

## APPENDIX A - List of Local Validation Requirements 2013

INFORMATION ITEM	POLICY DRIVER	TYPES OF APPLICATIONS AND GEOGRAPHIC LOCATION(S) THAT REQUIRE THIS INFORMATION	WHAT INFORMATION IS REQUIRED	WHERE TO LOOK FOR FURTHER ASSISTANCE
1 Affordable Housing Statement	<p>NPPF - paragraphs 47, 50, 54, 89, 159, 173, 174 and 177. To view click <a href="#">here</a></p> <p>CSS Policy CSP6. To view click <a href="#">here</a></p> <p>LP Policy H12. To view click <a href="#">here</a></p>	<p>Urban area - developments of 15 or more dwellings as designated in the CSS.</p> <p>Rural area – developments of five dwellings or more as designated in the CSS.</p> <p>To view interactive proposals map for the above click <a href="#">here</a></p> <p>Where the proposal is for affordable housing on a “rural exceptions site.”</p>	<ul style="list-style-type: none"> <li>• Details of the numbers of residential units;</li> <li>• the mix of units with nos. of habitable rooms and/or bedrooms;</li> <li>• floor space of habitable areas;</li> <li>• if different levels or types of affordability or tenure are proposed for different units this should be fully explained;</li> <li>• details of any RSL acting as partners in the development</li> </ul>	<p>Affordable Housing SPD. To view click <a href="#">here</a></p>
2. Agricultural Land Quality Assessment	<p>NPPF - paragraph 112. To view click <a href="#">here</a></p>	<p>Development involving agricultural land of Grades 1, 2 or 3a.</p>	<p>The Assessment should consider the following issues:-</p> <ul style="list-style-type: none"> <li>• The degree to which soils are going to be disturbed/harmed as part of this development and whether ‘best and most versatile’ agricultural land is involved.</li> </ul> <p>This may require a detailed survey if one is not already available. For further information on the availability of existing agricultural land classification (ALC) information see <a href="http://www.magic.gov.uk">www.magic.gov.uk</a>. Natural England Technical Information Note 049 - <i>Agricultural Land Classification: protecting the best and most versatile</i></p>	

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			<p><i>agricultural land</i> also contains useful background information.</p> <ul style="list-style-type: none"> <li>• If required, an agricultural land classification and soil survey of the land should be undertaken. This should normally be at a detailed level, e.g. one auger boring per hectare, (or more detailed for a small site) supported by pits dug in each main soil type to confirm the physical characteristics of the full depth of the soil resource, i.e. 1.2 metres.</li> <li>• The Environmental Statement should provided details of how any adverse impacts on soils can be minimised. Further guidance is contained in the <i>Defra Construction Code of Practice for the Sustainable Use of Soil on Development Sites</i>.</li> </ul>	
3 Air Quality Assessment	<p>NPPF – paragraphs 109, 120 and 124. To view click <a href="#">here</a></p> <p>CSS Policy SP1, SP3 and CSP1. To view click <a href="#">here</a></p>	<p>There are three types of development of relevance:</p> <ul style="list-style-type: none"> <li>- major development that may its own bring about on new or increased air quality problems;</li> <li>- specific types of development where impact should be understood in case they bring about an air quality problem; and</li> <li>- small to medium sized development proposed for an area already with an existing air quality problem.</li> </ul>	<p>A demonstration of the likely changes in air quality or exposure to air pollutants, as a result of a proposed development (including preparation, construction, and demolition phase). Where possible these changes will be quantified, although in some instances a qualitative assessment may be sufficient (in consultation with the Environmental Protection team).</p> <p>Ultimately the planning authority has to use this information to decide the “significance” of the air quality impacts,</p>	<p>The Newcastle Under Lyme Air Quality Management areas, Action Plan and AQS. (To be added when confirmed)</p> <p>IAQM construction dust guidance (and mitigation guidance) – To view click <a href="#">here</a>.</p> <p>Chimney Height Approval Form. To view click <a href="#">here</a></p>

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3 Air Quality Assessment (continued)		<p>These three types are described below.</p> <p>All planning applications which involve development <b>within the Borough</b> (should provide the relevant information by way of an Air Quality assessment):</p> <ul style="list-style-type: none"> <li>• Large residential development. (&gt;100 dwellings or 10K square metres floor space)</li> <li>• Major commercial development (e.g. superstore, commercial development).</li> <li>• Industrial development requiring PPC registration.</li> <li>• Schools and hospitals.</li> </ul> <p>The following types of planning applications also require an assessment of air quality, following consultation with the Environmental Protection team:</p> <ul style="list-style-type: none"> <li>• Proposals that include biomass boilers or CHP plant (there is no established criterion for the size of plant that might require assessment. Reference should be made to the Environmental Protection UK's guidance on biomass);</li> <li>• Smaller industrial process (those falling under PCC registration thresholds);</li> <li>• Proposals that include quarrying/extraction of minerals or landfill;</li> </ul> <p>In addition, if the following planning</p>	<p>including cumulative impacts in the locality, and thereby the priority given to air quality concerns in determining the application. The assessment therefore needs to provide sufficient information to allow this decision to be made.</p> <p>The proposed assessment methodology should be agreed with the LPA. If a quantitative approach is taken then this will be either a screening or detailed assessment. The basis of the assessment should be to compare the air quality following completion of the development with that expected at that time without the development.</p> <p>Applications within the AQMA will need to consider air quality, both in terms of any increase in levels and in terms of the effect of the existing levels of air quality on the residents or users of the development itself.</p> <p>A development, particularly one within the AQMA, could be designed to mitigate the impact on, and from, air quality.</p>	<p>Planning Circular 15/97: Air Quality. To access click <a href="#">here</a></p> <p>Development Control: Planning for Air Quality (2010 update).</p> <p>Environment Act 1995. To access click <a href="#">here</a></p> <p>The Air Quality Strategy 2007. To view click <a href="#">here</a></p>

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3 Air Quality Assessment (continued)		application is <b>within</b> an Air Quality Management Area the following developments <b>also</b> require an air quality assessment: <ul style="list-style-type: none"> <li>• Small and medium sized residential development (1-99 dwellings and 0 - 10K square metres floor space);</li> <li>• Schools, hospitals and care homes.</li> </ul>		
4 Biodiversity survey and report	NPPF – paragraphs 109, 117, 118, 119 and 192. To view click <a href="#">here</a>  LP Policies N2, N3 & N4. To view click <a href="#">here</a>	If the application includes the modification, conversion, demolition of buildings and structures (especially roof voids) involving the following: <ul style="list-style-type: none"> <li>• All agricultural buildings particularly of traditional timber framed building (e.g. barn) or traditional farm building.</li> <li>• All buildings with weather boarding, hanging tiles or soffit boxes that are within 200m of woodland and/or water, are close to lines of trees and/or a network of hedges; or to mature gardens, parks, cemeteries or other urban open space.</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, mines, kilns, ice-houses, adits, military fortifications, air</li> </ul>	Where survey information is required, the application should be accompanied by: <ul style="list-style-type: none"> <li>• An initial ecological assessment of the site</li> <li>• Full ecological report including likely impact of the proposal and mitigation measures, if required as a result of the initial assessment.</li> </ul> Reports should include reference to international statutory sites subject to The Habitats Regulations (ie Special Protection Areas (SPAs), Special Area of Conservation (SACs) and Ramsar sites; Sites of Special Scientific Interest (SSSIs) and National Nature Reserves (NNRs); Local Nature Reserves (LNRs) and local wildlife sites; and Regionally Important Geological Sites (RIGS); legally protected species; biodiversity habitats and species; geological and geomorphological features.	The Wildlife and Countryside Act 1981 (as amended)  The Conservation (Natural Habitats etc) Regulations 1994  The Protection of Badgers Act 1992  To access the above legislation click <a href="#">here</a>  Circular 06/2005 The Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system. To view click <a href="#">here</a>  Planning for Biodiversity and Geological Conservation: A Guide to

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4 Biodiversity survey and report (continued)		<p>raid shelters, cellars and similar underground ducts and structures;</p> <ul style="list-style-type: none"> <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> <p>Proposals 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> <p>Proposals affecting quarries and natural cliff faces and rock outcrops with crevices, caves or other fissures.</p> <p>Proposed development affecting any buildings, structures, feature or locations where protected or priority species are known or strongly suspected to be present</p>	<p>If a development is likely to have an impact on an internationally or nationally designated area (Natura 2000 site, Site of Special Scientific Interest) the application should be supported by a report identifying the interest features of the site that may be affected. A full assessment of the likely effects of the development, and avoidance and or mitigation measures if applicable should be included. It is advisable for applicants to seek advice on the scope of the assessment from Natural England prior to the submission of the application in these circumstances.</p> <p>Assessment/survey information will normally be required on developments that are likely to affect protected species, locally designated sites and priority habitats.</p> <p>All surveys should be carried out at an appropriate time of year, employ methods that are suited to the local circumstances and be compliant with published guidance and best practice. It is essential this work is undertaken by a reputable, experienced and suitably licensed ecological consultant. Surveys should aim to identify the following information:</p> <ul style="list-style-type: none"> <li>Description of the proposal – details of the type, scale, location, timing and methodology of the proposed works,</li> </ul>	<p>Good Practice. To view click <a href="#">here</a></p> <p>The Conservation of Habitats and Species Regulations 2010. To view click <a href="#">here</a></p> <p>The UK Biodiversity Action Plan. To view click <a href="#">here</a></p> <p>The Staffordshire Biodiversity Action Plan. To view click <a href="#">here</a></p> <p>Guidance on Survey Methodology published by the Institute of Ecology and Environmental Management. To view click <a href="#">here</a></p> <p><i>Bat surveys – Good Practice Guidelines</i> Bat Conservation Trust 2007. To view click <a href="#">here</a></p> <p>Natural England's <i>Experience in Bat Mitigation: Guidance for Ecologists (2013)</i>. To view click <a href="#">here</a></p>

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4 Biodiversity survey and report (continued)		<p>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)</p> <p>Proposals affecting or within 50 m of rivers, streams, canals, lakes, swamps, reedbeds or other aquatic habitats.</p> <p>Proposals affecting 'derelict' land (brownfield sites), allotments, mature gardens and railway land including bare ground that may support ground-nesting birds or invertebrates.</p> <p>Proposals affecting arable, pasture, semi-natural habitats and uncultivated land.</p> <p>Proposals for wind turbines/farms.</p> <p>Proposals involving previously undeveloped, or long abandoned sites of over ¼ hectares and sites within designated areas (such as Sites of Biological Importance).</p>	<p>including relevant plans, diagrams and schedules;</p> <ul style="list-style-type: none"> <li>• Surveys – thorough and robust survey of the development site and any other areas likely to be affected by the proposals;</li> <li>• Impact assessment – clear assessment of the likely impacts of the proposal;</li> <li>• Mitigation strategy – to clarify how the likely impact will be addressed. This should be proportionate to perceived impacts and must include clear site-specific prescriptions rather than vague, general or indicative possibilities and be feasible and deliverable.</li> </ul> <p>Biodiversity Opportunity Mapping is encouraged to inform landscape-scale assessment and planning for ecological connectivity.</p> <p>For the Staffordshire Ecological Record click <a href="#">here</a></p>	<p>Natural England's Bat Mitigation Guidelines 2006. To view click <a href="#">here</a></p> <p>Natural England's <i>Great crested newt mitigation guidelines</i> 2001. To view click <a href="#">here</a></p> <p>Natural England's guidance on wind turbine/farms. To view click <a href="#">here</a></p>

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5 Coal Mining Risk Assessment	NPPF – paragraphs 120 and 121. To view click <a href="#">here</a>	All applications (excluding householder) which fall within Coal Mining Referral Areas as defined by The Coal Authority and held by the Local Planning Authority	<p>A Coal Mining Risk Assessment (CMRA) should be prepared by a suitably qualified and competent person (see PPG14 for definition). It should contain:</p> <ul style="list-style-type: none"> <li>• Site specific coal mining information including past/present/future underground mining, shallow coal workings, mine entries (shafts or adits), mine gas, within an area which has a current license to extract coal, geological features, any recorded surface hazards, or within a former or present surface mining [old opencast] area.</li> <li>• Identify what risks these coal mining issues, including cumulative effects, pose to the proposed development.</li> <li>• Identify how coal mining issues have influenced the proposed development and whether any other mitigation measures are required to manage those issues and/or whether any changes have been incorporated into the development.</li> <li>• Any development that involves intrusive activities which intersect, disturb or enter any coal seams, coal mine workings or mine entries will require the prior written permission of The Coal Authority.</li> </ul>	<p>The Coal Authority website:-  <a href="http://www.coal.gov.uk/services/planning">www.coal.gov.uk/services/planning</a></p> <p>The Coal Authority Planning and Local Authority Liaison Department can be contacted by:  Telephone: 01623 637119 (direct)  Email: <a href="mailto:planningconsultation@coal.gov.uk">planningconsultation@coal.gov.uk</a></p>

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6. Design Review	NPPF paragraphs 14, 56, 57, and 63-66. To view click <a href="#">here</a>	<p>All major applications</p> <p>Development significantly affecting Newcastle Town Centre</p> <p>Development in a historically or environmentally sensitive area</p> <p>Development with special architectural or environmental qualities.</p>	Full response of an independent design review panel and any further review that has been undertaken. A written statement setting out how the comments received during the design review process have been addressed within the submitted planning application..	<p>Newcastle-under-Lyme Local Plan 2011 and Stoke-on-Trent Urban Design Guidance SPD. To view click <a href="#">here</a></p> <p>Design Council Document, Design Review – Principles and Practice (2013). To view click <a href="#">here</a></p>
7 Flood Risk Assessment and Sustainable Drainage	<p>NPPF – paragraphs 99-104 and 192. To view click <a href="#">here</a></p> <p>CSS Policy CSP3. To view click <a href="#">here</a></p>	<p>a) Flood Risk Assessment Planning applications on sites of 1 hectare or more in Flood Zone 1 and all proposals for new developments located in Flood Zones 2 and 3.</p> <p>b) Sustainable Drainage All Major applications (10 or more dwellings or 1000 sq.m. or more of new floorspace)</p>	<p>a) A Flood Risk Assessment must demonstrate:</p> <ul style="list-style-type: none"> <li>• whether any proposed development is likely to be affected by current or future flooding from any source;</li> <li>• that the development is safe and where possible reduces flood risk overall;</li> <li>• whether it will increase flood risk elsewhere; and</li> <li>• the measures proposed to deal with these effects and risks.</li> <li>• designs which reduce flood risk to the development and elsewhere, by incorporating sustainable drainage systems and where necessary, flood resilience measures; and identifying opportunities to reduce flood risk, enhance biodiversity and amenity, protect the historic environment and seek collective solutions to managing flood risk.</li> </ul>	<p>PPS25: Practice Guide (December 2009). To view click <a href="#">here</a></p> <p>The Environment Agency's Flood Maps can be viewed by clicking <a href="#">here</a></p> <p>The Environment Agency's new development and flood risk standing advice. To view click <a href="#">here</a></p>



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7 Flood Risk Assessment and Sustainable Drainage (continued)			<ul style="list-style-type: none"> <li>• Sequential and Exception tests may be required for all development in Flood Zones 2 and 3 other than changes of use.</li> </ul> <p>b) Details must also accompany all Major planning applications setting out how Sustainable Urban Drainage Systems (SUDS) are proposed to be incorporated in the scheme and should clearly demonstrate that the scheme is consistent with the relevant planning policies; in addition to details of how the SUDS will be maintained and protected in the long term.</p> <p>The eleven minimum requirements for the content of a FRA are set out in Annex E to PPS25 (at paragraph E3).</p>	
8 Heritage Asset Statement	<p>NPPF – paragraphs 128-141. To view click <a href="#">here</a></p> <p>CSS Strategic Aim 13 &amp; Policy CSP2. To view click <a href="#">here</a></p> <p>LP Policies B2, B3, B4, B5, B6,</p>	<p>All development affecting heritage assets which includes;</p> <ul style="list-style-type: none"> <li>• proposals in or adjacent to a designated Conservation Area.</li> <li>• proposals directly or indirectly affecting a statutorily Listed Building (Grade I, II* or II).</li> <li>• directly or indirectly affecting an archaeological asset or scheduled ancient monument.</li> <li>• proposals affecting historic parks and gardens.</li> <li>• proposals affecting buildings/structures</li> </ul>	<p>The statement should provide/evaluate the following:-</p> <ul style="list-style-type: none"> <li>• A description of the significance of the heritage asset/s affected and the contribution of its setting to the significance.</li> <li>• The statutory list description or historic environment record.</li> <li>• How the proposal contributes positively to the special interest, character and appearance of the heritage asset.</li> <li>• Impact of the loss or alteration of property or feature e.g. wall, which</li> </ul>	<p>PPS5 – Historic Environment Planning Practice Guide (March 2010). To view click <a href="#">here</a></p> <p>Conservation Area boundaries and completed Conservation Area Appraisals and Management Plans. To view click <a href="#">here</a></p> <p>Listed Buildings in</p>

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8 Heritage Asset Statement (continued)	B7, B9, B10, B11, B12, B13 & B14 To view click <a href="#">here</a>	identified on the register of locally important buildings and structures.	<p>makes a positive contribution to the special interest, character and appearance of the heritage asset.</p> <ul style="list-style-type: none"> <li>• Impact of any proposed new buildings on the special interest, character and appearance of the heritage asset.</li> <li>• Justification for demolition of all or part of the historic asset.</li> <li>• Justification for the scale, massing, siting, layout, design and choice of materials, and impact of these on the special interest, character and appearance of the heritage asset.</li> <li>• Justification for the proposed use and impact on the special interest, character and appearance of the heritage asset in terms of anticipated levels of traffic, parking and other activity that would result.</li> <li>• A schedule of works for new or restored features of architectural and historic importance.</li> <li>• Mitigation for loss of all or part of a historic asset such as preservation by record or relocation elsewhere.</li> </ul> <p>Where the development may affect archaeological remains as a minimum a desk based assessment should be provided summarising the following;</p> <ul style="list-style-type: none"> <li>• Justification for development affecting a Scheduled Ancient Monument or other archaeological remains of potential national importance.</li> </ul>	<p>Newcastle. To view click <a href="#">here</a></p> <p>List of scheduled ancient monuments. To view click <a href="#">here</a></p> <p>Register of Locally Important Buildings and Structures in Newcastle under Lyme. To view click <a href="#">here</a></p>

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8 Heritage Asset Statement (continued)			<ul style="list-style-type: none"> <li>• The historic development of the site and surrounding area.</li> <li>• The nature and extent of the above- and below-ground remains known/ likely to be present.</li> <li>• The impact that the proposed development is likely to have on surviving assets.</li> </ul> <p>In some cases the developer may need to submit a proposed written scheme of investigation (see paragraphs 130-138 of PPS5 – Historic Environment Planning Practice Guide).</p> <p>Where a Character Appraisal or Conservation Area Document has been prepared for the Conservation Area, applicants will be expected to have regard to this when evaluating the impact of a proposal on the area.</p> <p>The above information can be included within the design and access statement when this is required.</p>	
9 Land Contamination Assessment – Preliminary Risk Assessment	<p>NPPF – paragraphs 109 and 120-122. To view click <a href="#">here</a></p> <p>LP Policies E4, E5, E11, and H9. To view click</p>	<p>All applications (excluding householder developments) where land contamination can reasonably be expected to be found on or adjacent to the development site (e.g. activities for which DOE industry profiles have been developed, active or closed landfill sites within 250 metres of the development site, coal seams under</p>	<p>Where contamination is known or suspected to be present, or the proposed development is particularly sensitive, the applicant should provide sufficient information to determine whether the proposed development can proceed.</p> <p>The minimum requirement to enable</p>	<p>The Environment Agency’s guidance on land contamination. To view click <a href="#">here</a></p> <p>DoE Industry Profiles. To view click <a href="#">here</a></p>

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<p>9 Land Contamination Assessment – Preliminary Risk Assessment (continued).</p>	<p><a href="#">here</a></p>	<p>the development site, areas of infilled land, petrol stations, industrial land, waste sites, transport depots and yards, cleared sites, agricultural to residential conversions).</p> <p>Contact the Environmental Health Division for further advice.</p>	<p>validation of a planning application is a land contamination assessment that includes:</p> <ul style="list-style-type: none"> <li>➤ A desk study</li> <li>➤ A site reconnaissance (walk over)</li> <li>➤ A preliminary risk assessment that identifies the sources, pathways and receptors, including a conceptual site model.</li> </ul> <p>Where the land contamination assessment identifies the potential for contamination to be present, a site investigation may be required to confirm the site conditions.</p> <p>Where contamination poses an unacceptable risk, developers will need to demonstrate that those risks will be successfully addressed via remediation.</p> <p>Remediation works will require verification to confirm their success.</p>	<p>BS 10175:2011 Investigation of potentially contaminated sites. Code of practice. To view click <a href="#">here</a></p> <p>A Guide for the Redevelopment of Land Affected by Contamination in Staffordshire. To view click <a href="#">here</a></p> <p>Newcastle Borough Council's Contaminated Land Strategy. To view click <a href="#">here</a></p> <p>Newcastle Borough Council's contaminated land web pages. To view click <a href="#">here</a></p>
<p>10 Landscape/ Visual Impact Assessment</p>	<p>NPPF – paragraphs 58, 59 and 109 To view click <a href="#">here</a></p> <p>CSS Strategic Aim 13 &amp; Policies ASP6, CSP1 &amp;</p>	<p>Applications involving Major development in the rural area.</p> <p>To view interactive proposals map click <a href="#">here</a></p>	<p>Having regard to the 'Planning for Landscape Change', the following should be provided:</p> <ul style="list-style-type: none"> <li>• an analysis of the existing landscape form and features, including the wider setting as appropriate.</li> <li>• a description of how the proposal will pay due regard to and integrate with</li> </ul>	<p>Planning for Landscape Change SPG. To view click <a href="#">here</a></p> <p>Newcastle-under-Lyme Local Plan 2011 and Stoke-on-Trent Urban Design Guidance SPD. To view</p>

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10 Landscape/ Visual Impact Assessment (continued).	<p>CSP4. To view click <a href="#">here</a></p> <p>LP Policies N14, N16, N17, N18, N19, N20, N21&amp; N22. To view click <a href="#">here</a></p>		<p>the existing landscape.</p> <ul style="list-style-type: none"> <li>• A description of landscape improvement measures associated with the development.</li> <li>• drawings showing as appropriate, contours, spot heights and sections, vegetation cover and other features.</li> <li>• photos together with a plan showing locations and directions taken from.</li> </ul> <p>Assessments should be based on good practice guidelines</p>	<p>click <a href="#">here</a></p> <p>Best practice. To view click <a href="#">here</a></p> <p>Landscape Institute and Institute of Environmental Management and Assessment (2002, 2<sup>nd</sup> Edition): Guidelines for Landscape and Visual Impact Assessment 0 Guidance for England and Scotland.</p>
11 Landscape Master Plan	<p>NPPF – paragraphs 58 and 59 To view click <a href="#">here</a></p> <p>CSS Strategic Aim 13 &amp; Policies ASP6, CSP1 &amp; CSP4. To view click <a href="#">here</a></p> <p>LP Policies N14, N16, N17, N18, N19, N20, N21&amp; N22. To view click <a href="#">here</a></p>	<p>Applications involving Major development.</p> <p>Applications (other than for householder development) in or adjacent to the Green Heritage Network and in the rural area. To view interactive proposals map click <a href="#">here</a></p>	<p>Development proposals meeting the criteria in the previous column will be required to be supported by a Landscape Masterplan which must be fully integrated with proposals for ecological enhancement.</p> <p>Schemes should include landscaping zones and schedule of likely species and proposals for the long term management and maintenance of such areas. Where contamination is found developers will need to demonstrate in the Land Contamination Assessment that unacceptable risk from it will be successfully addressed through remediation without undue environmental impact during and following development.</p>	<p>Planning for Landscape Change SPG. To view click <a href="#">here</a></p> <p>Newcastle-under-Lyme Local Plan 2011 and Stoke-on-Trent Urban Design Guidance SPD. To view click <a href="#">here</a></p>

INFORMATION ITEM	POLICY DRIVER	TYPES OF APPLICATIONS AND GEOGRAPHIC LOCATION(S) THAT REQUIRE THIS INFORMATION	WHAT INFORMATION IS REQUIRED	WHERE TO LOOK FOR FURTHER ASSISTANCE
12 Noise and Vibration Assessment	<p>NPPF – paragraph 123. To view click <a href="#">here</a></p> <p>CSS Policy SP3. To view click <a href="#">here</a></p>	<p>All applications involving wind turbines.</p> <p>All applications likely to have an impact on noise and/or vibration-sensitive development(s),</p> <p>All applications likely to have an impact on noise and/or vibration-sensitive locations.</p> <p>All applications that introduce or expose noise and/or vibration-sensitive development(s) into areas and locations where noise and/or vibration is likely to have an adverse impact.</p>	<p>Applicants are advised to seek specialist expertise and to discuss their proposals in the first instance with the Borough Council’s Environmental Health Division on 01782 742571 at an early stage in the design and planning process to establish whether a Noise and Vibration Appraisal is required to be submitted alongside the planning application.</p> <p>Guidance, procedures, recommendations and information to assist in the completion of a suitable noise and/or vibration survey and assessment may be found in the policies and guidance set out in the adjacent column. Additional technical information in support of proposed noise surveys will be available from the Environmental Health Division.</p> <p>Change of use applications which propose noise sensitive uses adjacent to sources of noise or for uses that would in themselves be a noise source adjacent to noise sensitive uses such as houses, hospitals and schools should include sound insulation and associated ventilation arrangements/measures in a supporting statement.</p>	<p>Noise Policy Statement for England (March 2010). To view click <a href="#">here</a></p> <p>WHO ‘Guidelines for Community Noise Exposure (For external recreational areas and night time LAMax levels). To view click <a href="#">here</a></p> <p>BS 4142: 1997 “Method for Rating Industrial Noise Affecting Mixed Residential and Industrial Areas.” To view click <a href="#">here</a></p> <p>BS8233: 1999 Sound Insulation and Noise Reduction for Buildings: Code of Practice. To view click <a href="#">here</a></p> <p>BS5228 – 1:2009 – Noise and vibration control on construction and open sites. Noise. To view click <a href="#">here</a></p> <p>BS5228-2:2009 Noise and vibration control on construction and open sites. Vibration. To view</p>

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12 Noise and Vibration Assessment (continued).				click <a href="#">here</a>  BS6472-1:2008 Guide to the evaluation of human exposure to vibration in buildings. Vibration sources other than blasting. To view click <a href="#">here</a>
13 Open Space Assessment	<p>NPPF – paragraphs 73, 74 and 77. To view click <a href="#">here</a></p> <p>CS Policy CSP5. To view click <a href="#">here</a></p> <p>LP Policy C4. To view click <a href="#">here</a></p>	<p>Any development affecting existing areas of open space, sport/recreational facilities.</p> <p>Any development involving 10 or more dwellings.</p>	<p>If the development affects existing areas of open space or sport/recreational facilities and the Council has not got a robust and up-to-date assessment it must be demonstrated through an independent assessment that the land or buildings are surplus to local requirements.</p> <p>Plans must be provided showing any areas of existing or proposed open space within or adjoining the application site and any access links, equipment, facilities, landscaping to be provided on open space areas.</p> <p>Where open space facilities are proposed to be provided on-site or in-kind you must define them in the application and provide a statement to accompany the planning application setting out:</p> <ul style="list-style-type: none"> <li>• A maintenance specification for the works</li> <li>• how the facility will be initially installed and subsequently maintained to the</li> </ul>	<p>Assessing Needs and Opportunities: A Companion Guide to PPG17. To view click <a href="#">here</a></p> <p>Sport England’s “Active Places” and “Active Places Power”. To access click <a href="#">here</a></p> <p>North Staffordshire Green Space Audit and Green Space Strategy To view the above click <a href="#">here</a></p>

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13 Open Space Assessment (continued)			<p>submitted specification for at least 10 years</p> <p>Where open space facilities cannot be provided entirely on-site or can only be provided on-site in part, you will be expected to make a financial contribution through a Planning Obligation.</p>	
14 Parking Provision Details	<p>NPPF – paragraphs 32, 35, 39 and 40. To view click <a href="#">here</a></p> <p>LP Policies H4 &amp; T16. To view click <a href="#">here</a></p>	<p>On outline applications where layout is not reserved for subsequent approval.</p> <p>All other applications involving parking provision.</p>	<p>For outline applications when providing the mandatorily required information on use, the area or zone within the site that is to be used for parking is to be identified and the level of parking provision shall be specified.</p> <p>In all other cases details of the parking layout and access must be providing on the site/block plan.</p>	<p>Car parking: What works where by English Partnerships (now Homes and Communities Agency). To view click <a href="#">here</a></p> <p>Newcastle-under-Lyme Local Plan 2011 and Stoke-on-Trent Urban Design Guidance SPD. To view click <a href="#">here</a></p>
15 Photographs/ Photomontages and/or Computer Generated Images and 3D models	<p>NPPF paragraphs 17, 56, 57, 64, and 128 To view click <a href="#">here</a></p> <p>CS Strategic Aim 16 &amp; Policies ASP4, ASP6 &amp;</p>	<p>Photographs/photomontages are required as follows;</p> <ul style="list-style-type: none"> <li>• for or all Major development</li> <li>• All development affecting an above ground heritage asset</li> </ul> <p>Computer generated images and 3D models will only be required in exceptional circumstances where the scale of the development or the sensitivity</p>	<p>Sufficient detail of the wider site context to demonstrate an understanding of the place and local circumstances within which the proposed development is to be located and which can help to show how large developments, or developments in sensitive locations, can be satisfactorily integrated within the street scene anaid good design.</p>	<p>By Design: Urban Design in the Planning System - Towards Better Practice (May 2000). To view click <a href="#">here</a></p> <p>Newcastle-under-Lyme Local Plan 2011 and Stoke-</p>

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15 Photographs/ Photomontages and/or Computer Generated Images and 3D models (continued)	CSP1. To view click <a href="#">here</a>	of the site justify it.		on-Trent Urban Design Guidance SPD. To view click <a href="#">here</a>
16 Planning Obligations/ Draft Heads of terms	<p>NPPF – paragraphs 173, and 203. To view click <a href="#">here</a></p> <p>CS Policy CSP10. To view click <a href="#">here</a></p> <p>LP Policy IM1. To view click <a href="#">here</a></p>	Where Development Plan policies give details of likely S106 requirements.	<p>A draft agreement under section 106 should accompany planning applications of a certain type/scale. It is important that you discuss with the Council what obligations are likely to be required for the development you propose.</p> <p>The most common obligations are as follows;</p> <ul style="list-style-type: none"> <li>• Contribution to the Newcastle (urban) Transport and Development Strategy (NTADS) – where the development results in an increase in trips on the highway network at the pm peak hour.</li> <li>• The securing of a Travel Plan or Travel Plan Framework involving targets, monitoring regime and remedies.</li> <li>• Green Travel Plan monitoring.</li> <li>• Provision of affordable housing in perpetuity for developments of 15 or more dwellings in the urban area or 5 or more dwellings in the rural area.</li> <li>• Education contribution for developments of 7 or more dwellings in catchment areas where the schools</li> </ul>	<p>Section 106 of the Town and Country Planning Act 1990 as amended by Planning and Compensation Act 1991 Section 12. To view click <a href="#">here</a></p> <p>Circular 05/2005: Planning Obligations. To view click <a href="#">here</a></p> <p>SPD on Developer Contributions. To view click <a href="#">here</a></p> <p>Newcastle (urban) Transport and Development Strategy. To view click <a href="#">here</a></p>

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16 Planning Obligations/ Draft Heads of terms (continued)			<p>have insufficient capacity to accommodate additional children.</p> <ul style="list-style-type: none"> <li>• Open space contribution for developments of 10 or more dwellings.</li> </ul> <p>This list is not exhaustive and any other relevant and necessary matter may be included within a Planning Obligation that cannot be secured through a condition on a planning permission but is required in order for the development to be deemed acceptable in planning terms.</p> <p>(Please note that whilst it is normal practice to require a S106 Agreement to be entered into if a financial contribution is required, when a contribution to NTADS is required a unilateral undertaking may be appropriate).</p> <p>The draft heads of terms will need to be accompanied by:</p> <ul style="list-style-type: none"> <li>• Proof of Ownership – Land Registry office copies – these need to be up to date and assurances given that there have been no subsequent changes. Where land is not registered up to date evidence and similar assurances need to be given.</li> <li>• Copies of Site plan, red edged, of the land in question.</li> <li>• The names of all interested parties in the land – all owners, mortgagee, occupiers, tenants, etc.</li> </ul>	

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16 Planning Obligations/ Draft Heads of terms (continued)			<ul style="list-style-type: none"> <li>• Mortgagees consent /acceptance, if applicable, to the obligation</li> <li>• An undertaking that the Council's reasonable Legal costs will be paid, even if the planning permission is refused.</li> <li>• Agreement by any other bodies/parties to the agreement</li> <li>• Contact details – e.g. your client's legal representative</li> </ul>	
17 Statement of Agricultural Need	NPPF – paragraphs 28, 112 and 120. To view click <a href="#">here</a>	All new agricultural workers dwellings.	<p>An application should be accompanied by a statement demonstrating the need for the dwelling. The statement should include the following information:-</p> <ul style="list-style-type: none"> <li>• Size of agricultural holding on which the building is to be erected.</li> <li>• Details of any additional rented land, these details should include the basis on which the land is rented (i.e. how long it has been rented for, including start and end contract dates and what type of contract there is for each piece of land).</li> <li>• Details of other buildings used, including those on the rented land (details should include the floor space of the building and what each part of the building is currently used for).</li> <li>• Details of the number of animals kept at the site (where relevant).</li> <li>• Details of those employed at the site,</li> </ul>	

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17 Statement of Agricultural Need (continued)			<p>and whether this is on a full or part time basis and their only source of income.</p> <ul style="list-style-type: none"> <li>• Details of how long the unit and agricultural activity have been established for.</li> <li>• Demonstration of the length of time that the agricultural business has been established, that it is currently financially sound and has been profit for at least ` year.</li> <li>• The need cannot be meant by another existing dwelling on the unit, or any other existing accommodation in the area which is suitable and available for occupation by the workers concerned.</li> </ul>	
18 Statement of Community Involvement	<p>NPPF – paragraphs 188 and 189. To view click <a href="#">here</a></p> <p>LPA's Statement of Community Involvement. To view click <a href="#">here</a></p>	All Major applications, major change of use application	A statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the local planning authority's adopted statement of community involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.	
19 Structural Survey	LP Policies H9 & E12. To view click <a href="#">here</a>	<p>Development involving the reuse of rural buildings</p> <p>All applications for the demolition of listed buildings and unlisted buildings within the</p>	The statement should include full details of the structural integrity of all elements of the building to be converted or demolished and outline any repairs or demolition works necessary to facilitate	

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19 Structural Survey (continued).		Conservation Area	<p>the conversion.</p> <p>Where the application will lead to substantial harm to or total loss of significance the statement should seek to demonstrate;</p> <ul style="list-style-type: none"> <li>• The substantial harm to or loss of significance is necessary in order to deliver substantial public benefits that outweigh that harm or loss.</li> <li>• The nature of the heritage asset prevents all reasonable use of the site; and</li> <li>• No viable use of the heritage asset itself can be found in the medium term that will enable its conservation; and</li> <li>• Conservation through grant-funding or some form of charitable or public ownership is not possible; and</li> <li>• The harm to or loss of the heritage asset is outweighed by the benefits of bringing the site back into use.</li> </ul> <p>A marketing report where the demolition of a designated asset is proposed on economic grounds.</p>	
20 Tele-communications Developments – supplementary Information	<p>NPPF – paragraphs 45 and 46. To view click <a href="#">here</a></p> <p>LP Policy T20. To view click <a href="#">here</a></p>	All applications.	<p>Statement including:</p> <ul style="list-style-type: none"> <li>• The area of search,</li> <li>• details of any consultation undertaken,</li> <li>• details of the proposed structure, and</li> <li>• technical justification and information about the proposed development.</li> </ul>	Code of Practice on Mobile Network Development (2002). To view click <a href="#">here</a>

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20 Tele-communications Developments – supplementary Information (continued).			<ul style="list-style-type: none"> <li>Evidence that the applicant has explored the possibility of erecting antennas on an existing building, mast or other structure.</li> </ul> <p>Planning applications should also be accompanied by a 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) taking into account existing masts or base stations and the cumulative exposure arising when operational.</p>	
21 Town Centre Uses – Evidence to accompany applications	<p>NPPF – paragraphs 23-27. To view click <a href="#">here</a></p> <p>CS Policy ASP5. To view click <a href="#">here</a></p> <p>LP Policy R12. To view click <a href="#">here</a></p>	Main town centre uses that are not in an existing centre and not in accordance with the Development Plan other than small scale rural offices or other small scale rural development.	<p>A sequential assessment for all applications for main town centre uses..</p> <p>An impact assessment for any application for retail, leisure and office development which is over 2,500sqm. Of floorspace or any threshold that is set in the Development Plan.</p>	Planning for Town Centres: Practice guidance on need, impact and the sequential approach (December 2009) To view click <a href="#">here</a>

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22 Transport Assessment	NPPF – paragraph 32. To view click <a href="#">here</a>	All applications likely to generate significant traffic movements.	<p>The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for Major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.</p> <p>Applicants are advised to seek specialist expertise and to discuss their proposals with Staffordshire County Council's Highway Authority or the Highways Agency at an early stage in the design process.</p>	<p>Guidance on Transport Assessment, published by the Department for Transport (March 2007) – to view click <a href="#">here</a></p> <p>Manual for Streets. To view click <a href="#">here</a></p> <p>Manual for Streets 2 (not available electronically)</p>
23 Travel Plan	NPPF – paragraph 36. To view click <a href="#">here</a>	All applications likely to generate significant traffic movements.	Applicants are advised to seek specialist expertise and to discuss their proposals with Staffordshire County Council's Highway Authority or the Highways Agency at an early stage in the design process.	<p>DfT The Essential Guide to Travel Planning (March 2008) To view click <a href="#">here</a></p> <p>DfT Good Practice Guidelines: Delivering Travel Plans Through the Planning Process (2000). To view click <a href="#">here</a></p>

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<p>24 Tree Survey/ Arboricultural Implications Assessment</p>	<p>NPPF – paragraph 118. To view click <a href="#">here</a></p> <p>LP Policies N12, N14 &amp; B15. To view click <a href="#">here</a></p>	<p>Any site where there are trees which are the subject of a Tree Preservation Order either on or overhanging the application site</p> <p>Any site within a Conservation Area where there are trees either on or overhanging the application site</p> <p>Any site where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees).</p>	<p>All trees to be numbered on the site plan, with details of their species, age, condition, works proposed and need for works set out on an accompanying schedule.</p> <p>A schedule to the survey must include:</p> <ul style="list-style-type: none"> <li>• List of all trees or groups along with</li> <li>• A reference number</li> <li>• Species</li> <li>• Height in metres</li> <li>• Stem diameter in millimetres at 1.5m above ground level.</li> <li>• Branch spread of the four cardinal points to derive an accurate representation of the crown (to be recorded on the tree survey plan)</li> <li>• Height in metres of crown clearance above ground level</li> <li>• Age class</li> <li>• Physiological condition</li> <li>• Preliminary management recommendations, estimated remaining contribution in years</li> <li>• Category Rating.</li> </ul> <p>Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current</p>	<p>BS5837:2012 Trees in Relation to Construction. To view click <a href="#">here</a></p>



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24 Tree Survey/ Arboricultural Implications Assessment (continued)			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.	
25 Ventilation/ Extraction Statement	NPPF – paragraphs 109, 120, 123 and 124. To view click <a href="#">here</a>	Restaurants and cafes - use for the sale of food and drink for consumption on the premises), A4 (i.e. Drinking establishments – use as a public house, wine-bar or other drinking establishment) and A5 (i.e. Hot food takeaways - use for the sale of hot food for consumption off the premises), B1 (general business) and B2 (general industrial). This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.	<p>Proposals for fume extraction equipment would be expected to include the following details</p> <ul style="list-style-type: none"> <li>• Efflux velocity of extraction system</li> <li>• Type of flue terminal</li> <li>• Location of discharge point relative to the eaves and ridge height of the property and any immediately adjoining</li> <li>• Method of odour control</li> <li>• Noise specification including Sound Power Levels (SWL) and frequency analysis for the equipment to be installed</li> <li>• Method of attaching the ventilation system to the fabric of the building</li> <li>• The external appearance of the flue and any enclosing structure</li> </ul> <p>Proposals for air extraction equipment should include the following</p> <ul style="list-style-type: none"> <li>• Full noise specification including sound power levels and frequency for the equipment to be installed</li> </ul>	<p>Noise Policy Statement for England (March 2010). To view click <a href="#">here</a></p> <p>Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust Systems (2005). To view click <a href="#">here</a></p> <p>Newcastle-under-Lyme Local Plan 2011 and Stoke-on-Trent Urban Design Guidance SPD. To view click <a href="#">here</a></p>

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25 Ventilation/ Extraction Statement (continued)			<ul style="list-style-type: none"> <li>• A detailed noise assessment (to BS 4142) indicating the effects of the proposed scheme on the occupiers both within and adjoining the premises</li> <li>• Details of noise mitigation measures to be utilized to prevent the proposed system from causing disturbance to occupiers both within and adjoining the premises</li> </ul>	
26 Site Waste Management Plan (SWMP)	<p>PPS10: Planning for Sustainable Waste Management. To view click <a href="#">here</a></p> <p>SSJWLP Policies 1.2 and 4.1 To view click <a href="#">here</a></p>	<p>A SWMP is required for all applications where estimated construction costs are higher than £300,000 (for 4 or more additional dwellings or 250m<sup>2</sup> or more of new floorspace).</p>	<p>It is a legal requirement for a SWMP to be prepared for any project involving construction work* with an estimated cost greater than £300,000. To be valid, an application should include a copy of the latest version of each SWMP prepared for the application site, or failing that, there should be a statement explaining why copies of the SWMP(s) cannot be provided.</p> <p>Applicants are encouraged to use the waste auditing and benchmarking tools/SWMP templates developed by BRE and WRAP (examples of free templates provided if you click <a href="#">here</a> and <a href="http://www.smartwaste.co.uk/swmp.jsp">http://www.smartwaste.co.uk/swmp.jsp</a>)</p> <p>* As defined in the SWMP Regulations 2008.</p>	<p>Site Waste Management Plans Regulations 2008. To view click <a href="#">here</a></p> <p>Site Waste Management Plans: guidance for construction contractors and clients. To view click <a href="#">here</a></p> <p>Waste Management and Recycling Planning Practice Guidance Note. To view click <a href="#">here</a></p>

## **List of Abbreviations**

AADT - annual average daily traffic  
AQMA – Air Quality Management Areas  
BRE – Building Research Establishment  
CSS - Newcastle-under-Lyme and Stoke-on-Trent Core Spatial Strategy 2006-2026  
Defra - Department for Environment, Food and Rural Affairs EIA – Environmental Impact Assessment  
DfT – Department for Transport  
HGV – Heavy Goods Vehicle  
LP - Newcastle-under-Lyme Local Plan 2011  
NPPF – National Planning Policy Framework (March 2012)  
PPS – Planning Policy Statement  
SPD – Supplementary Planning Document  
SSJWP – Staffordshire and Stoke-on-Trent Joint Waste Local Plan 2010-2026  
SWMP – Site Waste Management Plan  
TA – Transport Assessment  
WHO – World Health Organisation

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