

What do I need to submit a Planning Application?

Applications for Planning Permission. This guide has been developed to assist you in the submission of planning applications across the Black Country (Dudley, Sandwell, Walsall and Wolverhampton) excluding applications for discharge of, variation of or compliance with conditions, applications for certificates of lawfulness, time extension and non-material amendments.

The aim of this guide is to help applicants submit the right information with an application to ensure the Local Planning Authorities (LPA) are able to deal with your application as quickly and comprehensively as possible. Please note that not all items within this guide will be relevant to every type of planning application and you should pay particular attention to the third column which specifies the application type. This checklist brings together existing information requirements to be submitted alongside a planning application and is not intended to impose additional requirements on applicants. We strongly encourage you to obtain pre-application advice from the relevant LPA who will assist you in putting together your development proposals. Contact details for each LPA are provided at the end of this checklist.

A list of policy drivers for each validation list requirement is listed in the “attached policy driver document”. The guide has been structured to help you through the submission process. **Each item has been coded as follows:**

- (S)** Statutory Requirements that **must** be submitted in order for the application to be validated;
- (L)** Local/Other Requirements that should be submitted as they inform the decision-making process but would not stop the application from being validated. ***This information may however be required before a decision can be made and may mean further consultations are needed so you are advised to submit this as early on in the process as possible to avoid potential delays.***

Scale and Plan Size Requirements

- Application forms and plans - x 3 if submitted by post or x 1 if submitted electronically and all plans **must** be uniquely referenced.
- All plans **must** be drawn to an appropriate metric scale e.g. 1:50, 1:100, 1:200 or 1:500 with the exception of location plans which **must** be 1:1250 or 1:2500.
- Plans should be A4 or A3 size wherever possible and it would be helpful if coloured three dimensional imagery is provided for at **least** the main street elevation for major applications to help schemes to be shown in their context.
- Plans **must** show the direction of North.
- All information **must** be clear enough so that the quality of detail is not compromised when scanned and viewed electronically e.g. faint lines are unacceptable.

Validation Number	Information Required	Types of application	Guidance
V1S	Application Form	All applications	<ul style="list-style-type: none"> • Where there is a variation in requirements between the Local Planning Authorities, this section will signpost you to the relevant policy/guidance for each Council. • Items including the word ‘must’ in bold indicate statutory requirements. • Items including the word ‘should’ indicate requirements that may help the determination of your application. <p>Notes</p> <ul style="list-style-type: none"> • For all types of development other than for housing (for example employment, retail or leisure development), information on non-residential floorspace must be provided in terms of gross internal floorspace¹. • For retail development (A1), details of net floorspace¹ (net tradable area) must also be provided (for applications to Walsall Council). <p>¹Floorspace definitions are set out in the definitions / glossary section.</p> <p>For applications involving the siting of mobile homes, including plots or pitches for gypsies, travellers or travelling show people, the description of the proposal must include the number of homes, plots or pitches.</p> <p>All proposals for waste management development (including proposals to expand, upgrade or relocate existing waste facilities) should be made using a detailed planning application form and section on ‘Industrial or Commercial Processes and Machinery’ must be completed in full.</p> <p>All mineral development applications should be made using a detailed planning application form.</p>

V2 S	Appropriate Fee paid in full	All applications	<ul style="list-style-type: none"> The appropriate fee must be paid in full at the time of submitting your application. <p>Note</p> <ul style="list-style-type: none"> If your planning application is submitted on line via the Planning Portal you can pay on line via a secure web-site at www.planningportal.gov.uk
V3 S	Ownership Certificate	All applications <i>Except for consent to display advertisements</i>	<ul style="list-style-type: none"> If the applicant is the sole owner of the site (and there are no long leases) then Certificate A must be completed. If the applicant is not the owner of the site (or only owns part) and the applicant knows who owns the site (or the other parts) then Certificate B must be completed (see V5 below). Certificate C must be completed if there is more than one owner and the applicant knows some but not all of the owners of the site (see V5 below). Certificate D must be completed if the applicant does not know any of the owner(s) of the site (see V5 below). <p>Note</p> <ul style="list-style-type: none"> Long leaseholders (more than 7 years remaining) are treated as owners for these purposes.
V4 S	Agricultural Holding Certificate	All applications <i>Except for consent to display advertisements</i>	<ul style="list-style-type: none"> Must delete those parts which are not appropriate. Must sign and date. <p>Note</p> <ul style="list-style-type: none"> Part B relates to 21 Days.
V5 S	Article 6 (applications other than householder) or Article 11 (householder applications)	All applications where Ownership Certificates B, C or D have been completed	<ul style="list-style-type: none"> A notice must be served on all owners and / or published in the press in accordance with the instructions on the Certificate. A copy of the Article 6 or 11 notice must be included in the application submission. Where certificates C or D have been completed, a copy of the article published in the newspaper must also be provided.
V6 S	Location Plan	All applications	<p>This is a plan that shows the location of the application site in relation to its surroundings.</p> <ul style="list-style-type: none"> Details must be clearly and logically labelled, for example road names. Site boundaries must be edged clearly with a red line. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site. Where possible please show at least two named roads and surrounding buildings.

V7 S	Block/Site Plan	All applications	<p>This is a plan that shows the existing and proposed layout of the application site, including the positions of any buildings.</p> <ul style="list-style-type: none"> • Details must be clearly and logically labelled, for example road and building names. • Must show the site boundaries. • Must show the type and height of any boundary treatment (e.g. walls, fences etc). • Must show the position and height of any building or structure outside the site but within 10 metres of the boundary. • Proposals must also be shown in context with adjacent buildings (including property numbers where applicable).
V8 S	Design and Access Statement (DAS)	<p>Required for all applications except those set out in glossary.</p> <p>N.B. Even where not required, applicants may consider submitting a DAS in order to fully demonstrate the appropriateness of the design and accessibility of the proposal.</p>	<p>A DAS must be submitted for all planning applications except those listed in the glossary.</p> <p>Guidance on Design and Access Statements can be found at http://cms.walsall.gov.uk/design_and_access_statements.htm</p> <p>www.sandwell.gov.uk/info/856/local_development_framework/681/building_for_life_supplementary_planning_document_bfl_spd</p> <p>http://www.dudley.gov.uk/environment--planning/planning/planning-policy/local-development-framework/housing-dens-spd</p> <p>http://www.wolverhampton.gov.uk/environment/planning/policy/supplementary/access_spd.htm</p>
V9 L	Existing and Proposed Elevations	All applications proposing new buildings or alterations to the exterior of existing buildings.	<ul style="list-style-type: none"> • Must clearly show the proposed works in relation to what is already there, preferably by the use of colour, differentiating them from the existing building(s). • All elevations should clearly indicate the existing and proposed building materials and the style, materials and finish of windows and doors. • Any blank elevations should also be included; if only to show that this is in fact the case. • All elevations and plans must be clearly and logically labelled, for example front or rear elevation and given titles which refer to their content. • Where any proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property. • Where an existing building is being extended or altered, the whole of any existing elevation that is being extended or altered must be shown, not just part of it.
V10	Existing and Proposed Floor Plans	All applications proposing new or amended floorspace and/or proposals to alter existing	<ul style="list-style-type: none"> • Details must be clearly and logically labelled, for example room names showing all internal divisions (rooms) within the building. • Must show the proposal in detail including where existing buildings or walls are to be demolished these should be clearly shown.

L		buildings.	<ul style="list-style-type: none"> The drawings submitted should show details of the existing building(s) as well as those of the proposed development, preferably by the use of colour, differentiating them from the existing building(s).
V11 L	Existing and Proposed Site Sections and Finished Floor and Site Levels	All applications proposing changes to site levels or where existing levels across the site vary more than 0.3 metres.	<ul style="list-style-type: none"> Details must be clearly and logically labelled, for example room names. Plans must also show the proposals in relation to adjoining land and buildings. Should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, drawings should be submitted to show both existing and finished levels to include details of foundations, retaining structures and how eaves relate to adjacent land and boundaries. Details should also be submitted explaining how any encroachment on adjacent land is to be avoided. Plans should show existing site levels and finished floor levels (preferably by the use of colour differentiating them from the existing levels) with levels related to a fixed datum point either off site but nearby, or at some point on the site which will not be affected by the works proposed.
V12 L	Parking and Access	All applications.	<p>The application must be accompanied by plan(s) showing the vehicle parking, cycle parking and access arrangements (existing and proposed). You may wish to include this information on other plans such as block plans.</p> <p>http://www.dudley.gov.uk/environment--planning/planning/local-development-framework/parkstands-spd</p> <p>http://www.sandwell.gov.uk/info/856/local_development_framework/947/the_preparation_of_transport_assessments_and_travel_plans_supplementary_planning_document</p>
V13 L	Transport Assessment or Transport Statement	All applications likely to generate very significant traffic movements and/or large numbers of trips associated with developments in line with the thresholds set out in the guidance referred to in the adjacent guidance column.	<p>Guidance on Transport Assessments and Transport Statements is available in link below and thresholds are set out in appendix B:</p> <p>http://cms.walsall.gov.uk/index/environment/planning/applying_for_planning_permission/wh_at_do_i_need_to_submit_a_planning_application.htm</p> <p>http://www.sandwell.gov.uk/info/856/local_development_framework/947/the_preparation_of_transport_assessments_and_travel_plans_supplementary_planning_document</p> <p>http://www.dudley.gov.uk/environment--planning/planning/planning-policy/local-development-framework/parkstands-spd</p> <p>Notes</p>

			Applicants are advised to seek specialist expertise and to discuss their proposals with the Councils' Highway Authority at an early stage in the design process. You will find the Councils' contact details in the 'Contact Details' section. The Highway Authority will advise if contact should also be made with the Highways Agency, for example if proposals affect a Motorway or the Trunk Road network.
V14 L	Travel Plan or Travel Statement	All applications likely to generate significant traffic movements and/or large numbers of trips associated with developments in line with the thresholds set out in the guidance referred to in the adjacent guidance column.	<p>Guidance on Travel Plans is available from http://cms.walsall.gov.uk/index/environment/planning/applying_for_planning_permission/wh_at_do_i_need_to_submit_a_planning_application.htm</p> <p>General thresholds are set out in Table 4.1 of the guidance.</p> <p>Wolverhampton City Council require</p> <ul style="list-style-type: none"> • Workplace Travel Plans for workplaces employing 40 full time equivalent staff or more. All companies, including those workplaces employing fewer than 40 staff are requested to join Wolverhampton Company TravelWise. • Residential Travel Plans for developments of 100 units or more and to request information packs be provided to new residents of developments of fewer than 100 units. <p>http://www.sandwell.gov.uk/info/856/local_development_framework/947/the_preparation_of_transport_assessments_and_travel_plans_supplementary_planning_document</p> <p>Notes</p> <p>Applicants are advised to seek specialist expertise and to discuss their proposals with the Councils' Highway Authority at an early stage in the design process. You will find the Councils' contact details in the 'Contact Details' section. The Highway Authority will advise if contact should also be made with the Highways Agency, for example if proposals affect a Motorway or the Trunk Road network.</p>
V15 L	Affordable Housing Statement	All applications for 15 or more dwellings.	<p>The statement must include details of tenure, location and number of proposed affordable dwellings. The Black Country Core Strategy seeks 25% of housing on sites to be affordable.</p> <p>Further details are set out in BCCS Policy HOU3 and Supplementary Planning Documents (SPDs) for each LPA.</p> <p>http://www.sandwell.gov.uk/info/856/local_development_framework/604/planning_obligations_supplementary_planning_document</p> <p>http://www.dudley.gov.uk/environment-planning/planning/planning-policy/local-</p>

			<p>development-framework/affordable-housing/?locale=en</p> <p>www.walsall.gov.uk/planning/local_development_framework/ldf_supplementary_planning_documents.htm</p> <p>www.wolverhampton.gov.uk/environment/planning/policy/supplementary/affordable_housing.htm</p> <p>On sites where 25% affordable housing is not proposed, a financial viability assessment conforming to an agreed methodology will be required and, where necessary, independently appraised and subsequently considered by the local planning authority at the cost of the applicant (see item V17).</p> <p>Note If affordable housing is to be provided through a Planning Obligation, you are encouraged to contact the Council for pre application advice. You will find the Councils' contact details in the 'Contact Details' section.</p>
V16 L	Urban Open Space Statement	Applications that propose loss of existing open space, sports and recreational buildings and land including playing fields and all applications for more than 10 dwellings.	<p>Development that proposes loss of existing open space, sports and recreational buildings and land (including playing fields) must submit a statement setting out:</p> <ul style="list-style-type: none"> • Whether an assessment has been undertaken to show the open space, buildings or land to be surplus to requirements (copy of assessment to be submitted); or • That the loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or • That the development is for alternative sports and recreational provision, the needs for which clearly outweigh the loss. <p>Development of 10 or more dwellings is required to provide open space, or make a financial contribution to open space in the area.</p> <p>Where open space facilities are proposed to be provided on-site or in-kind you must define them in the application and provide a statement to accompany the planning application setting out how it will meet the requirements of policy ENV6 of the BCCS. You should also have regard to Supplementary Planning Documents (SPDs) for each LPA.</p> <p>http://www.sandwell.gov.uk/info/856/local_development_framework/604/planning_obligations_supplementary_planning_document</p> <p>http://www.dudley.gov.uk/environment-planning/planning/planning-policy/local-</p>

			<p>development-framework/open-space-sport-and-recreation-spd-/?locale=en</p> <p>www.walsall.gov.uk/index/environment/planning/local_development_framework/ldf_supplementary_planning_documents.htm</p> <p>Note Where open space facilities cannot be provided entirely on-site or can only be provided on-site in part, you will be expected to make a financial contribution through a Planning Obligation (see item V17). You are encouraged to contact the Council for pre-application advice. You will find the Councils' contact details in the 'Contact Details' section.</p>
V17 L	Draft Heads of Terms – Planning Obligation (Section 106 Agreement or Unilateral Undertaking) and Scheme Viability	All applications above the thresholds set out in SPDs – links in the policy driver appendix.	<p>A draft Planning Obligation should accompany all planning applications above the thresholds set out in each LPAs suite of SPDs (usually developments over 10 dwellings or over 1,000 m² floorspace).</p> <p>Where you have identified that Planning Obligation requirements may have an impact on scheme viability you should include the evidence to support this at the time of submitting your planning application so that a financial appraisal can be undertaken.</p> <p>http://www.sandwell.gov.uk/info/856/local_development_framework/604/planning_obligations_supplementary_planning_document</p> <p>http://www.dudley.gov.uk/environment-planning/planning/planning-policy/local-development-framework/planning-obs-spd/?locale=en</p> <p>www.walsall.gov.uk/index/environment/planning/local_development_framework/ldf_supplementary_planning_documents.htm</p> <p>Guide to Completing Planning Obligations (including processes for site viability matters i.e. financial appraisals): www.walsall.gov.uk/index/environment/planning/section_106_agreements.htm</p> <p>Note You are encouraged to contact the relevant LPA to obtain pre-application advice. You will find each Council's contact details in the 'Contact Details' section.</p>
V18 L	Planning Statement	All major applications (10 or more dwellings or 1,000 m ² or more of new floorspace) including change of use	The statement must include general description of the application site and the proposed development, and a summary of how the proposal accords with relevant national and local planning policies, including policies governing the sustainable use and consumption of resources. The statement should cover the following issues:

		<p>applications, extensions and mezzanine floors, except for waste management and mineral development applications (see V34 and V37 below for details of general supporting statements to be submitted with these types of application)</p>	<ul style="list-style-type: none"> • A general description of the application site • A general description of the development • A brief statement demonstrating that the proposal is a sustainable development as defined in current planning policy • A brief statement demonstrating that the proposal is either consistent with development plan land use policy, or a departure that is justified (with reasons set out) • An Energy Statement summarising how the proposal addresses the need for energy efficiency and to increase use of renewable/ low carbon energy • A Waste and Resource Management Statement summarising how the proposal addresses the need for resource efficiency and sustainable waste management • A Water Conservation Statement summarising how the proposal addresses the need to minimise water consumption and use water more efficiently <p>Energy, Water Conservation and Waste Management Statements may be provided as separate documents or incorporated into other supporting documents if preferred. Where this has been done, there is no need to duplicate the information in the general supporting statement; a cross reference will be sufficient.</p> <ul style="list-style-type: none"> • This can include a copy of the interim site waste management plan (SWMP) where one has been prepared. <p>www.dudley.gov.uk/environment--planning/planning/planning-policy/local-development-framework/planning-obs-spd</p> <p>www.sandwell.gov.uk/info/856/local_development_framework/604/planning_obligations_supplementary_planning_document</p> <p>http://cms.walsall.gov.uk/index/environment/planning/planning_policy/unitary_development_plan.htm</p> <p>http://cms.walsall.gov.uk/index/environment/planning/planning_policy/local_development_framework/ldf_supplementary_planning_documents.htm</p> <p>www.wolverhampton.gov.uk/environment/planning/policy/supplementary/sustainable_communities.htm</p>
<p>V19 L</p>	<p>Fume Extraction (Flue Equipment)</p>	<p>All applications including the cooking of food (on more than a domestic scale) and all applications for commercial and</p>	<ul style="list-style-type: none"> • Elevations to show position, location and height (where external). • Proposed external finishes and fixings. • Manufacturer's specifications including maintenance requirements. • Exhaust velocity at terminus. • Silencing arrangements.

		<p>industrial activities that produce fumes, vapours, gases, odours, particulate matter or use volatile chemicals.</p>	<ul style="list-style-type: none"> • Means of vibration isolation. • Extraction fan acoustic performance (including noise emission in terms of sound power and sound pressure levels, and narrow-band and/or one-third octave band frequency spectra). • Predicted odour and/or particulate concentrations.
V20 L	Flood Risk Assessment, Sustainable Drainage Details and Water Management Assessment	<p>a) Flood Risk Assessment –required for planning applications where the site area is 1 hectare or more in Flood Zone 1 and required for all planning applications for new developments (excluding extensions at first floor or above) located in Flood Zones 2 and 3.</p> <p>b) All applications for development in the particular areas identified in the adjacent guidance column</p> <p>c) Sustainable Drainage – required for all major applications (10 or more dwellings, or 1000 square metres or more of new floorspace).</p>	<p>a) A Flood Risk Assessment (FRA) must demonstrate:</p> <ul style="list-style-type: none"> • whether any proposed development is likely to be affected by current or future flooding from any source; • that the development is safe and where possible reduces flood risk overall; • whether it will increase flood risk elsewhere; and • the measures proposed to deal with these effects and risks; • design which reduces flood risk to the development itself and elsewhere, by incorporating sustainable drainage systems and where necessary, flood resilience measures; and identifying opportunities to reduce flood risk, enhance biodiversity and amenity, protect the historic environment and seek collective solutions to managing flood risk; • how surface water flows will be reduced back to equivalent greenfield rates <p>b) Planning applications on sites in particular areas:</p> <p>i) Sites within a Groundwater Source Protection Zone 1 (refer to Black Country Water Cycle Study for details). Applications must include a risk assessment demonstrating that there would be no adverse effect on water resources, including aquifers.</p> <p>ii) Sites containing or adjacent to a culverted watercourse Applications should demonstrate whether it is feasible to open up culverted water courses, and that the development does not occur over existing culverts where there are strategies in place to deculvert the watercourse.</p> <p>iii) Sites adjacent to a river corridor, their tributaries or the functional floodplain Applications should demonstrate how the development takes the opportunity to benefit the river by reinstating a natural, sinuous river channel and restoring the functional floodplain within the valley where it has been previously lost.</p> <p>iv) Sites adjacent to or in close proximity to a waterway which will involve any of the following: discharging grey water directly or indirectly into a river, canal, reservoir, canal feeder channel watercourse, let off or culvert, abstracting water from any of the above; requiring a water connection to the main waterway network; the introduction and long-term maintenance of SUDS (a sustainable urban drainage system); an impact on the waterway</p>

			<p>infrastructure's ability to handle flood water; flood risk. The relevant navigation authority or canal owner should have reviewed the site-specific flood risk assessment; an impact upon the required water levels for navigation purposes; or an effect on the water quality of the waterway. The submission of a flood risk assessment and sustainable drainage assessment will enable the development proposals and the likely impact on the waterway to be considered.</p> <p>v) Sites that are likely to have an impact on water quality Applications should demonstrate how the development will take measures to avoid, minimise or mitigate the impacts on water quality including inland surface waters, transitional water, coastal waters and groundwater.</p> <p>c) All major planning applications must include details setting out how Sustainable Urban Drainage Systems (SUDS) are proposed to be incorporated in the scheme to alleviate sewer / flooding problems by preventing or minimising surface water entering the sewerage system and should clearly demonstrate that the scheme is consistent with the relevant planning policies. If this is not possible, justification will need to be submitted for why it would be impractical to do so.</p> <p>http://www.dudley.gov.uk/environment-planning/planning/planning-policy/local-development-framework/sfra/?locale=en</p>
<p>V21 L</p>	<p>Survey and impact assessment for protected and important species</p>	<p>All applications meeting the criteria set out in the adjacent guidance column.</p>	<ul style="list-style-type: none"> • All planning applications with the potential to affect sites where protected or important species are present, or may be adversely affected, should be supported by survey work and an impact assessment to a nationally recognised standard. • All planning applications on sites where protected or important species have been recorded, reported or can reasonably be expected to be present should be supported by survey work to properly demonstrate presence or absence. <p>A protected species is any species of animal or plant which receives legal protection through UK or European legislation.</p> <p>An important species is any species of animal or plant which is:</p> <ul style="list-style-type: none"> • The subject of a national or local Biodiversity Action Plan. • Listed by the Government as a species of principal importance for the conservation of biological diversity in England (see section 41 of the Natural Environment and Rural Communities Act 2006). <p>Note for Applicants Ecological surveys must be carried out in very specific time periods, and developers should be aware of this in relation to the following items. Not doing a study at the appropriate time</p>

			<p>can be a major issue for the planning application.</p> <p>http://www.dudley.gov.uk/environment-planning/planning/planning-policy/local-development-framework/naturecons-spd/?locale=en</p> <p>http://www.walsall.gov.uk/index/environment/planning/local_development_framework/ldf_supplementary_planning_documents.htm</p>
V22 L	Habitat Survey	<p>All applications within or adjacent to a designated wildlife site (SINC (Site of Importance for Nature Conservation), SLINC (Site of Local Importance for Nature Conservation), LNR (Local Nature Reserve), NNR (National Nature Reserve), SAC (Special Area of Conservation) or SSSI (Site of Special Scientific Interest), or likely to give rise to damaging impacts to any of these sites (householder applications adjacent to a designated site would not normally need to meet these requirements).</p>	<p>Habitat surveys must be carried out by suitably qualified ecologists at specific time periods during the appropriate stage of the year. Not doing a study at the appropriate time can lead to delays or the refusal of the planning application.</p> <p>Clear information is required, which should be based on comprehensive, relevant and up-to-date survey data, accurate assessments of impacts and practical measures to avoid adverse impacts. Reference must be made to the national, regional or local contexts. Designated nature conservation sites are shown on the UDP Proposals Map and important habitats are listed in the Birmingham & Black Country Biodiversity Action Plan. Section 13 of the application form should accurately indicate the effects on these sites.</p> <p>http://www.dudley.gov.uk/environment-planning/planning/planning-policy/local-development-framework/naturecons-spd/?locale=en</p> <p>http://www.walsall.gov.uk/index/environment/planning/local_development_framework/ldf_supplementary_planning_documents.htm</p>
V23 L	Air Quality Assessment	<p>Applications that will give rise to emissions to air of pollutants meeting the criteria set out in the adjacent guidance column.</p> <p>All developments in areas where air quality does not meet (or is unlikely to</p>	<p>For guidance on completing an Air Quality Assessment please visit http://cms.walsall.gov.uk/index/environment/planning/applying_for_planning_permission/what_do_i_need_to_submit_a_planning_application.htm</p> <p>A separate Air Quality Assessment may not be required where it will be submitted as part of a formal EIA for a major development</p> <p>Certain developments may only need a basic screening assessment of air quality. Others will need a full Air Quality Assessment using advanced dispersion modelling software. An appropriate methodology will need to be agreed with the relevant Local Authority Officer on a case by case basis.</p>

		meet) air quality objectives or where significant air quality impacts are likely to be generated by the development	<p>Assessments must take into account potential cumulative impacts as a result of known proposals in the vicinity of proposed development and consider pollutant emissions generated by the development.</p> <p>See contact Section for Air Quality/Environmental Health</p> <p>http://www.dudley.gov.uk/environment-planning/pollution-control/air-quality/development-control-and-air-quality/?locale=en</p>
V24 L	Coal Mining Risk Assessment	All applications (excluding householder) which fall within the Coal Mining Development Referral Areas as defined by The Coal Authority and held by the Local Planning Authority.	<p>The Black Country authorities have implemented the Coal Authority's "risk based" approach to planning applications, and specific "Coal Mining Development Referral Areas" have been defined for each authority in areas that have been subject to coal mining in the past. A Coal Mining Risk Assessment will be required with all planning applications for development within these areas (except for householder developments). This should be prepared by a suitably qualified and competent person (see NPPF and Coal Authority guidance on Risk Assessments for further information about this).</p> <p>Guidance on submitting a Coal Mining Risk Assessment is available at http://cms.walsall.gov.uk/index/environment/planning/applying_for_planning_permission/wh_at_do_i_need_to_submit_a_planning_application.htm</p>
V25 L	Assessment of ground bearing capacity and development loadings	<p>a) All applications for new buildings or comparable structures over four storeys in height in 'consideration zones' of filled limestone mines which would impose an increase in stress exceeding 40kN/m² at the mine roof.</p> <p>b) All applications for new buildings or comparable structures in 'consideration zones' of unfilled limestone mines.</p>	Application must be accompanied by an assessment of the bearing capacity of the cavern, and the implications of the development in those terms.

<p>V26 L</p>	<p>Environmental Impact Assessment (EIA) Screening Opinion / Scoping Opinion</p>	<p>a) Major developments which are of more than local importance;</p> <p>b) Developments which are proposed for particularly environmentally sensitive or vulnerable locations; and</p> <p>c) Developments with unusually complex and potentially hazardous environmental effects</p>	<p>Developments that are likely to have significant environmental effects will require an Environmental Impact Assessments (EIA). Proposals that may require this need to be “screened” by the Council to determine whether an EIA is required. The procedure for this is governed by the European EIA Directive and the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 (SI 2011 No. 1824) (the EIA Regulations).</p> <p>Guidance on submitting an EIA screening opinion / scoping opinion is available at http://cms.walsall.gov.uk/index/environment/planning/applying_for_planning_permission/wh_at_do_i_need_to_submit_a_planning_application.htm</p>
<p>V27 L</p>	<p>Noise and Vibration Assessments and Appraisals</p>	<p>All major industrial or commercial applications.</p> <p>All major applications that introduce or expose noise and/or vibration-sensitive development(s) into areas and locations where noise and/or vibration is likely to have an adverse impact.</p>	<p>Guidance, procedures, recommendations and information to assist in the completion of a suitable noise and/or vibration survey and assessment may be found in the policies and guidance set out in the adjacent column. Additional technical information in support of proposed noise surveys will be available from the Pollution Control Team.</p> <p>Vibration surveys in particular shall be conducted having regard to the advice, recommendations or requirements contained in British Standards BS 6472: 2008 <i>‘Guide to Evaluation of human exposure to vibration in buildings Part 1: Vibration sources other than blasting, Part 2: Blast-induced vibration</i> and BS 7385-2: 1993 <i>Evaluation and measurement for vibration in buildings Part 1: Guide for measurement of vibrations and evaluation of their effects on buildings Part 2 ‘Guide to damage levels from ground-borne vibration’.</i></p>
<p>V28 L</p>	<p>Contaminated Land Site Investigation / Statement</p>	<p>All applications, except for:</p> <p>a) Householder applications, and/ or</p> <p>b) Changes of use or adaptation of existing</p>	<p>Planning applications should be accompanied by a Desk Top Study setting out:</p> <ul style="list-style-type: none"> • the land use history of the site and adjoining land; • likelihood of contamination, landfill gas, instability or other present hazards; • potential risks to future site users;

		buildings that do not involve any excavation, ground works or other operations which involve ground disturbance.	<ul style="list-style-type: none"> • the environment; • ground water and controlled waters; and • an indication of the nature and extent of any additional investigation needed to fully characterise the site. <p>Where the Desk Top Study indicates that the site may be significantly contaminated or highlights concerns that extensive remediation works will be required to make the site suitable for the proposed development, intrusive investigation works may need to be completed and a site investigation report produced to support the application. In such instances the applicant may wish to hold pre-application discussions with the Council in order to establish the extent of information required to ensure that an application is acceptable.</p>
V29 L	Telecommunications	All prior approval and full planning applications for telecommunications and mobile phone masts	<p>Provide evidence of consultation with organisations with an interest in the proposed development, in particular with the relevant body where a mast is to be installed near a school or college or within a statutory safeguarding zone surrounding an aerodrome or technical site.</p> <p>All applications must also be accompanied by a statement that the proposal, when operational, will meet the ICNIRP (International Commission on Non-Ionizing Radiation Protection) guidelines.</p> <p>Where new base stations are proposed on non-established telecoms sites, a list of alternative sites considered for the development is also required.</p> <p>Note for applicant</p> <p><i>Further advice can be obtained from the Code of Best Practise on Mobile Phone Network Development, available in link below:</i></p> <p>http://www.communities.gov.uk/publications/planningandbuilding/codemobilenetwork</p>
V30 L	Assessment to show that Town Centre Uses (including retailing, leisure and / or offices) comply	All applications (excluding small scale rural offices or other small scale rural development) for town centre uses (defined in	Town centre uses should be located within the strategic, town, district or local centres (of an appropriate scale) wherever possible (except where Walsall UDP Policy S6 and /or BCCS Policy CEN6) would allow small local shops and services outside of a centre). Proposals should demonstrate that the site is within a town centre. Where an edge of centre, or failing that, out of centre, site is proposed it should be demonstrated that no more central sites or buildings are or are likely to become available.

	<p>with the 'town centre first' strategy through the 'Sequential Approach'.</p>	<p>glossary section) that are not in an existing centre and are not in accordance with an up-to date development plan, and that comprise:</p> <p>a) any application to create additional floorspace. This requirement applies to extensions to retail and / or leisure uses where the gross floorspace of the proposed extension exceeds 200m²; and /or</p> <p>b) any application for the conversion of floorspace to a town centre use; and / or</p> <p>c) any application to vary or remove vary conditions controlling the range of goods sold from a retail use.</p>	
<p>V31 L</p>	<p>Economic etc. Impact Assessment for Town Centre Uses (including retailing, leisure and / or offices)</p>	<p>Applications for town centre uses (defined in glossary section) where:</p> <p>a) over 2,500m² gross floorspace would be provided, or where in the opinion of the council, the proposal would be likely to have significant adverse implications;</p>	<p>Guidance on submitting an Economic Impact Assessment is available at http://cms.walsall.gov.uk/index/environment/planning/applying_for_planning_permission/what_do_i_need_to_submit_a_planning_application.htm</p> <p>Notes for applicant</p> <p><i>Further guidance on need, impact and the sequential approach is given in NPPF Section 2: Ensuring the vitality of town centres, available in link below:</i></p> <p>http://www.communities.gov.uk/documents/planningandbuilding/pdf/2116950.pdf</p> <p>Assessments will be required in the following circumstances:</p>

		<p>and</p> <p>b) is not in accordance with an up to date development plan and</p> <p>- the proposal is outside (including on the edge) of an existing centre, or</p> <p>- is in an existing centre but would substantially increase the attraction of that centre.</p> <p>The circumstances where assessments are required are set out in the adjacent table.</p>	<table border="1" data-bbox="922 97 2103 408"> <thead> <tr> <th rowspan="2"></th> <th colspan="2">Strategic Centre</th> <th colspan="2">Town Centre***</th> <th colspan="2">District and Local Centre***</th> <th colspan="2">Out of Centre</th> </tr> <tr> <th>In</th> <th>Edge**</th> <th>In</th> <th>Edge**</th> <th>In</th> <th>Edge**</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Convenience Retail</td> <td>>500 m² net = Impact Assessment</td> <td rowspan="2">>500 m² (net / gross) = Impact Assessment</td> <td>>650 m² net = Assessment of scale</td> <td>>650 m² net = Impact Assessment</td> <td>>500 m² net = Assessment of scale</td> <td>>500 m² net = Impact Assessment</td> <td rowspan="3"><200 m² (net / gross) CEN6 Assessment</td> <td rowspan="3">>200 m² (net / gross) Impact Assessment</td> </tr> <tr> <td>Comparison Retail</td> <td>No requirement*</td> <td>>500m² gross = Assessment of scale</td> <td>>500 m² gross = Impact Assessment</td> <td>>200 m² gross = Assessment of scale</td> <td>>200 m² gross = Impact Assessment</td> </tr> <tr> <td>Office</td> <td colspan="2">No requirement*</td> <td colspan="2">>5,000 m² gross = Impact Assessment</td> <td></td> <td></td> </tr> <tr> <td>Leisure</td> <td colspan="8">>2,500 m² gross = Impact Assessment</td> </tr> </tbody> </table> <p>*There is no requirement for assessments of comparison retail nor of office applications within the strategic centres, until the amounts of floorspace committed would exceed the targets / thresholds set out in the BCCS (Policy CEN3), after which an impact assessment would be required for any development exceeding 500 m² gross.</p> <p>** A CEN6 Assessment may be required for proposals under 200 m² in edge of centre locations.</p> <p>*** There are specific figures for Dudley Town Centre and Lye District and Local Centre not reflected in the above table (see BCCS Policies CEN4 and CEN5).</p> <p>Notes:</p> <p>i) Figures are in terms of m² gross, except for convenience retailing, which are for m² net.</p> <p>ii) Assessments may also be required for schemes under the thresholds and for other town centre uses if requested by the LPA.</p>		Strategic Centre		Town Centre***		District and Local Centre***		Out of Centre		In	Edge**	In	Edge**	In	Edge**			Convenience Retail	>500 m ² net = Impact Assessment	>500 m ² (net / gross) = Impact Assessment	>650 m ² net = Assessment of scale	>650 m ² net = Impact Assessment	>500 m ² net = Assessment of scale	>500 m ² net = Impact Assessment	<200 m ² (net / gross) CEN6 Assessment	>200 m ² (net / gross) Impact Assessment	Comparison Retail	No requirement*	>500m ² gross = Assessment of scale	>500 m ² gross = Impact Assessment	>200 m ² gross = Assessment of scale	>200 m ² gross = Impact Assessment	Office	No requirement*		>5,000 m ² gross = Impact Assessment				Leisure	>2,500 m ² gross = Impact Assessment							
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<p>V32</p> <p>L</p>	<p>Impact Test on the Supply of Employment Land</p>	<p>Development proposals for housing or non Use Class B developments (or equivalent) on employment land (see Guidance column for further details)</p>	<p><u>Housing Proposals in areas identified for Housing Growth</u></p> <p>The statement will need to address the following factors to demonstrate that, if the site is developed for housing, it does not prejudice the supply and availability of employment land:</p> <ul style="list-style-type: none"> • availability of employment land, • the quality of the site, and • its geographical market <p><u>Use Class B Developments in Employment Areas identified for Housing Growth</u></p> <p>Information needs to be supplied on the scale and nature of the proposed operations, potential traffic generation and other amenity considerations arising from the proposal.</p>																																																

			<p><u>Release of areas retained for Employment Land for non-Use Class B Developments</u></p> <p>The statement will need to include an assessment against the requirement of BCCS policies DEL2, EMP2 and EMP3. These include:</p> <ul style="list-style-type: none"> • The availability of employment land, the quality of the site and its geographical market. • Demonstrating the satisfactory arrangements for the relocation of any existing occupiers to safeguard the existing employment base; • Demonstrating that the development does not adversely affect the operation of existing or proposed employment uses; • Demonstrating that the site is no longer viable and required for employment uses. <p>Areas identified for housing growth and areas retained for employment uses are identified on the Key Diagrams and in Appendix 2 of the BCCS.</p> <p>The level of detail required in all the above cases will depend on the site and the type of proposal.</p>
V33 L	Impact Assessment - Development affecting Waste Management Facilities	<p>a) Development proposals which would result in the loss of a waste management facility to a non-waste management use.</p> <p>b) Development proposals for housing or other sensitive uses which are near or adjacent to an existing waste management site or proposal.</p>	<p>Impact Assessments will be required with the following applications:</p> <p>a) Proposals involving the loss of a Strategic Waste Management Site - the impact assessment should set out (where applicable):</p> <ul style="list-style-type: none"> • How much waste management capacity would be lost as a result of the proposal; • The impact on the Black Country's waste management capacity; and • Justification for any loss of capacity. <p>b) Proposals for housing or other sensitive use near or adjacent to a Strategic Waste Management Site – the impact assessment should demonstrate that the proposal and the waste management facility would be compatible. This information will need to address any potential amenity effects that may arise from locating the proposal near / adjacent to an existing or proposed waste management facility.</p> <p>Strategic waste management facilities are shown on the Waste Key Diagram and are listed in Appendix 6 of the BCCS.</p>
V34 L	Waste Management Development Proposals – Planning Statement	All applications for Waste Management Development, including applications for new waste management	Waste management developments are proposals for waste management infrastructure such as the preparation of waste for re-use, material recovery from waste, recycling and composting of waste into new products, energy recovery from waste, waste treatment, transfer and storage of waste, and disposal of waste to landfill.

		<p>infrastructure and applications for the expansion, upgrading or relocation of existing waste management infrastructure</p>	<p>All proposals for waste management development (including proposals to expand, upgrade or relocate existing waste facilities) should be accompanied by a Planning Statement providing:</p> <ul style="list-style-type: none"> • A general description of the application site • A general description of the development • The key “facts and figures” • A brief statement demonstrating that the proposal is a sustainable development as defined in current planning policy • A brief statement demonstrating that the proposal is either consistent with development plan land use policy, or a departure that is justified (with reasons set out) <p>Some of the information required in the statement may also be partly covered by Sections of the Application Form and related plans and drawings, and further details may be provided in other supporting statements – where this is the case it is helpful to provide cross-references. Where any of the above information is not applicable or not yet decided, the statement should explain this.</p> <p>*This should demonstrate that the requirements of the Waste Regulations 2011 have been addressed, for example, that;</p> <ul style="list-style-type: none"> • The “waste hierarchy” has been applied when considering the waste management options available; • The waste management methods proposed will not be harmful to human health or the environment; • The proposal will contribute towards the establishment of an “integrated and adequate” network of waste disposal and mixed municipal waste recovery installations (where applicable); and • The proposal addresses the principles of proximity and self-sufficiency. <p>Where the proposal involves disposal of waste to landfill or the management of mining waste, it must be shown to comply with Annex 1 of the Landfill Directive and Articles 7 and 11 of the Mining Waste Directive, because the Council may not grant permission unless it is satisfied that this is the case (regulation 20).</p>
V35	Education and Health Facilities	Proposals involving the loss of a health or education facility.	A statement is needed to justify the loss of the facility. It will need to include an assessment of the availability of adequate alternative provision to meet the needs of the community served by the facility, and a description of any replacement provision. Can be included

L	Statement		<p>within DAS or Planning Statement etc.</p> <p>Health or education facilities include nurseries, primary schools, secondary schools, colleges, universities, hospitals and GP surgeries.</p>
V36 L	<p>Impact Assessment Non-Mineral Development affecting Mineral Resources, Mineral Working Areas, and Mineral-Related Infrastructure</p>	<p>Non-mineral development proposals affecting the following:</p> <p>a) Proposals within the Black Country Mineral Safeguarding Area (MSA):</p> <ul style="list-style-type: none"> - Proposals on sites or areas of 0.5ha and over in the Green Belt; - Proposals on sites or areas of 5ha and over in the urban areas (outside the Green Belt). <p>b) Proposals within or adjacent to Areas of Search MA1 – MA6 or existing quarries</p> <p>c) Proposals on mineral-related infrastructure Sites.</p> <p>Developments for conversions or changes of use which do not involve any new building or excavation work are excluded from this requirement.</p>	<p>All non-mineral development proposals of the types specified should include an Impact Assessment setting out how the proposal affects mineral resources, mineral working areas and mineral related infrastructure. It should explain the following (where relevant):</p> <ul style="list-style-type: none"> • The relationship of the site to mineral resources and mineral operations; • The underlying geology and mineral resources likely to be present; • The status of mineral operations near to, adjacent to, or on the site. <p>The Impact Assessment may be provided as a section in a general supporting statement such as the Design and Access Statement, Planning Policy Statement or Sustainability Statement. For detailed and “hybrid” (part outline, part detailed) applications part of the application form can also provide some of the information required about the status of the site. The Impact Assessment should include the following additional information for each of the types of application specified.</p> <p>a) Non-mineral developments within the Mineral Safeguarding Area (MSA) falling within the policy thresholds – the Impact Assessment should include details of a prior extraction scheme to remove minerals prior to development, or justification for no prior extraction scheme (see BCCS Policy MIN1 for details of potential justification for no prior extraction scheme). Further supporting evidence on the extent or quality of the mineral resource and geotechnical issues may be provided by site investigation reports, coal mining risk assessments and other geotechnical reports prepared for the site. Where any of the above information is not applicable or not yet available, the Impact Assessment should explain this.</p> <p>b) Non-mineral developments within or adjacent to an Area of Search or existing quarry – the impact assessment should demonstrate that the development will not result in sterilisation of mineral resources and will not compromise existing/ potential future mineral working within the area.</p> <p>c) Non-mineral developments on a mineral-related infrastructure site – the impact assessment should demonstrate that the site has no realistic potential for the development of mineral related infrastructure or no longer meets the needs of the minerals industry.</p> <p>The MSA, Areas of Search, existing quarries and Mineral related Infrastructure are shown on the Minerals Key Diagram. Mineral Related Infrastructure Sites are also listed in</p>

<p>V37 L</p>	<p>Mineral Development Proposals - Planning Statement</p>	<p>All applications for Mineral Development, including schemes involving prior extraction and mineral infrastructure</p>	<p>Appendix 7 of the BCCS.</p> <p>All mineral development applications must include a Planning Statement providing:</p> <ul style="list-style-type: none"> • A general description of the application site • A general description of the development • The key “facts and figures” • A brief statement demonstrating that the proposal is a sustainable development as defined in current planning policy • A brief statement demonstrating that the proposal is either consistent with development plan land use policy, or a departure that is justified (with reasons set out) <p>Some of the information required in the statement may also be partly covered by Sections of the Application Form and related plans and drawings, and further details may be provided in other supporting statements – where this is the case it is helpful to provide cross-references. Where any of the above information is not applicable or not yet decided, the statement should explain this.</p> <p>In addition to the planning statement and any other supporting information required for particular proposals, applications involving mineral extraction (including coal bed methane) must also include the following information:</p> <ul style="list-style-type: none"> • Proposed Working Plan • Provisional Restoration and Aftercare Programme <p>Proposals for working of sand and gravel and brick clays within the Areas of Search identified in the Core Strategy, proposals for “borrow pits,” proposals for the long-term stockpiling of clays and proposals for the working of coal, coal bed methane and natural building stone should also address the specific locational requirements set out in BCCS Policies MIN2 – MIN4.</p> <p>Applications for mineral development often require an environmental impact assessment (EIA) and may also require other supporting information, depending on what is proposed and the impact it is likely to have on the application site and surrounding area. Details of other information that may be required with a particular application can be found elsewhere in the Validation Checklist.</p> <p>Where the proposal involves waste management as well as mineral development (e.g. recycling and recovery of waste, landfilling with mineral waste or imported wastes, other on-</p>
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			site management of mining waste), it should also incorporate any relevant information required with an application for waste management development see V34 above). In particular, the proposal must be shown to comply, with Annex 1 of the Landfill Directive and Articles 7 and 11 of the Mining Waste Directive, because the Council may not grant permission unless it is satisfied that this is the case.
V38 L	Proposed Landscape Scheme	All detailed applications (excluding shop fronts, advertisements, changes of use and householder applications) meeting the criteria set out in the adjacent guidance column.	<p>Development proposals (except those where there is no open land visible from a public place, unless affecting a heritage asset) meeting any of the following criteria will be required to be supported by full details of external layout and landscape proposals which must be fully integrated with proposals for ecological enhancement:-</p> <ul style="list-style-type: none"> • Within a Conservation Area. • Within a Town, District or Local Centre. • Within or adjacent to transport corridors, including canals, railways, motorways and major roads. • Water frontages where there is public access. • Affecting the setting of a Listed Building, Building, Structure or Feature on the “Local List,” or a Registered Parks or Garden. • Within or adjacent to Local Nature Reserves, Sites of Special Scientific Interest, Sites of Importance for Nature Conservation, parks, cemeteries or public open spaces. • Major applications - 10 or more dwellings or new floorspace of 1000 square metres or more.
V39 L	Heritage Asset Impact Assessments and Archaeological Assessments	<p>Heritage Asset Impact Assessment:</p> <p>Any development affecting a designated or non-designated heritage asset or its setting, including:</p> <p>a) Scheduled Monuments; or</p> <p>b) Listed Buildings; or</p> <p>c) Conservation Areas; or</p> <p>d) Registered Parks and</p>	<p><i>Heritage Asset Impact Assessments</i></p> <p>Where a proposal affects a heritage asset such as a listed building, a conservation area, a registered park or garden, or a building, structure or feature on the “local list,” the application should include a Heritage Asset Impact Assessment, describing the significance of the heritage assets affected, including any contribution made by their setting, and the impact that the proposal is likely to have on their significance. This can either be provided as a separate report or may form part of a Design and Access Statement (V8) or Landscape Scheme (V40) where appropriate.</p> <p>Where a proposal would involve demolition or significant structural alteration to a listed building, or major alterations to another heritage asset, which would lead to substantial harm to its significance or total loss of the asset, further evidence justifying the proposal will be required. This may include a Marketing Report and/ or a Structural Survey / Structural Appraisal Report.</p> <p><i>Archaeological Assessments</i></p> <p>Applicants are advised to seek specialist expertise, check whether a site is included in the</p>

		<p>Gardens; or</p> <p>e) Buildings, Structures or Features on the “Local List.”</p> <p>Archaeological Assessment/ Site Investigation Report:</p> <p>All development proposals that may affect sites or areas that are:</p> <p>a) Scheduled Monuments; or</p> <p>b) Recorded on the Black Country Historic Environment Record</p>	<p>Black Country Historic Environment Record and discuss their proposals with the Councils’ at an early stage in the design process. A brief statement detailing the outcomes of this advice should be provided as part of the planning application submission.</p> <p>Applications for development that may affect archaeological remains should as a minimum include a Desk Based Assessment summarising the following:</p> <ul style="list-style-type: none"> • Justification for development affecting any Scheduled Ancient Monument or other archaeological remains of potential national importance • The historic development of the site and surrounding area • The nature, extent and significance of the above- and below-ground remains known / likely to be present • The impact that the proposed development is likely to have on the significance of surviving assets. <p>Note for applicant A Site Investigation Report will also be required where the Black Country Archaeologist has recommended further investigations following on from the Desk Based Assessment. This may include, for example, a non-invasive topographical or geophysical survey, and/or limited excavation to confirm the extent, quality and importance of the surviving archaeology. The Archaeologist will prepare a brief setting out what is required in each case.</p>
V40 L	Trees, Woodlands and Hedgerows	All applications where any trees, woodlands or hedgerows are present on or immediately adjacent to the application site meeting the criteria set out in the guidance note (link in guidance column).	<p>Guidance on submitting a Tree, Woodland and Hedgerow Survey is available at http://cms.walsall.gov.uk/index/environment/planning/applying_for_planning_permission/wh_at_do_i_need_to_submit_a_planning_application.htm</p> <p>Applicants are advised to seek specialist expertise and to discuss their proposals with the Council at an early stage in the design process. A brief statement detailing the outcomes of this advice should be provided as part of the planning application submission.</p>
V41 L	Site Drainage <i>(For applications to Sandwell MBC only)</i>	All applications for a change of use to hand car wash facilities must include site drainage	<p>3 copies of a scaled site plan are required showing the proposed layout and drainage and also identifying the public drain to which any connection is to be made (if applicable). This should also include the method of surfacing (if applicable).</p> <p>To obtain plans indicating public sewers you are advised to contact your water provider, in Sandwell this is likely to be either Severn Trent Water or South Staffordshire Water.</p>

<p>V42 L</p>	<p>Statement of Conformity with Statement of Community Involvement and Pre-application consultation <i>(for applications to Walsall Council only)</i></p>	<p>All applications for development above the thresholds set out in the document referred to in the adjacent guidance column.</p>	<p>Varying levels of pre-application consultation should be undertaken as set out in Figure 8 of the SCI available in link below: www.walsall.gov.uk/index/environment/planning/local_development_framework/ldf_statement_of_community_involvement.htm A statement of conformity should be completed by applicants who have undertaken pre-application consultation. The statement should clearly demonstrate how you have fulfilled principles A-G of Appendix F in the SCI.</p>
<p>Definitions and Glossary of Terms</p>	<p>NPPF – National Planning Policy framework. <i>Sets out guidance on national policy. Replaces most of PPSs and PPGs.</i> BCCS – Black Country Core Strategy. <i>Sets out the vision, objectives and strategy for future development in the Black Country up to 2026 and beyond.</i> UDP – Unitary Development Plan. <i>Certain policies within Black Country statutory development plans have been replaced by the BCCS.</i> SPD – Supplementary Planning Document. <i>Sets out guidance on local planning policy.</i> DMPO - Town and Country Planning (Development Management Procedure) Order. <i>This is a ‘development order’ that consolidates the Town and Country Planning (General Development Procedure) Order 1995 (S.I.1995/419) and associated amendments.</i> PPS – Planning Policy Statements. <i>Sets out guidance on national planning policy (most have been replaced by NPPF).</i> PPG – Planning Policy Guidance. <i>Sets out guidance on national planning policy (most have been replaced by NPPF).</i> Planning Obligation – otherwise known as Section 106. <i>An agreement or undertaking requiring developers / landowners etc to agree to meet specific obligations to enable the planning application to be approved.</i></p> <p>Floorspace Definitions:</p> <ul style="list-style-type: none"> • Gross Floorspace is defined as <i>The area of a building measured to the internal face of the perimeter walls at each floor level¹.</i> • Net Floorspace (for applications to Walsall Council) is defined as <i>The internal floor area of the shop unit used for selling and displaying goods and services. It comprises the floor area to which customers have access, counter space, checkout space, window and other display space, fitting rooms and space immediately behind counters. Lobbies, staircases, cloakrooms and other amenity rooms are excluded. It is measured from the internal faces of walls and partitions.²</i> <p>¹ Royal Institute of Chartered Surveyors, Code of Measuring Practice. ² The Unit for Retail Planning Information Ltd Information Brief 85/7. Note, this is different from net sales floorspace,</p>		

which excludes floorspace such as line checkouts and window display space serving more than one department.

Where a DAS is not statutorily required

Applicants are advised to refer to Article 8 of the Development Management Procedure Order for full details but, in summary, a DAS is **not** statutorily required for any of the following:

- i. section 73 applications (to develop land without conditions previously attached);
- ii. engineering or mining operations;
- iii. a material change in the use of land or buildings, unless it also involves operational (built) development;
- iv. development of an existing dwellinghouse, or development within the curtilage of a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse, where no part of that dwellinghouse or curtilage is within a conservation area or is a listed building;
- v. the extension of an existing building used for non-domestic purposes where the floorspace created by the development does not exceed 100 square metres and where no part of the building or the development is within a conservation area, or is a listed building;
- vi. the erection, construction, improvement or alteration of a gate, fence, wall or other means of enclosure where no part of the building or the development is within a conservation area or is a listed building;
- vii. development on operational land (land used to carry out statutory undertakings or land in which an interest is held for that purpose*) consisting of the erection of a building or structure not exceeding 100 cubic metres in volume, and 15m in height, whichever is the greater, and where no part of the development is within a conservation area or is a listed building;
- viii. the alteration of an existing building where the alteration does not increase the size of the building and where no part of the building is within a conservation area or is a listed building;
- ix. the erection, alteration or replacement of plant or machinery where, as a result of the development, the height of the plant or machinery does not exceed 15 metres above ground level, or its former height whichever is the greater and where no part of the development is within a conservation area or is a listed building; or
- x. extensions to the time limits for implementing existing planning permissions.

Town Centre Uses

Town centre uses are defined in NPPF Annex 2 (Page 53), Walsall UDP Policy S1 and BCCS paragraph 4.29 and Policy HOU5, such as:

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

	<p>- health care facilities, pre-school, school and further and higher education facilities; and</p> <p>- "sui generis" uses that are considered appropriate for centres.</p>
Contact Details	<p>Dudley Metropolitan Borough Council 01384 814136</p> <p>Sandwell Metropolitan Borough Council Development Management/Building Control & general planning enquiries - 0121 569 4054/4055</p> <p>Highways - 0845 359 7518</p> <p>Environmental Health - 0121 569 6628</p> <p>Walsall Council Planning Helpline 01922 652452 (including pre-application enquiries) Highway Authority 01922 652563 Pollution Control 01922 653348 Natural Environment Team 01922 652469 Structures and Geotechnics team 01922 652559</p> <p>Wolverhampton City Council Development Control 01902 556026 Planning Policy 01902 554007 City Direct (for all other enquiries) – 01902 55155</p>
General Statements	<ol style="list-style-type: none"> 1. Applicants are encouraged to obtain pre-application advice from the relevant LPA who will assist you in putting together your development proposals. 2. Applicants are also advised to seek specialist expertise and to discuss their proposals with the relevant experts at an early stage in the application process. 3. Details on correct fees can be found on LPAs websites. 4. Location plans can be purchased from each LPA see website for details or contact LPA