

Report to Planning Committee

6 September 2023

Subject:	Planning Validation Checklist
Director:	Director of Regeneration and Growth Tony McGovern
Contact Officer:	Development Planning Manager Alison Bishop Alison_bishop@sandwell.gov.uk

1 Recommendations




- 1.1 That Planning Committee note the final comments to the Planning Validation Checklist.
- 1.2 That Planning Committee note the contents of the Planning Validation Checklist.
- 1.3 That approval is given to adopt of the revised Planning Validation Checklist with effect from 1st October 2023.

2 Reasons for Recommendations

- 2.1 The revised planning validation list has been updated to reflect current policy and legislative requirements for the required information that should accompany planning applications. This gives more certainty to applicants for the information they need to include as part of the submission and enables the local planning authority to make robust and properly informed decisions.



3 How does this deliver objectives of the Corporate Plan? (select relevant category and inc narrative how deliver)

	Strong resilient communities
	Quality homes in thriving neighbourhoods
	A strong and inclusive economy

4 Context and Key Issues

- 4.1 Planning applications are currently validated using the Black Country Validation Checklist (2012) and this document reflected National and local policy at this time.
- 4.2 The National Planning Policy Framework, paragraph 44 states that local planning authorities should publish a list of their information requirements for applications for planning permission and these should be to a minimum for making decisions and should be reviewed every two years. It states that local authorities should only request supporting information that is relevant, necessary and material to the application in question.
- 4.3 The current checklist given the time it was adopted does not reflect all current national policy and legislation that should be considered during the determination of planning applications. In addition, the current list is a complex document and the new checklist has been re-configured to include a more accessible section for Sandwell’s residents who wish to submit a ‘Householder’ planning application for a domestic extension and then separate guidance for commercial planning applications.
- 4.4 Consultation has taken place with relevant Council Services and other statutory consultees, i.e. Environment Agency, Birmingham and Black Country Wildlife Trust, Canals and River Trust along with all planning



agents/architects who have submitted planning applications to Sandwell within the last three years. The consultation period was also publicised on the Council's web page and took place between 27th February to 9th April 2023

Limited responses have been received following the expiration of the consultation period. To summarise, in the main, short of a few minor changes recommended by Statutory Consultees, the document was considered to be sound and in compliance with relevant policy and legislation.

Subject to the approval of planning committee, it would then be intention to adopt this revised Sandwell Planning Validation Checklist with effect from 1st October 2023.

5 Alternative Options

- 5.1 The current Black Country Validation Checklist could remain in place however, it is now over 10 years old and hence an updated list is required to comply with National Policy.



6 Implications

Resources:	Financial, staffing, land/building implications
Legal and Governance:	Legal implications including regulations/law under which proposals are required/permitted and constitutional provisions
Risk:	Risk implications, including any mitigating measures planned/taken, health and safety, insurance implications
Equality:	Implications for equality (all aspects and characteristics) including how meeting Equality Duty, equality impact assessments
Health and Wellbeing:	Implications of the proposals on health and wellbeing of our communities
Social Value	Implications for social value and how the proposals are meeting this (for e.g. employment of local traders, young people)
Climate Change	Sandwell Council supports the transition to a low carbon future, in a way that takes full account of the need to adapt to and mitigate climate change. Proposals that help to shape places in ways that contribute to radical reductions in greenhouse gas emissions, minimise vulnerability and improve resilience; encourage the reuse of existing resources, including the conversion of existing buildings; and support renewable and low carbon energy and associated infrastructure, will be welcomed.

7. Appendices

Appendix 1 - Revised Sandwell's Planning Validation Checklist.

8. Background Papers

None.



**Sandwell Metropolitan Borough
Council**

**Validation Checklist for Planning
Applications
February 2023**

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1.0 INTRODUCTION

This Application Validation Checklist has been produced in accordance with Planning Practice Guidance and paragraph 44 of the National Planning Policy Framework (NPPF) (2021). Paragraph 44 of the NPPF states that local planning authorities should publish a list of their information requirements for applications, which should be kept to the minimum needed to make decisions and should be reviewed at least every two years. Paragraph 44 states that local planning authorities should only request supporting information that is relevant, necessary and material to the application in question. Additionally, Planning Practice Guidance states that, in addition to being specified on an up-to-date local list published on the Local Planning Authority's website, information requested with a particular planning application must be:

- Reasonable, having regard, in particular, to the nature and scale of the proposed development; and
- Related to a matter which is reasonably regarded as a material consideration in the determination of the application.

If the information required by the checklist is not included with an application and is considered by the local planning authority to be reasonable and necessary in order to properly assess the application, the authority will declare the application invalid, and an opportunity will be given to provide this information in order to make the application valid. Applications which are validated are likely to contain sufficient information for a decision to be made and this should enable the Council to make a greater number of decisions within government timescales. However, there may be circumstances where a validated application will not contain all the information required for a decision to be made, and the Council may seek additional information post-validation under the existing statutory provisions set out within the Town and Country Planning (Application) Regulations 1998.

In circumstances where applicants do not agree with the Council's request for information or plans set out within this list, they may wish to challenge the decision not to validate an application. In such cases, applicants may have the right of appeal for non-validation under Section 78 of the Town and Country Planning Act 1990. The relevant grounds for the appeal would be non-determination within the 8 or 13-week determination period (depending upon whether the application is classed as major or minor development. The threshold for a major development is any application that involves mineral extraction, waste development, the provision of 10+ dwellings / a site area over 0.5 Hectares or a floorspace of over 1,000sqm / an area of 1 hectare. Anything smaller than this would be considered as minor development. Similarly, the right to complain to the Local Government Ombudsman on the grounds of maladministration also remains.

2.0 GUIDE TO THE CHECKLIST

This document has been developed to assist in the submission of planning applications within Sandwell Metropolitan Borough. The aim of this guide is to help

applicants submit the right information with an application to ensure the local planning authority (LPA) is able to deal with your application as quickly and comprehensively as possible.

Please note that **not all items within this guide will be relevant to every type of planning application** and you should pay particular attention to the third column, which specifies the application type. This checklist brings together existing information requirements that need to be submitted alongside a planning application and is not intended to impose additional requirements on applicants. We strongly encourage you to obtain pre-application advice from the LPA who will assist you in putting together your development proposals. Contact details can be found at the end of this document.

The guide has been structured to help you through the submission process as follows. For all applications, except householders, there are two sections split into mandatory and supporting information. **National and Local Mandatory information has to be submitted with an application for it to be validated** and the consultation and processing of the application to start. The document sets out mandatory local requirements, which includes some obligatory documents that are site specific. If an application meets the threshold for a mandatory local document, this documentation must be submitted at the time of application, otherwise the application will be invalid. If the documentation submitted with applications is subsequently found to be inadequate, additional information may be requested during the determination process. If this information is not submitted within the necessary timescale, the application may be delayed or refused on the grounds of inadequate information.

The supporting information will often be required to enable the LPA to make a fully informed decision on the merits of the application. This information would not result in an application being made invalid, but failure to provide sufficient supporting information, when requested and in a timely manner, may result in your application being refused on the grounds that insufficient information has been available to the LPA to make a sound judgement on the proposal. Section 3.0 of the document (page 8) provides an outline of the requirements for a householder application.

2.1 GUIDE TO MANDATORY DOCUMENTS

These comprise of both National and Local documents and in brief are set out below:

National Requirements:

- The application form
- Location plan
- Site Plan (also known as a block plan)
- An ownership certificate A, B, C or D must be completed stating the ownership of the property. **Please note that if during the planning process the ownership certificate is found to be inaccurate this may then invalidate your application.**
- Agricultural holdings certificate
- Design and access statement (if required)
- Correct application fee.

Local Requirements:

- Existing and Proposed Elevations
- Existing and Proposed Floor Plans
- Existing and Proposed Site Sections and Finished Floor and Site Levels (if required)
- Parking and Access Plan (if required)
- Flood risk assessment (if required)
- Sustainable Drainage Strategy (if required)
- Survey and impact assessment for protected and important species (if required)
- Habitat survey (if required)
- Coal Mining Risk Assessment (if required)
- Contaminated Land Site Investigation/ Statement (if required)
- Arboricultural report (Trees, Woodlands and Hedgerows) (if required)
- Affordable housing statement (if required)
- Draft Heads of Terms – s106 agreement (if required)
- Viability Assessment (if required)

2.2 GUIDE TO SUPPORTING DOCUMENTS

These documents will vary depending on the specific details of the application being proposed.

You are advised to seek pre-application advice from the LPA prior to submitting your application to establish the documents required to support your application. If you do not seek pre-application advice and the required information has not been submitted, your application may be refused on the basis of insufficient information being available at the time the decision is made.

The LPA is mindful of the advice contained in paragraph 39 of the National Planning Policy Framework (NPPF) requiring them to work proactively with applicants to secure developments that improve the economic, social and environmental conditions of the area. This proactive engagement is provided in part through pre-application procedures. Details of the pre-application advice service is available on the Council's website [here](#).

Where applicants wish to secure additional time for an application to be considered, they should contact the LPA to enquire about completing an extension of time agreement to enable the application to be determined in a managed timescale.

2.3 SCALE, PLAN SIZE AND LABELLING REQUIREMENTS

The following requirements apply to all forms, documents and plans submitted:

- Application forms, supporting documents and plans.
- Location plans must be 1:1250 or 1:2500 and include details of at least two named roads
- Site/ block plans should be drawn at a scale of 1:500 and should clearly show the proposed development in relation to site boundaries, existing structures buildings and roads on land adjoining the site, parking and access arrangements, positions and details of any trees which may be affected by the proposed development.
- Site Sections: Where there is a change in levels across a site, or between the application site and adjacent land, section plans through the buildings/ land shall be provided at a scale of 1:200 or 1:100 demonstrating existing and finished levels.
- All other plans must be drawn to an appropriate metric scale i.e. 1:50, 1:100, 1:200 or 1:500, please note:
- Plans should be A4 or A3 size wherever possible
- Plans must show the direction of North.
- Plans with the 'Do Not Scale' disclaimer or similar on them will not be accepted.
- **Scale bars MUST be provided on all plans OR at least two dimensions on each plan**
- All plans should be clearly labelled with a reference number (including amendments with updated revision numbers).
- All information must be clear enough so that the quality of detail is not compromised when scanned and viewed electronically e.g. faint lines are unacceptable.
- Retrospective applications must also provide detailed drawings which clearly show the work that retrospective consent is being applied for.
- It would be helpful if coloured three-dimensional imagery is provided for at least the main street elevation for major applications to help schemes to be shown in their context.
- Photographs of the existing site would also be helpful.
- **PLEASE NOTE: Due to General Data Protection Regulations please do not include personal details (Names, personal emails, addresses) on submitted drawings. If this information is included it will not be redacted.**

3.0 HOUSEHOLDER APPLICATION CHECKLIST:

The checklist below should be referred to when submitting a householder application. The National requirements should be followed for **ALL HOUSEHOLDER APPLICATIONS**. However, there may be instances when other information is required under section 4.

H1	National Requirement List (must be provided to be valid) – required by Part 3, Article 11 (7) of the Town and Country Planning (Development Management Procedure) Order 2015
H2	Scale, size and labelling requirements – refer to page 6 and 7 above
H3	Completed householder application form (guidance is provided on the planning portal website)
H4	Location Plan showing where the site is by outlining the site in red and any other land within the applicant's ownership in blue (scale of 1:1250 or 1:2500)
H5	Existing and Proposed Site Plan/Block (scale 1:500); Existing and Proposed Floor Plans & Elevations (normally to scale of 1:50 or 1:100).
H6	Streetscene drawn to a scale of 1:100 or 1:200: a streetscene drawing will be required where increases to roof heights on existing buildings are proposed.
H7	Sections details to a scale of 1:100 or 1:200: a section will be required where there is clear difference in existing levels or level changes are proposed.
H8	Completed Ownership/Agricultural Holdings Certificate to confirm who owns land affected by the proposal - guidance is available here
H9	The appropriate fee - guidance on fees is available here
H10	Levels survey information (e.g site sections) - Where an application site itself and its relationship with a neighbouring site is affected by a change in ground level of over 300mm, sections should be provided to demonstrate the extent of the change in levels, the effect that this has on how a development will appear and details, where necessary, of any retaining structures or mitigation proposed.
H11	Vehicle Parking Details of existing and proposed parking where additional bedrooms are being created. For more information on requirements, please refer to the Council's SPD Residential Design , Appendix 3 paragraph 4.9
H12	Heritage Statement This will be required for applications which effect Designated Heritage Assets which can be found via Sandwell's web site . For more information on the specific requirements of a Heritage Statement advice can be provided from the Council's Conservation Officer
H13	Sunlight path/45 degree code This will be required to demonstrate the impact on light and outlook to neighbouring properties.

4.0 ALL OTHER APPLICATIONS:

For each item on the local requirement list the following guidance is given:

- When the additional information or a statement on the topic is required,
- Guidance on what the information submitted should cover,
- The policy justification for requiring the information,

Please note that the guidance given is generalised and often the scope and standard of the information required will depend upon the individual site and the proposal. We would recommend using our pre- planning application service which will help to guide you on what details should be submitted with an application. Please also note that this list is not exhaustive and there may be sites or proposals where additional information made be needed before the planning application can be determined.

4.1 NATIONAL REQUIREMENTS

Number	Information Required	Type of Application This section sets out which types of applications require the information.	Guidance Items including the word ‘ must ’ in bold indicate statutory requirements. Items including the word ‘ should ’ indicate requirements that may help the determination of your application.
National Requirements – required by Part 3, Article 11 (7) of the Town and Country Planning (Development Management Procedure) Order 2015			
N1	Application Form	All applications	<p>V1 Application Form All applications. All sections and questions must be answered. Declaration must be signed and dated.</p> <p>Notes: For all types of development other than for housing (for example employment, retail or leisure development), information on non-residential floorspace must be provided in terms of gross internal floorspace.</p> <p>For retail development (class E), details of net floorspace (net tradable area) must also be provided. Floorspace definitions are set out in the definitions / glossary section.</p> <p>For applications involving the siting of mobile homes, including plots or pitches for gypsies, travellers or travelling show people, the description of the proposal must include the number of homes, plots or pitches.</p> <p>All proposals for waste management development (including proposals to expand, upgrade or relocate existing waste facilities) should be made using a detailed planning application form and section on ‘Industrial or Commercial Processes and Machinery’ must be completed in full.</p>

Number	Information Required	Type of Application This section sets out which types of applications require the information.	Guidance Items including the word 'must' in bold indicate statutory requirements. Items including the word 'should' indicate requirements that may help the determination of your application.
			All mineral development applications should be made using a detailed planning application form.
N2	Appropriate Fee paid in full	All applications	<p>The appropriate fee must be paid in full at the time of submitting your application.</p> <p>Note: If your planning application is submitted online via the Planning Portal you can pay either by telephone 0121 569 4054 or BACS transfer:</p> <p>Sort Code – 60-15-39 Account number - 69624178 Account name - Sandwell MBC</p> <p>Once payment has been made please email planning@sandwell.gov.uk with the date of payment, amount paid, application reference and payment reference. These details are required to ensure we can track your payment and enable us to process your application further.</p>
N3	Ownership Certificate	All applications Except for consent to display advertisements	<p>If the applicant is the sole owner of the site (and there are no long leases) then Certificate A must be completed.</p> <p>If the applicant is not the owner of the site (or only owns part) and the applicant knows who owns the site (or the other parts) then Certificate B must be completed (see V5 below).</p>

Number	Information Required	Type of Application This section sets out which types of applications require the information.	Guidance Items including the word 'must' in bold indicate statutory requirements. Items including the word 'should' indicate requirements that may help the determination of your application.
			Certificate C must be completed if there is more than one owner and the applicant knows some but not all the owners of the site (see N5 below).
N3 Continued	Ownership Certificate	All applications Except for consent to display advertisements	Certificate D must be completed if the applicant does not know any of the owner(s) of the site (see N5 below). Note: Long leaseholders (more than 7 years remaining) are treated as owners for these purposes. Advisory – It is the requirement of the applicant to make the appropriate declaration. Applications that are subsequently identified as having the incorrect certificate served may affect the validation of the application.
N4	Agricultural Holding Certificate	All applications Except for consent to display advertisements	Must delete those parts which are not appropriate. Must sign and date. Note: Part B relates to 21 days.
N5	Article 6 (applications other than householder) or Article 11	All applications where Ownership Certificates B, C or D have been completed	A notice must be served on all owners and / or published in the press in accordance with the instructions on the Certificate. A copy of the Article 6 or 11 notice must be included in the application submission.

Number	Information Required	Type of Application This section sets out which types of applications require the information.	Guidance Items including the word 'must' in bold indicate statutory requirements. Items including the word 'should' indicate requirements that may help the determination of your application.
	(householder applications)		Where certificates C or D have been completed, a copy of the article published in the newspaper must also be provided.
N6	Location Plan	All applications	<p>This is a plan that shows the location of the application site in relation to its surroundings. Details must be clearly and logically labelled, for example road names, and must show the direction North. Site boundaries must be edged clearly with a red line. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.</p> <p>The scale should be 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper Where possible please show at least two named roads and surrounding buildings.</p>
N7	Block /Site Plan	All applications	<p>This is a plan at scale 1:500 or 1:200 that shows the existing and proposed layout of the application site, including the positions of any buildings.</p> <p>Details must be clearly and logically labelled, for example road and building names.</p> <p>Must show the site boundaries. Must show the type and height of any boundary treatment (e.g. walls, fences etc).</p>

Number	Information Required	Type of Application This section sets out which types of applications require the information.	Guidance Items including the word 'must' in bold indicate statutory requirements. Items including the word 'should' indicate requirements that may help the determination of your application.
			<p>Must show the position and height of any building or structure outside the site but within 10 metres of the boundary.</p> <p>Proposals must also be shown in context with adjacent buildings (including property numbers where applicable). Must show the direction North.</p>
N8	Design and Access Statement (DAS)	Requirements are set out in paragraph 031 of the National Planning Practice Guidance. N.B. Even where not required, applicants may consider submitting a DAS in order to fully demonstrate the appropriateness of the design and accessibility of the proposal.	<p>A DAS must be submitted for:</p> <p>Applications for major development, as defined in article 9 of the Town and Country Planning (Development Management Procedure (England) Order 2015 (As amended));</p> <p>Applications for development in a designated area, where the proposed development consists of:</p> <ul style="list-style-type: none"> • one or more dwellings; or • a building or buildings with a floor space of 100 square metres or more. • Applications for listed building consent. <p>Guidance on Design and Access Statements can be found at:</p> <p>https://www.gov.uk/guidance/making-an-application</p>

Number	Information Required	Type of Application This section sets out which types of applications require the information.	Guidance Items including the word 'must' in bold indicate statutory requirements. Items including the word 'should' indicate requirements that may help the determination of your application.
N9	Existing and Proposed Elevations	All applications proposing new buildings or alterations to the exterior of existing buildings.	<p>Must clearly show the proposed works in relation to what is already there, preferably by the use of colour, differentiating them from the existing building(s). Any blank elevations should also be included; if only to show that this is in fact the case.</p> <p>All elevations and plans must be clearly and logically labelled, for example front or rear elevation and given titles which refer to their content and include a plan number reference.</p> <p>Where any proposed elevation adjoins another building on the boundary, the drawings should clearly show the relationship between the buildings and detail the positions of the openings on each property.</p> <p>Where an existing building is being extended or altered, the whole of any existing elevation that is being extended or altered must be shown, not just part of it.</p>
N10	Existing and Proposed Floor Plans	All applications that propose new or amended floorspace and/or proposals to alter existing buildings.	<p>Details must be clearly and logically labelled, for example room names showing all internal divisions (rooms) within the building.</p> <p>Must show the proposal in detail including where existing buildings or walls are to be demolished - these should be clearly shown.</p> <p>The drawings submitted should show details of the existing building(s) as well as those of the proposed development, preferably by the use of colour, differentiating them from the existing building(s).</p>

Number	Information Required	Type of Application This section sets out which types of applications require the information.	Guidance Items including the word 'must' in bold indicate statutory requirements. Items including the word 'should' indicate requirements that may help the determination of your application.
N11	Existing and Proposed Site Sections and Finished Floor and Site Levels	All applications proposing changes to site levels or where existing levels across the site vary more than 0.3 metres.	<p>Plans must also show the proposals in relation to adjoining land and buildings. Should show a cross section(s) through the proposed site and/or building(s). A supplementary plan should be submitted clearly identifying on a site plan where each section is taken from.</p> <p>In all cases where a proposal involves a change in ground levels, drawings should be submitted to show both existing and finished levels to include details of foundations, retaining structures and how eaves relate to adjacent land and boundaries. Details should also be submitted explaining how any encroachment on adjacent land is to be avoided.</p> <p>Plans should show existing site levels and finished floor levels (preferably through the use of colour differentiating them from the existing levels) with levels related to a fixed datum point either off site but nearby, or at some point on the site which will not be affected by the works proposed.</p>
N12	Streetscene elevations	Sites proposing infill development and increased building heights (including new floors and increased roof heights).	A scaled elevation drawing showing how the proposed building/ alterations with sit alongside neighbouring buildings. Plans should be at a scale of 1:100 or 1:200, accurately show the height and outline of neighbouring buildings and position size of features (eg windows), accurately show any differences in levels.
N13	Fire safety	Buildings of 18 metres or more in height, or of seven or more storeys for residential purposes.	A fire safety statement must be provided setting out the fire safety considerations specific to the development. Guidance for fire safety requirement can be found at:

Number	Information Required	Type of Application This section sets out which types of applications require the information.	Guidance Items including the word 'must' in bold indicate statutory requirements. Items including the word 'should' indicate requirements that may help the determination of your application.
			https://www.gov.uk/guidance/fire-safety-and-high-rise-residential-buildings-from-1-august-2021

4.2 MANDATORY LOCAL REQUIREMENTS

No.	Details	Type of application	Guidance	Justification
M1	Community Infrastructure Levy (CIL) Planning Application – Additional Information Requirements Form and a completed Assumption of Liability Form (Form 1)	Planning applications that create new Retail or Residential floor space.	<p>The relevant forms are available at:</p> <p>https://www.planningportal.co.uk/info/200126/applications/70/community_infrastructure_levy</p> <p>Details of Sandwell's CIL charging is available on the Council's website at:</p> <p>https://www.planningportal.co.uk/info/200136/policy_and_legislation/70/community_infrastructure_levy/5</p> <p>If your application is CIL liable it is important that you ensure the requirements of CIL Regulations are met to ensure that you avoid any unnecessary surcharges and that any relevant relief or exemption is applied. Guidance can be found on the links above.</p>	<p>The Community Infrastructure Levy (CIL) is a levy that Local Authorities can choose to charge on new development. The money can be used to support development by funding infrastructure that the Council, local community and neighbourhoods want.</p>
M2	Noise impact assessment/ noise survey	<p>The following developments should include a noise impact assessment / noise mitigation scheme for the impact of noise on nearby residential uses:</p> <p>i) New residential development nearby to licensed premises,</p>	<p>The Noise Impact Assessment should outline the potential sources of noise generation, and how these may have a negative effect on local amenity. The assessment should also outline how the developer mitigates any adverse issues identified by the assessment.</p> <p>This should include with an assessment of commercial noise sources in accordance with BS4142:2014+A1:2019.</p> <p>Any recommendations to mitigate noise should be incorporated into the submitted plans for the application.</p>	<p>As required by paragraph 174 (e) of NPPF (2021) to ensure that new development prevents unacceptable risk from noise/air pollution.</p>

No.	Details	Type of application	Guidance	Justification
		<p>or adjacent to existing commercial premises.</p> <p>ii) new commercial development within Use Classes B2 or B8 adjacent to existing residential development</p> <p>iii) any application for an entertainment and licensed premise.</p> <p>iv) Other developments (including day nurseries, sports facilities, smoking areas, places of worship) can generate noise and may warrant a noise impact assessment / noise mitigation scheme, this will be determined on a site to site basis.</p>		
M3	Air Quality Impact Assessment and /	Developments within areas where air quality	The assessment should include consideration of potential increased exposure for relevant receptors affected by the	As required by paragraph 174 (e) of

No.	Details	Type of application	Guidance	Justification
	or mitigation measures	does not, or is unlikely to, meet air quality objectives (air quality hotspots). Detail criteria set out in Table 1 of the Black Country Air Quality SPD	<p>development. The assessment should take into account the individual and cumulative air quality impacts of existing and committed developments. Further information on what is required as part of the assessment is available in the Black Country Air Quality SPD.</p> <p>Mitigation measures are also provided in the Black Country Air Quality SPD</p>	<p>NPPF (2021) to ensure that new development prevents unacceptable risk from noise/air pollution.</p> <p>Policy ENV8 of the Black Country Core Strategy (2011), and the Black Country Air Quality SPD (2016).</p> <p>Sandwell Council has declared the borough as an Air Quality Management Area (AQMA).</p>
M4	Transport Assessment or Transport Statement and Travel Plans	<p>All applications likely to generate very significant traffic movements and/or large numbers of trips associated with developments in line with the thresholds set out in the guidance referred to in the adjacent guidance column.</p> <p>. If a Transport Assessment is not required, highways may</p>	<p>The Councils SPD 'The preparation of Transport Assessments and Travel Plan' Table 1 provides the criteria for types of planning proposals.</p> <p>Other parking standards can be found</p> <p>Applicants are advised to seek specialist expertise and to discuss their proposals with the Councils' Transportation Policy team and/or Highway Authority at an early stage in the design process. The Highway Authority will advise if contact should also be made with the National Highways, for example if proposals affect a Motorway or the Trunk Road network. You are advised to contact the planning@sandwell.gov.uk in the first instance or submit a pre-application enquiry.</p>	<p>As required by paragraph 113 of NPPF (2021) to assess the likely impacts of the proposal.</p> <p>As required by TRAN2 Managing the Impacts of New Development within the Black Country Core Strategy.</p>

No.	Details	Type of application	Guidance	Justification
		request a Transport Statement to identify trip rates and parking accumulation associated to the proposed. As a minimum a paragraph in the covering letter should provide an explanation.		
M5	Parking Plan	All applications where floorspace or changes of use will generate additional parking demands.	<p>The application must be accompanied by plan(s) showing the vehicle parking, cycle parking and access arrangements (existing and proposed). You may wish to include this information on other plans such as block plans.</p> <p>For more information on residential schemes, please refer to the Councils SPD Residential Design, Appendix 3 paragraph 4.9</p> <p>Other parking standards can be found in the Council's SPD 'The preparation of Transport Assessments and Travel Plan' Table 1</p> <p>Cycling provision can be found in the Council's SPG 'Cycling' section 5 which provides standards for cycling parking/provision</p>	As required by paragraph 110 – 112 of NPPF (2021) to ensure that modes of transportation/ movement can be accommodated within the development.
M6	Flood Risk Assessment	Flood Risk Assessment – required for planning applications where the site is 1 hectare or more in Flood zone 1 and	A Flood Risk Assessment (FRA) must demonstrate: whether any proposed development is likely to be affected by current or future flooding from any source flood authority;	As required by paragraph 167 of NPPF (2021) to reduce the risk of flooding.

No.	Details	Type of application	Guidance	Justification
		<p>required for all planning applications for new developments (excluding extensions at first floor or above) located in Flood Zones 2 and 3.</p> <p>All applications for development in the particular areas identified in the adjacent guidance column</p>	<p>Guidance can be found about requirements for FRAs via the planning portal which includes links to the Environment Agency</p>	<p>Policy ENV5 of the Black Country Core Strategy</p>
M7	Sustainable Drainage Details and Water Management Assessment	Sustainable Drainage systems are required for all major applications (10 or more dwellings, or 1000 square metres or more of new floorspace).	<p>All major planning applications must include details setting out how Sustainable Urban Drainage Systems (SuDS) are proposed to be incorporated in the scheme to alleviate sewer / flooding problems by preventing or minimising surface water entering the sewerage system and should clearly demonstrate that the scheme is consistent with the relevant planning policies. Details of the information required within a SuDS can be found here</p> <p>If this is not possible, justification will need to be submitted for why it would be impractical to do so.</p>	<p>As required by paragraph 167 of NPPF (2021) to reduce the risk of flooding.</p> <p>Policy ENV5 of the Black Country Core Strategy</p>
M8	Ecological survey and impact assessment for protected and important species	All planning applications with the potential to affect sites where protected or important species are present, or may be adversely affected, should be supported by	<p>A protected species is any species of animal or plant which receives legal protection through UK or European legislation.</p> <p>An important species is any species of animal or plant which is:</p> <p>The subject of a national or local Biodiversity Action Plan. Listed by the Government as a species of principal importance</p>	<p>As required by paragraphs 174-177 of the National Planning Policy Framework (2021) to protect and enhance biodiversity.</p>

<u>No.</u>	<u>Details</u>	<u>Type of application</u>	<u>Guidance</u>	<u>Justification</u>
		<p>survey work and an impact assessment to a nationally recognised standard.</p> <p>All planning applications on sites where protected or important species have been recorded, reported or can reasonably be expected to be present should be supported by survey work to properly demonstrate presence or absence.</p>	<p>for the conservation of biological diversity in England (see section 41 of the Natural Environment and Rural Communities Act 2006).</p> <p>Note for Applicants</p> <p>Ecological surveys must be carried out in very specific time periods, and developers should be aware of this in relation to the following items. Not doing a study at the appropriate time can be a major issue for the planning application.</p> <p>If an Ecological Assessment is not required, a statement or included in the covering letter should be provided with an explanation.</p> <p>Under the Environment Act 2021, all planning permissions granted in England (with a few exemptions) will have to deliver at least 10% biodiversity net gain, expected to be required from November 2023.</p>	<p>Policy ENV1 of the Black Country Core Strategy (2011) and Section 40 of the Natural Environment and Rural Communities Act 2006 places a duty on all public authorities in England and Wales to have regard, in the exercise of their functions, to the purpose of conserving biodiversity.</p> <p>Environment Act 2021</p>
M7	Habitat Survey	<p>All applications within or adjacent to a designated wildlife site (SINC (Site of Importance for Nature Conservation), SLINC (Site of Local Importance for Nature Conservation), LNR (Local Nature</p>	<p>Habitat surveys must be carried out by suitably qualified ecologists at specific time periods during the appropriate stage of the year. Not doing a study at the appropriate time can lead to delays or the refusal of the planning application.</p> <p>Clear information is required, which should be based on comprehensive, relevant and up to-date survey data, accurate assessments of impacts and practical measures to avoid</p>	<p>As required by paragraphs 174-177 of the National Planning Policy Framework (2021) to protect and enhance biodiversity.</p>

No.	Details	Type of application	Guidance	Justification
		Reserve), NNR (National Nature Reserve), SAC (Special Area of Conservation) or SSSI (Site of Special Scientific Interest), or likely to give rise to damaging impacts to any of these sites (householder applications adjacent to a designated site would not normally need to meet these requirements).	adverse impacts. Reference must be made to the national, regional or local contexts. Designated nature conservation sites are shown on the Sandwell's Site Allocation and Delivery Development Plan, Sandwell' Policies Map.	Policy ENV1 of the Black Country Core Strategy (2011), and Section 40 of the Natural Environment and Rural Communities Act 2006 places a duty on all public authorities in England and Wales to have regard, in the exercise of their functions, to the purpose of conserving biodiversity.
M8	Coal Mining Risk Assessment	All applications (excluding householder) which fall within the Coal Mining Development Referral Areas as defined by The Coal Authority and held by the Local Planning Authority.	The local planning authority has implemented the Coal Authority's "risk based" approach to planning applications, and specific "Development High Risk Areas" have been defined. In these areas coal mining features are recorded to be present at surface or shallow depth which may pose a risk to surface stability. A Coal Mining Risk Assessment, note this is not a Coal Mining Report, will be required to support all planning applications for development within these areas (except for householder and other exempt developments). This should be prepared by a suitably qualified and competent person (see NPPF and Coal Authority guidance on Risk Assessments for further information about this)	As required by paragraph 183 - 185 of the NPPF (2021), and as required by SAD DC6 of the Site Allocations and Delivery Plan Document (December 2012)

No.	Details	Type of application	Guidance	Justification
			<p>Detail guidance on exemptions and Coal Mining Risk Assessments is available provided via this link above.</p>	
M9	Contaminated Land Site Investigation / Statement	<p>All new development applications, except for:</p> <ul style="list-style-type: none"> a) Householder applications, and / or b) Changes of use or adaptation of existing buildings that do not involve any excavation, ground works or other operations which involve ground disturbance (except where gardens areas are provided). 	<p>The assessment should examine the likelihood of the presence of land contamination, its nature and potential risk to the proposed development, and what further measures are required to ensure the site is suitable for use. The minimum required is a report of a desk top study and site walk-over.</p> <p>Preliminary Risk Assessments should be conducted in accordance with guidance regarding land contamination risk management (LCRM)</p> <p>More information on which land uses may have caused contamination of the underlying soil can be found here:</p>	<p>As required by paragraph 183 – 185 of the NPPF (2021) requires prevention of new and existing development from contributing to, being put at unacceptable risk from or being adversely affected by unacceptable levels of soil, air, water or noise pollution or land instability.</p> <p>SAD DC6 of the Site Allocations and Delivery Plan Document (December 2012)</p>
M10	Affordable Housing Statement And a plan showing the location of	All applications for 10 or more dwellings.	<p>The statement must include details of property type, number of bedrooms, size, tenure, location and number of proposed affordable dwellings. The Black Country Core Strategy seeks 25% of housing on sites to be affordable.</p> <p>Further details are set out in BCCS Policy HOU3 and Sandwell's SPD Planning Obligations. Paragraph 64, 65 and</p>	<p>As required by paragraph 64, 65 and 66 of the NPPF (2021) Sets out the affordable housing requirements which aims to provide affordable homes as</p>

No.	Details	Type of application	Guidance	Justification
	affordable housing		<p>66 and Annex 2 (Glossary) of the NPPF (2021) sets out types of affordable provision.</p> <p>Note: You are encouraged to contact the Council for pre- application advice to confirm the tenure mix and size of units required on the site.</p> <p>Where an application proposes an affordable housing provision below the quantum required by policy the Affordable Housing Statement should make reference to the Viability Assessment also required. On sites where 25% affordable housing is not proposed, a financial viability assessment conforming to an agreed methodology will be required and, where necessary, will be independently appraised and considered by the local planning authority at the cost of the applicant (see M12 below).</p>	part of major developments.
M11	Section 106 Draft Heads of Terms Including Viability Assessment	Where a s106 obligation is required usually development over 10 dwellings or over 1,000 m ² floorspace.	<p>A draft Heads of Terms should accompany all planning applications above the thresholds set out in each LPA's suite of SPDs (usually developments over 10 dwellings or over 1,000 m² floorspace).</p> <p>The Head of Terms should include details of the obligation and contact (applicant, agent and solicitor) details to proceed with s106 instructions.</p> <p>Note You are encouraged to contact the LPA to obtain pre-application advice.</p>	As required by policies 64, 65 and 66 of the National Planning Policy Framework (2021) and the Sandwell Metropolitan Borough Council Planning Obligations SPD (2015).

No.	Details	Type of application	Guidance	Justification
M12	Viability Assessment	All applications for 10 or more residential units where the amount of affordable is not being provided because the scheme would not be viable.	<p>The assessment should include a full financial appraisal of the scheme detailing costs and income generated by the scheme, details of how the affordable housing will be delivered and the proposed tenure mix. The assessment should also link to the Affordable Housing Statement.</p> <p>Whilst the Council will make endeavours to assess the information submitted, there may be circumstances where viability assessments will be independently assessed by a third party, instructed by the Council and the cost of this will be covered by the applicant. The results of the independent assessment will inform Section 106 Negotiations.</p> <p>.</p>	As required by paragraph 58 of the NPPF (2021), which states that the applicant should demonstrate whether particular circumstances justify the need for a viability assessment at the application stage.
M13	Fume Extraction (Flue Equipment)	All applications including the cooking of food (on more than a domestic scale) and all applications for commercial and industrial activities that produce fumes, vapours, gases, odours, particulate matter, smoke, or use volatile chemicals	<p>Applications shall be submitted with the following information (where relevant):</p> <ul style="list-style-type: none"> • Elevations to show position, location and height (where external) of any required equipment. • Proposed external finishes and fixings. • Manufacturer's specifications including maintenance requirements. 	As required by paragraph 174 (e) of NPPF 2021 to ensure that new development prevents unacceptable risk from noise/air pollution.
M14	Sequential Approach Assessment for. Retailing, Leisure &/or Office Uses.	All applications for all Main Town Centre uses (defined in glossary section) that are not in an existing centre and are not in accordance with an	Main town centre uses should be located within the strategic, town, district or local centres (of an appropriate scale) wherever possible. See Sandwell's map for town centres and boundaries . In addition, other town centres in other borough should also be considered.	As required by paragraph 86 -91 of the National Planning Policy Framework (2021) which promotes a town centre first

No.	Details	Type of application	Guidance	Justification
	Sequential Approach continued	up- to date development plan, and that comprise: - any application to create additional floorspace. This requirement applies to extensions to retail and/or leisure uses where the gross floorspace of the proposed extension exceeds 200m2;	Proposals should demonstrate that the site is within a town centre. Where an edge of centre, or failing that, out of centre, site is proposed it should be demonstrated that no more central sites or buildings are or are likely to become available.	approach and CEN7 of the Black Country Core Strategy (2011),
M15	Environmental Impact Assessment (EIA) Screening Opinion	Major developments which are of more than local importance; Developments which are proposed for particularly environmentally sensitive or vulnerable locations; and Developments with unusually complex and potentially hazardous environmental effects	Developments that are likely to have significant environmental effects will require an Environmental Impact Assessments (EIA). Proposals that may require this need to be “screened” by the Council to determine whether an EIA is required, this process should be applied for prior to the submission of an application. The procedure for this is governed by the European EIA Directive and the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 (SI 2011 No. 1824) (the EIA Regulations). Guidance on submitting an EIA screening opinion / scoping opinion is available here :	In accordance with Town and Country Planning (Environmental Impact Assessment) Regulations 2017.
M16	Heritage Statement and Archaeological Assessments	Heritage Statement: Will be required on any application (including those for Listed Building Consent) for development affecting a “Heritage Asset”, A	Heritage Statement: A Heritage Statement is an assessment of the significance of heritage assets and/or their settings affected by a development, and of the impacts of that development upon them. Where a proposal affects the significance of a heritage asset, including its setting, a Heritage Statement shall be	As required by paragraph 189 to 208 of NPPF (2021). Where the site forms part or effects a designated heritage

No.	Details	Type of application	Guidance	Justification
		<p>Heritage Asset is “a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest.” The term “heritage asset” includes designated heritage assets and non-designated assets identified by the local planning authority (including local listing)”. This shall include Scheduled Ancient Monuments, Listed Buildings, Locally Listed Buildings, Conservation Areas, Areas of High Historic Townscape Value, Areas of High Historic Landscape Value, Areas of High Historic Designed Landscaped Areas, or, Registered Parks or Gardens.</p>	<p>provided. The Heritage Statement should be undertaken to an extent proportionate to the significance of the asset effected and should be prepared by an appropriate expert.</p> <p>The Statement should, as a minimum, refer to the Historic Environment Record (HER) in the first instance, and should assess the significance of the heritage assets affected, including any contribution made by the assets setting, and the impact that the proposal is likely to have on their significance. The Statement should also ensure that Section 16 “Conserving and enhancing the historic environment” of the National Planning Policy Framework is referred to, paying particular regard to paragraph 189- 208</p> <p>Applicants should consider the use of views analysis and photomontages to assist in understanding significance and how it may be affected, these may be included as part of heritage statements or landscape and visual statements.</p> <p>Where a proposal would involve demolition or significant structural alteration to a listed building, or major alterations to another heritage asset, which would lead to substantial harm to its significance or total loss of the asset, further evidence justifying the proposal will be required. This may include a Marketing Report and/ or a Structural Survey / Structural Appraisal Report. A guide to assessing significance is provided by Historic England.</p> <p>Details of heritage assets in Sandwell can be found here</p> <p>Archaeological Assessments:</p>	<p>asset the applicant should state the significance of any heritage asset(s) affected and the contribution to its setting.</p> <p>Where a site on which development is proposed is identified to be of archaeological significance local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation.</p>

<u>No.</u>	<u>Details</u>	<u>Type of application</u>	<u>Guidance</u>	<u>Justification</u>
			<p>Applicants are advised to seek specialist expertise, check whether a site is included in the Historic Environment Record and discuss their proposals with the Council at an early stage in the design process.</p> <p>Applications for development that may affect archaeological remains should as a minimum include a Desk Based Assessment which shall refer to the Historic Environment Record (HER). Further guidance can be found through Historic England here.</p>	
M17	Arboricultural Report/ Trees Assessments	All applications where any trees preservation orders, or are within conservation areas and where mature and semi-mature trees are present	<p>A plan must be provided showing the location of all trees on site and within 8m of the proposed work (NB trees further away may be relevant, see below) together with a list of trees which are desired to be removed and a schedule of any pruning to retained trees.</p> <p>Conservation areas are provided here Tree Preservation Orders can be found here (need to set up)</p> <p>Additionally, where trees are protected by Tree Preservation Order or Conservation Area legislation a report in full accordance with BS5837 Trees in Relation to 'design, demolition and construction – Recommendations must be submitted.</p> <p>Proposals involving the loss of mature and semi- mature trees will normally be required to include replacement tree planting.</p> <p>Applicants are advised to seek specialist expertise and to discuss their proposals with the Council at an early stage in the design process. A brief statement detailing the</p>	As required by Part Viii of the Town and Country Planning Act 1990 (As amended) and Paragraph 131 of the NPPF (2021) which refers to the positive to character and quality of the urban environmental and adapt to climate change.

<u>No.</u>	<u>Details</u>	<u>Type of application</u>	<u>Guidance</u>	<u>Justification</u>
			outcomes of this advice should be provided as part of the planning application submission.	

4.3 SUPPORTING DOCUMENTS (NON-MANDATORY)

Supporting Documents				
Number	Information Required	Type of Application	Guidance	Justification
S1	Urban Open Space Statement.	Applications that propose loss of existing open space, sports and recreational buildings and land including playing fields and all applications for more than 10 dwellings.	<p>Development that proposes loss of existing open space, sports and recreational buildings and land (including playing fields) must submit a statement setting out:</p> <ul style="list-style-type: none"> • Whether an assessment has been undertaken to show the open space, buildings or land to be surplus to requirements (copy of assessment to be submitted); or • That the loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or • That the development is for alternative sports and recreational provision, the needs for which clearly outweigh the loss. <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</p>	In accordance with National Planning Policy Framework (2021) paragraph 99 and policy ENV6 of the Black Country Core Strategy (2011).

Supporting Documents				
Number	Information Required	Type of Application	Guidance	Justification
			<p>accompany the planning application setting out how it will meet the requirements of policy ENV6 of the BCCS.</p> <p>Note: Where open space facilities cannot be provided entirely on-site or can only be provided onsite in part, you will be expected to make a financial contribution through a Planning Obligation for off-site provision or improvements. You are encouraged to contact the Council for pre-application advice.</p>	
S2	Planning Statement	All major applications (10 or more dwellings or 1,000 m2 or more of new floorspace) including change of use applications, extensions and mezzanine floors, except for waste management and mineral development applications (see V33 and V34 below for details of general supporting statements to be submitted with these types of application)	<p>The statement must include general description of the application site and the proposed development, and a summary of how the proposal accords with relevant national and local planning policies, including policies governing the sustainable use and consumption of resources. The statement should cover the following issues:</p> <ul style="list-style-type: none"> • A general description of the application site 	

Supporting Documents				
Number	Information Required	Type of Application	Guidance	Justification
			<ul style="list-style-type: none"> • A general description of the development • A brief statement demonstrating that the proposal is a sustainable development as defined in current planning policy • A brief statement demonstrating that the proposal is either consistent with development plan land use policy, or a departure that is justified (with reasons set out) • An Energy Statement summarising how the proposal addresses the need for energy efficiency and to increase use of renewable/ low carbon energy • A Waste and Resource Management Statement summarising how the proposal addresses the need for resource efficiency and sustainable waste management • A Water Conservation Statement summarising how the proposal addresses the need to minimise water consumption and use water more efficiently 	

Supporting Documents				
Number	Information Required	Type of Application	Guidance	Justification
			<ul style="list-style-type: none"> • Energy, Water Conservation and Waste Management Statements may be provided as separate documents or incorporated into other supporting documents if preferred. Where this has been done, there is no need to duplicate the information in the general supporting statement; a cross reference will be sufficient. • This can include a copy of the interim site waste management plan (SWMP) where one has been prepared. 	
S3	Noise and Vibration Assessment	All major industrial or commercial applications. All major 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>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 below. Additional technical information in support of proposed noise surveys will be available from the Environmental Protection Team.</p> <p>Vibration surveys in particular shall be conducted having regard to the advice,</p>	

Supporting Documents				
Number	Information Required	Type of Application	Guidance	Justification
			<p>recommendations or requirements contained in:</p> <p>British Standards BS 6472: 2008 'Guide to Evaluation of human exposure to vibration in buildings: -</p> <ul style="list-style-type: none"> • Part 1: Vibration sources other than blasting, • Part 2: Blast-induced vibration; <p>and</p> <p>BS 7385-2: 1993 Evaluation and measurement for vibration in buildings: -</p> <ul style="list-style-type: none"> • Part 1: Guide for measurement of vibrations and evaluation of their effects on buildings • Part 2 'Guide to damage levels from ground-borne vibration'. 	
S4	Impact Assessment - Development affecting Waste Management Facilities	<p>Development proposals which would result in the loss of a waste management facility to a non-waste management use.</p> <p>Development proposals for housing or other sensitive uses which are near or adjacent to an existing waste management site or proposal.</p>	<p>Impact Assessments will be required with the following applications:</p> <p>a) Proposals involving the loss of a Strategic Waste Management Site - the impact assessment should set out (where applicable):</p>	In accordance with Black Country Core Strategy (2011).

Supporting Documents				
Number	Information Required	Type of Application	Guidance	Justification
			<ul style="list-style-type: none"> i) How much waste management capacity would be lost as a result of the proposal; ii) The impact on the Black Country's waste management capacity; and iii) Justification for any loss of capacity. <p>b) Proposals for housing or other sensitive use near or adjacent to a Strategic Waste Management Site – the impact assessment should demonstrate that the proposal and the waste management facility would be compatible. This information will need to address any potential amenity effects that may arise from locating the proposal near / adjacent to an existing or proposed waste management facility.</p> <p>Strategic waste management facilities/sites are also now shown on</p>	

Supporting Documents				
Number	Information Required	Type of Application	Guidance	Justification
			the adopted 2017 Dudley Borough Development Strategy's Policies Map.	
S5	Waste Management Development Proposals	All applications for Waste Management Development, including applications for new waste management infrastructure and applications for the expansion, upgrading or relocation of existing waste management infrastructure	<p>Waste management developments are proposals for waste management infrastructure such as the preparation of waste for re-use, material recovery from waste, recycling and composting of waste into new products, energy recovery from waste, waste treatment, transfer and storage of waste, and disposal of waste to landfill.</p> <p>All proposals for waste management development (including proposals to expand, upgrade or relocate existing waste facilities) should be accompanied by a Planning Statement providing:</p> <ul style="list-style-type: none"> • A general description of the application site • A general description of the development • The key "facts and figures" • A brief statement demonstrating that the proposal is a sustainable development as defined in current planning policy 	

Supporting Documents				
Number	Information Required	Type of Application	Guidance	Justification
			<ul style="list-style-type: none"> • A brief statement demonstrating that the proposal is either consistent with development plan land use policy, or a departure that is justified (with reasons set out) <p>Some of the information required in the statement may also be partly covered by Sections of the Application Form and related plans and drawings, and further details may be provided in other supporting statements – where this is the case it is helpful to provide cross- references. Where any of the above information is not applicable or not yet decided, the statement should explain this.</p> <p>*This should demonstrate that the requirements of the most recent Waste Regulations have been addressed, for example, that;</p> <ul style="list-style-type: none"> • The “waste hierarchy” has been applied when considering the waste management options available; 	

Supporting Documents				
Number	Information Required	Type of Application	Guidance	Justification
			<ul style="list-style-type: none"> • The waste management methods proposed will not be harmful to human health or the environment; • The proposal will contribute towards the establishment of an “integrated and adequate” network of waste disposal and mixed municipal waste recovery installations (where applicable); and • The proposal addresses the principles of proximity and self-sufficiency. <p>Where the proposal involves disposal of waste to landfill or the management of mining waste, it must be shown to comply with Annex 1 of the Landfill Directive and Articles 7 and 11 of the Mining Waste Directive, because the Council may not grant permission unless it is satisfied that this is the case (regulation 20).</p>	
S6	Education and Health Facilities Statement	Proposals involving the loss of a health or education facility.	A statement is needed to justify the loss of the facility. It will need to include an assessment of the availability of adequate alternative provision to meet the needs of the community served by the facility, and a description of any	In accordance with HOU5 of the Black Country Core Strategy (2011).

Supporting Documents				
Number	Information Required	Type of Application	Guidance	Justification
			<p>replacement provision. Can be included within DAS or Planning Statement etc.</p> <p>Health or education facilities include nurseries, primary schools, secondary schools, colleges, universities, hospitals and GP surgeries.</p>	
S7	Impact Assessment Non-Mineral Development affecting Mineral Resources, Mineral, Working Areas, and Mineral- Related Infrastructure	<p>Non-mineral development proposals affecting the following:</p> <ul style="list-style-type: none"> Proposals within the Black Country Mineral Safeguarding Area (MSA): Proposals on sites or areas of 0.5ha and over in the Green Belt; Proposals on sites or areas of 5ha and over in the urban areas (outside the Green Belt). Proposals within or adjacent to Areas of Search MA3 and MA4 or existing quarries Proposals on mineral- related infrastructure Sites. Developments for conversions or changes of 	<p>All non-mineral development proposals of the types specified should include an Impact Assessment setting out how the proposal affects mineral resources, mineral working areas and mineral related infrastructure. It should explain the following (where relevant):</p> <ul style="list-style-type: none"> The relationship of the site to mineral resources and mineral operations; The underlying geology and mineral resources likely to be present; The status of mineral operations near to, adjacent to, or on the site. <p>The Impact Assessment may be provided as a section in a general supporting statement such as the Design and Access Statement, Planning Policy Statement or</p>	In accordance with Policy MIN1 of the Black Country Core Strategy (2011)

Supporting Documents

Number	Information Required	Type of Application	Guidance	Justification
		use which do not involve any new building or excavation work are excluded from this requirement.	Sustainability Statement. For detailed and “hybrid” (part outline, part detailed) applications part of the application form can also provide some of the information required about the status of the site. The Impact Assessment should include the following additional information for each of the types of application specified. Non-mineral developments within the Mineral Safeguarding Area (MSA) falling within the policy thresholds – the Impact Assessment should include details of a prior extraction scheme to remove minerals prior to development, or justification for no prior extraction scheme (see BCCS Policy MIN1 for details of potential justification for no prior extraction scheme). Further supporting evidence on the extent or quality of the mineral resource and geotechnical issues may be provided by site investigation reports, coal mining risk assessments and other geotechnical reports prepared for the site. Where any of the above information is not applicable or not yet	

Supporting Documents				
Number	Information Required	Type of Application	Guidance	Justification
			<p>available, the Impact Assessment should explain this.</p> <p>Non-mineral developments within or adjacent to an Area of Search or existing quarry – the impact assessment should demonstrate that the development will not result in sterilisation of mineral resources and will not compromise existing/ potential future mineral working within the area.</p> <p>Non-mineral developments on a mineral-related infrastructure site – the impact assessment should demonstrate that the site has no realistic potential for the development of mineral related infrastructure or no longer meets the needs of the minerals industry.</p> <p>Development Strategy’s Policies Map. Mineral Related Infrastructure Sites are also listed in Appendix 7 of the BCCS.</p>	
S8	Proposed Landscape Scheme	All detailed applications (excluding shop fronts, advertisements, changes of use	Development proposals (except those where there is no open land visible from a public place, unless affecting a	Policy ENV2, ENV3 and ENV4 of the

Supporting Documents				
Number	Information Required	Type of Application	Guidance	Justification
		and householder applications) meeting the criteria set out in the adjacent guidance column.	<p>heritage asset) meeting any of the following criteria will be required to be supported by full details of external layout and landscape proposals which must be fully integrated with proposals for ecological enhancement: -</p> <ul style="list-style-type: none"> • Within or adjacent to transport corridors, including canals, railways, motorways and major roads. • Water frontages where there is public access. • Affecting the setting of a Listed Building, Building, • Structure or Feature on the “Local List,” or a • Registered Parks or Garden. • Within or adjacent to Local Nature Reserves, Sites of Special Scientific Interest, Sites of Importance for Nature Conservation, parks, cemeteries or public open spaces. • Major applications - 10 or more dwellings or new floorspace of 1000 square metres or more. 	Black Country Core Strategy