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Date: 24<sup>th</sup> April 2024

**INDIVIDUAL CABINET  
MEMBER DECISION**

Dear Sir/Madam,

The Cabinet Member for Planning and Regulation (Councillor R. Smith) is to consider the following report and make a decision on **Thursday 2<sup>nd</sup> May, 2024 at 1:00 p.m** in the Assistant Director's Office, Town Hall, Nuneaton.

Yours faithfully,

BRENT DAVIS  
Chief Executive

**A G E N D A**  
**PART 1**  
**PUBLIC BUSINESS**

1. **EVACUATION PROCEDURE**

A fire drill is not expected, so if the alarm sounds, please evacuate the building quickly and calmly. Please use the stairs and do not use the lifts. Once out of the building, please gather outside Lloyd Bank on the opposite side of the road.

Exit by the door by which you entered the room or by the fire exits which are clearly indicated by the standard green fire exit signs.

If you need any assistance in evacuating the building, please make yourself known to a member of staff.

Please also make sure all your mobile phones are turned off or set to silent.

2. **PUBLIC CONSULTATION** - Members of the public will be given the opportunity to speak on specific agenda items, if notice has been received.

Members of the public will be given three minutes to speak on a particular item and this is strictly timed. The chair will inform all public speakers that: their comments must be limited to addressing issues raised in the agenda item under consideration: and that any departure from the item will not be tolerated.

The chair may interrupt the speaker if they start discussing other matters which are not related to the item, or the speaker uses threatening or inappropriate language towards Councillors or officers and if after a warning issued by the chair, the speaker persists, they will be asked to stop speaking by the chair. The chair will advise the speaker that, having ignored the warning, the speaker's opportunity to speak to the current or other items on the agenda may not be allowed. In this eventuality, the chair has discretion to exclude the speaker from speaking further on the item under consideration or other items of the agenda.

3. **DECLARATIONS OF INTEREST** - To receive declarations of Disclosable Pecuniary and Other Interests, in accordance with the Members' Code of Conduct.

Declaring interests at meetings

If there is any item of business to be discussed at the meeting in which you have a disclosable pecuniary interest or non-pecuniary interest (Other Interests), you must declare the interest appropriately at the start of the meeting or as soon as you become aware that you have an interest.

Arrangements have been made for interests that are declared regularly by members to be appended to the agenda (**Page 4**). Any interest noted in the Schedule at the back of the agenda papers will be deemed to have been declared and will be minuted as such by the Committee Services Officer. As a general rule, there will, therefore, be no need for those Members to declare those interests as set out in the schedule.

There are, however, TWO EXCEPTIONS to the general rule:

1. When the interest amounts to a Disclosable Pecuniary Interest that is engaged in connection with any item on the agenda and the member feels that the interest is such that they must leave the room. Prior to leaving the room, the member must inform the meeting that they are doing so, to ensure that it is recorded in the minutes.
2. Where a dispensation has been granted to vote and/or speak on an item where there is a Disclosable Pecuniary Interest, but it is not referred to in the Schedule (where for example, the dispensation was granted by the Monitoring Officer immediately prior to the meeting). The existence and nature of the dispensation needs to be recorded in the minutes and will, therefore, have to be disclosed at an appropriate time to the meeting.

Note: Following the adoption of the new Code of Conduct, Members are reminded that they should declare the existence and nature of their personal interests at the commencement of the relevant item (or as soon as the interest becomes apparent). If that interest is a Disclosable Pecuniary or a Deemed Disclosable Pecuniary Interest, the Member must withdraw from the room.

Where a Member has a Disclosable Pecuniary Interest but has received a dispensation from Audit & Standards Committee, that Member may vote and/or speak on the matter (as the case may be) and must disclose the existence of the dispensation and any restrictions placed on it at the time the interest is declared.

Where a Member has a Deemed Disclosable Interest as defined in the Code of Conduct, the Member may address the meeting as a member of the public as set out in the Code.

Note: Council Procedure Rules require Members with Disclosable Pecuniary Interests to withdraw from the meeting unless a dispensation allows them to remain to vote and/or speak on the business giving rise to the interest.

Where a Member has a Deemed Disclosable Interest, the Council's Code of Conduct permits public speaking on the item, after which the Member is required by Council Procedure Rules to withdraw from the meeting.

4. VALIDATION CHECKLIST FOR PLANNING APPLICATIONS – report of the Assistant Director - Planning, attached (**Page 5**).

### Councillor R. Smith – Schedule of Declarations of Interests 2023/24

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	R. Smith		Chairman of Volunteer Friends, Bulkington; Trustee of Bulkington Sports and Social Club; Director of NABCEL;  Member of the following Outside Bodies: <ul style="list-style-type: none"> <li>• A5 Member Partnership;</li> <li>• PATROL (Parking and Traffic Regulation Outside of London) Joint Committee;</li> <li>• Building Control Partnership Steering Group</li> <li>• Bulkington Village Community and Conference Centre</li> </ul> West Midlands Combined Authority and Land Delivery Board	

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**Report Summary Sheet**

**Date: 2<sup>nd</sup> May 2024**

**Subject: Validation checklist for planning applications**

**Portfolio: Planning and Regulation**

**From: Maria Bailey, Assistant Director - Planning**

**Summary:**

In order to assess a planning application, the Development Control Team at Nuneaton and Bedworth Borough Council need to be in receipt of appropriate supporting information. Certain national requirements are mandatory, but local authorities have the discretion to have a local list of information requirements or validation criteria that are considered necessary to support the process of effective and efficient decision making. The Council are now proposing a local list of validation criteria.

**Recommendations:**

- To approve a consultation on a validation checklist for planning applications and,
- that Delegated Authority be given to the Assistant Director for Planning in consultation with the Portfolio Holder for Planning and Regulation to allow amendments to the Document in response to the consultation.

**Options:**

To approve or refuse permission to go out for consultation.

**Reasons:**

Through having a validation checklist, the council will improve processes by making a more effective and efficient decision-making system. On the basis of these improvements, it is recommended that permission is given to go out to consultation on a proposed validation checklist.

**Consultation undertaken with Members/Officers/Stakeholders:**

Consultation has been undertaken with various Departments who respond to planning applications, including both internal and external stakeholders. This included the Portfolio Holder, and Departments such as the Council's Parks Team and Warwickshire County Council Teams including Highways, Flood Risk Management, Museum/Archaeology and Ecology.

**Subject to call-in:**

No

**Ward relevance:**

All

**Forward plan:**

Yes.

**Building a Better Borough Aim:**

Live, work and visit

**Building a Better Borough Priority:**

Various

**Relevant statutes or policy:**

The Town and Country Planning (Development Management Procedure) (England) Order 2015.

National Planning Policy Framework and Planning Practice Guidance.

**Equalities Implications:**

None

**Human resources implications:**

Time needed to publish and circulate the consultation and assess the responses.

**Financial implications:**

None

**Health Inequalities Implications:**

None

**Section 17 Crime & Disorder Implications:**

None

**Risk management implications:**

None.

**Environmental implications:**

The environmental outcomes from planning applications will be improved.

**Legal implications:**

None.

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**NUNEATON AND BEDWORTH BOROUGH COUNCIL**

**Report to: Cllr Richard Smith**

**From: Maria Bailey, Assistant Director - Planning**

**Subject: Validation checklist for planning applications**

**Portfolio: Planning and Regulation**

**Building a Better Borough Aim: Live, work and visit**

**Building a Better Borough Priority: Various**

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1. Purpose of Report

- 1.1 The purpose of the report is to seek approval to go out to consultation on a validation checklist for planning applications. Also, that Delegated Authority be given to the Assistant Director for Planning in consultation with the Portfolio Holder for Planning and Regulation to allow amendments to the Document in response to the consultation.

2. Recommendations

- 2.1 To approve a consultation on a validation checklist for planning applications and that Delegated Authority be given to the Assistant Director for Planning in consultation with the Portfolio Holder for Planning and Regulation to allow amendments to the Document in response to the consultation.

3. Background

- 3.1 In order to assess a planning application, the Development Control Team at Nuneaton and Bedworth Borough Council need to be in receipt of appropriate supporting information. Certain national requirements are mandatory, but local authorities have the discretion to have a local list of information requirements or validation criteria that are considered necessary to support the process of effective and efficient decision making. The Council is now proposing to adopt a local list of validation criteria.



#### 4. Proposal

- 4.1 Nuneaton and Bedworth has produced a planning validation checklist in accordance with the requirements of paragraph 44 of the National Planning Policy Framework (NPPF) and Planning Practice Guidance. Paragraph 44 of the NPPF states that local planning authorities should publish a list of their information requirements for planning applications, and that such should be kept to the minimum needed to make decisions. The validation list should also be subject to frequent review.
- 4.2 The checklist has been prepared to take account of policy requirements both at a national and local level, as provided by the revised NPPF (2023) and the adopted Nuneaton and Bedworth Borough Plan (June 2019).
- 4.3 The checklist has been prepared to help agents/applicants submitting planning applications, by providing clear information as to what should be submitted with each application type. Following the finalisation of the checklist, after consultation, a matrix checklist will be prepared that will further assist users in identifying the information requirements by application type.
- 4.4 Paragraph 44 states that local planning authorities should only request supporting information that is relevant, necessary and material to the planning application in question. Planning Practice Guidance (paragraph 040) 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
  - about a matter which it is reasonable to think will be a material consideration in the determination of the application.
- 4.5 The Document will enable Nuneaton and Bedworth's Development Control Team to assess supporting documents and plans at the time a planning application is submitted (made under the Town and Country Planning Acts) to enable validation of the application. If an application on receipt has the correct level of supporting information, then it is validated and can progress towards a decision.
- 4.6 The checklist is set out in two main parts:
- Part one sets out the national list of requirements which are mandatory for all planning applications.
  - Part two sets out Nuneaton and Bedworth Borough Councils' local list.

The checklist aims to:

- Assist in ensuring that applications are valid when submitted.
- Ensure that all applications can be dealt with effectively and efficiently.

- Respond positively to best practice advice issued by Government.
- Ensure that Nuneaton and Bedworth Borough Council comply with legislation in relation to planning applications.

4.7 The Validation Checklist is designed to help ensure that an application is valid when received. The checklist highlights relevant local and national policies, and if pertinent, technical documents, and provides links to where such documents can be accessed.

## 5.0 Consultation details

5.1 National Planning Practice guidance states in relation to consulting on validation lists:

“Where a local planning authority considers that changes are necessary, the proposals should be issued to the local community, including applicants and agents, for consultation”.

5.2 In order to meet this guidance, we will issue a press release, along with links to it on our social media and web site, which will make the local community aware, including potential applicants. With regard to agents, we will use details of agents from recent planning applications in order to inform this group via email.

5.3 There are no timescale guidelines from the government for the duration of this consultation, and as the document is not a development plan document or supplementary planning document, there are no guidelines within the Council’s Statement of Community Involvement. However, a validation checklist is similar to a supplementary planning document, therefore it will be consulted as if it were such.

5.4 On the basis of the consultation being treated like a supplementary planning document, the Council will consult on the document for a period of four weeks. This will commence on 3<sup>rd</sup> May and finish on 28<sup>th</sup> May (extended by two days to take account of two Bank Holidays, in line with the standards set out in the Statement of Community Involvement).

5.5 Once the consultation has expired, the responses will be assessed and any amendments considered necessary will be carried out to the Validation check list and the comments will be taken to Cabinet/Council in order to proceed with adoption.

## 6. Conclusion

6.1 In order to assess a planning application, the Development Control Team at Nuneaton and Bedworth Borough Council need to be in receipt of appropriate supporting information. Certain national

requirements are mandatory, but local authorities have the discretion to have a local list of information requirements or validation criteria.

- 6.2 Through having a validation checklist, the Council will improve processes by making a more effective and efficient decision-making system. On the basis of these improvements, it is recommended that permission is given to go out to consultation on a proposed validation checklist.

## 7 Appendices

- 7.1 Appendix A: Validation checklist

Nuneaton and Bedworth Borough Council

# Validation checklist

2024

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# Introduction and Background

In order to assess a planning application, the Development Control Team at Nuneaton and Bedworth Borough Council need to be in receipt of appropriate supporting information. Certain national requirements are mandatory, but local authorities have the discretion to have a local list of information requirements or validation criteria that are considered necessary to support the process of effective and efficient decision making.

Nuneaton and Bedworth has produced this planning validation checklist (“checklist”) in accordance with the requirements of paragraph 44 of the [National Planning Policy Framework](#) (NPPF) and Planning Practice Guidance. Paragraph 44 of the NPPF states that local planning authorities should publish a list of their information requirements for planning applications, and that such should be kept to the minimum needed to make decisions. The validation list should also be subject to frequent review.

This checklist has been prepared to take account of policy changes, both at a national and local level, as provided by the revised NPPF (2023) and the Nuneaton and Bedworth Borough Plan (June 2019).

The checklist has been prepared to help developers when submitting planning applications, by providing clear information as to what should be submitted with each application type. Following the finalisation of the checklist, after consultation (as set out below) a matrix will be prepared that will further assist users in identifying the information requirements by application type.

Paragraph 44 states that local planning authorities should only request supporting information that is relevant, necessary and material to the planning application in question. [Planning Practice Guidance](#) (paragraph 040 Reference ID: 14-040-20140306) 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
- about a matter which it is reasonable to think it will be a material consideration in the determination of the application.

This document provides users of Nuneaton and Bedworth’s Development Control Service with an overview of all supporting assessments and plans required at the time of submitting a planning application (made under the Town and Country Planning Acts) to make it valid. If an application on receipt has the correct level of supporting information, then it is “valid” and it can progress towards a decision.

The checklist is set out into two main parts:

Part One – sets out the national list of requirements which are mandatory for all planning applications.

Part Two – sets out Nuneaton and Bedworth Councils' local list.

The checklist aims to:

- assist in ensuring that your application is valid when submitted.
- ensure that all applications can be dealt with effectively and efficiently.
- respond positively to best practice advice issued by Government.
- ensure that Nuneaton and Bedworth Borough Council comply with legislation in relation to planning applications.

The Validation Checklist included within this document is designed to help ensure that an application is valid when received. The checklist highlights relevant local and national policies, and if pertinent technical documents and provides links to where such documents can be accessed.

It is recommended that the content of the technical documents supporting an application be informed by pre-application discussions. Nuneaton and Bedworth Council provides pre-application services, for which a fee is charged that will include advice on the validation requirements associated to the proposed development.

Please note that planning permission, listed building and advertisement consents may not be the only permissions or consents you could require from Nuneaton and Bedworth Council. Other consents include Building Regulations, Licensing, and Food Safety.

## The Validation Process

Only valid applications will be progressed toward a decision. "Valid" means that all the information specified in this checklist, is provided from the outset. If relevant information or the correct fee is absent, the local planning authority will not be able to start determining the application. The checklist confirms what information is required for different types of applications.

There are different types of applications, and some require more detailed information than others, additionally the scale of the proposed development may have implications for information requirements. Submitted information must be accurate and current and as indicated may need to be provided by an appropriately qualified person. The purpose of the determined requirements is to support effective and efficient decision making and to ensure that anyone with an interest in the outcome of an application can accurately assess what the impacts of the proposed development will be.

Upon receipt of an application, the Councils' Planning Team will crosscheck the information submitted against national planning application requirements, together with the local



requirements, set out in this document. If the required information and correct fee is provided, the application will be classed as "valid" and it will then progress towards a decision.

If the application is determined to be invalid, the agent/applicant will be contacted and asked to provide the outstanding fee and/or additional information requirements within 21 days, if not provided within this timeframe, the application will be determined to be invalid and will be returned. The applicant/agent will be advised that no further action will be taken with regard to the application, and any previously provided fee will be returned.

Note: Applicants are encouraged to supply documentation which has been produced electronically in that format. This applies whether the application is made on-line or whether a paper application is made. This facilitates the transfer of information to consultees and for the public to view planning proposals on-line with the greatest efficiency. It would be appreciated if the scale of the plans and paper size is no larger than is required to illustrate the proposals.

# Part One: National Requirements

## The relevant application form

There are a range of application forms which relate to different types of development, it is important that the correct form is used.

Planning applications can be submitted electronically through The [Planning Portal](#), forms can also be downloaded from The [Planning Portal](#) for submission directly to the local planning authority.

Please note, an application will not be accepted unless the landowner's (and where applicable the agent's) full contact details are supplied, including address, telephone number and email address.

## Application Fee

Planning applications cannot proceed without payment of the correct fee. The correct fee, as determined in The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012, where one is necessary.

The majority of applications incur a fee, the level of which is dependent on the scale of the development, site area or application type and is based on gross external areas. A fee calculator is available on: [Planning Portal](#). The application fee will be checked by the Council; the applicant will be contacted if the confirmed fee differs to that submitted.

## Ownership/Agricultural Land Declaration

Having regard to [Section 65\(5\) of the Town and County Planning Act 1990](#) and the [Development Management Procedure Order 2015](#) local planning authorities cannot consider an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. The following sets out the basis for completing the relevant certificate:

- Certificate A - sole ownership: this should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.

- Certificate B - shared ownership: this should be completed if the applicant is not the sole owner, or if there are agricultural tenants and the applicant knows the names and addresses of all the other owners and/or agricultural tenants.
- Certificate C - shared ownership: this should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of all of the owners and/or agricultural tenants.
- Certificate D - shared ownership: this should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants.

All agricultural tenants on a proposed development site must be notified prior to the submission of a planning application. Applicants must certify that they have notified any agricultural tenants about the application, or that there are no agricultural tenants on the site.

An Agricultural Holding Declaration is not required if an application is being made for: approval of reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, a listed building consent, a lawful development certificate, prior notification of certain developments with permitted development rights, a non-material amendment to an existing planning permission, or express consent to display an advertisement.

## Design and Access Statement (where required)

A Design and Access Statement will be required for the following:

- planning permission for major development, as defined in Article 2 of the Town and Country Planning (Development Management Procedure (England) Order 2015 for both outline and full applications;
- planning permission for development in a conservation area for one or more dwelling or for a building or buildings with a floor space of 100 m<sup>2</sup> (gross external area) or more; and
- applications for listed building consent.

Applications for waste development, a material change of use, engineering or mining operations do not need to be accompanied by a Design and Access Statement.

[Planning Practice Guidance](#) and the [Town and Country Planning \(Development Management Procedure \(England\) Order 2015](#) defines what should be included in a Design and Access Statement. It should take the form of a report that illustrates the process that has led to the development proposal and explain and justify the proposal in a structured way. The level of detail required will relate to the scale and complexity of the application.

Where a Design and Access Statement is required for planning permission, it should:

- a) explain the design principles and concepts that have been applied to the development;
- b) demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;
- c) explain the approach to access, and how relevant local plan policies have been taken into account;
- d) state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and
- e) explain how any specific issues which might affect access to the development have been addressed.

For listed building consents, the Design and Access Statement should provide an explanation of how design principles have been applied to the proposed works, and how they have taken account of:

- a) the special architectural or historic importance of the building.
- b) the particular physical features of the building that justify its designation as a listed building; and
- c) the building's setting.

Design and Access Statements, relating to applications for more than internal works must also explain:

- a) how issues relating to access to the building have been dealt with.
- b) the applicant's approach to access, including what alternative means of access have been considered, and how relevant Local Plan policies have been taken into account; and
- c) how the applicant's approach to access takes account of matters a)-c) above.

Design and Access Statements accompanying applications for listed building consent must also provide information on any consultation undertaken, and how the outcome of this consultation has informed the proposed works.

Further guidance on the content and form of a Design and Access Statement is available from the [Planning Portal](#)

## Site and Other Plans

A linear scale bar should be provided in accordance with the national requirements for a Location Plan, Block or Site Plan.

**Location Plan** based on an up-to date map, at a metric scale of 1:1250 at towns and villages or 1:2500 in the rural area. The plan, which should be centred on the application site should provide:

- The development site clearly outlined with a red line, which should include: all land necessary to carry out the proposed development, such as: access from the site to the public highway; visibility splays; open areas around buildings; landscaping and car parking; where a site is detached from the public highway, the red line must include the means of access outlined in red and connecting to the site to the public highway; and relevant drainage infrastructure including any outfalls to adjacent watercourses/sewers.
- A blue line must be drawn around any other land owned by the applicant on the plan that is close to or adjoining the application site.
- Clear reference points such as road/street names and/or neighbouring properties to ensure the exact location of the application is clear.
- A north point.
- A stated scale and a scale bar.
- An up-to-date Ordnance Survey map licence number and a date which must be within 12 months.

**Block Plan** based on an up-to date map, at a scale of 1:500 or **Site Plan** at 1:200 (if the proposal will alter an existing building/ structure footprint or create a new building/structure footprint). The plan should provide:

- The proposed development within the context of existing
- Any existing or proposed vehicle parking/spaces areas
- The species, position and spread of all trees on the site, and those on adjacent land that overhang the site, or are affected by the development
- The scale used, a scale bar and one significant measurement
- The boundary treatment including walls or fencing where this is proposed.

# Part Two: Local List Requirements – Plans and Documents

This list sets out the local validation requirements (listed alphabetically). For each item the following guidance is provided:

- when the information is required
- what information is required
- the basis for the information requirement
- links to further guidance, when available

Whilst guidance is provided for each item, the nature and extent of the information required will depend on the individual site and proposal. The list is not exhaustive, and it is possible that once an application has been validated, further information may have to be submitted in order for the application to be determined. The list does not therefore limit the Councils' ability to request additional information should further issues arise during the planning application determination period.

# Plans and Drawings

## Affordable housing plan

### When is this required?

All developments consisting of 15 dwellings or more, and for two units where residential development proposals consist of between 11 to 14 dwellings, irrespective of any demolitions.

### What information is required?

A plan setting out the tenure split and affordable housing mix sought. The plan should also include a table setting out the tenure split and affordable housing mix in percentages. Further to this, the table should include details on the number of dwellings by bedroom size.

## Cross section drawings

### When is this required?

This will be required if:

- The proposal will create, alter or add to a building, showing:
  - The cross section(s) through the existing (if any) and proposed building and the remainder of the site relating these to adjoining ground levels, to a scale of 1:50 or 1:100
  - The scale used and a scale bar.
- The proposal is for a track or an outdoor horse-riding arena, showing:
  - The cross section(s) of any proposed surface treatment, which should include details of the proposed surfacing materials
  - To a scale of 1:10 or 1:20
  - The scale used and a scale bar.
- The proposal relates to a listed building, showing:
  - The whole vertical and horizontal cross sections of the joinery details, profiles and sections for new or replacement doors and windows and other architectural features.
  - To a scale of 1:2 or 1:5; and
  - The scale used and a scale bar.

## Elevation Drawings

### When is this required?

If the proposal will create, alter, or add to a building/structure.

### What information is required?

These drawings should accurately show what a building/structure looks like from the outside. Applications will usually require both existing and proposed elevations to a scale of 1:50 or 1:100 showing:

- The existing and proposed view of each side of the building or structure that will be altered or added to by the proposal ground levels, and labelled according to their directional facing e.g., north facing
- To annotate where a proposal relates to the demolition or replacement of an existing structure, the extent of the existing building should be indicated with dashed lines.
- The scale used and a scale bar.

## Elevation Drawings Contextual

### When is this required?

If the proposal will create a building/structure.

### What information is required?

A plan to a scale of 1:50 or 1:100 showing:

- The proposed elevations in context with any immediately adjoining / neighbouring buildings, and labelled according to their directional facing e.g., north facing;
- The datum level, ground level, floor levels for the proposed building; and
- The scale used and a scale bar.

## Floor Plans

### When is this required?

If the proposal will create, alter, or add to a floor.

### What information is required?

These drawings should accurately show the layout of the building to a scale of 1:50 or 1:100 showing:

- The existing and proposed layout of the whole of each floor that will be created, altered, or added to by the proposal (unless the proposal is for a single room extension, where a partial floor plan will be acceptable)
- The name of each of the rooms or areas



- For dwellings, gross internal area measurements, with additional measurement excluding storage space
- The scale used and a scale bar.

## Roof Plans

### When is this required?

If the proposal will alter the roof.

### What information is required?

A plan to a scale of 1:50 or 1:100 showing:

- The existing and proposed layout of the roof structure
- The scale used and a scale bar.

## Site Levels

### When is this required?

If the proposal will lead to a change in the level of the land.

### What information is required?

A plan to an appropriate scale showing:

- The existing and proposed ground levels across the site, with the measurements taken from an Ordnance Survey data point or from an otherwise authoritative and easily identifiable fixed point
- The details provided both in plan form and by appropriate cross sections and should cover the land including and beyond any proposed building footprint.
- A north point; and
- The scale used and a scale bar.

# Reports and Supporting Documentation

The following section details the supporting documentation and reports that will be required for various types of applications; it also includes a reference to the basis for the information requirement, both from local and national policy, as is relevant.

If confirmation of the documents is required for a planning application, this can be provided as part of the Council's pre-application advice service.

The following definition of applications is used:

- Other applications: changes of use, householder development (development within the curtilage of a residential property), adverts, listed building consents, lawful development certificates, agricultural notifications, telecommunications, etc.
- Minor applications: less than 10 dwellings or the site area for residential development is less than 0.5 hectares; or less than 1,000 sqm, or the site area is less than 1 hectare.
- Major applications: 10 to 199 residential units; or 1,000sqm to 9,999sqm of floorspace; or sites in excess of 1 hectare and less than 2 hectares.
- Large scale major applications: 200 or more dwellings or the site area for residential development is 4 hectares or more; or 10,000 sqm or more, or the site is 2 hectares or more.

# Air Quality Impact Assessment (AQIA)

## When is this required?

Development that has the potential to adversely affect air quality, be that through their operation and occupation or through demolition and construction.

- The criteria and thresholds for requiring an AQIA are set out in the Nuneaton and Bedworth Air Quality Supplementary Planning Document.
- Air quality mitigation should be discussed prior to submission, with requirement for AQIAs identified and considered at pre-application, where possible.

Note: Minor developments are exempt due to the likely negligible impact.

## What should an AQIA include?

- It should be proportionate to the nature and scale of development and prepared in accordance with the latest guidance, incorporating an air quality modelling study using a method as agreed by the Council in advance.
- Baseline data for pollutant concentrations used in modelling should be the most recently published annual data, agreed with the Council in advance.
- Baseline data for traffic flows should be agreed in advance with the local highway authority and an AQIA that uses such data with only be accepted if this is the case; this should be agreed during the pre-application process and Environmental Impact Assessment (EIA) screening and scoping process.

The following could form part of assessments:

- a description of baseline conditions and any air quality concerns affecting the area, and how these could change both with and without the proposed development
- sensitive habitats (including designated sites of importance for biodiversity);
- the assessment methods to be adopted and any requirements for the verification of modelling air quality;
- the basis for assessing impacts and determining the significance of an impact;
- where relevant, the cumulative or in-combination effects arising from several developments;
- construction phase impacts;
- acceptable mitigation measures to reduce or remove adverse effects; and
- measures that could deliver improved air quality even when legally binding limits for concentrations of major air pollutants are not being breached.

Paragraph: 007 Reference ID: 32-007-20191101 (National Planning Practice Guidance)

## Relevant policy and reason for the document/s

- Nuneaton and Bedworth Borough Plan:3.3: Issues Associated with Local Community.

- Nuneaton and Bedworth Borough Plan:4.8: Vision and Objectives.
- Nuneaton and Bedworth Borough Plan Policy: HS2: Strategic Accessibility and Sustainable Transport
- Nuneaton and Bedworth Borough Plan:11.22: Evidence base
- Nuneaton and Bedworth Borough Plan:11.23: Delivery Mechanism
- Nuneaton and Bedworth Borough Plan Policy:BE3: Sustainable Design and Construction
- National Planning Practice Policy paragraphs 170 and 180
- National Planning Practice Guidance – Air Quality

### Further information sources

- Air Pollution Information Service (APIS): <https://www.apis.ac.uk/>

# Arboricultural Impact Assessment (AIA)

## When is this required?

This is required (as per British Standard 5837 2012) in all instances where trees are located within the site boundary that have a stem diameter of 75 mm or more, and wherever trees with a stem diameter of 75 mm or more overhang the site, or are located beyond the site red line boundary within a distance of up to 12 times their estimated stem diameter.

## What information is required?

The survey needs to be completed by a suitably qualified arboriculturist and conforming to BS5837: 2012 recommendations, covering which trees are on site and adjacent to site, along with details of said trees' size/maturity/condition and value/importance. It must include the following details.

- sequential reference number (to be recorded on a tree survey plan)
- species listed by common name
- height (metric)
- stem diameter
- branch spread, taken as a minimum at the four cardinal points, to derive an accurate representation of the crown (to be plotted on the tree survey plan)
- existing height above ground level of:
  - first significant branch and direction of growth (e.g. 2.4-N); and
  - canopy, to inform on ground clearance, crown/stem ratio and shading
- life stage (e.g. young, semi-mature, early mature, mature, over-mature)
- general observations, particularly of structural and/or physiological condition, and/or preliminary management recommendations
- estimated remaining contribution in years
- category U or A to C grading, including sub-categories 1-3
- a corresponding tree survey plan

All residential developments of 10 or more dwellings, and all commercial and industrial developments, where the requirements trigger the provision of a tree survey must additionally provide the following details.

- Tree Constraints Plan (TCP) - as well as a standard TCP, the documents must include a plan specifically overlaying the TCP details over parameter and indicative masterplans in order to demonstrate that they take account of tree constraints.
- Proposed Tree Retention/Removal Plan (TRRP)
- Arboricultural Impact Assessment (AIA) – which must achieve the following.
  - Consider tree/building relationships.
  - Identify tree impacts and conflicts in relation to preparation, demolition, and construction.

- Identify and propose measures to avoid, remove or mitigate impacts, or to state why such measures are not considered appropriate to the proposal.
- Identify where tree protection measures are needed.
- Identify what operations are likely to pose a threat to retained trees.
- Identify special measures that might be required, e.g. special foundations or methods of works within root protection areas.
- Identify future potential for damage by trees to structures and vice versa (see BS5837: Annex A)
- Identify future pressures/tensions that might arise in relation to the proximity of structures to trees (see BS5837: clause 5)
- Information/evidence for all documents should be as outlined in the Open Space and Green Infrastructure SPD and BS5937 (2012). Any omission of detail should be included with an appropriate justification clearly stated under the relevant title.
- Tree Protection Plan (TPP) – including buffers and protection methods.
- Arboricultural Method Statement (AMS) – describing appropriate working methods including tree works and tree protection.
- New Tree Planting Plan – this is a separate tree specific drawing from soft landscape plans. It must show mature canopy size outline for each new tree, as well as canopy extents of existing retained trees. For new trees it must also state the species/cultivars, planting size and any tree guard / fencing details.

Information/evidence for all arboricultural documents should be as outlined in the Open Space and Green Infrastructure SPD and BS5937 (2012). Any omission of detail should be included with an appropriate justification under the relevant title.

### Relevant policy and reason for the document/s

- Nuneaton and Bedworth Borough Plan DS1: Presumption in favour of Sustainable Development
- Nuneaton and Bedworth Borough Plan Policy TC2: Nature of Town Centre Growth
- Nuneaton and Bedworth Borough Plan Policy BE3: Sustainable Design and Construction
- Nuneaton and Bedworth Borough Plan Policy NE3: Biodiversity and Geodiversity
- Nuneaton and Bedworth Borough Plan 3: Issues Facing the Borough

### Further information sources

- Natural England: [Standing Advice on Ancient Woodland](#)
- [Standing Advice for Protected Species](#)

# Archaeological Assessment

## When is this required?

All applications where the proposed development:

- lies within, or adjacent to, a Scheduled Monument;
- forms part of, or is associated with, a Listed Building;
- is located within an area included in the Register of Parks and Gardens of special historic interest in England or The English Heritage Register of Historic Battlefields;
- the proposed development site is larger than 0.2ha in area, or
- is proposed on a site which includes or has the potential to include heritage assets with archaeological interest.

Note: exceptions – householder extensions and any development with no ground intrusion.

## What information is required?

The applicant must provide a letter from the Warwickshire County Council Archaeological Information and Advice (AIA) team confirming that a pre-determination archaeological assessment is not necessary. If however, an archaeological assessment is necessary, the applicant must provide a desk-based Archaeological Assessment and, if necessary, the results from a field evaluation. The assessment and/or field evaluation must be carried out by a suitably qualified archaeologist in accordance with Chartered Institute for Archaeologists standards and guidance.

The scope of the assessment, which may include archaeological evaluative fieldwork, should be agreed, in advance, with the Warwickshire County Council Archaeological Information and Advice team.

Applicants should note that pre- or post-determination archaeological assessment and/or fieldwork may also be necessary for sites which do not fulfil any of the criteria outlined above. The AIA team will be happy to provide pre-application advice on any proposed development scheme.

Developments within or adjacent to Scheduled Monuments are likely to require Scheduled Monument Consent (SMC). On such sites, applicants should contact Historic England prior to making the planning application.

## Archaeological desk-based assessment contents

An archaeological desk-based assessment (informing the need for subsequent archaeology work), prepared by a suitably qualified person, should set out:

- the archaeological interest of known heritage assets and their significance.

- the potential of the site to contain presently unknown surviving archaeological heritage assets.
- assessment of the positive and negative impacts of the development upon these (with any harm clearly justified); and
- any proposed mitigation/enhancement measures.

### Relevant policy and reason for the document/s

- Nuneaton and Bedworth Borough Plan Policy BE4: Valuing and Conserving our Historic Environment
- Nuneaton and Bedworth Borough Plan Policy SA1: Development Principles on Strategic sites
- Nuneaton and Bedworth Borough Plan Policy HS3: Telecommunications and Broadband Connectivity
- National Planning Policy Framework – paragraph 200

### Further information sources

Note: The Historic Environment Record (HER) held by Warwickshire County Council must be accessed to inform the assessment (the unique HER ref. number should be included in the submitted documents). The online versions of the HER are not suitable for use in the preparation of heritage assessments as they may not contain comprehensive or up-to-date information on individual sites. Information on consulting the HER can be found at: <http://www.warwickshire.gov.uk/her> and the team may be contacted on (01926) 412734 or at [historicenvironmentrecord@warwickshire.gov.uk](mailto:historicenvironmentrecord@warwickshire.gov.uk).

The County Council's Historic Environment Team also provide general information on planning and development at <https://www.warwickshire.gov.uk/planningarchaeology>.

Information on the locations of Scheduled Monuments, Listed Buildings, Registered Parks and Gardens, and Battlefields are available from the National Heritage List for England, which can be accessed at <https://historicengland.org.uk/listing/the-list/>.

Useful heritage information for applicants and developers can also be accessed via the Heritage Gateway at <https://www.heritagegateway.org.uk/gateway/>.



# Building for a Healthy Life Assessment

## When is this required?

- major residential development proposals

## What information is required?

The assessment should provide a review of the proposed development when judged against Building for a Healthy Life design criteria, the outcomes of which should be considered in the context of the relevant policy requirements. Note a Building for a Healthy Life Assessment succeeds Building for Life 12 referenced in the Local Plan.

An outline application should be supported by the submission of a “light touch” skeleton Assessment, which sets out how each of the criteria are intended to be met and how proposals on the site can reasonably respond to and meet the 12 design considerations, providing a commentary on each criteria and an associated red, green or amber rating.

## Relevant policy and reason for the document/s

- Nuneaton and Bedworth Borough Plan Policy DS3: Development Principles

## Further Information sources

- Building for a healthy Life Toolkit:  
<https://www.udg.org.uk/publications/othermanuals/building-healthy-life>

# Coal Mining Risk Assessment

## When is this required?

- development proposals located in an area defined as “high risk area” by the Coal Authority, other than: householder development, heritage consents (listed building and conservation area consent, lawful development certificates, prior notification (any type) hazardous substances consents, and tree or hedgerow works (TPO in a conservation area).

## What information is required?

The assessment, prepared by an appropriately qualified person, should:

- present a desk-based review of all information on coal mining issues which are relevant to the application site;
- where a former contaminative land use at or neighbouring the development, site is known;
- use that information to identify and assess the risks to the proposed development from coal mining legacy, including the cumulative impact of issues;
- set out appropriate mitigation measures to address the coal mining legacy issues affecting the site, including any necessary remedial works and/or demonstrate how coal mining issues have influence the proposed development; and
- demonstrate to the local planning authority that the application site is, or can be made, safe and stable.

## Relevant policy and reason for the document/s

- Nuneaton and Bedworth Borough Plan Policy BE1: Built Environment

## Further Information sources

- Coal Authority’s interactive map viewer: <http://mapapps2.bgs.ac.uk/coalauthority/home.html>
- Coal Authority Planning Service: <https://www.gov.uk/guidance/planning-applications-coal-mining-risk-assessments>

# Contaminated Land Assessment

## When is this required?

- where contamination is known or suspected, or the development site is in the vicinity of such land and ground works are proposed; and
- there is a sensitive or vulnerable end user, such as allotments, residential development, including residential rural building conversions, schools or hospital.

## What information is required?

The assessment, prepared by a suitably qualified person, should be prepared on the basis of identifying the existence of any contaminants, its nature and the risks it may pose to the proposed development and whether remedial measures are feasible to satisfactorily reduce the contamination to an acceptable level.

A Phase 1 Assessment will be required for all applications which would result in a sensitive end use on a contaminated site. The assessment should include an appraisal of the site history and site walkover, a preliminary assessment of risks that would include: an appraisal of potential contaminant sources (pathways and receptors), a conceptual site model – to show the nature and extent of the potential contamination and health and safety issues. Recommendations for intrusive contamination investigation should be provided.

If a site is known to have or identified as having high levels of contamination, a Phase 2 Intrusive Investigation Survey may also be required.

## Relevant policy and reason for the document/s

- Nuneaton and Bedworth Borough Plan Policy BE1: Built Environment
- National Planning Policy Framework paragraph 190

## Further information sources

Applicants are advised to discuss the requirements for a Contaminated Land Assessment with the Council's Environmental Protection Team prior to an application being submitted.

# Community Services and Facilities – Justification for loss

## When is it required?

- development that would result in the loss of a community service or facility.

## What is required?

Evidence will be required that demonstrates that the premises are no longer required to meet the needs of the community and the existing use is no longer commercially viable or could not be made commercially viable, or that there is alternative local provision which is accessible to the local community by walking or cycling.

Evidence will be required to demonstrate:

- there is alternative accessible local provision, or
- the need for alternative community facilities has been researched and that it can be evidenced there has been no, or insufficient, demand; and in either case
- opportunities to support the facility by the introduction of other services have been explored;
- efforts have been undertaken to secure the financial viability of the facility through applications for grant aid, business advice and discussions with community groups, the Council, Warwickshire County Council and other national or local bodies with a direct interest in rural service provision; and
- the facility is not commercially viable. In order to determine if this is the case, the Council will require submission of trading accounts for the last three full years in which the facility was operating as a full-time business.

Commercially operated facilities must further demonstrate that they have been subject to an appropriate marketing exercise, for the existing use over a 12-month period prior to the application. The marketing exercise should be agreed with the Council in advance of its commencement.

## Relevant policy and reason for the document/s

- Nuneaton and Bedworth Borough Plan Policy SA1: Development Principles on Strategic Sites
- National Planning Policy Framework paragraph 92

# Crime and Disorder Statement

## When is this required?

- major development proposals;
- the provision or alteration of a take-away;
- the provision or alteration of a public house or licensed premises; and
- public toilets

## What information is required?

The statement can be incorporated into the Design and Access Statement, but will need to include:

- an assessment of crime and disorder issues in the vicinity of the development site;
- an assessment of the development proposal in terms of its likely impact on crime and disorder; and
- identify incorporated design solutions that will reduce the development's and the local community's vulnerability to crime and disorder and promote a safe and secure development

## Relevant policy and reason for the document/s

- Nuneaton and Bedworth Borough Plan Policy BE3: Sustainable Design and Construction

# Environmental Impact Assessment

## When is this required?

- development proposals which fall within Schedule 1 or 2 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.

## What information is required?

The assessment must include sufficient information to ensure that decisions can be made in full knowledge of any likely significant effects on the environment. Regulation 18 (3) and (4) of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 identifies what must be included within the Environmental Statement.

The assessment should be prepared by an appropriately qualified person; a statement of relevant expertise or qualifications should accompany the assessment.

A written request can be made to the local planning authority to provide a “screening opinion” (i.e. to determine whether an Environmental Impact Assessment is required) and a “scoping opinion” (the scope of the Environmental Impact Assessment), prior to the submission of a planning application.

## Relevant policy and reason for the document/s

- Nuneaton and Bedworth Borough Plan Policy HS5: Health

## Further information sources

- Planning Practice Guidance: Paragraph: 003 Reference ID: 4-003-20170728: <https://www.gov.uk/guidance/environmental-impact-assessment#the-purpose-of-environmental-impact-assessment>
- The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 Schedule 1 and 2: <http://www.legislation.gov.uk/ukxi/2017/571/schedule/1/made> and <http://www.legislation.gov.uk/ukxi/2017/571/schedule/2/made>
- The Town and Country Planning (Environmental Impact Assessment) Regulations 2017, Regulation 18: <http://www.legislation.gov.uk/ukxi/2017/571/regulation/18/made>

# Flood Risk Assessment

## When is this required?

All planning applications for:

- development within, in whole or in part of flood zone 2 and/or flood zone 3;
- development on sites with an area of 1 hectare or more (in flood zones 1, 2 or 3)

## What information is required?

For residential and non-residential development of less than 250 square metres in flood risk zones 2 and 3, a simple flood risk assessment, which includes a plan showing finished floor levels and estimated flood levels, will be required. For other qualifying developments, a Flood Risk Assessment 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.

Flood Risk Assessments should set out:

### Zone 1

- existing flood risk to the site from localised sources and the impact of development upon run off rates; and
- design measures proposed to mitigate run off rates.

### Zone 2

- existing flood risk to the site from all sources and the potential impact of development upon flood risk only (high level assessment only); and
- design measures proposed to mitigate risk of flooding, and their impact (details should include floor levels, ground levels, evacuation routes, SUDs).

### Zone 3

- existing flood risk to the site from all sources (e.g. flood depth, flow routes, flood velocity, defence failure);
- the potential impact of development upon flood risk, including off site/downstream; and
- design measures proposed to mitigate the risk of flooding, and their impact (details should include floor levels, ground levels, evacuation routes, SUDs).

## Sequential Test

Applications for new development in flood zones 2 and 3 should additionally include a sequential test statement (other than for minor extensions), which should demonstrate that there are no reasonably available alternative sites, within / around the same settlement, where the proposed development could be sited within an area of lower flood risk; the sequential test should consider sites in flood zone 2 if the proposal is located in flood zone 3. The following evidence should be provided:

- a written statement explaining the area of search;
- a map identifying all other sites considered within lower areas of flood risk; and
- a written statement explaining why the alternative sites listed within lower areas of flood risk are not reasonably available.

### Exceptions Test

If the sequential test is passed, it will also be necessary to demonstrate that the flood risk to people and property will be managed satisfactorily while allowing necessary development to go ahead in situations where suitable sites at lower risk of flooding are not available. The following will need to be demonstrated:

- the development would provide wider sustainability benefits to the community that outweigh the flood risk; and
- the development will be safe for its lifetime taking account of the vulnerability of its users, without increasing flood risk elsewhere, and, where possible, will reduce flood risk overall.

### Relevant policy and reason for the document/s

- Nuneaton and Bedworth Borough Plan Policy NE4: Managing Flood Risk and Water Quality

### Further information sources

- Environment Agency Standing Advice Development and Flood Risk:  
<https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications>
- <http://www.environment-agency.gov.uk/research/planning/33098.aspx>
- Preparing a flood risk assessment: standing advice:  
<https://www.gov.uk/guidance/flood-risk-assessment-standing-advice#what-to-include-in-your-assessment>
- National Planning Policy Framework paragraphs 165-175:  
<https://www.gov.uk/government/publications/national-planning-policy-framework--2>



# Foul Drainage Assessment

## When is this required?

- development proposals that would result in the disposal of foul sewage, effluent or trade waste not through a mains connection to a public sewer.

## What information is required?

A non-mains drainage assessment should be used to establish whether non-mains drainage, either a new system or connection to an existing system, would be acceptable. The Environment Agency requires applicants to provide evidence that a connection to the public sewer is not feasible.

The assessment should include: the method of storage, treatment and disposal, an assessment of site suitability and a demonstration as to why the development cannot connect to the public mains sewer.

The assessment should be provided through the completion of the Environment Agency's Foul Drainage Assessment form.

[Foul drainage assessment form \(FDA1\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/foul-drainage-assessment-form-fda1)

## Relevant policy and reason for the document/s

- Nuneaton and Bedworth Borough Plan Policy HSG6, EMP6
- Nuneaton and Bedworth Borough Plan Policy EMP3: Prologis Extensions
- Nuneaton and Bedworth Borough Plan Policy EMP4: Coventry road
- Nuneaton and Bedworth Borough Plan Policy EMP7: Bowling Green Lane

## Further information sources

- Environment Agency Foul Drainage Assessment Form (FDA):  
<https://www.gov.uk/government/publications/foul-drainage-assessment-form-fda1>

# Fire Assessment

## When is this required?

An application for planning permission for development that involves:

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

## Relevant buildings include:

- buildings that contain two or more dwellings (including flats) or educational accommodation (residential accommodation for the use of students at boarding school or in later stages of education); and
- the building is 18m or more in height, or 7 or more storeys whichever is reached first.

## What information is required?

Fire statements must be submitted on a form published by the Secretary of State (or a form to similar effect) and contain the particulars specified or referred to in the form, which includes information about (not exhaustive list):

- the principles, concepts and approach relating to fire safety that have been applied to each building in the development.
- the site layout
- emergency vehicle access and water supplies for firefighting purposes
- what, if any, consultation has been undertaken on issues relating to the fire safety of the development; and what account has been taken of this
- how any policies relating to fire safety in relevant local development documents have been taken into account.

## Relevant policy and reason for the document/s

- Building Safety Bill

# Health Impact Assessment

## When is this required?

- any development that may give rise to a risk to public health and safety concerns due to:
  - coastal erosion and land instability;
  - siting in a location of known or suspected contamination which is unsuitable for the proposed use (reference contaminated land assessment report); or
  - the storage or use of hazardous substances.

## What information is required?

The assessment, prepared by an appropriately qualified person, should include a detailed technical appraisal of the site and development and its relationship to the surrounding area, identifying any risks to the proposed users or local community. Having regard to any identified risk to public health and safety, measures will need to be defined that would remove the identified risk.

## Relevant policy and reason for the document/s

- Nuneaton and Bedworth Borough Plan Policy HS5: Health
- Nuneaton and Bedworth Borough Plan Policy BE1: Contamination and Land Instability

# Heritage Statement (Statement of Significance)

## When it this required?

- listed building consent applications;
- major planning applications within or otherwise affecting conservation areas;
- planning applications for developments within conservation areas, including demolition; where the proposal would materially affect its character or appearance; and
- planning applications that may affect the significance of any heritage asset, including its setting.

Note: outline applications will not be accepted for development proposals within a conservation area. Any application must give sufficient detail to allow the impact of the works on the conservation area to be properly assessed.

A heritage asset is a building, monument, site, place, area or landscape that has been identified as having a degree of significance meriting consideration in planning decisions. They are the valued components of the historic environment and they include the following heritage assets;

- world heritage site;
- scheduled ancient monument;
- listed building;
- protected wreck site;
- registered historic park or garden;
- historic landscape;
- conservation area;
- known archaeological sites;
- assets identified by the local planning authority (non-statutory local listing).

The statement should describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. The statement could form part of a more comprehensive Design and Access Statement, where this is also needed.

## Works to a Listed Building

Applications for listed building consent require the following elements within the statement:

- a schedule of works to the listed building, and an analysis of the impact of these works on the significance of the archaeology, history, architecture and character of the building/structure along with a statement explaining the justification for the proposed works and principles which inform the methodology proposed for their implementation.

- contextual and detailed photographs of the buildings/structure as existing to illustrate any features which are proposed to be altered or removed.
- where reinstatement of lost or damaged features is proposed historic evidence to support the detail of reinstatement should be provided where possible i.e. historic plans or photographs;
- for any alterations, replacement, or installation of features such as windows, doors and shopfronts, elevation plans and sectional drawings to a scale of 1:20 or less. Further details of features such as architrave, cills, horns, glazing bars, lintels, transom, mullions, panelling, mouldings, meeting rails etc. may need to be at a scale of 1:5 or less;
- a detailed specification for all proposed materials including, where appropriate samples; and
- photomontages illustrating the proposed works in context.

Planning applications for development within conservation areas should provide the following:

- development including or solely for demolition - an assessment of the contribution that the building in question makes to the character and appearance of the conservation area and provide a justification for demolition.
- development within a conservation area - the statement should address how the proposal has been designed to have regard to the character and/or appearance of the conservation area and to explain how the proposal enhances or preserves the character or appearance of the conservation area. Appropriate photographs should accompany the appraisal.

Applications affecting the setting of heritage assets:

- for applications impacting on the setting of heritage assets a written statement that includes plans showing historic features that are on or adjacent to the application site including listed buildings and structures, locally listed buildings and structures, historic parks and gardens, historic battlefields and scheduled ancient monuments and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings.

### Relevant policy and reason for the document/s

- Nuneaton and Bedworth Borough Plan Policy BE4: Valuing and Conserving our Historic Environment
- Nuneaton and Bedworth Borough Plan Policy HSG3: Gipsy Lane
- Nuneaton and Bedworth Borough Plan Policy HSG9: Golf Drive
- Nuneaton and Bedworth Borough Plan Policy HSG2: Arbury
- Nuneaton and Bedworth Borough Plan Policy EMP1: Faultlands
- Nuneaton and Bedworth Borough Plan Policy EMP4: Coventry Road

- Nuneaton and Bedworth Borough Plan Policy DS1: Presumption in Favour of Sustainable Development

#### Further information sources

- Historic England Good Practice Notes:  
<https://historicengland.org.uk/advice/planning/planning-system/>
- Heritage Gateway - <https://www.heritagegateway.org.uk/gateway>

# Housing Statement

## When is this required?

- residential development proposals which are for 10 or more dwellings or where the site has an area of 0.5 hectares or more, irrespective of the number of proposed dwellings; and
- residential development proposals which include, or should include an element of affordable housing.

The statement should take account of the findings of the Nuneaton and Bedworth Housing and Economic Needs Assessment (May 2016), or successor assessments and any parish-based housing needs surveys for affordable housing.

## What information is required?

The statement should specify the proposed housing tenure and mix and provide a justification for the amount and type provided. Typically, the statement should include the following:

- an explanation of how the development will contribute towards meeting local housing needs;
- the total number of all residential units and the number of affordable units. The tenure types proposed should be clearly and fully explained in line with policy expectations;
- numbers of bedrooms and property type across all tenures to demonstrate a representative mix of unit types; and
- numbered plots allocated for each housing type and tenure (Full/Reserved Matters only).

Where a policy compliant scheme is not proposed the statement should set out clearly the justification as to why a variance in housing mix or affordable housing (including affordable housing mix) is proposed. The statement should be supported by a viability appraisal where viability forms all or part of the justification for non-policy compliance. The viability appraisal will normally be required to be independently verified, with the applicant being liable for reasonable costs incurred by the local planning authority and that it will be available for public inspection.

For applications proposing development on the basis of Policy ST19: Affordable Housing on Exception Sites, which includes an element of market housing, a viability appraisal will normally be required to demonstrate that number of proposed market dwellings is necessary and appropriate.

For applications proposing development on the basis of Policy ST19A: Starter Homes Exception Sites, evidence will be required which demonstrates that the site is no longer suitable for its current or former use and does not result in the loss of economic growth

prospects or important community services and facilities. Where an element of market housing is proposed a viability appraisal will be required to demonstrate that it is necessary and appropriate.

#### Relevant policy and reason for the document/s

- Nuneaton and Bedworth Borough Plan Policy H1: Range and Mix of Housing
- Nuneaton and Bedworth Borough Plan Policy H2: Affordable Housing
- Nuneaton and Bedworth Borough Plan Policy DS4: Overall Development needs
- Nuneaton and Bedworth Borough Plan Policy DS8: Monitoring of Housing Delivery
- Nuneaton and Bedworth Borough Plan Policy DS9: Review
- National Planning Policy Framework paragraph 63-66



# Landscape and Visual Impact Assessment (LVIA)

## When is this required?

A Landscape and Visual Impact Assessment (LVIA) will be required to be prepared by an appropriately qualified person where a proposal is an Environmental Impact Assessment (EIA) development and the development would be likely to have a significant impact on the surrounding landscape and/or townscape/seascape character of the site, including its context.

## What information is required?

Landscape and Visual Impact Assessment - in most cases a full LVIA will be required to be prepared in accordance with the latest Landscape Institute guidance (currently GLVIA3: Guidelines for Landscape and Visual Impact Assessment)

Description of development: This should include the identification of the main features of the proposed development and establish any parameters such as maximum extents of the development; sizes of the various elements; a description of any alternatives considered or design iterations.

Landscape Baseline Conditions: This should include a description of the landscape character of the application site and its surroundings, including the landform, drainage, vegetation, land use, landscape condition, aesthetic and perceptual factors that contribute to landscape character. The Nuneaton and Bedworth Landscape Character Assessment provides the framework landscape character information and should be supplemented by a study specific to the development.

It should include the relationship of the site to any designated areas of landscape at a national, regional or local level, and to areas of landscape value or scenic quality, reflecting key characteristics of relevant landscape character types.

The landscape baseline should be evaluated in relation to its sensitivity and importance. The sensitivity evaluation of each landscape element should reflect its quality value, contribution to landscape character and the degree to which the particular element or characteristic can be replaced or substituted.

Visual Assessment: The area covered by the visual assessment should be provided with a justification. There should be a description of views from key receptors including residential properties, public rights of way, public amenity space and roads.

Predictions of Landscape and Visual Effects: There should be an assessment of the scale or magnitude of change to the landscape and visual elements as a deviation from the baseline conditions for each phase of the proposal. Consideration should be given to visitor and resident populations, and seasonal variations. The methods used to establish the

sensitivity and magnitude should be clearly described and be appropriate and reasonable in relation to the importance of the landscape and visual impact.

A Zone of Theoretical Visibility (ZTV) diagram to a distance appropriate to the nature of the development should be provided to support the assessment.

Where assumptions or unsupported data has been used in the predictions, these should be highlighted and accompanied by an indication of the reliability / confidence of those assumptions or data.

There should be an evaluation of the direct, indirect, secondary and cumulative, short medium- and long-term effects resulting from the existence of the development.

**Significance of Effects:** This should clearly describe the judgements which underpin the attribution of significance. The assessment of significance should consider the impact's deviation from the established landscape baseline condition, the sensitivity of the landscape and receptors and the extent to which the impact will be mitigated or is reversible. The range of factors which are likely to influence the assessment of significance should be clearly identified. Details should be provided of how these variables will affect the significance of the impacts over the life of the development.

**Mitigation:** This should describe the measures proposed to avoid, reduce and if possible, remedy significant adverse impacts on both landscape character and visual amenity. There should be an indication given of the effectiveness of the stated measures and a clear indication of how the mitigation measures will be implemented.

## **Presentation of the LVIA**

The document should be clear and logical in its layout and presentation and be capable of being understood by a non-specialist. It should be a balanced document providing an unbiased account of the landscape and visual effects, with reasoned and justifiable arguments. A glossary of all technical terms should be provided. Plans, diagrams and visual representations should be provided to assist in the understanding of the development and its impact and should be clearly labelled with all locations reference in the text. This should include photographs and photomontages.

### **Relevant policy and reason for the document/s**

- Nuneaton and Bedworth Borough Plan Policy NE5: Landscape character
- Nuneaton and Bedworth Borough Plan Policy BE4: Valuing and Conserving our Historic Environment
- Nuneaton and Bedworth Borough Plan Policy DS7: Green Belt
- Nuneaton and Bedworth Borough Plan Policy SA1: Development Principles on Strategic Sites
- National Planning Policy Framework paragraphs:180

## Further information sources

- Undertaking a LVIA - Guidelines for Landscape and Visual Impact Assessment 3rd edition: Landscape Institute and Institute of Environmental Management and Assessment: <https://www.landscapeinstitute.org/technical/glvia3-panel/>
- Landscape Institute Technical Guidance Note: Visual Representation of Development Proposals: [https://landscapewpstorage01.blob.core.windows.net/www-landscapeinstitute-org/2019/09/LI\\_TGN-06-19\\_Visual\\_Representation.pdf](https://landscapewpstorage01.blob.core.windows.net/www-landscapeinstitute-org/2019/09/LI_TGN-06-19_Visual_Representation.pdf)

# Landscape Proposals

## When is this required?

- major development proposals
- minor development proposals that would likely affect the existing landscape character or appearance of the application site.

## What information is required?

A report, prepared by an appropriately qualified person, should detail the treatment of private and public spaces, which includes an explanation of the function of the proposed landscaping, how it will be maintained and its relationship to the surrounding area with reference to any published Landscape Character Assessments. The following should be provided for all major development proposals and all or some of the below may be required for other development proposals:

- proposed finished levels or contours;
- means of enclosure;
- car parking layouts;
- other vehicle and pedestrian access and circulation areas;
- hard surfacing materials;
- minor artefacts and structures (e.g., street furniture, play equipment, refuse or other storage units, signs, lighting etc.);
- proposed and existing functional services above and below ground level (e.g. drainage, power, communication cables, pipelines etc. indicating lines, manholes, supports etc.);
- retained historic landscape features and proposals for restoration, where relevant; and
- soft landscape works including:
  - (i) planting schemes;
  - (ii) plants schedules detailing, species, plant sizes and proposed numbers/densities;
  - (iii) written specifications in respect of cultivation and operations associated with plant and grass establishment; and
  - (iv) implementation and post planting management and maintenance programmes for a minimum period of 5 years.

## Relevant policy and reason for the document/s

- Nuneaton and Bedworth Borough Plan Policy NE5: Landscape Character
- Nuneaton and Bedworth Borough Plan Policy DS7: Green Belt
- Nuneaton and Bedworth Borough Plan Policy SA1: Development Principles on Strategic Sites

# Lighting Impact Assessment

## When is this required?

- major development proposals that include external lighting/ illumination; and
- other applications proposing floodlighting, external lighting for sports pitches, car parks illumination of buildings, work areas and security .

## What information is required?

### **External lighting/illumination**

The report, prepared by an appropriately qualified person, should include a description of the lighting requirement with reference to relevant standards, the layout and composition of the scheme; isolux diagrams showing the predicted luminance in both the horizontal and vertical plan, the periods of operation of the lighting, a description of the area where the lighting is to be installed detailing any sensitive receptors. The report should also provide the specification of the luminaries, including the number and location, type and rating of lamps together with any measures to minimise or eliminate glare from the lighting installations.

## Relevant policy and reason for the document/s

- Nuneaton and Bedworth Borough Plan Policy BE3: Sustainable Design and Construction
- Nuneaton and Bedworth Borough Plan Policy HSG2: Arbury
- National Planning Policy Framework paragraph 180

## Further information sources

- Bat Conservation Trust: lighting: <https://www.bats.org.uk/about-bats/threats-to-bats/lighting>

# Loss of land in or allocated for Economic Development (justification statement)

## When is this required?

- development proposals for non-employment uses on:
  - buildings previously used for employment; and
  - buildings currently used for employment.

Note: Economic development includes development, including those within the B Use Classes, public and community uses, and main town centre uses (excluding housing development).

## What information is required?

Evidence will be required to demonstrate that the site no longer provides a realistic prospect for employment use. Evidence of comprehensive and appropriate marketing will be required, which includes marketing at a reasonable price or rent, with appropriate conditions attached, over a continuous 24-month period prior to submission of the application. The initial 12-month marketing period should be for employment based development /redevelopment with a further 12 months of appropriate marketing required on the basis of redevelopment /use for a mixed-use development which includes employment.

The statement should include details of where and how the site/buildings have been marketed for sale or rent and of all expressions of interest or offers received, including rental interest, and an explanation as to why any offers received were not accepted.

## Relevant policy and reason for the document/s

- Nuneaton and Bedworth Borough Plan Policy DS6: Employment Allocations
- Nuneaton and Bedworth Borough Plan Policy E1: Nature of Employment Growth
- Nuneaton and Bedworth Borough Plan Policy E2: Existing employment Estates
- Nuneaton and Bedworth Borough Plan Policy BE3: Sustainable Design and Construction

# Noise Impact Assessment

## When is this required?

- development proposals that have the potential to raise issues of disturbance, or are considered to be noise sensitive developments. An Assessment will generally be required for the following types of application:
  - new, including change of use: within Use Class E (restaurants, snack bars, cafes), sui- generis uses (nightclub and takeaways), E (e-f) and F1 (places of worship, church halls, clinics, health centres, crèches, day nurseries, consulting rooms), E (d) and F2 (cinemas, music, concert halls, dance, sports halls, swimming baths, skating rinks, gymnasiums, other indoor and outdoor sports and leisure uses, bingo halls and casinos);
  - new residential development near to licensed premises and cultural venues;
  - new industrial development (Use Class B2 and B8) close to existing residential development;
  - new residential development adjoining established industrial estates or transport sources; and
  - energy generation development including wind turbine development.

## What information is required?

The assessment should outline the potential sources of noise generation, and how these may have a negative effect on local amenity and environmental receptors particularly on sites in close proximity to nationally and internationally designated sites. The assessment should also outline how the developer intends to overcome these issues.

## Relevant policy and reason for the document/s

- Nuneaton and Bedworth Borough Plan Policy SA1: Development Principles on Strategic Sites
- Nuneaton and Bedworth Borough Plan Policy H3: Gypsies and Travellers
- Nuneaton and Bedworth Borough Plan Policy BE2: Renewable and Low Carbon Energy
- Nuneaton and Bedworth Borough Plan Policy BE3: Sustainable Design and Construction
- National Planning Policy Framework paragraphs 170 and 180

## Further information sources

It would be advantageous for any applicant to discuss the requirements of a noise impact assessment with the Council's Environmental Protection Team prior to the application being submitted.

# Open Space Assessment

## When is this required?

- proposals for residential and non-residential proposals within Use Classes: E (a-c) (formally A1/2/3), sui-generis, as relating to drinking establishments and hot food takeaways (formally A4,A5), E(g) (formally B1), B2, B8 and C1, that generate a need for open space; or
- proposals that would result in the loss, relocation, or would prejudice the value of existing open space.

Note: open space can be taken to mean all open space of public value, including not just land, but areas of water, which offer important opportunities for sport and recreation and can also act as a visual amenity.

## What information is required?

- applications that generate a need for open space will require a statement that details the quantity of open space to be provided by typology (allotments, amenity and natural green space, play space (children), play space (youth), parks, sport and recreation grounds) with accompanying plans setting out the location of each type of open space. Unless otherwise established through pre-application advice open space requirements will be expected to be provided on site, variance from which will need to be justified.
- where open space and/or associated facilities are to be provided, on or off site, the assessment should include a statement that sets out the maintenance specification for the works and how and by whom the facility will be initially installed and maintained to that specification for at least 10 years.
- applications which propose the loss or prejudice to the use of open space will be required to provide an evidenced statement which justifies its loss or reduced capacity on the basis of:
  - the open space or buildings is surplus to requirements; or
  - the loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quality and quantity in a suitable location; or
  - the development is for alternative sports/recreation provision, the benefits of which outweigh the loss of the current or former use.

## Supplementary information required

The following table sets out the information required by the Open Space and Green Infrastructure SPD.



Document required	Required at which stages of development	Summary of key factors/elements to include – full detail in SPD	Relevant Section(s) of SPD/ relevant standards or guidance
<p><b>Publicly Accessible Greenspace (PAG) and/or Communal Greenspace</b></p> <p><b>Proposed provision plan</b></p>	<p><b>Outline</b> <b>Detailed application stage</b> <b>Full application</b></p>	<p><b>Outline stage</b></p> <p>Must include a plan showing which areas of development are to be provided to a publicly accessible greenspace standard as per our guidance and standards. This plan must also clearly state what their function will be (e.g. park, allotment, green network corridor, ASUDs, and broadly what facilities are to be provided as part of this. Proposed quantity of PAG to be provided (which meets or exceeds minimum requirements) must be stated at this stage</p> <p><b>Full application stage/detailed application stage</b></p> <p>A detailed plan must be provided showing which areas of the development are providing the required elements of publicly accessible open space. All the specifics of the facilities, infrastructure, adoption proposals, topography, landscape and maintenance must be provided to support this plan. The facilities and infrastructure proposed must satisfy the PAG standards as set within this SPD and the accompanying Parks and Greenspaces Standard Specification document.</p>	<p>Part B - 10 Dwellings or more - Chapter 2.1, 2.2, 2.3- pg9,</p> <p>Appendix 1 - Detailed Design Standards for PAG compliant greenspace</p>
<p><b>All green space (public and private)</b></p> <p><b>Adoption proposal plan/ Agreed adoption plan</b></p>	<p><b>Outline</b> <b>Detailed application stage</b> <b>Full application</b></p>	<p><b>Outline stage</b></p> <p>Broad area plan to show the proposed adoption of the different spaces within the development. Key features like suds, parks and green network to be labelled and adoption intention/proposal identified.</p> <p><b>Full application stage or detailed application stage</b></p> <p>Detailed plan which is agreed in principle with adoptee. Plan to include adoption of overground and underground features including services and boundary features like fences/hedges etc. Access agreements for example where one landowner needs to cross another's land to maintain a feature for example services/drainage etc as necessary should also be identified at this stage.</p>	<p>Part B Chapter 2</p>
<p><b>All green space</b></p> <p><b>Legal documents accompanying adoption plan</b></p>	<p><b>Detailed application/full application stage</b></p>	<p>Full details of legal agreement or proposed legal agreement/document with adoptee. This must clearly state any obligations that come with the adoption e.g maintenance/replacement/inspection requirements.</p>	<p>Part B Chapter 2</p> <p>Appendix 1 - Detailed Design Standards for PAG compliant greenspace</p>
<p><b>All green space</b></p>	<p><b>Detailed application stage</b></p>		<p>Appendix 1 - Detailed Design</p>

<p><b>Maintenance plan and accompanying maintenance detail</b></p>	<p><b>or full application stage</b></p>	<p>Show clearly on a plan and describe in an accompanying document what is expected regarding the maintenance of the different areas being created/retained/enhanced. This document should indicate the following items</p> <ol style="list-style-type: none"> <li>1. Short, medium and long-term maintenance proposals</li> <li>2. The goals of this maintenance and process for amending the maintenance or facilities/layout if necessary.</li> <li>3. What the maintenance operation involves Including <ol style="list-style-type: none"> <li>a. The type of operation</li> <li>b. Frequency of operation</li> <li>c. Proposed outcomes of each maintenance visit using national standards wherever possible e.g defra litter standards</li> <li>d. The likely type of equipment or machinery needed to complete the operation. This will need to be linked with the maintenance access plan clearly showing how the machinery needed can access the different maintenance areas.</li> </ol> </li> <li>4. Inspection regimes and to what standards or criteria</li> <li>5. Repair and replacement thresholds for facilities and for hard and soft landscaping.</li> </ol>	<p>Standards for PAG compliant greenspace.</p> <p>Biodiversity Chapters</p>
<p><b>All green space</b></p> <p><b>Maintenance access plan</b></p>	<p><b>Outline stage</b></p> <p><b>Full application or detailed application stage</b></p>	<p>Outline development stage</p> <ol style="list-style-type: none"> <li>1. Maintenance routes and access points indicated on plan with minimum route widths and major infrastructure (like bridges) and their proposed capacity indicated on the plan.</li> </ol> <p>Detailed or full application stage</p> <ol style="list-style-type: none"> <li>1. Spatial plan showing proposed access and movement routes for all proposed maintenance activities, including turning and access points from the main highway.</li> <li>2. Full appropriately verified detail must be provided for all infrastructure along these routes to demonstrate how this infrastructure eg bridges, gates and paths provide the widths, load capacity and clearance needed to cater for the proposed access</li> <li>3. Topographical detail will be required along these movement, maintenance and access routes to ensure that the routes and maintenance areas comply with the proposed machinery's manufacture's guidelines for use. For example for ride on mowers tractors, trailers, flails and balers etc as appropriate.</li> </ol>	<p>Part B Chapter 2</p> <p>Appendix 1 - Detailed Design Standards for PAG compliant greenspace</p> <p>To comply with relevant manufactures' guidance for safe use, weight limits (in regard to structures), widths, clearance and turning circle requirements of proposed commercially viable equipment.</p>

<p><b>All publicly accessible greenspace (PAG) and/or communal greenspace</b></p> <p><b>Risk Assessments</b></p>	<p><b>At full/detailed application stage</b></p> <p>Detailed risk assessments are required for all areas/facilities/and infrastructure of PAG which are to be provided.</p>	<p><b>Full/ detailed application stage</b></p> <p>Detailed risk assessments are required for all areas and features of the PAG identifying and suitably managing hazards. Development design should aim to remove the hazard, reduce the hazard and finally once the hazard has been reduced as much as possible protect people against the hazard. We ask developers to remove or minimise the hazard before considering protective measures as per HSE/ROSPA guidance.</p> <p>The following key areas/themes need to be covered where relevant.</p> <ol style="list-style-type: none"> <li>1. The Play/Play Zone</li> <li>2. Active recreation facilities</li> <li>3. Facility provision in relation to adjacent residents</li> <li>4. Suds/other waterbodies and watercourses/ Water Safety</li> <li>5. Trees (existing and new)</li> <li>6. Allotments</li> <li>7. Green Network Corridors and the wider pedestrian and cycle movement around the site.</li> <li>8. Ecological habitat (existing and new)</li> <li>9. The performance of maintenance and maintenance access</li> <li>10. The wider environment <ol style="list-style-type: none"> <li>1. Unsupervised access</li> <li>2. The use by children/older people/the disabled</li> <li>3. Crime and the perception of crime – Secure by design principles</li> <li>4. Sustainability and durability of facilities/infrastructure being provided.</li> <li>5. The land/facility adoptee and their ability to manage the facilities and equipment being provided.</li> <li>6. Facility/land interaction with other site features/hazards e.g houses/roads</li> <li>7. Hazards present outside of the development site</li> </ol> </li> </ol> <p>Risk assessments must be written to an appropriate standard, by appropriately qualified or experienced individuals.</p>	<p>Appendix 1 - Detailed Design Standards for PAG compliant greenspace</p> <p>Biodiversity and Trees chapters</p> <p><a href="#">Health and Safety Executive HSE</a></p> <p><a href="#">The Royal Society for the Prevention of Accidents - RoSPA.</a></p>
<p><b>Whole development</b></p> <p>Topographical Surveys</p>	<p><b>Outline Detailed application stage Full application</b></p>	<p>The topographical surveys required (pre and post development) must identify what changes in level exist currently on site (and its immediate periphery) and how this will change because of the development.</p> <p><b>Outline</b></p> <p>A topographical survey of the existing site identifying existing site features such as trees, water bodies, water courses, habitat areas/features, existing built features, roads etc. This must conform with RICS <a href="#">best practice guidance</a>. An indicative plan is also required at this stage showing which areas are likely to be changed by the development.</p>	<p>Biodiversity and Trees chapters</p> <p>Appendix 1 - Detailed Design Standards for PAG compliant greenspace</p> <p>RICS <a href="#">best practice guidance</a></p>

		<p><b>Detailed application stage</b></p> <p>A detailed topographical plan is required of the development site post development clearly showing new and existing features and highlighting any changes to levels proposed.</p> <p><b>Full application Stage</b></p> <p>Plans as described above in outline and detailed application stages</p>	
<b>Play and Active Recreation Facilities</b>	<p><b>Outline</b></p> <p><b>Detailed/Full application</b></p>	<p><b>Outline application</b></p> <p>Broad location and level of provision intended. See facility requirement flow charts in Part B</p> <ol style="list-style-type: none"> <li>145-295 units Local Play provision required</li> <li>296 -445 units Local Play provision and part 1 Enhanced provision required.</li> <li>446 -597 units Local Play provision and part 1 and part 2 Enhanced provision required.</li> <li>598 – Community play and active recreation facilities required.</li> </ol> <p><b>Detailed/Full application</b></p> <ol style="list-style-type: none"> <li>Detail of how complies with best practice Play England’s Design for Play: A guide to creating successful play spaces</li> <li>Specifications and landscaping of play environment, play equipment, active recreation facilities including relevant drawings/dimensions/colour/materials/supplier etc.</li> <li>Detail, extent and installation of safety surfacing</li> <li>Life expectancy</li> <li>Maintenance and inspection proposals/replacement thresholds/responsibilities</li> <li>Verified capacity/suitability for intended use including load capacity.</li> <li>Construction methods where appropriate</li> <li>Image of appearance where appropriate</li> </ol>	<p>Appendix 1 - Detailed Design Standards for PAG compliant greenspace</p> <p><a href="#">Play England’s Design for Play: A guide to creating successful play spaces</a></p> <p>Nuneaton and Bedworth Borough Council’s Parks and Greenspaces Standard Specification</p>
<b>Green Network Corridors (GNCs)</b>	<p><b>Outline</b></p> <p><b>Detailed/Full application</b></p>	<p><b>Outline application Stage</b> – Broad location/links of proposed additions to /new sections of GNCs and identification of whether provision will be PAG compliant or not. Indication of whether path networks/green network features are neighbourhood or strategic in nature.</p> <p><b>Detailed/Full application</b></p> <ol style="list-style-type: none"> <li>Full details of hard and soft landscaping of all elements of AGNCs</li> <li>Adoption proposals/agreements Maintenance plans</li> </ol>	
<b>Allotments</b>	<p><b>Outline</b></p> <p><b>Detailed/full Application</b></p>	<p><b>Outline application Stage</b> – Broad location and proposed size of allotments and identification of whether provision will be PAG compliant or not.</p> <p><b>Detailed/Full application</b></p> <ol style="list-style-type: none"> <li>Full details of hard and soft landscaping, site building and services.</li> <li>Adoption proposals/agreements</li> </ol>	

Relevant policy and reason for the document/s

- Nuneaton and Bedworth Borough Plan Policy NE2: Open Space
- Nuneaton and Bedworth Borough Plan Policy NE1: Green Infrastructure
- Nuneaton and Bedworth Borough Plan Policy HS4: Retaining Community Facilities
- National Planning Policy Framework, paragraph 97

# Planning Obligations / Draft Heads of Terms for Section 106 Agreements:

## When is this required?

Heads of terms (anticipated planning obligations) will be required for planning applications where:

- planning guidance / policy identifies a requirement for associated infrastructure and/or affordable housing; or
- the application relates to a major development; or
- pre-application discussions have identified a need for a planning obligation, draft heads of terms for a section 106 agreement or a draft unilateral undertaking should be provided before the application is registered.

## What information is required?

In addition to the supplied draft Heads of Terms, solicitor's contact details should be provided and confirmation that the applicant will pay the Council's reasonable legal costs of drafting/negotiating the Section 106 Obligation.

## Relevant policy and reason for the document/s

- Nuneaton and Bedworth Borough Plan Policy SA1: Development Principles on Strategic Sites
- Nuneaton and Bedworth Borough Plan Policy H1: Range and Mix of Housing
- Nuneaton and Bedworth Borough Plan Policy H2: Affordable Housing
- Nuneaton and Bedworth Borough Plan Policy NE1: Green Infrastructure

## Further information

- Planning Practice Guidance: <https://www.gov.uk/guidance/planning-obligations>

# Planning Statement

## When is this required?

- all major development proposals

## What information is required?

A discussion of how the development relates to national policy and the development plan policies. The statement should, as far as practical, enumerate the impacts of the proposed development upon the economic, environmental and social dimensions of sustainable development (such as an estimate of the number of jobs created or the likely increase in the volume and character of traffic on the local highway network).

If the proposed development does not accord with national policy or the development plan, then a discussion should be submitted to demonstrate the material considerations that are considered outweigh these conflicts.

## Relevant policy and reason for the document/s

- National Planning Policy Framework paragraph 8

# Pre-application Consultation Statement

## When is this required?

When set out by the Localism Act (applicants are encouraged to contact us in advance to agree the need for the exercise).

## What information is required?

The statement must include particulars of the pre application consultation process, showing:

- a) how the applicant complied with section 61W(1) of the 1990 Act in respect of wind turbines;
- b) how the applicant undertook consultation with the local community;
- c) any responses to the consultation that were received by the applicant; and
- d) the account taken of those responses.

In complying with d) above, details will be required of consultation responses received and how the applicant has addressed issues and concerns, in particular whether and in what way the proposed development has altered following consultation and prior to formal submission.

## Relevant policy and reason for the document/s

- Planning Practice Guidance: Before submitting an application
- Section 61W Town and Country Planning Act 1990
- Articles 3 and 4 Town and Country Planning (Development Management Procedure) Order 2015
- National Planning Policy Framework, paragraphs 38-41 and 128



# Retail and Leisure Impact Assessment/Sequential Assessment

## When is this required?

An impact assessment – development proposals for town centre uses which meet or exceed defined thresholds that are not within a defined Town or Strategic Allocations.

Town centre uses comprise:

- retail development (including retail warehouse, clubs and factory outlet centres);
- leisure, entertainment facilities, and the more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurant, bars and pubs, night-clubs, casinos, health and fitness centres, indoor bowling centres, and bingo halls);
- offices; and
- arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities).

The threshold at which an impact assessment will be required is 250 square metres (gross) for retail development and 2,500 square metres (gross) for other main town centre uses.

## What information is required?

An impact assessment will be required to assess the impact of the proposal development on:

- existing, committed and planned public and private investment in the catchment area of the development proposal; and
- town/district centre vitality and viability, including local consumer choice and trade in the town/district centre and the wider retail catchment (as applicable to the scale and nature of the scheme).

A sequential assessment will be required to demonstrate that there are no suitable sequentially preferable locations, on the basis of defined Town and followed by: edge of centre, edge of town then out of town. The assessment should also include a consideration of flexibility in the format and/or scale of the proposal.

## Relevant policy and reason for the document/s

- Nuneaton and Bedworth Borough Plan Policy SA1: Development Principles on Strategic Sites
- Nuneaton and Bedworth Borough Plan Policy TC1: Town Centre Requirements

## Further information

- National Planning Policy Framework Paragraph 89
- Planning Practice Guidance Paragraphs 008 – 11

# Rural Building Conversion – Justification Statement

## When is this required?

- applications for the conversion of rural buildings

Note: the information sought could be included within a Planning Statement and as part of the Heritage Statement.

## What information is required?

Evidence will be required which demonstrates:

- the building subject to the application is disused or redundant; and
- the proposed conversion can be achieved without significant external, alteration, extension or substantial rebuilding, through providing the following:
  - an account of the proportion of the building that will be retained;
  - a schedule of works required to make the building fit for purpose;
  - a method statement for carrying out the work; and
  - plans detailing proposed repairs and alterations.

## Relevant policy and reason for the document/s

- Nuneaton and Bedworth Borough Plan Policy DS3: Development principles



# Surface Water Drainage Assessment

## When is this required?

All planning applications for:

- planning permission for major development, as defined in Article 2 of the Town and Country Planning (Development Management Procedure) (England) Order 2015

## What information is required?

Details of the proposed surface water drainage strategy for the site including the provision of sustainable drainage systems. This should consider:

- What are the existing surface water drainage arrangements for the site, including existing rates and volumes of run-off?
- What are the proposals for restricting discharge rates and managing surface water from the site using SuDS?
- How have the multifunctional benefits of SuDS been considered, such as integration with other aspects of the development, for example open space or green infrastructure, so as to ensure an efficient use of the site?
- How has climate change been accounted for and what opportunities exist to mitigate flood risk?

Warwickshire County Council in its role as Lead Local Flood Authority (LLFA) has produced its Flood Risk Guidance for Development which further outlines the information required by the LLFA in order to scrutinise proposals. This includes information such as plans, calculations and details.

## Relevant policy and reason for the document/s

- Nuneaton and Bedworth Borough Plan Policy NE4: Managing Flood Risk and Water Quality

## Further information sources:

- National Planning Policy Framework, paragraphs 165-175:  
<https://www.gov.uk/government/publications/national-planning-policy-framework--2>
- Flood Risk & Coastal Change Planning Practice Guidance, paragraphs 55-61:  
<https://www.gov.uk/guidance/flood-risk-and-coastal-change#para55>
- WCC's Flood Risk Guidance for Development:  
<https://api.warwickshire.gov.uk/documents/WCCC-453486374-170>
- GOV.UK - Flood risk and coastal change - What information on sustainable drainage needs to be submitted with a planning application?:  
<https://www.gov.uk/guidance/flood-risk-and-coastal-change#para59>

## Sustainable Design and Construction

### When is this required?

All planning applications should complete a sustainable design and construction checklist confirming where in the application the policy requirement had been addressed.

### What information is required?

The following checklist needs to be completed.

Priority	Key consideration	Applicable to development type
<b>Street Layout (Example)</b>	Has the user hierarchy been followed in the design process?	Major
<b>Local Context</b>	Has local context been addressed in the application?	All applications
<b>Current Use of Buildings</b>	Is the development in sympathy with the uses and activities of the surrounding area?	All applications
<b>Ownership and Tenure</b>	Is the proposed ownership/tenure supported by evidence?	Major residential applications
<b>Street Layout</b>	Has the user hierarchy been followed in the design process?	Major applications
<b>Street Layout</b>	Do the designs support sustainable transport options?	Major applications
<b>Street Layout</b>	Has the visual interest of the street layout been considered in the application?	All residential applications
<b>Patterns of Development</b>	Does the building arrangement consider the existing streetscape?	All applications
<b>Residential Amenity- Daylight</b>	Have daylight, sunlight and privacy been considered in the application?	All applications

<b>Residential Amenity - Outdoor</b>	Has outdoor amenity space been considered in the application?	All residential applications
<b>Residential Amenity - Transport</b>	Has the storage of transport vehicles been considered in the application?	All residential applications
<b>Residential Amenity- Waste</b>	Is there sufficient space for bin storage which protects visual amenity and prevents risk of hazards?	All residential applications
<b>Site and Arrangement - Internal Minimum Space Standards</b>	Does the design conform to the Technical Housing Standards- Nationally Described Space Standard?	All residential applications
<b>Built Form</b>	Does the design have regard for characteristics of the area?	All residential applications
<b>Built Form</b>	Where developments occur within a Landscape Character Area have the guidelines in latest Nuneaton and Bedworth Landscape Character Assessment guidelines, or the Nuneaton and Bedworth Land Use Designations been adhered?	All residential applications
<b>Built Form - Extensions and Alterations to Existing Houses</b>	Are the proposed alterations in conformity with the recommendations in this SPD?	All household applications
<b>Residential - Building for Life</b>	Does the development achieve green scores against all Building for Life 12 questions?	Major residential applications
<b>Optional Building Regulations - Accessible and Adaptable Dwellings</b>	Do 35% of dwellings meet the M4 (2) standard	Major residential applications
<b>Passive Solar Design</b>	Is the overall design in accordance with the principles of Passive Solar Design?	Major residential applications
<b>Secured by Design</b>	Does the application incorporate the principles of Secured by Design (SbD) contained within the relevant SbD design guide?	Major residential applications

<b>Air Pollution</b>	In non-strategic allocations, does the application include an air quality assessment?	Major residential applications
<b>Air Pollution</b>	In areas with sensitive receptors, does the application include an air quality assessment?	Major residential applications
<b>Noise Quality</b>	Where requested by the Council, does the application include a Noise Impact Assessment?	Major residential applications
<b>Light Pollution</b>	Is the lighting at a level for which it intended and does not cause disruption to other street users	Major residential applications
<b>Light Pollution</b>	Does the lighting infrastructure enhance the overall look of the street design?	Major residential applications
<b>Soil</b>	Does the Site Waste Management Plan identify soils and detail their protection during construction and subsequent re-use?	Major residential applications
<b>Commercial- BREEAM</b>	Has a BREEAM design stage assessment, which achieves at least a 'Very Good' rating, been submitted prior to development?	All major commercial applications
<b>Commercial- BREEAM</b>	Has provision been made to submit post construction certificates which achieve a minimum 'Very Good' rating?	All major commercial applications
<b>Sustainable Construction</b>	If required, has a Demolition Method Statement been completed?	All major applications
<b>Sustainable Construction</b>	Has a Construction Management Plan been completed?	All major applications
<b>Construction Waste</b>	If demolition cannot be avoided has an audit been included in the Site Waste Management Plan which shows the percentage calculated of materials which can be reused or recycled?	All major applications
<b>Construction Waste</b>	Is the recovery rate in accordance with the Waste and Resources Action Programme	All major applications



	(WRAP) guide Waste Recovery Quick Wins?	
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Relevant policy and reason for the document/s

- Nuneaton and Bedworth Borough Plan Policy BE3 – Sustainable design and construction
- Sustainable Design and Construction Supplementary Planning Document (2020)

# Sustainability Statement

## When is this required?

- major development proposals.

## What information is required?

The statement should demonstrate how sustainability has been addressed and/or how it will be addressed at future design stage. This can include topics such as water use, materials waste, pollution, health and wellbeing, ecology, building fabric, resilience to climate change, flood risk local renewable and low carbon energy and transport.

The Statement should include a strategy to reduce CO<sub>2</sub> emissions through building design and materials, energy demand reduction, and renewable energy supply and generation

For non-domestic development of 1000m<sup>2</sup> or more the Statement should demonstrate the environmental performance of the development through the application of BREEAM (Building Research Establishment Environmental Assessment Method) standards; a rating of "Very Good" will be expected to be achieved. The Statement, where provided in support of an outline application, should include information through a pre-assessment estimator, to demonstrate that the required BREEAM standard will be able to be achieved.

## Relevant policy and reason for the document/s

- Nuneaton and Bedworth Borough Plan Policy NE4: Managing Flood Risk and Water Quality
- Nuneaton and Bedworth Borough Plan Policy BE2: Renewable and Low Carbon Energy
- Nuneaton and Bedworth Borough Plan Policy BE3: Sustainable Design and Construction
- Nuneaton and Bedworth Borough Plan Policy TC2: Nature of Town Centre Growth
- Nuneaton and Bedworth Borough Plan Policy NE1: Green Infrastructure
- National Planning Policy Framework – Chapter 14
- National Planning Practice Guidance

## Further information sources

- BREEAM new construction calculator:  
[https://www.google.co.uk/search?source=hp&ei=2hwjXZDUKoeUJb4qKAO&q=breeam+pre+assessment+calculator&oq=BREEAM+PRE-ASSESSMENT+ESTIMATO&gs\\_l=psy-ab.1.2.0j0i22i30l2.2217.13981..17132...1.0..2.201.1761.28j1j1.....0....1..gws-wiz.....0..0i131.z28q4Z2ab5g](https://www.google.co.uk/search?source=hp&ei=2hwjXZDUKoeUJb4qKAO&q=breeam+pre+assessment+calculator&oq=BREEAM+PRE-ASSESSMENT+ESTIMATO&gs_l=psy-ab.1.2.0j0i22i30l2.2217.13981..17132...1.0..2.201.1761.28j1j1.....0....1..gws-wiz.....0..0i131.z28q4Z2ab5g)

- BREEAM Calculator:  
[https://www.breeam.com/BREEAMUK2014SchemeDocument/content/03\\_scoringrating\\_newcon/calculating\\_a\\_building\\_s\\_breeam\\_rating.htm](https://www.breeam.com/BREEAMUK2014SchemeDocument/content/03_scoringrating_newcon/calculating_a_building_s_breeam_rating.htm)

# Transport Assessments/Statements and Travel Plans

## When is this required?

A Transport Assessment and a Travel Plan are required for:

- major development proposals that generate significant traffic movements; or
- other development that creates or exacerbates a traffic problem or has an impact on the local highway network.
- development proposals where it is agreed that resulting transport issues are limited.

## What information is required?

### Transport Assessment

The coverage and detail of the assessment should reflect the scale of the development and the extent of the transport implications of the proposal and should take into account any relevant significant impacts on local infrastructure. The assessment should include:

- an analysis of existing and proposed trips by all modes of transport generated by the site (including early engagement with Warwickshire County Council to agree the scope and type of transport modelling that will be required);
- an illustration of the accessibility of the site by all modes of travel and the likely modal split of journeys to and from the site;
- loading areas and arrangements for manoeuvring on site (swept paths), servicing and parking of vehicles;
- details of proposed measures to improve access by public transport, walking and cycling and to mitigate transport impacts.
- details of access arrangements including visibility splays, general geometry and swept paths for vehicles accessing the site (MPV, fire tender, delivery vehicle, refuse HGV and largest vehicle requiring access, e.g. articulated and/or large rigid HGVs, farm vehicles)

In addition to the above, both the Warwickshire Design Guide (available at <https://www.warwickshire.gov.uk/warwickshiredesignguide>) and the Development Assessments and Modelling Protocol (available at <https://www.warwickshire.gov.uk/warwickshiredesignguide>) need to be followed.

### Transport Statement

A simple analysis outlining the transport implications of the scheme and sustainability objectives including the following:

- loading areas and arrangements for manoeuvring on site (swept paths), servicing and parking of vehicles;

- details of proposed measures to improve access by public transport, walking and cycling and to mitigate transport impacts.
- details of access arrangements including visibility splays, general geometry and swept paths for vehicles accessing the site (MPV, fire tender, delivery vehicle, refuse HGV and largest vehicle requiring access, e.g. articulated and/or large rigid HGVs, farm vehicles)

## Travel Plan

The Travel Plan should outline the way in which the transport implications of the proposed development will be managed in order to minimise adverse environmental, social and economic impacts. The Travel Plan should address all journeys resulting from the proposed development. The following should be evaluated and considered:

- benchmark travel data including trip generation databases;
- Information concerning the nature of the proposed development and the forecast level of trips by all modes of transport likely to be associated with the development;
- relevant information about existing travel habits in the surrounding area;
- proposals to reduce the need for single car occupancy journeys to and from the site; and
- provision of improved accessibility to active travel infrastructure and public transport services.

For certain outline applications, a Framework Travel Plan should be submitted. For information on whether this is needed, Warwickshire County Council's Highways Development Management Team should be contacted at [highwayconsultation@warwickshire.gov.uk](mailto:highwayconsultation@warwickshire.gov.uk).

## Road Safety Audit

Any proposals for altering the highway access arrangements on a classified road (A, B, C) will require a planning consent. The Highway Authority will require a Road Safety Audit to be carried out on all new schemes and/or alterations to the existing road network. Prior to any road safety audit being undertaken, the brief for the audit will need to be agreed with the Highway Authority. Early engagement with Warwickshire County Council (Highways Development Management Team) is recommended.

## Relevant policy and reason for the document/s

- Nuneaton and Bedworth Borough Plan Policy HS2: Strategic Accessibility and Sustainable Transport
- Nuneaton and Bedworth Borough Plan Policy HSG6 & EMP6: School Lane and Longford Road
- Nuneaton and Bedworth Borough Plan Policy HSG7: East of Bulkington
- Nuneaton and Bedworth Borough Plan Policy EMP2: Wilson Lane
- Nuneaton and Bedworth Borough Plan Policy HSG4: Woodlands

- National Planning Policy Framework Paragraph 111
- National Planning Practice Guidance - Travel Plans, Transport Assessments and Statements

# Viability Appraisal

## When is this required?

- development proposals that do not meet the policy requirements set out in the Nuneaton and Bedworth borough for the delivery of affordable housing and infrastructure.

## What information is required?

A comprehensive viability appraisal will be required, the approach to which should follow Government's guidance on viability and be prepared by an appropriately qualified person.

An executive summary should be included with the comprehensive assessment. As a minimum it should set out the gross development value, benchmark land value including landowner premium, costs (in accordance with government guidance), and return to developer. Any applied assumptions should be clearly set out and justified. The Executive summary should additionally reference should refer back to the viability assessment that informed the plan and summarise what has changed since then. It should also set out the proposed developer contributions and how this compares with policy requirements.

A full, un-redacted viability assessment is required; it will be published in full in the same manner as other documents that form part of the application, except in exceptional circumstances, where the publication of certain specific information would harm the commercial confidentiality of the developer to non-public benefit. Applicants making a case for exceptional circumstances must provide a full justification as to the extent to which disclosure of a specific piece of information would cause an "adverse impact" and harm to the public interest that is not outweighed by the benefits of disclosure.

The assessment will normally be subject to independent verification, the charge for which will rest will the applicant.

## Relevant policy and reason for the document/s

- Nuneaton and Bedworth Borough Plan Policy H2: Affordable Housing
- Nuneaton and Bedworth Borough Plan Policy DS4: Overall Development needs
- Nuneaton and Bedworth Borough Plan Policy HS1: Ensuring the Delivery of Infrastructure
- National Planning Policy Framework paragraph 57
- National Planning Practice Guidance: Viability

# Waste Audit Statement

## When is this required?

- major development proposals

## What information is required?

The statement should demonstrate how through the demolition, construction and operational phases of development, waste generated on site has been minimised and that it will be managed in accordance with the waste hierarchy. The statement should include the following information, where relevant to the proposed development:

- sustainable procurement measures to minimise the generation of waste during the construction process, including avoidance of over-ordering and reduced use of hazardous materials;
- the types and quantities of waste that will be generated during the demolition and construction phases and the measures to ensure that the waste is managed in accordance with the waste hierarchy including:
  - the segregation of waste materials to enable their separate reuse, recycling or recovery;
  - the recycling of construction, demolition and excavation waste for use on site or, where not possible at the nearest suitable facility; and
  - minimising any waste materials that are unsuitable for reuse, recycling or recovery, confirmation of the location for their disposal.
- the types and quantities of waste that will be generated during the operational phase of the development and measures to ensure that the waste is managed in accordance with the waste hierarchy including:
  - methods for limiting the generation of waste; and
  - the provision of sufficient storage facilities to enable the segregation of reusable and recyclable waste from waste requiring disposal; and any other steps that are necessary to secure the maximum diversion of waste from disposal.

## Relevant policy and reason for the document/s

- Nuneaton and Bedworth Borough Plan Policy BE3: Sustainable Design and Construction
- Nuneaton and Bedworth Borough: Demolition Method Statement and Construction Management plan



## Ventilation/Extraction Details

### When is this required?

- Development proposals that would result in the installation of ventilation or extraction equipment, including those for the sale or preparation of cooked food, launderettes, and significant retail, business, industrial or leisure developments.

### What information is required?

- submitted plans should include details of the external appearance and written details outlining the technical specification of the proposed plant. The technical specifications should include:
  - a schematic of the proposed ducting showing the location of all components (fans, filters, silencers, etc.) and the position on the building;
  - the noise levels generated by the fan in decibels (dB) at the specified distance (i.e. 1.0m/3.0m/ etc.);
  - details of the means of mounting the ducting to the structure including details of all anti-vibration measures proposed;
  - the locations, design and appearance of external flues; and
  - arrangements to reduce odours to an acceptable level to safeguard existing amenity.

### Relevant policy and reason for the document/s

- Nuneaton and Bedworth Borough Plan Policy BE3: Sustainable Design and Construction

# Wildlife/Geology Trigger List, Associated Wildlife Reports and Biodiversity Net Gain

## When is this required?

- Major applications which meet the criteria set out below.

## What information is required?

If your application is likely to affect protected or nationally, regionally or locally important species and/or protected or nationally, regionally or locally important habitats or geological features, you will need to submit a preliminary ecological appraisal and/or a preliminary roost assessment, as well as any predetermination surveys generated from these initial appraisals. Those that have ecological land-take will also need to undertake a biodiversity net gain assessment (see below) and show how the proposal will integrate into any wider green infrastructure network.

Unless you have an exemption letter from WCC Ecological Services, a Preliminary Roost Assessment (PRA) carried out by a qualified bat worker will be required for proposals which include the following works:

- Demolition - Full or partial removal of a building within the red line boundary of a planning application.
- Any works which include the destruction, modification of, or intrusion into, a non-inhabited loft void; this includes any remaining sealed loft void within a loft space which has already been partially converted.
- Garden or woodland habitat with any substantial mature trees that may be directly impacted by proposed development.

The PRA should include the following information:

- A desk study from the Warwickshire Biological Record Centre to include an assessment of the local area, its suitability for bat habitat and preferably any local bat records.
- Fieldwork to include an external and internal inspection of a building.
- A report to include a description of the building, its condition and any potential roost features (PRF's) and their locations.
- Accompanying photographs where possible.
- Recommendation for further surveys and any ways to avoid harm, provide mitigation measures and provide enhancement opportunities for bats.

Please note: Depending upon the outcome of any preliminary assessment, further types of follow-on bat survey may be necessary prior to validation.

NOTE: Full consideration should be made by applicants and their consultant ecologists of the BCT Guidelines for Professional Ecologists (2023) and any future revised editions.

It is recommended that pre-application advice is sought from Warwickshire County Council's Ecological Services at an early stage to determine if bat and/or other protected species surveys are required.

A Natural England license may be required for a development that impacts on a European protected species.

All ecological reports will need to meet the BS 42020:2013: Biodiversity, Code of Practice for Planning and Development and CIEEM Technical Guidance Series.

The following national guidance provides further information.

- Planning Practice Guidance – Natural Environment
- Biodiversity and Geological Conservation: Circular 06/2005: Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system
- British Standards 42020:2013: Biodiversity - Code of practice for planning and development
- British Standards 8683: Process for Designing and Implementing Biodiversity Net Gain - Specification

Additionally, there is also local guidance as follows.

- WCC Planning and Ecology: <https://www.warwickshire.gov.uk/planningecology>
- WCC Biodiversity Net Gain: <https://www.warwickshire.gov.uk/biodiversityoffsetting>
- WCC Green Infrastructure Strategy: <https://www.warwickshire.gov.uk/greeninfrastructure>

For further information contact WCC Ecological Services on 01926 418060.

## **Biodiversity Net Gain**

This is now applicable to all applications for planning permission for “major development” and “small site development” made under the Town and Country Planning Act 1990, subject to the confirmed exemptions. Major development includes residential developments with 10 or more dwellings, or where the site area is greater than 0.5 hectares. Small site development includes residential development where the number of dwellings is between one and nine, or if unknown the site area is less than 0.5 hectares and commercial development where floor space created is less than 1,000 square metres or the total site area is less than one hectare. Not applicable to householder planning applications.

Biodiversity net gain is a way of creating and improving biodiversity by requiring development to have a positive impact (‘net gain’) on biodiversity. Under the statutory

framework for biodiversity net gain, subject to some exceptions, every grant of planning permission is deemed to have been granted subject to the condition that the biodiversity gain objective is met (“the biodiversity gain condition”). This objective is for development to deliver at least a 10% increase in biodiversity value relative to the pre-development biodiversity value of the onsite habitat. This increase can be achieved through onsite biodiversity gains, registered offsite biodiversity gains or statutory biodiversity credits.

Planning practice guidance on biodiversity net gain can be found on the Government’s webpage: [Biodiversity net gain - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/biodiversity-net-gain).

Where applicants consider that the development would not be subject to the biodiversity gain condition, Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015 provides that the applicant must provide a statement as part of the planning application setting out the reasons why they believe this is the case. The planning application form, prescribed by the Secretary of State, provides for these reasons to be set out. An applicant would be expected in this statement to set out what exemption(s) or transitional provision(s) apply to the development. In some cases, the exemption or transitional provision will be evident as they relate to the type of permission. For example, the planning application form for household development already includes a pre-populated statement. In other cases, evidence may need to be provided, especially for the de minimis exemption.

Where an applicant believes the development would be subject to the biodiversity gain condition, the application must be accompanied by minimum information set out in Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015:

- Confirmation that the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition.
- The pre-development biodiversity value(s), either on the date of application or earlier proposed date (as appropriate).
- Where the applicant proposes to use an earlier date, this proposed earlier date and the reasons for proposing that date.
- The completed metric calculation tool showing the calculations of the pre-development biodiversity value of the onsite habitat on the date of application (or proposed earlier date) including the publication date of the biodiversity metric used to calculate that value.
- A statement whether activities have been carried out prior to the date of application (or earlier proposed date), that result in loss of onsite biodiversity value (‘degradation’), and where they have:
  - a statement to the effect that these activities have been carried out.
  - the date immediately before these activities were carried out.
  - the pre-development biodiversity value of the onsite habitat on this date.
  - the completed metric calculation tool showing the calculations, and
  - any available supporting evidence of this.

- A description of any irreplaceable habitat (as set out in column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024) on the land to which the application relates, that exists on the date of application, (or an earlier date); and plan(s), drawn to an identified scale and showing the direction of North, showing onsite habitat existing on the date of application (or earlier proposed date), including any irreplaceable habitat (if applicable).

Further information about the Warwickshire Offsetting Scheme can be found here:

Biodiversity offsetting activities – Warwickshire County Council

<https://www.warwickshire.gov.uk/biodiversityoffsetting>.

### Supplementary information required

The following table sets out the supplementary information required by NBBC’s Parks and Countryside team, and WCC’s Ecology team, based on updated requirements from the Open Space and Green Infrastructure SPD.

Document required	Required at which stages of development	Summary of key factors/elements to include – full detail in SPD	Relevant Section(s) of SPD/ relevant standards or guidance
<b>Biodiversity Ecological Surveys</b>	<b>Pre app/initial consultation /outline</b>	<ol style="list-style-type: none"> <li>1. Desk study from Warwickshire Biological Record Centre identifying existing ecological data of the site and surrounding area</li> <li>2. UKHab (or Phase 1 for a BNG exemption application) habitat plan created from an up-to-date survey completed at the appropriate time of year</li> <li>3. Protected Species Surveys for all protected species that could be using the development site, or which may be affected by the development</li> <li>4. A completed Biodiversity Net Gain that includes the baseline value of habitats on the site, predicted impacts and proposed mechanisms of delivering a biodiversity gain</li> </ol>	<p>Biodiversity Chapter</p> <p>To comply with <a href="#">The Joint Nature Conservation Committee (JNCC) guidance</a></p> <p>To comply with <a href="#">Natural England protected species guidance</a></p>
<b>Biodiversity Construction Ecological Management Plan CEMP</b>	<b>Detailed Application Stage/Full Application Stage</b>	<ol style="list-style-type: none"> <li>1. Details of protected species licences</li> <li>2. Risk assessment of potentially damaging construction activities</li> <li>3. Habitat creation and retention plans</li> <li>4. Details and management of services/drainage proposals that cross the habitat areas and buffers.</li> <li>5. Details of what habitat safeguards are to be employed at each development stage.</li> <li>6. A timetable setting out all key operations and identifying those operations where an ecologist will be present.</li> <li>7. What management, if any, of the retained features or habitats is necessary during each development stage.</li> <li>8. Details of what species safeguards are to be employed at each stage of the development including:</li> </ol>	<p>British Standard 42020: 2013: Biodiversity, Code of practice for planning and development</p>

		<p>9. What monitoring, checks and supervision will be undertaken and how this process will be recorded.</p> <p>10. The details of a suitably qualified Ecological Clerk of Works to oversee implementation of the CEMP and address any contingency measures where appropriate. The provision, detail and timing of written reports to the Authority</p>	
<p><b>Biodiversity</b></p> <p><b>Biodiversity Habitat Management &amp; Monitoring Plan (HMMP)</b></p>	<p><b>Detailed Application Stage/Full Application Stage</b></p>	<ol style="list-style-type: none"> <li>1. Description and evaluation of features to be managed.</li> <li>2. Ecological trends and constraints on site that might influence management.</li> <li>3. Aims and objectives of management.</li> <li>4. Appropriate management options for achieving aims and objectives.</li> <li>5. Prescriptions for management actions.</li> <li>6. Preparation of a work schedule (including annual work plan capable of rolling forward over a five-year period).</li> <li>7. Details of the body or organisation responsible for implantation of the plan.</li> <li>8. Ongoing monitoring and remedial measures.</li> <li>9. Details of the statutory metric (including target habitat conditions) applied to the application site to demonstrate that a biodiversity net gain will be achieved.</li> <li>10. Locations and numbers of bat and bird boxes; reptile and amphibian refugia; and invertebrate boxes.</li> <li>11. Details of the legal and funding mechanism(s) by which long-term implementation of the plan will be secured by the developer with the management body/bodies responsible for its delivery.</li> </ol>	<p>DEFRA guidance: Creating a habitat management and monitoring plan for BNG</p>
<p><b>Biodiversity</b></p> <p><b>DEFRA Statutory Metric</b></p>	<p><b>Outline and Detailed Development stage / Full application stage / commencement of development</b></p>	<ol style="list-style-type: none"> <li>1. Confirmation that the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition.</li> <li>2. The pre-development biodiversity value(s), either on the date of application or earlier proposed date (as appropriate).</li> <li>3. Where the applicant proposes to use an earlier date, this proposed earlier date and the reasons for proposing that date.</li> <li>4. The completed metric calculation tool showing the calculations of the pre-development biodiversity value of the onsite habitat on the date of application (or proposed earlier date) including the publication date of the biodiversity metric used to calculate that value.</li> <li>5. A statement whether activities have been carried out prior to the date of application (or earlier proposed date), that result in loss of onsite biodiversity value ('degradation'), and where they have: <ol style="list-style-type: none"> <li>a. A statement to the effect that these activities have been carried out.</li> <li>b. The date immediately before these activities were carried out.</li> <li>c. The pre-development biodiversity value of the onsite habitat on this date.</li> <li>d. The completed metric calculation tool showing the calculations, and any available supporting evidence of this.</li> </ol> </li> <li>6. A description of any irreplaceable habitat.</li> </ol>	<p>Biodiversity Chapter</p> <p>DEFRA: Biodiversity net gain</p> <p>DEFRA Statutory Metric</p>

### Relevant policy and reason for the document/s

- Nuneaton and Bedworth Borough Plan Policy NE3: Biodiversity and Geodiversity
- National Planning Policy Framework paragraphs 8, 170 and 174.

### Further information

- National Planning Policy Guidance, Natural Environment
- Biodiversity Net Gain: [Good practice principles for development](#), [Biodiversity Net Gain: Good Practice Principles for Development. | CIEEM](#) and [Biodiversity Net Gain Report and Audit Templates](#)
- [British Standards on Biodiversity Net Gain](#)
- Defra Biodiversity Metric: [Introduction to the Proposed Updated Metric \(BD2020-10\)](#)