



**Solihull MBC**

**Draft Local Validation Criteria**

**Consultation Document**

**March 2015**

## Background

In order to properly assess the impacts of a planning application, development management need the appropriate supporting information. Certain national requirements are mandatory, but local planning authorities can also apply a local list of information requirements or validation criteria.

Local planning authorities should review their lists of 'local requirements' every two years to ensure they are up-to-date and relevant. If they require changes, then the local authority must consult on those changes. The Council's current local list of validation criteria can be found at <http://www.solihull.gov.uk/Resident/Planning/appealsenforcement/localvalidation>

The Council's local validation criteria have been reviewed in light of national policy changes; the National Planning Policy Framework (2012), Planning Practice Guidance (2014) and the Council's Local Plan (2013).

## Policy and Legislation

The National Planning Policy Framework (Para. 193) lists general provisions that local validation criteria should comply with, which are reflected in the following statutory tests<sup>1</sup>:

(a) must be reasonable having regard, in particular, to the nature and scale of the proposed development; and

(b) may require particulars of, or evidence about, a matter only if it is reasonable to think that the matter will be a material consideration in the determination of the application.

The Planning Practice Guidance (PPG) states that local validation criteria should be specified on a formally adopted 'local list' which has been published on its website less than two years before an application is submitted. Local information requirements have no bearing on whether a planning application is valid unless they are set out on such a list.<sup>2</sup>

## Consultation

PPG sets out the following process for reviewing local validation requirements:

### Step 1 – Review the existing local list

Local planning authorities should identify the drivers for each item on their existing local list of information requirements. These drivers should be statutory requirements, policies in the NPPF or development or published guidance that explains how adopted policy should be implemented. Where a LPA decides that no changes are necessary, it should publish an announcement to this effect on its website and republish its local list.

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<sup>1</sup> Section 62 (4A) of the Town and Country Planning Act 1990 and Article 29(4) (bb) of the Town and Country Planning (Development Management Procedure) (England) Order 2010.

<sup>2</sup>The Town and Country Planning (Development Management Procedure) (England) (Amendment No. 3) Order 2012 ("the Order") amends the principal order of 2010 to reduce the nationally-prescribed information requirements for outline planning applications and provide that local information requirements are only applicable to planning applications if they were published less than 2 years before the application in question was submitted.

Council Officers have reviewed the local validation criteria internally, identifying the statutory and policy drivers. Officers have considered national changes as well as new provisions contained within the adopted Solihull Local Plan. Any new requirements are marked 'NEW' in the first column of Table 2.

### **Step 2 – Consult on proposed changes**

THIS IS THE STAGE THAT WE ARE AT NOW.

The Council is consulting statutory and local stakeholders, including applicants and agents for a period of 8 weeks.

### **Step 3 – Finalise and publish the revised local list**

Consultation responses will be taken into account by the Council when preparing the final revised list. This list will then be published on the Council's planning webpages.

### **Proposed Local Validation Criteria**

The information requirements are not intended to add any additional burden to development, but to ease the fair and timely assessment of planning applications by being consistent and reducing delays. Any information provided is expected to be proportionate to the scale and nature of the development proposed. For example, it may be sufficient on smaller developments to include a few paragraphs in the Planning or Design & Access Statement, whereas more complex developments may require a separate report.

The proposed new requirements are either to aid compliance with Local Plan policies, such as 'Energy Statement'; or to provide information upfront, such as 'Odour Risk Assessment'. The number of requirements increases with complexity and scale of planning applications and it would be rare that all validation criteria would be required for one application.

### **National Requirements**

The proposed local validation criteria would be in addition to the mandatory national list of requirements:

- The standard application form
- Location plan – which shows the site area and its surrounding context.
- Site Plan (or block plan) – which shows the proposed development in detail
- Plans and drawings of development
- Ownership certificate
- Agricultural holdings certificate
- Design and access statement (if required)
- Correct application fee.

## Consultation

The public consultation will run for 8 weeks from Friday 20<sup>th</sup> March until Friday 15<sup>th</sup> May 2015.

Please send your comments by email to: [psp@solihull.gov.uk](mailto:psp@solihull.gov.uk)

Or post to:  
Policy and Spatial Planning  
Solihull MBC  
Council House  
Manor Square  
Solihull  
B91 3QB

The deadline for responses is **5:00pm on Friday 15<sup>th</sup> May 2015.**

For further information, please contact [psp@solihull.gov.uk](mailto:psp@solihull.gov.uk) or telephone 0121 704 6395.

### Data protection

The comments you provide will be used by Policy and Spatial Planning (PSP) and Development & Regulatory Management to develop the Local Validation Criteria and will be reported to the Council's Cabinet Members. Additionally, your personal details may be shared with other Solihull MBC departments and partner organisations to ensure our records are kept accurate and to keep you informed of future consultation documents. This means that with the exception of telephone numbers, personal email addresses and signatures, your comments and other details that you provide may be publicly available for inspection at the Council's principle offices and may also be published on the internet. Should you have any further queries please contact PSP on 0121 704 6395.

**Table 1. Summary of Draft Local Validation Criteria**

No.	Local Validation Requirement	Major residential	Major commercial	Can be in D&A Statement	Other
1	Aerodrome Safeguarding Assessment				Impact on aerodrome
2	Agricultural Workers' Dwelling Assessment				New dwelling in the Green Belt for rural workers
3	Air Quality Assessment				As required
4	Building for Life Statement	✓		✓	
5	Character Assessment (Landscape/Townscape)	✓	✓	✓	
6	Community Infrastructure Levy (CIL) Question Form	✓	As required		
7	Construction, Noise and Dust Control Plan	✓	✓		
8	Crime Assessment	✓	✓	✓	Hot Food takeaways
9	Ecological/ Geological Assessment (Biodiversity/ Geodiversity)	✓	✓		
10	Energy Statement	✓	✓		
11	Environment Statement (EIA)				EIA Regulations
12	Flood Risk Assessment	✓	✓		Flood Zone 2 or 3, Critical drainage area
13	Flue equipment & Ventilation extraction details				External flues required
14	Health Impact Assessment	✓	✓		Significant health impacts
15	Heritage statement				Affects heritage assets
16	Land Contamination Assessment				On contaminated land
17	Landscaping and Public Realm strategy	✓	✓		
18	Lighting Assessment				Applications for new lighting
19	Meeting Housing Needs (inc. Affordable Housing) Statement	✓			All new residential development of 11+ new dwellings or 1000+sqm.
20	Noise and Vibration Impact Assessment	✓	✓		Significant noise impacts
21	Odour Risk Assessment				Hot Food Takeaways; Cafes/Restaurants
22	Parking and Access Plan	✓	Usually		New/amended parking/ access arrangements
23	Planning statement	✓	✓		
24	Public Open Space and Playing Fields	✓	✓		Loss of open space
25	Sequential Test & Economic Impact Test for Town Centre Uses				As required
26	Telecommunications				As required
27	Transport Assessment/Statement	✓	✓		Significant transport implications
28	Travel Plan	✓	✓		As required
29	Tree/Arboricultural Survey				Trees affected on-site
30	Tree Works Specification (& Structural Survey)				As required
31	Viability Appraisal				As required
32	Waste Audit	✓	✓		Significant applications

**Table 2. Draft Local Validation Criteria for consultation.**

Information (refers to whole of Borough unless otherwise stated)	Types of Application	Requirements	Policy Driver
<b>Aerodrome Safeguarding Assessment</b>	<p>Development involving buildings or works which would infringe on protected surfaces, obscure runway approach lights or have the potential to affect the performance of navigation aids, radio aids or telecom systems.</p> <p>Lighting that has the potential to distract pilots, and development with landscape schemes that have the potential to increase bird hazard risk</p>	<p>See <a href="#">Safeguarding Advice Notes</a> for further information.</p> <p>Written jointly by the AOA (Airport Operators Association) and GAAC (General Aviation Awareness Council) and supported by the CAA (Civil Aviation Authority).</p> <p>See also CAA CAP772 Bird-strike Risk Management for Aerodromes.</p>	<p>DfT/ODPM Circular 1/2003 - advice to local planning authorities on safeguarding aerodromes and military explosives storage areas.</p> <p>Annex 2 of the circular provides details of the system of safeguarding;</p> <p>Annex 3 lists the civil aerodromes which are officially safeguarded.</p> <p>Source: <a href="https://www.gov.uk/government/publications/safeguarding-aerodromes-technical-sites-and-military-explosives-storage-areas">https://www.gov.uk/government/publications/safeguarding-aerodromes-technical-sites-and-military-explosives-storage-areas</a></p>
<b>Agricultural Workers' Dwelling Assessment</b>	<p>All applications for new dwellings for rural workers in the Green Belt</p>	<p>The assessment should include:</p> <ul style="list-style-type: none"> <li>• Functional testing – evidence of need for the rural worker to live permanently at or near their place of work in the countryside</li> <li>• Financial testing – or some evidence that the enterprise will continue</li> <li>• Assessment of possible alternative accommodation</li> </ul>	<p><a href="#">NPPF</a> Para. 55</p>
<b>Air Quality Assessment</b>	<p>Housing developments where (background 90% of National Air Quality Objective limit for a pollutant based on DEFRA air quality Data Archive, and/or development is</p>	<p>Such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area.</p> <p>For proposals that:</p>	<p><a href="#">NPPF</a>: Para. 122, 124.</p> <p><a href="#">PPG: Reference ID 32</a></p> <p>Local Plan Policy P14 'Amenity' (v and viii)</p>

<b>Information</b> (refers to whole of Borough unless otherwise stated)	<b>Types of Application</b>	<b>Requirements</b>	<b>Policy Driver</b>
	within 10 metres of a road with 10000 or more vehicles per day and/or is within 10 metres of a pollutant source such as a petrol filling station.)	<ul style="list-style-type: none"> <li>require an Environmental Impact Assessment, or require a Transport Assessment significantly alter the traffic composition in an area (i.e. bus stations, HGV Parks etc.) include proposals for new car parking (&gt;300 spaces) or coach / lorry parks</li> <li>have an effect on sensitive areas such as ecological sites, or areas previously defined as having poor air quality</li> </ul> <p>Certain developments may only need a basic screening assessment of air quality. Others will need a full Air Quality Assessment using advanced dispersion modelling software. An appropriate methodology will need to be agreed with the relevant Local Authority Officer on a case by case basis.</p>	N.B. Currently no designated Air Quality Management Areas in Solihull.
<b>Building for Life Statement (NEW)</b>	Major residential development proposals	<p>An assessment of the proposal against Building for Life 12. This is a set of 12 questions aimed to guide discussion and collaboration towards good urban design for housing developments.</p> <p>Further guidance can be found <a href="#">here</a>. Should be within the Design and Access statement where required.</p>	<p><a href="#">NPPF</a> Para. 56, 61-64.</p> <p><a href="#">PPG: Reference ID 26</a></p> <p>Local Plan Policy P15 ‘Securing Design Quality’</p>
<b>Character Assessment (Landscape/Townscape) (NEW)</b>	Any application which has the potential to have a material impact on the local character and distinctiveness of the Borough or important local landscape (Arden), canal and rail network.	<p>Character Assessment needs to include:</p> <ul style="list-style-type: none"> <li>A description of the local character and distinctiveness (landscape and townscape)</li> <li>An explanation of how the local character and distinctiveness have been taken into account and informed the proposal – this can include photos/photomontages showing the whole building and</li> </ul>	<p><a href="#">NPPF</a> Para. 131&amp; 170</p> <p><a href="#">PPG: Reference ID 26</a></p> <p><a href="#">PPG: Reference ID 18a</a></p> <p><a href="#">PPG: Reference ID 8</a></p> <p>Local Plan Policy P16 ‘Conservation of Heritage Assets and Local</p>

<b>Information</b> (refers to whole of Borough unless otherwise stated)	<b>Types of Application</b>	<b>Requirements</b>	<b>Policy Driver</b>
	N.B. Heritage Assets to be dealt with in Heritage Statement	<p>its setting and/or the particular section of the building affected by the proposals</p> <ul style="list-style-type: none"> <li>• An assessment of the likely impact of the proposal on the local character and distinctiveness of the Borough</li> <li>• An explanation of how any adverse impacts have been mitigated or overcome</li> </ul> <p>Scope, complexity and expert input to be proportionate to the scale and impact of the proposal.</p> <p>Should be within the Design and Access statement where required.</p>	<p>Distinctiveness’.</p> <p>The Warwickshire Historic Landscape Characterisation (June 2010)</p> <p>The Warwickshire Historic Farmstead Characterisation Project (Aug 2010)</p> <p>The Warwickshire Landscape Guidelines SPG (Nov 1993)</p> <p>Solihull Characterisation Study Dec 2011)</p>
<b>Community Infrastructure Levy (CIL) Question Form (NEW)</b>	If/When the Council starts to charge CIL, all applications that may be CIL liable.	<p>Fill out the following form and submit with the planning application:</p> <p><a href="http://www.planningportal.gov.uk/uploads/1app/forms/cil_questions.pdf">http://www.planningportal.gov.uk/uploads/1app/forms/cil_questions.pdf</a></p>	CIL Regulations 2010 (as amended)
<b>Construction, Noise and Dust Control Plan (NEW)</b>	Major residential developments.	<p>Such information as is necessary to allow a full consideration of the impact on amenity of the proposal during the site preparation and construction phases.</p> <p>This should include a summary of how noise, dust, lighting and other emissions (including mud on roads) will be controlled, the proposed working hours for the site, impact on local highways (including access to the site, parking of contractors vehicles and control of deliveries) and site security measures.</p>	<p><a href="#">NPPF</a> Para. 123-124</p> <p>Policy P14 ‘Amenity’.</p>
<b>Crime Assessment (NEW)</b>	Major planning developments and non-majors with a significant	<p>Assessment should include:</p> <ul style="list-style-type: none"> <li>• Potential crime or fear of crime associated with such developments and why</li> </ul>	<p><a href="#">NPPF</a> Para. 69</p> <p><a href="#">PPG: Reference ID 26</a></p>



<b>Information</b> (refers to whole of Borough unless otherwise stated)	<b>Types of Application</b>	<b>Requirements</b>	<b>Policy Driver</b>
	risk of crime or fear of crime e.g. Hot Food Takeaway applications.	<ul style="list-style-type: none"> <li>• An explanation of how the scheme has physically designed out crime and fear of crime</li> <li>• How crime or fear of crime has been mitigated in other ways</li> </ul> <p>Should be included as part of a Design and Access Statement where required.</p>	Local Plan Policy P15 'Securing Design Quality' (vii)
<b>Ecological/ Geological Assessment (Biodiversity/ Geodiversity)</b>	<p>Development where protected or priority species are known or strongly suspected to be present.</p> <p>Development likely to affect designated sites or priority habitats.</p>	<p>An indication of any significant biodiversity or geological conservation interests and the location of protected species or their habitats of any protected species, together with an assessment of the potential of the proposed development to cause significant disturbance to an ecological site or a protected species.</p> <p>Assessment may include:  Phase 1 Extended Survey  Protected/priority species survey(s)  NVC habitat assessment  Geological Survey  Biodiversity Offsetting Assessment</p> <p>The results of the assessment will determine the impact of the proposed development upon the ecological/geological resource, and what long term maintenance, management and/or mitigation measures may be appropriate.</p> <p>In accordance with the mitigation hierarchy, but only as a last resort, offsite compensation may also be considered through a biodiversity offsetting scheme in accordance with the Warwickshire, Coventry and</p>	<p><a href="#">NPPF</a> Section 11</p> <p><a href="#">PPG: Reference ID 8</a></p> <p><a href="#">Circular 06/2005 Biodiversity and Geological Conservation – Statutory obligations and their impact within the Planning System</a></p> <p>Local Plan Policy P10 'Natural Environment', P13 'Minerals' and P14 'Amenity' (ix)</p>

<b>Information</b> (refers to whole of Borough unless otherwise stated)	<b>Types of Application</b>	<b>Requirements</b>	<b>Policy Driver</b>
		<p>Solihull Biodiversity Offsetting Pilot.</p> <p>Please contact the Ecologist at SMBC for more information.</p> <p>See also CIEEM and Natural England websites for further guidance.</p>	
<b>Energy Statement (NEW)</b>	All new major planning developments.	<p>Provide evidence of compliance with sequential approach to energy reduction and meeting Code Level 4 for energy.</p> <p>The methodology can follow a SAP for residential development and SBEM for non-residential development.</p>	<p><a href="#">NPPF</a> Para. 95-96 <a href="#">PPG: Reference ID 6</a></p> <p>Local Plan Policy P9 'Climate Change'.</p>
<b>Environment Statement (EIA)</b>	<p>Developments that are likely to have a significant effect on the environment by virtue of their nature, size and location and are listed under Schedule 1 of the EIA Regulations. Those included in Schedule 2 of the EIA Regulations may also require an EIA.</p>	<p><a href="#">The Town &amp; Country Planning (Environmental Impact Assessment) Regulations</a>, as amended, set out the circumstances in which an Environmental Impact Statement (EIA) is required. An EIA may obviate the need for other more specific assessments.</p> <p>It may be helpful for the developer to request a 'screening opinion' (all applications over 0.5ha) from the LPA before submitting an application.</p>	<p><a href="#">NPPF</a> Sections 8 and 11 <a href="#">PPG Reference ID 4</a></p> <p><a href="#">The Town &amp; Country Planning (Environmental Impact Assessment) England and Wales Regulations</a>, 1999.</p>
<b>Flood Risk Assessment</b>	<p>All major planning developments.</p> <p>Development proposals of 1+ ha in Flood Zone 1, and for all new proposals in Flood Zones 2 or 3.</p>	<p>FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account (greenfield run-off rates 100 year flood event risk + 30% for climate change).</p> <p>On all development sites larger than 1 ha, evidence</p>	<p><a href="#">NPPF</a> Para. 103-104 and <a href="#">PPG: Reference ID 7</a></p> <p>Local Plan Policy P11 'Water Management'</p>

<b>Information</b> (refers to whole of Borough unless otherwise stated)	<b>Types of Application</b>	<b>Requirements</b>	<b>Policy Driver</b>
	Development proposed in 'critical drainage area'	<p>should be provided to demonstrate how surface water discharge rates shall be limited to the equivalent site-specific greenfield run-off rate.</p> <p>FRA should identify opportunities to reduce the probability and consequences of flooding and should include the design of surface water management systems including Sustainable Drainage Systems (SuDS) and address the requirement for safe access to and from the development in areas at risk of flooding.</p> <p>Wherever possible, sustainable drainage systems will be expected to contribute towards wider sustainability considerations, including amenity, recreation, conservation of biodiversity and landscape character, as well as flood alleviation and water quality control.</p>	Further advice available from Environment Agency and Council's Drainage Engineers.
<b>Flue equipment &amp; Ventilation extraction details (NEW)</b>	All applications relating to the sale or preparation of cooked food, launderettes and other uses where air conditioning or extraction equipment is required.	<p>The submitted plans should include details of the external appearance and written details outlining the technical specification of the proposed plant. The technical specifications shall include:-</p> <ul style="list-style-type: none"> <li>• A schematic of the proposed ducting showing the location of all components (fans, filters, silencers, etc.)</li> <li>• The noise levels generated by the fan in decibels (dB) at a specified distance (i.e. 1.0m / 3.0m / etc.)</li> <li>• Details of the means of mounting the ducting to the structure including details of all anti-vibration measures proposed</li> <li>• Location, design and appearance of external flues</li> </ul>	Local Plan Policy P14 'Amenity' (viii)  Further advice available from the Council's Environmental Health Officer.
<b>Health Impact</b>	All major planning	The assessment should outline, taking into account	<a href="#">NPPF</a> Para. 171

Information (refers to whole of Borough unless otherwise stated)	Types of Application	Requirements	Policy Driver
<b>Assessment (as part of the Planning Statement) (NEW)</b>	<p>developments.</p> <p>All proposals with significant health impacts, e.g. the delivery of health services.</p>	<p>local context and evidence:</p> <ul style="list-style-type: none"> <li>• How the development promotes, supports and enhances physical and mental health &amp; well-being</li> <li>• How the development may have an adverse impact on physical and mental health &amp; well-being</li> <li>• How any adverse impacts have been mitigated or overcome</li> </ul> <p>Applicants can refer to the Solihull's version of the 'Healthy Urban Planning Checklist' on the Solihull website.</p> <p>A key source for local context and evidence is the Council's Health and Well-being Strategy.</p>	<p><a href="#">PPG: Reference ID 53</a></p> <p>Local Plan Policy P18 'Health and Well-being'.</p> <p>See also Policies P4, P7, P8, P9, P10, P11, P14, P15, P16 and P20.</p>
<b>Heritage Statement</b>	<p>Any application affecting heritage assets or their setting.</p> <p>Heritage assets include listed buildings, conservation areas, scheduled ancient monuments or archaeological sites, registered park or garden and locally listed buildings or structures.</p>	<p>As a minimum, applicants are expected to consult the Solihull Historic Environment Record for information on the history of the building, site or area as well as the National Heritage List produced by English Heritage, relevant local plan policies and conservation area appraisals (where available).</p> <p>Heritage Statement needs to include:</p> <ul style="list-style-type: none"> <li>• A description of the heritage asset and its setting</li> <li>• An assessment of the significance of the heritage asset and its setting (e.g. to include Archaeological Statement if required). This can include photos/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals</li> </ul>	<p><a href="#">NPPF</a> Section 12, Para. 128 <a href="#">PPG: Reference ID 18a</a></p> <p>Local Plan Policy P16 'Conservation of Heritage Assets and Local Distinctiveness'.</p> <p>The Warwickshire Historic Landscape Characterisation (June 2010)</p> <p>The Warwickshire Historic Farmstead Characterisation Project (Aug 2010)</p> <p>The Warwickshire Landscape Guidelines SPG (Nov 1993)</p>

Information (refers to whole of Borough unless otherwise stated)	Types of Application	Requirements	Policy Driver
		<ul style="list-style-type: none"> <li>• An assessment of the likely impact of the proposal on the heritage asset and its setting</li> <li>• A mitigation strategy to address any impacts of the proposed development on the significance of the historic asset and its setting.</li> </ul> <p>Where the proposed development will involve the demolition or significant alterations/repairs to a listed building a Schedule of Works will be required indicating the location, extent and significance of all items that will be removed as part of the proposed development and how remaining items will be protected during building works.</p> <p>Scope, complexity and expert input for the Heritage Statement to be proportionate to the extent of the proposal and importance of the building, structure or site.</p> <p>Can be within the Design and Access statement where required. Refer to <a href="#">English Heritage</a> best practice guidance and 'charter' for further information.</p>	Solihull Characterisation Study Dec 2011)
<b>Land Contamination Assessment</b>	All developments creating additional floor space where contamination is known or suspected, e.g. former petrol filling stations.	Sufficient information should be provided to determine the existence or otherwise of contamination, its nature and the risks it may pose, and whether these can be satisfactorily reduced to an acceptable level. This should be in the form of a report which comprises a desk study, a walkover site reconnaissance, and a conceptual model identifying potential pollutant sources, pathways and receptors as a basis for	<a href="#">NPPF</a> Para. 120-122. <a href="#">PPG Reference ID 33</a> Local Plan Policy P14 'Amenity' (vi)

<b>Information</b> (refers to whole of Borough unless otherwise stated)	<b>Types of Application</b>	<b>Requirements</b>	<b>Policy Driver</b>
		assessing the risks and appraising the options for remediation.	
<b>Landscaping and Public Realm Strategy (NEW)</b>	All major planning developments that include any external space must be accompanied by a landscape strategy, plan and written statement detailing design approach proposed for both soft and hard landscaping.	<p>This should include details of both soft and hard landscaping:  Soft landscaping: the extent of the existing and proposed planting areas and the type of planting within them (trees, hedges, shrubs, grasses, bulbs etc.).  Hard landscaping: the use of surface materials, material palette if known, and boundary screen walls and fences.</p> <p>It should also include proposals for long-term maintenance and landscape management.</p> <p>If a detailed landscaping scheme is submitted it should also include:  Soft: specify materials, species, tree and plant sizes, numbers and planting densities, levels, gradients and any earthworks required together with the timing of the implementation of the scheme.  Hard: public realm should contain a materials palette which includes hard landscaping and street furniture.</p>	<p><a href="#">NPPF Para. 58</a>  <a href="#">PPG Reference ID 26</a></p> <p>Local Plan Policies P10 'Natural Environment', P14 'Amenity', P15 'Securing Design Quality', P16 'Conservation of Heritage Assets and Local Distinctiveness', and P18 'Health and Well-being.'</p> <p>Further advice from the Council's Landscape, Ecology and Urban Design team.</p>
<b>Lighting assessment</b>	All developments proposing or including significant new or amended external lighting.	<p>Details of external lighting and the proposed hours when it would be switched on.  Include a layout plan with beam orientation, schedule of the equipment in the design, and any proposed mitigation measures.</p> <p>Schemes involving floodlighting need to provide an assessment that will cover such matters as: light spillage, hours of illumination, light levels, column</p>	<p><a href="#">NPPF Para. 125</a>  <a href="#">PPG Reference ID 31</a></p> <p>Local Plan Policies P10 'Natural Environment', Local Plan Policy P14 'Amenity' (ix), P15 Securing Design Quality, P16 'Conservation of Heritage Assets and Local Distinctiveness'</p>

Information (refers to whole of Borough unless otherwise stated)	Types of Application	Requirements	Policy Driver
		<p>heights, specification and colour, treatment for lamps and luminaries, the need for full horizontal cut-off; no distraction to the highway; levels of impact on nearby dwellings; use of demountable columns; retention of screening vegetation; use of planting and bunding to contain lighting effects.</p> <p>The assessment should include how the lighting may affect:</p> <ul style="list-style-type: none"> <li>• Visual amenity</li> <li>• Local character and distinctiveness</li> <li>• Neighbouring amenity</li> <li>• Heritage assets if present</li> <li>• Designated nature conservation sites or S.41 priority habitats if present</li> <li>• Protected or S.41 priority species if known or strongly suspected to be present</li> </ul> <p>And how those effects will be mitigated.</p>	
<p><b>Meeting Housing Needs (including Affordable Housing) Statement</b></p>	<p>All residential developments of 11 units or more, or which have a maximum combined gross floor space of more than 1000sqm.</p>	<p>Statement should include the following information:</p> <ul style="list-style-type: none"> <li>• Number of dwellings both market and affordable and percentage proposed as affordable</li> <li>• Tenure of affordable dwellings (rented stated as social rent or affordable rent and intermediate stated as shared ownership)</li> <li>• Type of property proposed (house, apartment, bungalow etc.) and size (no. of bedrooms) by both market and affordable tenure</li> <li>• Gross internal area (square metres) by tenure and</li> </ul>	<p><a href="#">NPPF</a> Para. 50</p> <p>Local Plan Policy P4 'Meeting Housing Needs'</p> <p><a href="#">'Meeting Housing Needs including Affordable housing'</a> SPD (2014)</p> <p>Further advice available from Council's Housing Strategy team.</p>

Information (refers to whole of Borough unless otherwise stated)	Types of Application	Requirements	Policy Driver
		<p>property type</p> <ul style="list-style-type: none"> <li>• Compliance of any standards (e.g. HCA DQS)</li> <li>• Location of affordable and market housing is shown on a layout of the site</li> <li>• If the affordable housing and or market housing proposed is less than that is proposed within the Local Plan policy it should be accompanied by evidence in accordance with the policy as to why this is the case (see i-vi on page 68/69 of the Solihull Local Plan). If viability is stated as being an issue then this must be accompanied by a viability assessment (see below)</li> </ul>	
<b>Noise and Vibration Impact Assessment</b>	<p>All Major residential developments and other developments that may raise issues of disturbance to noise sensitive uses.</p> <p>If modelled level on SMBC noise mapping is in the 50-55 dBA contour and above or within 250 metres of an industrial area.</p>	<p>Include all proposed noise emissions, mitigation and insulation details.</p> <p>To be prepared by a suitably qualified acoustician.</p> <p>Vibration surveys in particular shall be conducted having regard to the advice, recommendations or requirements contained in British Standards BS 6472: 2008 <i>'Guide to Evaluation of human exposure to vibration in buildings Part 1: Vibration sources other than blasting, Part 2: Blast-induced vibration</i> and BS 7385-2: 1993 <i>Evaluation and measurement for vibration in buildings Part 1: Guide for measurement of vibrations and evaluation of their effects on buildings Part 2 'Guide to damage levels from ground-borne vibration'</i>.</p>	<p><a href="#">NPPF</a> Para. 123 <a href="#">PPG Reference ID 30</a></p> <p>Local Plan Policy P14 'Amenity' (vii and viii).</p> <p>Further advice available from Council's Environmental Health Officer.</p>
<b>Odour Risk Assessment (NEW)</b>	All applications relating to the sale or preparation of cooked food.	Assessment to be written in accordance with Annex C of Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust Systems - Department for	Local Plan Policy P14 'Amenity'  Draft Hot Food Takeaways SPD



<b>Information</b> (refers to whole of Borough unless otherwise stated)	<b>Types of Application</b>	<b>Requirements</b>	<b>Policy Driver</b>
		<p>Environment, Food and Rural Affairs January 2005.</p> <p>Information required in Annex B of Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust Systems - Department for Environment, Food and Rural Affairs January 2005.</p> <p>See also flue equipment &amp; ventilation extraction above.</p>	(2014)
<b>Parking and Access Plan</b>	All applications including new or amended parking/access arrangements	To include details of existing and proposed access plus proposed parking layout.	<p><a href="#">NPPF</a> Para. 39-40.</p> <p>Local Plan Policy P8 ‘Managing Travel Demand and Reducing Congestion, P15 Securing Design Quality, P16 ‘Conservation of Heritage Assets and Local Distinctiveness’.</p> <p>Further advice available from Council’s Transport Policy team</p>
<b>Planning Statement, including a Statement of Community Involvement</b>	All major planning developments including major changes of use.	<ul style="list-style-type: none"> <li>• Identify the context and need for the proposed development</li> <li>• Assess how the proposed development accords with relevant national and local planning policies</li> <li>• Show how the application has been informed by local community engagement and any amendments that have resulted from such consultation.</li> </ul> <p>N.B. Pre-application engagement with the community is encouraged where it will add value to the process and the outcome.</p>	<p>No specific driver found in NPPF – but considered best practice.</p> <p><a href="#">PPG Reference ID 20:</a></p> <p>All Local Plan Policies.</p>
<b>Public Open Space and Playing Fields</b>	Major commercial developments	Plans should show any areas of existing or proposed	<p><a href="#">NPPF</a> Para. 73-74</p> <p><a href="#">PPG Reference ID 37</a></p>

Information (refers to whole of Borough unless otherwise stated)	Types of Application	Requirements	Policy Driver
	<p>Major residential developments</p> <p>When a proposal results in the loss of open space.</p> <p>Open space here includes space falling within the definitions of that term in the Town and Country Planning Act, i.e. 'any land laid out as a public garden, or used for the purposes of public recreation, or land which is a disused burial ground.'</p>	<p>open space within or adjoining the application site.</p> <p>Major commercial development proposals will be required to provide new open space and/or contribute to enhancement of the green infrastructure network.</p> <p>Major residential development proposals will be required to provide for and maintain appropriate open space, sports and recreational facilities as an integral part of new development.</p> <p>Applications involving loss of open space should include evidence that:</p> <ul style="list-style-type: none"> <li>• It can be demonstrated that open space is surplus to requirements</li> <li>• The needs/benefits of the development clearly outweigh the loss</li> <li>• Mitigation and/or compensation proposals</li> </ul>	<p>Local Plan Policy P10 'Natural Environment', P15 Securing Design Quality, P18 'Health and Well-being', P20 'Provision for Open Space, Children's Play, Sport, Recreation and Leisure.'</p> <p>Solihull Green Spaces Strategy (2006) and Solihull Green Spaces Strategy Review (2014)</p> <p>Solihull Indoor Sports Facilities Strategy (2012)</p> <p>Solihull Green Infrastructure Study (2012)</p>
<p><b>Sequential Test and Economic Impact Assessment for Town Centre Uses (including retailing, leisure and/or offices)</b></p>	<p>Sequential test is required for applications for main town centre uses that are not in an existing centre and are not in accordance with the adopted Local Plan (excluding small scale rural development).</p> <p>Economic Impact Assessment is required for applications for town centre uses where:</p>	<p>PPG recommends the following checklist:</p> <ul style="list-style-type: none"> <li>• Has the suitability of more central sites to accommodate the proposal been considered?</li> <li>• Where the proposal would be located in an edge of centre or out of centre location, provide clear reasoning to justify this.</li> <li>• Is there scope for flexibility in the format and/or scale of the proposal?</li> <li>• If not in a town centre location, provide evidence that there are no suitable sequentially preferable locations</li> </ul>	<p><a href="#">NPPF</a> Para. 24-27. <a href="#">PPG Reference ID 2b</a></p> <p>Local Plan Policy P2 "Maintain Strong, Competitive Town Centres"</p>

Information (refers to whole of Borough unless otherwise stated)	Types of Application	Requirements	Policy Driver
	<p>a) over 2,500m<sup>2</sup> gross floorspace would be provided, or would be likely to have significant adverse implications; and</p> <p>b) is not in accordance with an up-to-date development plan and</p> <ul style="list-style-type: none"> <li>• the proposal is outside (including on the edge) of an existing centre, or</li> <li>• is in an existing centre but would substantially increase the attraction of that centre.</li> </ul> <p>Town centre uses are defined in the glossary of the NPPF.</p>		
<b>Tele-communications</b>	All planning applications and prior approval notifications for mast and antenna development by mobile phone network operators	<p>Supplementary Information should include the area of search, details of any consultation undertaken, details of the proposed structure, technical justification, and information about the proposed development – plus an ICNIRP certificate or signed declaration.</p> <p>This can include photos/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals.</p> <p>Further guidance in the '<a href="#">Code of Practice on Mobile Network Development (2002)</a>'.</p>	<a href="#">NPPF</a> Para. 44-46.

<b>Information</b> (refers to whole of Borough unless otherwise stated)	<b>Types of Application</b>	<b>Requirements</b>	<b>Policy Driver</b>
<b>Transport Assessment/Transport Statement</b>	<p>All major planning developments.</p> <p>Minor developments with significant transport implications.</p>	<p>Coverage and detail of the Transport Assessment should reflect the scale, nature and location of the development, and the extent of the transport implications.</p> <p>Applicants are advised to follow the guidance contained within the DfT 2007 'Guidance on Transport Assessments' as a guide.</p> <p>For smaller schemes, a Transport Statement should simply outline the transport aspects of the application. This can be included within the Design and Access Statement where applicable.</p>	<p><a href="#">NPPF</a> Para. 32. <a href="#">PPG: Reference ID 42</a> <a href="#">PPG: Reference ID 54</a></p> <p>Local Plan Policies P7 'Accessibility and Ease of Access' and P8 'Managing Demand for Travel and Reducing Congestion'</p> <p>Further advice available from the Council's Transport Policy team.</p>
<b>Travel Plan</b>	<p>Residential development above 50 dwellings (Residential Travel Plan).</p> <p>School developments.</p> <p>Major commercial developments.</p> <p>Other developments with significant transport implications.</p>	<p>The Travel Plan should show how the development complies with Policy P8 (b). This may include the following:</p> <ul style="list-style-type: none"> <li>• Site Design to support sustainable transport modes</li> <li>• Improvements to off-site infrastructure</li> <li>• Reducing the need to travel</li> <li>• Initiatives to support walking, cycling, using public transport, car-sharing</li> <li>• Parking Strategy</li> <li>• Freight and Deliveries</li> <li>• Promotion and Communication</li> </ul> <p>For smaller developments, the approach to travel planning can be included with this transport statement. In some instances, the travel plan can be added as a condition.</p>	<p><a href="#">NPPF</a> Para. 36 <a href="#">PPG: Reference ID 42</a></p> <p>Local Plan Policies P7 'Accessibility and Ease of Access' and P8 'Managing Demand for Travel and Reducing Congestion'</p> <p>Vehicle Parking Standards and Green Travel Plans SPD.</p> <p>Further advice available from Council's Transport Policy Planner</p>
<b>Tree/ Arboricultural Survey</b>	All planning applications where the application	All trees are a material consideration in planning.	Local Plan Policy P10 'Natural Environment' P14 'Amenity' (iv) P15

Information (refers to whole of Borough unless otherwise stated)	Types of Application	Requirements	Policy Driver
	<p>involves works that may affect any trees on or off the site.</p> <p>Prior notifications for demolition works that are likely to affect trees on or adjacent to the site.</p>	<p>A tree survey in descriptive and plan form (in accordance with the provisions of B.S. 5837: Trees in relation to design demolition and construction – Recommendations) must be provided showing the condition, location and constraints of all trees on and adjacent to the site. Include a list of trees which are to be retained; removed and a schedule of any tree works/pruning to retained trees (in accordance with B.S.3998: 2010 Tree work – Recommendations.) Tree retention and removal plan illustrating root protection areas must be shown on a proposed layout plan</p> <p>Arboricultural Impact Assessment and details of tree protection measures and method statement in accordance with <a href="#">BS5837 - 2012</a> 'Trees in relation to design demolition and construction – Recommendations', must be provided</p> <p>Applicants are encouraged to discuss proposals with an Arboriculturalist before submission.</p>	<p>Securing Design Quality and P18 'Health and Well-being.'</p>
<p><b>Tree Works Specification (and Structural Survey)</b></p>	<p>Where works are required to a protected tree (Tree Preservation Order or tree in Conservation Area).</p>	<p>Give a detailed description of the proposed works, e.g. crown thinning, reduction, lifting, felling or the removal of dead or dying trees, and the reasons for it. Digital photographs of the existing tree(s) should be provided.</p> <p>The condition of the tree and any alleged damage to any property should be referred to. Written arboricultural advice relating to the health or safety of the tree(s) is also required.</p> <p>A structural engineer's or surveyor's report and</p>	<p><a href="#">PPG Reference ID 36</a></p> <p>See <a href="#">Planning Portal Guidance note '1app' form national requirement</a></p> <p>Town and Country Planning Act, Sections 197-198.</p>

Information (refers to whole of Borough unless otherwise stated)	Types of Application	Requirements	Policy Driver
		arboriculturist's report are required if the work is based on the claim that the tree(s) are causing structural/ subsidence damage.	
<b>Viability Appraisal (NEW)</b>	For applications when policy-compliant development is not being proposed for viability reasons (e.g. see Meeting Housing Needs Statement above)	<p>The Viability Appraisal should include a sufficient level and detail of information for the Local Planning Authority to undertake an objective review of the scheme. Applicants should have regard to the checklist contained in Appendix C of the RICS guidance note, <i>Financial Viability in Planning</i>, so far as it is reasonable and appropriate in the circumstances. As a minimum, the Council will require:</p> <ul style="list-style-type: none"> <li>• Details of the proposed scheme, including floor areas, types of units and numbers of units;</li> <li>• Estimate of sales values for residential and commercial property including values for affordable housing;</li> <li>• Market evidence in support of the sales values;</li> <li>• A calculation of the Gross Development Value, with evidence of how it has been derived;</li> <li>• A viability report and appraisal including details of all costs to be incurred, including acquisition costs, construction costs, abnormal costs, level of contingency, professional fees, marketing, letting and disposal fees, and finance/interest costs;</li> <li>• Development programme to show pre-build timescales, construction timescales, marketing and sales period and phasing assumptions;</li> <li>• The level of development profit, expressed as profit on cost and/or profit on value.</li> </ul>	<p><a href="#">NPPF</a> Section Para. 173</p> <p><a href="#">PPG Reference ID: 10</a></p>

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<b>Waste Audit (NEW)</b>	Major planning development and other significant planning applications likely to generate significant volumes of waste, such as flatted development below the majors' threshold.	<p>Waste audit should demonstrate that waste will be minimised as far as possible and that waste which is generated will be managed in an appropriate manner in accordance with the waste hierarchy.</p> <p>Construction phase:</p> <ul style="list-style-type: none"> <li>• the anticipated nature and volumes of waste that the development will generate</li> <li>• where appropriate, the steps to be taken to ensure the maximum amount of waste arising from development on previously developed land is incorporated within the new development</li> <li>• any other steps to be taken to manage the waste that cannot be incorporated within the new development or that arises once development is complete.</li> <li>• the steps to be taken to ensure effective segregation of wastes at source including, as appropriate, the provision of waste sorting, storage, recovery and recycling facilities</li> </ul> <p>Operational phase –</p> <ul style="list-style-type: none"> <li>• the steps to be taken to ensure effective segregation of wastes at source including, as appropriate, the provision of waste sorting, storage, recovery and recycling facilities</li> </ul>	<p><a href="#">National Planning Policy for Waste (2014)</a></p> <p><a href="#">PPG Reference ID: 28</a></p> <p>Local Plan Policy P12 'Resource Management'</p>