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**Local Area Planning Application  
Validation Requirements List –  
June 2023**

**Relevant Wards**

All

Portfolio Holders

**Malvern Hills District Council:** Cllr David Harrison  
**Wychavon District Council:** Cllr Emma Kearsey

**Director of Planning and Infrastructure**

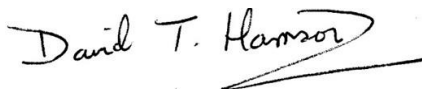
Gayle Wootton

This review of the 2021 version of the Council's Local Validation Checklist has been carried out in accordance with guidance set out in the NPPG (Paragraph: 039 Reference ID: 14-039-20140306) – requiring the Local Validation List to be reviewed every two years.

There are no significant changes to the content of the local list, just updates to the relevant paragraphs in the NPPF (2021) from the older 2019 version. As well as updated job titles and working arrangements with some stakeholders.

These changes are endorsed and agreed by the following, in accordance with the Council Committee resolution made on 30<sup>th</sup> March 2017 which authorised the Head of Planning and Housing Services (now the Director of Planning and Infrastructure) in consultation with the Portfolio Holder to undertake any minor redrafting and re-formatting of the 'Local List' validation document in the event of changes being necessary as a result of new Government guidance, changes in legislation, change in policies at local or national level or a change in local circumstances.

**Portfolio Holders:**

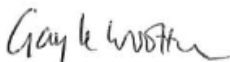


Cllr David Harrison



Cllr Emma Kearsey

**Director of Planning and Infrastructure:**



Gayle Wootton

## **Malvern Hills and Wychavon District Council Local Area Planning Application Requirements List**

Planning legislation and regulations require planning applications and applications seeking associated consents and approvals to be accompanied with various documents and information. Further advice on what is required is available on the following web page:-

<http://planningguidance.communities.gov.uk/blog/guidance/making-an-application/validation-requirements/>

Sometimes these documents will always be required (eg. planning applications forms and appropriate planning fee). Some documents will only be required in certain situations e.g.:-

- Design and Access Statements (see paragraph 029 to 033 on the above web link: and
- Environmental Impact Assessment (see advice on <http://planningguidance.planningportal.gov.uk/blog/guidance/environmental-impact-assessment/>)

It should be noted that Malvern Hills and Wychavon District Council has adopted a Community Infrastructure Charging Levy. This means additional forms and information may be required to be provided with some planning application. These forms are national requirements but further information on CIL and forms that will need to be provided is viewable at:

[Community Infrastructure Levy - Malvern Hills District Council](#)  
[Community Infrastructure Levy - Wychavon District Council](#)

In addition to the national requirements, local planning authorities may also request additional information prior to the validation of the application (see <http://planningguidance.communities.gov.uk/blog/guidance/making-an-application/validation-requirements/local-information-requirements/>). This document constitutes the formally adopted local list and replaces the draft list published in October 2013. The information required with any application will depend on the nature and type of the proposal or the nature or the character of the site or area within which it is situated. Applicants are advised to seek advice on the need for such additional information when seeking pre-application advice. Information on the pre-application advice service provided by the Council is viewable at :

[Planning Advice and Guidance - Malvern Hills District Council](#)  
[Planning Advice and Guidance - Wychavon District Council](#)

Additional information required could include the following documents:-

### **1. Arboricultural Statement/Tree Survey**

Policy Drivers

South Worcestershire Development Plan 2016:- Policy SWDP22

National Planning Policy Framework - para. 180

Planning Practice Guidance - Natural Environment – Biodiversity, ecosystems and green infrastructure section.

When required

- with applications where there are trees/hedges on the proposed development site; and/or
- with applications when there are trees or hedges on land adjacent to the proposed development site that could influence or be influenced by the proposed development or be important as part of the local landscape character.

What is required

An arboricultural statement should show how the tree constraints on and adjacent to the site have been correctly incorporated into the design and how these trees are to be retained without damage during construction and future occupancy. The statement must be produced in line with the guidelines set out within BS5837:2012 and shall include:

- (i) Tree survey drawing and schedule - The survey shall provide clear data regarding the species, size, age, condition and useful life expectancy of trees. It shall also categorize trees, groups of trees or woodlands in terms of their quality and value within their *existing context* and not within the context of the proposals.
- (ii) Arboricultural Constraints Plan (ACP) – An aid to layout design that shows tree Root Protection Areas (RPA) as well as representing the effect that the mature height and spread of retained trees will have on the development. The ACP shall incorporate the tree survey information as well as illustrate both the above-ground (shade patterns) and below-ground RPA constraints posed by the trees.
- (iii) Tree Protection Plan – scale drawing produced by an arboriculturalist showing the finalised layout proposals, tree retention and tree and landscape protection measures detailed within the arboricultural method.
- (i) Arboricultural Method Statement (AMS) – sets out the information regarding the measures to be taken to protect the trees shown to be retained on the submitted drawings. I also detail the methodology for the implementation of any aspect of the proposal that has the potential to result in loss or damage to a tree.

## **2. Affordable Housing Statement**

Policy Drivers

South Worcestershire Development Plan 2016 – Policy SWDP15  
National Planning Policy Framework – Section 5

When required

Where a development plan policy (having regard to national planning policy guidance) requires the provision of affordable housing or a contribution in lieu of affordable housing on a particular site. Under the provisions of policy SWDP15 this includes all planning applications proposing at least a single new dwelling in a Designated Rural Area.

What is required

The Council will require information concerning both the affordable housing and any open market housing. Such information shall include details of the number of residential units, the mix of units and the proposed tenure. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. Where a financial contribution in lieu of on-site affordable housing is proposed, the Affordable Housing Statement should clearly state this as well as the reasons why this is considered acceptable.

### **3. Agricultural Land Assessment**

Policy Drivers

South Worcestershire Development Plan 2016 – Policy SWDP13  
National Planning Policy Framework - para. 174  
Planning Practice Guidance – Renewable and low carbon energy section

When required

With all planning applications proposing

- large scale solar farms on greenfield land or
- any development that results in the loss of over 5 hectares of land currently in agricultural use or 2 hectares BMV

What is required

The Assessment shall identify parts of the application site in agricultural use and the classification of all agricultural land having regard to the Agricultural Land Classification system, described in the following Natural England note:-

<http://publications.naturalengland.org.uk/publication/35012?cache=1455186160.59>

The Assessment shall also provide commentary on the economic and other consequences of the development and subsequent loss/impact on agricultural land.

### **4. Air Quality Assessment**

Policy Drivers

South Worcestershire Development Plan 2016 – Policy SWDP31  
National Planning Policy Framework - para.105, 186  
Planning Practice Guidance – Air pollution section

When required

Application proposals that impact upon air quality or are potential pollutants should be supported by an air quality assessment. Such statements will be required for:-

- (i) development proposals that would significantly affect traffic in the immediate vicinity of the site or further afield eg. residential development of 100 dwellings or more, retail/leisure/commercial/industrial development that incorporates more than 100 parking spaces; or

- (ii) development that results in significant additional large vehicle movements including HGV construction vehicles eg. major road or infrastructure change or large vehicle depot such as bus station, lorry park or businesses that receive a large number of HGV's. In this regard significant is where a proposal results in an increase of HGV movements of 25 annual average daily traffic where impacting on a Air Quality Management Area or increase of 100 movements elsewhere; or
- (iii) proposals that introduce new point sources of air pollution (eg furnaces, extraction systems or biomass boiler schemes);or
- (iv) new residential and other development that includes outdoor amenity space that would expose people to existing sources of air pollutants (such as in Air Quality Management Areas);
- (v) any new development that may impact an existing Air Quality Management Area or other area of poor air quality.

All as per government advice included on:-

<http://planningguidance.planningportal.gov.uk/blog/guidance/air-quality/when-could-air-quality-be-relevant-to-a-planning-decision/>

What is required

Advice on the contents of air quality assessments is included on the following websites:-

<http://planningguidance/communities.gov.uk/blog/guidance/air-quality/>  
<https://www.gov.uk/guidance/air-quality--3>

EPUK and IAQM Land-Use Planning and Development Control: Planning for Air Quality (January 2017)

<http://www.iaqm.co.uk/text/guidance/air-quality-planning-guidance.pdf>

## **5. Archaeological Desk-based Assessment and Field Evaluation Report**

Policy Drivers

South Worcestershire Development Plan 2016 – Policy SWDP24  
National Planning Policy Framework - para. 189  
Planning Practice Guidance

When required

A desk-based assessment will be required where an initial assessment indicates the proposed development affects an archaeologically sensitive area (including a Scheduled Ancient Monument or non-designated sites of archaeological interest). Queries on whether a particular site is archaeologically sensitive can be raised with Wychavon and Malvern Hills Archaeology and Planning Advisor.

It is possible to search the Worcestershire County Council Archaeology Service records at:

[Archive and Archaeology Service | Worcestershire County Council](#)

A field evaluation report will be required where the desk-based assessment demonstrates information that suggests further evaluation of the site is required prior

to the determination of the application before being submitted. Evaluation of the report should be carried out by an appropriate and qualified professional.

What is required

Information and advice on the content of reports is available either through Worcestershire County Council Archaeological Service or the following Chartered Institute for Archaeologists website:-

<http://www.archaeologists.net/codes/ifa>

## **6. Change of Use of Rural Buildings – Marketing Report**

Policy Drivers

South Worcestershire Development Plan 2016 – Policy SWDP12 and Annex F

When required

For applications proposing the conversion of a rural building last used for B1, B2, B8, tourism leisure and/or recreation-related purposes to any non-employment generating purpose (including residential use) . Also for applications proposing residential conversion of a farm building.

What is required

The marketing report should include the information as set out in Annex F of the emerging SWDP and sufficient information to show it is not practical or viable to use the building for other purposes.

## **7. Daylighting/Sunlight Assessment**

Policy Drivers

South Worcestershire Development Plan 2016 – Policy SWDP21

When required

With planning applications where there is a potential adverse impact upon the current levels of sunlight/daylighting enjoyed by adjoining properties and building(s). For example, for development proposals of new buildings with three or more storeys on sites adjoining or in close proximity to existing residential properties.

What is required

Further guidance is provided in the Building Research Establishment's (BRE) document "Site layout – planning for daylight and sunlight" (available here:- <http://www.brebookshop.com/details.jsp?id=326792>)

## **8. Economic Statement**

Policy Drivers

South Worcestershire Development Plan 2016 – Policies SWDP8, SWDP9, SWDP12,  
National Planning Policy Framework – sections 2 and 6

When required

In support of planning applications for the expansion of existing businesses, particularly rural businesses.

In support of planning applications for new development that, in itself, will generate employment opportunities.

What is required

Such statements should set out any regeneration benefits from the proposed development, including:

- details of any new jobs that might be created or supported;
- the relative floorspace totals for each proposed use (where known); and
- reference to any regeneration strategies that might lie behind or be supported by the proposal.

NB:- the standard application forms include questions on employment generation. However an economic statement allows further details on the jobs a proposal would create.

## **9. Energy Statement**

Policy Drivers

South Worcestershire Development Plan 2016 – Policy SWDP27  
National Planning Policy Framework – para. 153 – 158

When required

With planning applications for new development over 100 sq metres gross, or one or more dwellings.

What is required

An Energy Statement should explain how a proposed development will meet the requirements of SWDP policy 27 and incorporate renewable and low carbon energy facilities to generate at least 10% of predicted energy requirements.

For full planning applications, or applications seeking reserved matters approval, the Energy Statement should include evidence to demonstrate the predicted regulated energy use of the proposed development and the energy generation achieved through the proposed renewable/low carbon measures.

For outline planning applications, the Energy Statement need not provide full details, but should set out an explanation in broad terms how the proposed development will meet the requirements of policy SWDP27.

For developments of 100 or more dwellings or non-residential developments of more than 10,000 sq metres, the energy statement should include evidence to show consideration of a decentralised energy and heating network. The Energy Statement should explain why it is not practical or viable if no such facility is proposed.

If the proposal fails to incorporate renewable/low carbon energy facilities to meet the 10% requirement, the Energy Statement should explain why this is, and evidence to support this reasoning (eg. a Viability Assessment).

## **10. Existing employment sites - re-development/change of use supporting assessment**

South Worcestershire Development Plan – Policies SWDP8 and SWDP12 and Annex F

When required

An assessment will be required with:-

- (a) all planning applications proposing change of use/re-development of existing B1, B2 and/or B8 use class premises of 1,000 sq metres net floorspace or greater in urban areas to non-employment generating use; and
- (b) all planning applications proposing change of use/re-development of existing B1, B2 and/or B8 use class premises, tourism, leisure and/or recreation- related purposes in rural areas to non-employment generating uses.

What is required

For applications falling within (a) and (b) set out above, the assessment will need to provide details of comprehensive marketing of the premises/land for at least 12 months and appropriate to the prevailing market conditions. Annex F of the South Worcestershire Development Plan provides more advice on the contents of any marketing information. For applications falling with category (a) there is the additional requirement to provide a financial appraisal that demonstrates redevelopment for any employment generating use is unviable and is unlikely to achieve viability within five years.

## **11. Flood Risk Assessment**

Policy Drivers

South Worcestershire Development Plan 2016 – Policies SWDP28  
National Planning Policy Framework – paras. 159 – 169  
Planning Practice Guidance – Flood Risk and Coastal Change section

When required

In line with footnote 55, page 48 of the NPPF, a Flood Risk Assessment is required:-

- with applications for proposals of 1 hectares or greater in flood zone 1;
- with all application proposing new development (including minor development and change of use) in Flood Zones 2 and 3;
- with all applications proposing new development within flood zone 1 which has critical drainage problems (as notified to the Council by the Environment Agency;
- with all applications proposing development (including minor development and change of use to a more vulnerable class) on land that may be subject to other sources of flooding.



Information on identified flood zones (including areas of risk of flooding from rivers and seas AND areas at risk of flooding from surface water) are included on the following webpage:-<http://maps.environment-agency.gov.uk/wiyby/wiybyController?ep=maptopics&lang=e>

Alternatively, the council can provide information on whether a piece of land is identified as being at flood risk.

What is required

Requirements for a Flood Risk Assessment will depend on the size, type and location of the development. Information should be provided to show the proposed development complies with the sequential and exception tests as set out in the NPPF and described in more detail through the Planning Practice Guidance. A Flood Risk Assessment Checklist can be found at the following webpage:-

<http://planningguidance.planningportal.gov.uk/blog/guidance/flood-risk-and-coastal-change/site-specific-flood-risk-assessment-checklist/>

Further advice can be found on the following webpage:-

<http://planningguidance.communities.gov.uk/blog/guidance/flood-risk-and-coastal-change/site-specific-flood-risk-assessment/>

<http://planningguidance.communities.gov.uk/blog/guidance/flood-risk-and-coastal-change/site-specific-flood-risk-assessment/what-level-of-detail-is-needed-in-a-flood-risk-assessment/>

<https://www.gov.uk/guidance/flood-risk-and-coastal-change>

## **12. Foul Sewage Utilities Assessment**

Policy Drivers

South Worcestershire Development Plan 2016 – Policy SWDP30  
Planning Practice Guidance – Paragraph: 020 Reference ID: 34-020-20140306

When required

All applications must indicate (where relevant) how foul water from the proposed development will be dealt with. This information is requested on planning application forms. A separate Foul Sewage Utilities Assessment report will be required for:-

- all applications proposing major development (10 or more houses, new built development of 1000 sq metres or more);
- all applications proposing foul water generating development in an area where there is a known mains foul sewerage drainage problems

In addition, applications for foul water generating development in areas where there is no public sewerage must be accompanied by evidence to demonstrate that the proposed means of disposal for foul and surface water is appropriate.

What is required

Assessments will need to include evidence that the proposed development would not cause unacceptable risk to quality of water bodies or the general environment. For development connecting to mains, reference is made to the following Severn Trent web page and information on the developer enquiry request procedure. Any sewerage response should be provided as part of the Assessment report.

For proposal where off-line foul water treatment facilities are proposed the Assessment shall include evidence to show:-

- why connection to mains systems are not practical or feasible; and
- the proposed systems will not cause harm to the environment.

### **13. Glint and Glare Assessment**

Policy Drivers

Planning Practice Guidance – Renewable and low carbon energy section

When required

With all planning applications proposing large scale solar farms.

What is required

The assessment should demonstrate the glint/glare effects of the proposed solar farm and set out any measures proposed to address any such effects.

### **14. Heritage Statement - Assessment of impact of proposed development on significance of heritage assets**

Policy Drivers

South Worcestershire Development Plan 2016 – Policy SWDP24

National Planning Policy Framework – paras. 194 - 195

Planning Practice Guidance – Conserving and enhancing the historic environment section

When required

Any planning application or application seeking listed building consent which affects the significance of a designated or non - designated heritage asset, including its setting. Designated heritage assets include:-

- scheduled monuments
- listed buildings
- registered park and garden
- registered battlefield
- conservation area

Non-designated heritage assets can include sites of archaeological interest (see item 4 of this list on Archaeological Assessment and Evaluation Report).

What is required

The assessment will need to describe how the proposed development affects the significance of any affected heritage assets, designated and non - designated, including their setting. The level of detail necessary will vary according to an asset's importance and the nature of the development/works proposed. However as a minimum the relevant historic environment record should be consulted, see:

[Archive and Archaeology Service | Worcestershire County Council](#)

Heritage assets should be assessed using appropriate expertise where necessary.

Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. General advice on what should be included, as well as a pro-forma that can be used, is provided on the council website.

Further national advice on heritage significance is provided on the following web-page

<http://planningguidance.communities.gov.uk/blog/guidance/conserving-and-enhancing-the-historic-environment/why-is-significance-important-in-decision-taking/>

The Council has produced a number of Conservation Area Appraisals as well as guidance notes relating to heritage issues. These may be useful in preparing heritage statements and can be accessed through the following web-page:-

[Conservation Area Appraisals - Malvern Hills District Council](#)  
[Conservation Areas - Wychavon District Council](#)

## **15. Land Contamination Assessment**

Policy Drivers

South Worcestershire Development Plan 2016– Policy SWDP31  
National Planning Policy Framework – paras. 183  
Planning Practice Guidance – Land Affected by Contamination section

When required

For all applications proposing new buildings where:

- the development site is or has been used for purposes that may lead to ground contamination (eg. Industrial land, agricultural land where inappropriate spreading may have occurred); or
- the site has a history of a contamination incident; or
- the development site is within an established buffer zone to a site that is known to suffer from ground contamination (for example land where records held by the Council under Part 2A of the Environmental Protection Act 1990 indicates contamination is present).

The Council will consider whether an assessment is required depending upon the nature and known history of the site and surrounding area as well as the nature of the proposed development. It is more likely that an assessment will be required where the proposed development involves a sensitive use such as housing with gardens, schools or nurseries.

Guidance on ascertaining whether a site may be affected by contaminated land is available on the following Worcestershire Regulatory Services web-site:-

this should be - <http://www.worcsregservices.gov.uk/pollution/contaminated-land.aspx>

What is required

An assessment should show whether the land affected by the proposed development is contaminated and if so, is capable of appropriate remediation. Where land contamination is suspected, a Phase 1 assessment should be provided that identifies and assesses the sources, pathways and receptors of ground pollution. If an unacceptable risk of contamination is identified further site investigations and appropriate reporting will be required. General guidance is provided on the following website:-

<http://planningguidance.communities.gov.uk/blog/guidance/land-affected-by-contamination/land-affected-by-contamination-guidance/>

## **16. Landscape and Visual Impact Assessment**

Policy Drivers

South Worcestershire Development Plan 2016– Policy SWDP25  
National Planning Policy Framework – paras. section 15, Planning Practice  
Guidance – Natural Environment (Landscape) Paragraph: 001 Reference ID: 8-001-  
20140306

When required

A Landscape and Visual Impact Assessment will be required, depending on the nature and type of the proposed development. Such an assessment will be required for applications proposing:-

- development other than householder development in Areas of Outstanding Natural Beauty;
- major development on un-developed land outside settlement boundaries;
- development that will have a more than insignificant impact on valued landscapes and/or views available to people and their visual amenity.

What is required

The assessment should identify the different elements that give a place its unique character - landform, woodlands and specimen trees, hedgerows, land use, historic artefacts, building styles and settlement patterns. From this assessment, it should be demonstrated to what extent the proposed development may alter the fabric, quality and character of the landscape. Reference should be made to the latest version of the Landscape Character Assessment Supplementary Guidance published by Worcestershire County Council - and in particular to information relating to the identified Landscape Type(s) within which the proposed development is situated. Policy SWDP25 also refers to the Guidelines for Landscape and Visual Impact Assessment, published by the Landscape Institute and the Institute of Environmental Management and Assessment.

The assessment should also identify where the proposed development can be seen from (and record this information on a map with accompanying photographs/photomontages from the various viewpoints), the extent to which those views would be occupied by the proposed development (degree of visual intrusion), the distance of the viewpoint from

the site and whether views would focus on the proposed development due to proximity or whether the proposed development would form one element in a panoramic view. Consideration should be given to seasonal differences arising from the degree of vegetative screening and filtering of views that will arise in summer/winter; and also to any cumulative effect of the proposals. From this assessment the change in the character of the landscape resulting from the proposed development and the change in views/visual amenity may be determined.

The assessment should also clearly set out mitigation measures to address any adverse landscape and/or visual effects identified.

## **17 Lighting Assessment**

Policy Drivers

South Worcestershire Development Plan 2016– Policies SWDP21 and SWDP25  
National Planning Policy Framework – para. 185  
Planning Practice Guidance – (Light Pollution section)

When required

With applications that propose development including artificial external lighting that may:-

- materially alter light levels outside the application site; or
- affect residential amenities, impact on visual amenities, highway/railway safety or natural environment

Also a Lighting Assessment will be required with all planning application proposing floodlighting.

What is required

The Lighting Assessment should include:-

- details of the external lighting and hours when it will be switched on;
- lighting layout plan with beam orientation and a schedule of the equipment proposed;
- details of lighting levels and assessment on how the proposed lighting may affect local amenity, intrinsically dark landscapes, natural conservation and highway/railway safety (or as appropriate)

Lighting in the countryside: Towards good practice (1997) is a good source of advice on the issue .

<http://webarchive.nationalarchives.gov.uk/20120919132719/http://www.communities.gov.uk/archived/publications/planningandbuilding/lighting>

## **18. Nature Conservation/Ecological Information (Ecological Survey and Report)**

Policy Drivers

South Worcestershire Development Plan 2016– Policy SWDP22  
National Planning Policy Framework – Section 15

## Planning Practice Guidance – (Natural Environment – biodiversity, ecosystems and green infrastructure section)

### When required

Certain types of development are likely to require ecological surveys and impact assessments, such as barn conversions, demolition of certain buildings or alterations to roof spaces, removal of mature trees, orchards, scrub and hedgerows; development near waterbodies etc. Appropriate ecological information should be provided with applications that:-

- propose development that would affect a site designated for its biodiversity or geological value; or
- propose development that is likely to have an impact on wildlife and biodiversity.

Appendix 1 includes a table setting out types of development proposals where an Assessment is required. Exceptions to when an assessment may not be required are also explained in the table.

### What is required

In general terms all ecological information will need to be prepared and presented in such a way that it is fit to inform the decision-making process. It should include:-

- information on existing biodiversity interests on the land affected by the proposed development as well as on adjoining or nearby land that may be affected by the proposed development;
- information on possible impacts on the biodiversity interests; and
- details on avoidance, mitigation and/or compensation measures.

The level of information required will be proportionate to the scale of development proposed and the likely impact on biodiversity. In most cases a Preliminary Ecological Appraisal (PEA) should be provided and inform further survey requirements. Where a proposal is likely to affect protected species, the applicant must submit a Protected Species Survey and Assessment. Any survey should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year, in suitable weather conditions, over a sufficient period of time and using nationally recognised survey guidelines/methods where available and as appropriate.

The survey may be informed by the results of a search for ecological data from the Worcestershire Biological Records Centre (<http://www.wbrc.org.uk/> ). This is particularly important for larger developments, which need to be considered within a wider environmental context.

### Ecological Information should:

- record which habitats, features and species are present or likely to be present on and, where appropriate, around the site;
- identify the extent/ area/ length/ numbers (where appropriate) present;
- map the habitat/ features distribution on site and/or in the surrounding area shown on an appropriate scale plan; species distribution and use of the area, site, structure or feature (e.g. for feeding, shelter, breeding).

Any ecological report must identify and describe potential development impacts likely to harm designated sites, priority habitats, other biodiversity and geological features,

protected/notable species and/or their habitats identified by the survey. These should include both direct and indirect effects both during construction and afterwards. Where harm is likely, evidence should be submitted to show:

- how alternative designs or locations have been considered;
- how adverse effects will be avoided wherever possible;
- how unavoidable impacts will be mitigated or reduced;
- how impacts that cannot be avoided or mitigated will be compensated.

In addition, an ecological report will need to include information on proposed works that will enhance, restore or add to designated sites, priority habitats and features or habitats used by protected species. The Assessment should also give an indication of likely changes to habitats and/or how species numbers may be affected, if at all, after development, e.g. whether there will be a net loss or gain.

## 19. Noise Assessment

### Policy Drivers

South Worcestershire Development Plan 2016 – Policy SWDP31  
National Planning Policy Framework – para. 176, and 185  
Planning Practice Guidance – (Noise section)  
Noise Policy Statement for England (and Explanatory Note)

### When required

Noise Assessments will be required to be provided with planning applications proposing:-

- new development that may create additional noise in areas where noise sensitive development already exists; and
- new noise sensitive development in areas that already experiences significant noise levels.

In this regard, development that may create additional noise would include:-

- development in which industrial (Use Class B2 uses) would take place;
- development that incorporates HGV turning, loading and unloading areas (such as large retail developments);
- development that incorporates external plant and equipment that generates noise;
- development that may result in noise associated with the users of the proposal, particular outside daylight hours eg. night clubs, event venues.

Noise sensitive development will include residential properties, hostels and hotels.

### What is required

Any noise assessment shall need to have regard to the advice contained in the Planning Practice Guidance (<https://www.gov.uk/guidance/noise--2>) and referred to documents. Noise assessments will need to establish the observed effect levels relevant to the proposed development and where appropriate set out proposed mitigation measures to address noise issues. This may include details of sound insulation. Further advice is provided by Worcestershire Regulatory Services at :-

[Planning and Pollution | Worcestershire Regulatory Services \(worcsregservices.gov.uk\)](https://www.worcsregservices.gov.uk)

## **20. Open Space/Recreational facilities assessment**

### Policy Drivers

South Worcestershire Development Plan 2016– Policy SWDP38  
National Planning Policy Framework – Section 8 – paras 98-103  
Planning Practice Guidance – (section on Open space, sports and recreation facilities)

### When required

SWDP policy SWDP38 sets out the limited circumstances when proposals for development that would result in the loss of recreational land and buildings will be permitted. These circumstances include where an assessment of community and technical need clearly demonstrates the building or land is surplus to requirements. An open space assessment will therefore be required with all applications that propose the loss of recreational buildings or land and where:-

- an improved or an equivalent replacement facility is not proposed; or
- the development is not for recreational and/or community purposes related to the use of the open space or recreational buildings.

### What is required

An assessment will need to show the impact of the proposed development on the need for recreational facilities and open space in the area of the application site. Further guidance on how to assess needs and opportunities is provided by Sports England (see <http://www.sportengland.org> ).

## **21. Planning Obligations – Draft Head(s) of Terms and CIL Eligibility Statement**

### Policy Drivers

South Worcestershire Development Plan 2016 – Policies SWDP15, SWDP39 and SWDP62  
National Planning Policy Framework – 55 to 57  
Planning Practice Guidance – (section on Planning Obligations)  
Emerging Developer Contributions Supplementary Planning Document

### When required

For all applications where the proposed development either (i) exceeds thresholds set out in planning policies or guidance relating to planning contributions/obligations (see above for policies and guidance documents); or (ii) for other reasons requires the provision of contributions/planning obligations.

### What is required

A document should be provided that provides as much details as possible as to planning obligations the applicants are willing to agree to and asking the Council to consider as part of the assessment of the proposal. At the least, a list of planning obligation heads of terms should be provided, including an explanation as to why these comply with the tests as set out in para. 57 of the NPPF.

## **22. Planning Statement**



## Policy Drivers

South Worcestershire Development Plan 2016 – plan as a whole.

### When required

Planning Statement setting out comments in support of proposals can be submitted with any planning application. However a statement will be required when an application proposes development contrary to the development plan policies.

### What is required

Planning statements should include all comments the applicants want the Council to consider in support of the proposal. In particular statements should:-

- explain why the proposal complies with relevant development plan policies; or if not in accordance with such policies;
- explain why the applicant(s) consider permission should be granted contrary to development plan policies.

Planning statements may also usefully include additional information, such as suggested planning conditions and expand on information provided on the application form. It would also be helpful for such documents to include an explanation as to why it is considered the proposal represents sustainable development, having regard to the advice in the National Planning Policy Framework.

## **23. Replacement rural dwellings statement**

### Policy Drivers

South Worcestershire Development Plan 2016 – Policy SWDP18

### When required

With all applications proposing the demolition of an existing dwelling in open countryside and its replacement with a new dwelling.

### What is required

The statement shall include evidence to show why accommodation needs cannot be met through the alteration, extension and/or refurbishment of the existing dwelling.

## **24. Retail and Centres Impact Assessment**

### Policy Drivers

South Worcestershire Development Plan 2016 – Policy SWDP10  
National Planning Policy Framework – para.90  
Planning Practice Guidance – (section on Ensuring the Vitality of Town Centres section)

### When required

Such assessments are required with any planning application proposing

- any development for main town centre use (see definition in NPPF) that is not in a centre identified under policy SWDP10; or
- any retail or leisure development with over 1,000 sq metres (net) of new floorspace and on sites outside the centres defined under SWDP Policy 10.

What is required

Such assessments will need to include evidence/information to show:-

- for all main town centre use development proposals, compliance with the sequential test as set out under para. 87 of the NPPF;
- the scale of development is appropriate to the location;
- for all retail or leisure development of over 1,000 sq metres, the impact of the development proposal on existing, committed and planned public and private investment in the centre(s) in the catchment of the proposal; and
- for all retail or leisure development of over 1,000 sq metres, the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made. For major schemes where the full impact will not be realised in five years, the impact should be assessed for up to ten years from the time the application is made. Further information and guidance on these assessments is included as part of the Planning Practice Guidance (see <http://planningguidance.communities.gov.uk/blog/guidance/ensuring-the-vitality-of-town-centres/ensuring-the-vitality-of-town-centres-guidance/>).

## 25. Rural Workers' Dwelling Justification

Policy Drivers

South Worcestershire Development Plan 2016– Policy SWDP19 and Annex G  
National Planning Policy Framework - para. 80

When required

Where an application is made for a dwelling in a rural location and justified by its association with an agricultural/forestry or other rural business need.

What is required

For a permanent dwelling, the document should include:-

- evidence of functional need for the proposed dwelling;
- information to demonstrate the associated enterprise is viable and clear prospects of doing so;
- evidence that any need for the dwelling can not be met by existing dwelling or re-use of existing building;
- evidence that the size of the dwelling is commensurate with functional requirements of the enterprise.

For a temporary dwelling on a new rural enterprise, the document should include evidence to show compliance with economic and functional tests (SWDP Annex G) and no appropriate accommodation available in nearby settlements.

NOTE: Applicants will be required to cover the fees associated with work being considered by independent consultants on behalf of the Council

## **26. Street-scene Elevations**

### Policy Drivers

South Worcestershire Development Plan 2016 – Policy SWDP21  
National Planning Policy Framework – Section 12 (Achieving well-designed places)  
Planning Practice Guidance – (Design section)

### When required

Street scene elevations will be required with detailed applications proposing:-

- major housing schemes;
- infill housing; and
- new housing or buildings of a similar scale or larger in sensitive locations such as Conservation Areas. .

### What is required

Drawings drawn to recognised scale (eg. 1:100 or 1:200) showing (where appropriate) existing street scene and street scene(s) as it would be as a result of the proposed development. New buildings should be shown in context with adjacent buildings (including property numbers where applicable). As well as scaled drawings, illustrations and diagrams can be provided to show the overall street environment – these are particularly useful when assessing detailed applications proposing new housing development, where no street currently exists.

## **27. Structural Survey**

### Policy Drivers

South Worcestershire Development Plan 2016 – Policy SWDP35  
National Planning Policy Framework – Section 16  
Planning Practice Guidance – (Advice on permitted development rights for change of use of agricultural buildings)

### When required

A structural survey is required with:-

- planning application/applications for listed building consent for works that include demolition of all or a significant part of a listed building; or
- planning applications proposing demolition of an unlisted building in a conservation area where the building is identified as locally important; or
- a planning application proposing the conversion of an existing rural building; or
- an application proposing the replacement of existing rural building with a new building, in order to help show the accommodation needs cannot be met through alterations, extension and/or refurbishment.

### What is required

For all applications, the survey document shall accurately describe the structural condition of the building to be demolished/converted. For applications proposing demolition of the building (be it listed, locally listed or building to be replaced) the survey shall set out an explanation as to why repairs works or alterations could not be carried out to address any structural problems. For applications seeking permission

for conversion of rural buildings a full schedule of works (with plans) will be required to clearly explain and illustrate the works required to carry out the proposed conversion.

## **28. Telecommunications Development – supplementary information**

### Policy Drivers

South Worcestershire Development Plan 2016 – Policy SWDP26  
National Planning Policy Framework – para. 117

### When required

All applications proposing telecommunications development, including applications for prior approval under part 24 of the Town and Country Planning (General Permitted Development) Order).

### What is required

In line with the policy drivers, planning applications should be accompanied by a range of supplementary information including:-

- outcome of consultations with organisations with an interest in the proposed development (see NPPF para. 117);
- for an addition to an existing mast or a base station or for a new mast or base station a statement that self-certifies that the cumulative exposure will not exceed International Commission on non-ionising radiation protection guidelines;
- for a new mast or base station, evidence that shows the possibility of erecting antennas on an existing building, mast or other structure. To support his evidence, details of the operational requirements of the telecommunications networks and the technical limitations of the technology should be provided.

## **29. Transport Assessment/Transport Statement and Travel Plans**

### Policy Drivers

South Worcestershire Development Plan – policies SWDP4, SWDP11and SWDP 21  
National Planning Policy Framework – para. 110 - 112  
Planning Practice Guidance – (section on Travel Plans, transport assessment and statement)  
Worcestershire Local Transport Plan 4

### When required

The Worcestershire Local Transport Plan 4 – Highway Design Guide sets out thresholds when Transport Assessments will normally be required. These are as follows:-

Land Use	Size	No Assessment Required	Transport Statement Required	Transport Assessment Required
B2- General Industrial	GFA*	< 2500 sqm	>2500 <4000 sqm	> 4000 sqm
B8- Storage or Distribution	GFA*	< 3000 sqm	>3000 <5000 sqm	>5000 sqm
C1- Hotels	Bedroom	< 75 bedrooms	>75 <100 bedrooms	>100 bedrooms
C2- Res. Institutions– Hospitals and Nursing Homes	Beds	< 30 beds	>30 <50 beds	>50 beds
C2- Res. Institutions– Residential Education	Student	< 50 students	>50 <150 students	>150 students
C2- Res. Institutions– Institutional Hostels	Resident	< 250 residents	>250 <400 residents	>400 residents
C3- Dwelling Houses	Dwelling	< 50 units	>50 <80 units	>80 units
E - Business	GFA*	< 1500 sqm	>1500 <2500 sqm	>2500 sqm
E - Food Retail	GFA*	< 250 sqm	>250 <800 sqm	>800 sqm
E- Non-Food Retail	GFA*	< 800 sqm	>800 <1500 sqm	>1500 sqm
E - Financial and Professional Services	GFA*	< 1000 sqm	>1000 <2500 sqm	>2500 sqm
E - Restaurants and Cafes	GFA*	< 300 sqm	>300 <2500 sqm	>2500 sqm
Sui Generis - Drinking Establishments	GFA*	< 300 sqm	>300 <600 sqm	>600 sqm
Sui Generis - Hot Food Takeaway	GFA*	< 250 sqm	>250 <500 sqm	>500 sqm
Non-Residential Institutions	GFA*	< 500 sqm	>500 <1000 sqm	>1000 sqm
Assembly and Leisure	GFA*	< 500 sqm	>500 <1500 sqm	>1500 sqm

\*GFA = Gross Floor Area

Applications for developments below these thresholds and that still have an impact on the local transport network will be required to provide a Transport Statement.

Also when considering whether an Assessment or Statement is required, the Council will have regard to the factors:-

- the scale of the proposed development and its potential for additional trip generation (smaller applications with limited impacts may not need a Transport Assessment or Statement);
- existing intensity of transport use and the availability of public transport;
- proximity to nearby environmental designations or sensitive areas ;
- impact on other priorities/ strategies (such as promoting walking and cycling);
- the cumulative impacts of multiple developments within a particular area; and
- whether there are particular types of impacts around which to focus the Transport Assessment or Statement (e.g. assessing traffic generated at peak times).

Travel plans are required to be provided with every Transport Assessment.

What is required

Requirements for Transport Assessments is available via the following:

[Travel Plans, Transport Assessments and Statements - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

### **30. Travel Plan**

#### Policy Drivers

South Worcestershire Development Plan 2016– Policy SWDP4  
National Planning Policy Framework - para.113  
Planning Policy Guidance – (section on Travel Plans)

#### When required

SWDP policy SWDP4 states that Travel Plans will be required for all major development – that is for planning applications proposing 10 or more dwellings or more than 1,000 sq metres of non residential building floorspace. A Travel Plan is also required with all Transport Assessments.

#### What is required

A travel plan should set out measures to reduce the demand for travel by private cars and stimulate cycling, walking and public transport use through agreed targets and monitoring arrangements. For town centre development applications, draft travel plans will need to show that the needs of alternative powered vehicles have been considered. Further advice is included on the following webpages:-

<http://planningguidance.communities.gov.uk/blog/guidance/travel-plans-transport-assessments-and-statements-in-decision-taking/travel-plans/>

### **31. Ventilation/Extraction Statement**

#### Policy Drivers

South Worcestershire Development Plan 2016– Policy SWDP31  
NPPF – 174, 187 and 188.

#### When required

A statement will be required with all applications for new restaurants, hot food takeaways and bars/pubs which sell hot food where they are proposed next to residential property. Residential property includes flats above neighbouring shops.

#### What is required

Statements should include details of measures for fume extraction, including the mechanical equipment proposed, the location of any external pipework or flues and the means by which a chimney would be capped to prevent ingress by rain.

### **32. Viability Assessment**

#### Policy Drivers

South Worcestershire Development Plan 2016 – Policies SWDP7, SWDP15 and SWDP62  
National Planning Policy Framework – para. 58  
Planning Practice Guidance – Section on viability assessment

#### When required

A viability assessment will be required with all planning application proposing:-

- housing where under SWDP policy 15 affordable housing or a contribution in lieu of on-site affordable housing is required and for viability reasons the level of affordable housing contribution in lieu of on-site provision is not being proposed; or
- any development that requires planning obligations, planning contributions or any feature under the terms of the SWDP policies, but where such obligations, contributions or features are not being proposed due to viability reasons.

What is required

Any viability assessment shall provide sufficient financial information to demonstrate why the proposed scheme is unable to support the affordable housing or infrastructure (or monies in lieu of). Any assessment should utilise the Homes and Communities Agency's Development Appraisal Tool or another suitable model as agreed with the Council. It should include an open book approach that covers the key factors of Gross Development Value, Costs, Land Value and Competitive return to developers and land owners (see <http://planningguidance.communities.gov.uk/blog/guidance/viability-guidance/viability-and-decision-taking/>).

It should include the following information:-

- a quantity surveyor's cost assessment;
- market evidence of sales rates and site values;
- a development and sales programme (if relevant)
- details of any exceptional development costs.

NOTE: Applicants will be required to cover the fees associated with work being considered by independent consultants on behalf of the Council

### **33. Water Management Statement**

Policy Drivers

South Worcestershire Development Plan 2016– Policies SWDP29 and SWDP30  
Planning Practice Guidance – Section on reducing the causes and impacts of flooding

When required

For all applications that result in waste or surface water to be drained.

What is required

The level of information required will depend upon the development proposed. However the Statement should demonstrate that site drainage and runoff will be managed in a sustainable and co-ordinated way that mimics natural drainage network. Also information should be provided on how drainage system will protect water quality and secure long term maintenance of drainage schemes (see SWDP policy SWDP29). For housing proposals further information should be provided in water consumption to demonstrate compliance with policy SWDP30.

### **34. Health Impact Assessment (HIA) and Health Impact Assessment Screening**

Policy Drivers

When required

An HIA is required for :

- Residential development and mixed-use sites of 25 dwellings or more (gross)
- Employment sites of 5ha or more (Gross Internal Area)
- Retail developments of 500 sq metres or more (Gross Internal Area)
- Other relevant proposals as requested by the local planning authority

HIA screening should be considered for proposals for or changes of use to:

- Restaurants and cafes
- Drinking Establishments
- Hot food takeaways
- Betting shops and pay-day loan shops
- Leisure, residential and non-residential institutions
- Other relevant proposals as requested by the local planning authority

The screening process will identify whether the proposal requires an HIA.

What is required

Health Impact Assessment (HIA) ensures that the effects of development on both health and health inequalities are considered and addressed during the planning process. HIAs are undertaken to predict the health implications on a population of implementing a plan, policy, programme or project, aiding the decision-making process. HIA should aim to enhance the positive aspects of a proposal through assessment, while avoiding or minimising any negative impacts, with particular emphasis on disadvantaged sections of communities that might be affected.

Not all proposals will necessitate HIA; the HIA screening process will determine whether a HIA is needed for the particular scheme

See: [Planning for Health SPD - South Worcestershire Development Plan \(swdevelopmentplan.org\)](http://swdevelopmentplan.org)

### **35. Community Infrastructure Levy (CIL) – Assumption of Liability Form**

Policy Drivers

South Worcestershire Development Plan 2016  
CIL Charging Schedule  
National Planning Policy Framework  
Planning Practice Guidance

When required

For all applications that are CIL liable – see CIL Charging Schedule at :

[CIL Charging Structure 2017 and Reg 123 Final Verison - MHDC.pdf \(malvernhillsgov.uk\)](http://malvernhillsgov.uk)



[https://www.wychavon.gov.uk/component/fileman/file/Documents/Planning/Planning Policy Monitoring/AdoptedCILCSApril2017.pdf?routed=1&container=fileman-files](https://www.wychavon.gov.uk/component/fileman/file/Documents/Planning/Planning%20Policy%20Monitoring/AdoptedCILCSApril2017.pdf?routed=1&container=fileman-files)

What is required

To complete the CIL Assumption of Liability form – [https://ecab.planningportal.co.uk/uploads/1app/forms/form\\_1\\_assumption\\_of\\_liability.pdf](https://ecab.planningportal.co.uk/uploads/1app/forms/form_1_assumption_of_liability.pdf)

CIL is charged in £ per square metre. The floor area on which CIL is payable is calculated by measuring the gross internal area (or GIA) of a new development. All new build areas, including garages, are included. The amount of CIL liable is also dependent on where the development is located within the District, the type of use proposed, the amount of floorspace that is being created and the amount that is being lost i.e. through demolition. The CIL Liability Form will inform what CIL is required for a development propo

**TABLE 1**  
**Local Requirement for Protected Species:**

**Criteria and Indicative Thresholds (Trigger List) for when a Survey and Assessment is required<sup>1</sup>**

Column 1	Species Likely To Be Affected And For Which A Survey May Be Required									
	Bats	Barn Owls	Breeding Birds	Great Crested Nets	Otters	Dormouse	Water Vole	Badger	Reptiles	Invertebrates
<p><b>Proposals for Development That Will Trigger a Protected/Priority Species Survey and Assessment</b></p>										
<p>Proposed development which includes the modification, conversion, demolition or removal of buildings and structures (especially roof voids) involving the following:</p> <ul style="list-style-type: none"> <li>▪ all agricultural buildings (e.g. farmhouses and barns) particularly of traditional brick or stone construction and/or with exposed wooden beams greater than 20cm thick;</li> <li>▪ all buildings with weather boarding and/or hanging tiles that are within 200m of woodland and/or water, are close to lines of trees and/or a network of hedges;</li> <li>▪ pre-1960 detached buildings and structures within 200m of woodland and/or water;</li> <li>▪ pre-1914 buildings within 400m of woodland and/or water;</li> <li>▪ pre-1914 buildings with gable ends or slate roofs, regardless of location;</li> <li>▪ all caves, tunnels, kilns, ice-houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and structures;</li> <li>▪ all bridge structures, aqueducts and viaducts (especially over water and wet ground).</li> </ul>	•	•	•							
<p>Proposals involving lighting of churches and listed buildings. Flood lighting of green space within 50m of woodland, water, field hedgerows or lines of trees with obvious connectivity to woodland or water.</p>	•	•	•							
<p>Proposals affecting woodland, or field hedgerows and/or lines of trees with obvious connectivity to woodland or water bodies.</p>	•		•	•		•		•		

<sup>1</sup> Based on “Local Requirements for Biodiversity: Validation Checklists”, ALGE (Association of Local Government Ecologists), June 2007

Column 1	Species Likely To Be Affected And For Which A Survey May Be Required									
	Bats	Barn Owls	Breeding Birds	Great Crested Nets	Otters	Dormouse	Water Vole	Badger	Reptiles	Invertebrates
<p><b>Proposals for Development That Will Trigger a Protected/Priority Species Survey and Assessment</b></p> <p>Proposed tree work (felling or lopping) and/or development affecting:</p> <ul style="list-style-type: none"> <li>▪ mature and veteran trees that are older than 100 years;</li> <li>▪ trees with obvious holes, cracks or cavities,</li> <li>▪ trees with a girth greater than 1m at chest height;</li> </ul>	• • •		• • •							
Proposals affecting gravel pits, quarries and natural cliff faces and rock outcrops with crevices, caves or other fissures.	•		•						•	
Where there are no existing great crested newt records: ponds within 500 m of Major proposals; ponds within 250 m of or Minor proposals; Where there are local records and no barriers to movement: all ponds within 500 m of all proposal sites. (Note: A major proposals is one that is more than 10 dwellings or more than 0.5 hectares or for non-residential development is more than 1000m <sup>2</sup> floor area or more than 1 hectare)				•						
Proposals affecting or within 50 m of rivers, streams, canals, lakes, reedbeds or other aquatic habitats.	•		•	•	•		•		•	•
Proposals affecting 'derelict' land (brownfield sites), allotments, mature gardens and railway land.			•	•				•	•	•
Proposals affecting traditional orchards and mature gardens.	•	•	•	•				•	•	•
Proposed development affecting any buildings, structures, feature or locations where <u>protected or priority species</u> are known to be present. *	As records indicate									
* Confirmed as present by either a data search (e.g. via the Worcestershire Biological Records Centre) or as notified to the developer by the local planning authority, and/or by Natural England, the Environment Agency or other nature conservation organisation.										

**N.B.: Whilst carrying out a protected species survey please take note of the site's potential to support other protected or priority species and extend the survey accordingly if possible.**

***Exceptions for When a Full Species Survey and Assessment may not be required:***

- a. Following consultation by the applicant at the pre-application stage, the LPA has stated in writing that no protected species surveys and assessments are required.
- b. If it is clear that no protected species are present, despite the guidance in the above table indicating that they are likely, the applicant should provide evidence with the planning application to demonstrate that such species are absent (e.g. this might be in the form of a letter or brief report from a suitably qualified and experienced person, or a relevant local nature conservation organisation).
- c. If it is clear that the development proposal will not affect any protected species present, then only limited information needs to be submitted. This information should, however, (i) demonstrate that there will be no significant affect on any protected species present and (ii) include a statement acknowledging that the applicant is aware that it is a criminal offence to disturb or harm protected species should they subsequently be found or disturbed.

In some situations, it may be appropriate for an applicant to provide a protected species survey and report for only one or a few of the species shown in the Table above e.g. those that are likely to be affected by a particular activity. Applicants should make clear which species are included in the report and which are not because exceptions apply.