of Heritage Significance](#), [The Setting of Heritage Assets](#) and [Conservation Principles, Policies and Guidance](#)

## 5 Document types, content and templates

Heritage assets can be identified on the [Historic Environment Record](#) and listed buildings and registered parks and gardens on the [National Heritage List for England](#)

### Related Local Plan Policies

BE 3, BE 4, BE 5, BE 6, BE 7, BE 8

### Open Space Assessment

#### Threshold/trigger

To be provided with applications for development that will result in the loss of open space or where the provision of open space is required by Local Plan policy.

#### What should be included

Where there would be a loss of open space:

- Size of the open space and the area to be lost;
- Plan showing any sports or play provision on the site;
- Proposed site plan showing impact on the open space;
- Copy of any relevant correspondence where alternative/replacement provision is proposed; and
- Assessment as to whether the site is surplus to local requirements (where the Council does not have a robust and up-to-date assessment).

Where the development generates a need for open space provision (usually major residential schemes):

- Detailed Plan showing location of proposed open space;
- Details of the layout of any open space including play facilities;
- A timescale for the open space to be delivered, preferably in relation to the timescales or the delivery of the overall development;
- Proposals for the future maintenance of open space;
- If open space (particularly play facilities) are located near SuDs features, a risk assessment should be carried out in relation to accessibility and any additional safety features for users of the facility; and
- If the provision of open space is to be met by financial contributions, this should be included in the Heads of Terms.

#### Other information

National Planning Practice Guidance provides further information on [open space](#).

Sport England has published advice on [planning for sport](#).

Where development impacts a playing field, Sport England has published [playing fields policy and guidance](#)

### Related Local Plan Policies

NE 3, NE 4, NE 5

### Parking provision

#### Threshold/trigger

To be provided where a development requires parking and/or where the provision or loss of parking is proposed.

## 5 Document types, content and templates

### What should be included

- Details of existing parking provision; and
- Details of proposed parking provision.

This information is usually shown on the Site Location Plan/ Block Plan.

### Other information

Appendix F of the [Adopted Telford & Wrekin Local Plan](#) sets out parking standards.

### Related Local Plan Policies

C 5, C 6

### Photographs/photomontages

#### Threshold/trigger

It is recommended that all applications for development are accompanied by photographs.

Photographs/photomontages should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.

#### What should be included

The photographs/photomontages are used to provide background information and help to show how large developments can be satisfactorily integrated within the streetscene.

They should:

- Show all views where the proposal is/will be publicly visible; and
- Show the existing site and buildings (where applicable).

#### Other information

The [National Design Guide](#) provides useful advice on achieving well-designed places.

#### Related Local Plan Policies

BE 1

### Planning obligations – draft head(s) of terms

#### Threshold/trigger

To be provided where the development triggers the need for planning obligations such as affordable housing (usual major development schemes).

#### What should be included

Completion of the S106 Heads of Terms Form which includes:

- Confirmation as to which party will be drafting the S106 Agreement;
- Contact details of the solicitor being used;
- Proof of Title/ Land Registry information;

## 5 Document types, content and templates

- Details of the proposal;
- Details of what the Obligation(s) is/are; and
- Details of any interested parties.

### Other information

The form is available to download from the Councils website.

National Planning Practice Guidance provides further information on [planning obligations](#)

A pre-application can be submitted to the Development Management Team to discuss the Obligations required from your scheme.

### Related Local Plan Policies

HO 6, NE 1, NE 4, NE 5, COM 1

### Planning statement

#### Threshold/trigger

To be provided with all major applications.

#### What should be included

- Identification of the context and need for a proposed development;
- Assessment of how the proposed development accords with relevant national and local planning policies;
- Details of consultations undertaken with the local planning authority and the wider community prior to submission (where applicable);
- Overview of proposal (detailed information to be provided in the Design & Access Statement); and
- Summary of any technical evidence submitted.

#### Other information

[National Planning Policy Framework](#)

[Telford & Wrekin Local Plan](#)

#### Related Local Plan Policies

All Local Plan policies.

### Private Amenity Space Standards Compliance Template

#### Threshold/trigger

To be provided where the proposal is a major development.

#### What should be included

The template should be completed for all new dwellings proposed. The template requires the proposed garden area (sqm) and the number of proposed parking spaces to be entered.

#### Other information

The [National Design Guide](#) provides useful advice on achieving well-designed places.

## 5 Document types, content and templates

The template is available for download from the Council's website.

Related Local Plan Policies

HO 4, BE 1, C 5

### Self-Build/Custom-Build House Form

Threshold/trigger

To be provided where new dwellings are proposed.

What should be included

- Completion of the Self-Build/Custom-Build House Form which seeks information on the number of units proposed and information on the future owner resident and/or marketing strategy.

Other information

The form is available to download from the Council's website.

National Planning Practice Guidance sets out further information on [self-build and custom housebuilding](#).

Related Local Plan Policies

HO 4, HO 11

### Site Waste Management Plan

Threshold/trigger

To be provided for all new residential and commercial developments requiring waste management (collection of bins).

What should be included

- Details of bin storage and collection; and
- Comply with code of practice published in 2004 by the Department of Trade and Industry now the Department for Business Enterprise and Regulatory Reform Site Waste Management Plans: guidance for construction contractors and clients.

Other information

These do not require formal approval by planning authorities, but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed.

Related Local Plan Policies

ER 7, ER 8, ER 9

### Statement of Community Involvement

Threshold/trigger

## 5 Document types, content and templates

To be provided where consultation with the local community has been undertaken prior to the submission of an application. This is usually for major schemes.

### What should be included

- Summary of consultation actions;
- Who has been consulted;
- Overview of consultation comments;
- How comments have been addressed; and
- Copies of any consultation materials such as exhibition boards.

### Other information

[The Telford & Wrekin Statement of Community Involvement](#)

### Structural Survey

#### Threshold/trigger

To be provided where substantial demolition, conversion of buildings or works are proposed to trees protected by a TPO where the reason relates to structural issues.

#### What should be included

- Details of the application site and buildings;
- Full external and internal structure details (where applicable); and
- Plans showing extent of any repair or re-build works (where applicable).

#### Related Local Plan Policies

BE 1, BE 2, BE 4, BE 9

### SuDs Proforma

#### Threshold/trigger

To be provided with proposals for residential or employment development.

#### What should be included

- Completion of the relevant proforma for Major or Minor Surface Water Drainage.

[Major Surface Water Drainage Proforma](#)

[Minor Surface Water Drainage Proforma](#)

#### Other information

[Telford & Wrekin Sustainable Urban Drainage Systems \(SuDS\) handbook and appendices.](#)

Surface water discharge to existing waterways may require consent from the relevant regulatory body e.g. the Environment Agency.

#### Related Local Plan Policies

ER 12

## 5 Document types, content and templates

### Telecommunication development – supplementary information

#### Threshold/trigger

To be provided with applications for mast and antenna development.

#### What should be included

- Area of search;
- Details of any consultation undertaken;
- Details of the proposed structure;
- Technical justification;
- Information about the proposed development; and
- Signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).

#### Other information

[Telford & Wrekin Telecommunications SPD](#).

[Code of Best Practice on Mobile Network Development in England](#)

#### Related Local Plan Policies

C 7, C 8

### Town Centre Uses – evidence to accompany applications

#### Threshold/trigger

To be provided with applications proposing a town centre use, or the loss of a town centre use (where required by the Local Plan).

#### What should be included

- Details of the proposed use;
- Sequential Test (where applicable under Local Plan Policy EC 8);
- Retail Impact Assessment (where applicable under the local thresholds set out in Local Plan Policy EC 8);
- Appropriate marketing information (where applicable); and
- Assessment of impact on town centre.

#### Other information

National Planning Practice Guidance provides further information on [town centres and retail](#).

#### Related Local Plan Policies

EC 5, EC 6, EC 7, EC 8

### Transport Assessment

#### Threshold/trigger

## 5 Document types, content and templates

To be provided with any application for development that could have significant transport implications.

### What should be included

- Level of detail should reflect scale of the project;
- Outline the transport aspects of the application;
- Illustrate accessibility to the site by all modes of transport (where applicable);
- Likely modal split of journeys to and from the site (where applicable); and
- Proposed measures to improve access by public transport, walking and cycling.

### Other information

The Government has published advice on [transport assessments](#).

Active Travel England became a statutory consultee in 2023 - further guidance on how your planning application can meet their requirements is available here: [Active Travel England: planning application assessment toolkit - GOV.UK \(www.gov.uk\)](#)

### Related Local Plan Policies

C 3

### Travel Plan

#### Threshold/trigger

To be provided with any application for development that could have significant transport implications.

#### What should be included

- Evaluation of benchmark travel data including trip generation;
- Impact of proposed development including trip generation;
- Relevant information about existing travel habits in the surrounding area;
- Proposals to reduce need for travel; and
- Proposed improvements to public transport services.

#### Other information

The Government has published advice on [Travel Plans](#).

#### Related Local Plan Policies

C 1

### Tree Survey/arboricultural implications

#### Threshold/trigger

To be provided with all planning applications where trees, hedgerows or woodlands are either present on the proposal site or are in close proximity to it and are likely to influence or be affected by the development.

#### What should be included

- Shadowing Plan showing impact of trees on the development;
- Identification of all trees/hedgerows/woodland;
- Assessment of the condition of all trees/hedgerow/woodland on the site;

## 5 Document types, content and templates

- Description of works for each tree/hedgerow/woodland;
- Information on trees to be retained;
- Details of tree protection during construction;
- A Hedgerow Assessment in accordance with The Hedgerow Regulations (1997) will be required where hedgerow removal is proposed; and
- Where removal of trees protected by a TPO, sufficient evidence to support the case should be provided.

### Other information

Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to construction – Recommendations'. 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.

Telford & Wrekin Council has a Tree Replacement Standard which it applies to sites where development results in loss of trees which cannot be mitigated for onsite.

### Related Local Plan Policies

NE 1, NE 2

# 6 Glossary

## 6 Glossary

**Affordable housing (NPPF definition):** housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers); and which complies with one or more of the following definitions:

a) Affordable housing for rent: meets all of the following conditions: (a) the rent is set in accordance with the Government's rent policy for Social Rent or Affordable Rent, or is at least 20% below local market rents (including service charges where applicable); (b) the landlord is a registered provider, except where it is included as part of a Build to Rent scheme (in which case the landlord need not be a registered provider); and (c) it includes provisions to remain at an affordable price for future eligible households, or for the subsidy to be recycled for alternative affordable housing provision. For Build to Rent schemes affordable housing for rent is expected to be the normal form of affordable housing provision (and, in this context, is known as Affordable Private Rent).

b) Starter homes: is as specified in Sections 2 and 3 of the Housing and Planning Act 2016 and any secondary legislation made under these sections. The definition of a starter home should reflect the meaning set out in statute and any such secondary legislation at the time of plan-preparation or decision-making. Where secondary legislation has the effect of limiting a household's eligibility to purchase a starter home to those with a particular maximum level of household income, those restrictions should be used.

c) Discounted market sales housing: is that sold at a discount of at least 20% below local market value. Eligibility is determined with regard to local incomes and local house prices. Provisions should be in place to ensure housing remains at a discount for future eligible households.

d) Other affordable routes to home ownership: is housing provided for sale that provides a route to ownership for those who could not achieve home ownership through the market. It includes shared ownership, relevant equity loans, other low cost homes for sale (at a price equivalent to at least 20% below local market value) and rent to buy (which includes a period of intermediate rent). Where public grant funding is provided, there should be provisions for the homes to remain at an affordable price for future eligible households, or for any receipts to be recycled for alternative affordable housing provision, or refunded to Government or the relevant authority specified in the funding agreement.

**General Permitted Development Order:** The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) sets out developments that, provided it is carried out in accordance with the terms of the Order, do not need planning permission.

**Local Plan:** The plan for the future development of the local area, drawn up by the local planning authority.

**Major development:** For housing, development where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more. For non-residential development it means additional floorspace of 1,000m<sup>2</sup> or more, or a site of 1 hectare or more, or as otherwise provided in the Town and Country (Development Management Procedure) (England) Order 2015.

**National Planning Policy Framework:** The government's national planning policies (revised in July 2021).

**(National) Planning Practice Guidance (PPG):** A web-based resource which bring together planning practice for England and which should be read alongside the NPPF.

**Tree Preservation Order:** An order made by the Council which protects trees, groups of trees and woodlands. An order prohibits cutting down, topping, lipping, uprooting, wilful damage or destruction of trees without the Council's written consent.