



## Coventry City Council Validation Checklist

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# Coventry City Council Validation Checklist

## Introduction

The Coventry City Council Validation Checklist has been produced in line with The Town and Country Planning (Development Management Procedure) (England) Order 2015. This document sets out both national and local requirements for the submission of planning applications. Local requirements must be reasonable, having regard in particular to the nature and scale of the proposed development. The local requirements set out below are intended to provide clarity and ensure consistency for those submitting planning applications. Applications will only be made valid if the information set out in the validation checklist has been provided. Further information or clarification may still be required once an application has been validated, if necessary for assessment of the proposal.

All applications should be submitted through the planning portal, where there is a document size limit of 5Mb. If larger documents need to be submitted, they should be provided through a cloud based transfer system. Any documents in excess of 10 Mb should be split.

# 1. Validation: National requirements – for all applications

*This information must be provided in order for your application to be validated.*

1	National requirement	Type of application required for	What is required	Policy driver Further information/ guidance
1.1	Completed application form	All applications	Forms (and guidance on completing them) are available from <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a> and all sections of the form must be completed in full, dated and signed	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015  <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a>
1.2	Ownership certificate and agricultural land declaration	All applications	This forms part of the application form and must be fully completed, signed and dated.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015  <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a>
1.3	Site location plan	All applications	This plan should identify the application site and surrounding area and be at a scale of 1:1250 or 1:2500. The application site should be outlined in red and any other land in the applicants’ ownership outlined in blue. It should include road names and a north point	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015  <a href="https://www.planningportal.co.uk/homepage/4/buy_a_planning_map">https://www.planningportal.co.uk/homepage/4/buy_a_planning_map</a>
1.4	Plans/ drawings	All applications (other than S.73 – variation of condition)	Plans or drawings in information necessary to describe the development which is the subject of the application. Plans or drawings must be to an identified scale and plans must show the direction of north. Full details of what is required are provided in <a href="#">Section 2</a> .	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015
1.5	Design and access statement	A design and access statement (DAS) is required for: - applications for major development; - applications for development in a	A design and access statement (DAS) is a short report accompanying and supporting a planning application. They provide a framework for applicants to explain how a proposed development is a suitable response to the site and its setting and demonstrate that it can be adequately accessed by prospective users. A DAS must explain the design principles and concepts that have been applied to the development. It must also demonstrate how the proposed	The statutory requirements for design and access statements are set out in Article 9 of the Town and Country Planning (General Development Procedure) Order (England) 2015

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		designated area (Conservation Area) where the proposed development consists of: - one or more dwellings; or - a building or buildings with a floor space of 100 square meters or more; - applications for listed building consent.	development's context has influenced the design. The statement must also explain the applicant's approach to access and how relevant Local Plan policies have been taken into account, any consultation undertaken in relation to access issues, and how the outcome of this consultation has informed the proposed development. Applicants must also explain how any specific issues which might affect access to the proposed development have been addressed.	<a href="https://www.planningportal.co.uk/faqs/faq/51/what-is-a-design-and-access-statement">https://www.planningportal.co.uk/faqs/faq/51/what-is-a-design-and-access-statement</a>
1.6	The correct fee	All applications (unless exemption applies)	The application must be accompanied by the correct fee. Fees can be calculated using the Planning Portal fee calculator.	Planning fees are set by the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2017  <a href="https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf">https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</a>
1.7	Fire statement	Multi-occupied residential buildings of 18 metres or more in height, or 7 or more storeys.	The application must be accompanied by a fire statement, completed by an expert and submitted as part of the application for planning permission.	<a href="https://www.gov.uk/guidance/fire-safety-and-high-rise-residential-buildings-from-1-august-2021">https://www.gov.uk/guidance/fire-safety-and-high-rise-residential-buildings-from-1-august-2021</a>  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/996391/Fire_statement_form_-_dynamic.docx">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/996391/Fire_statement_form_-_dynamic.docx</a>  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/996387/Fire_statement_form_-_static.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/996387/Fire_statement_form_-_static.pdf</a>  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/997770/Fire_statement_form_-_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/997770/Fire_statement_form_-_guidance.pdf</a>

1.8	Biodiversity Net Gain	All applications (unless exemption applies)	<p>The following is required:</p> <p>All planning applications:-</p> <ol style="list-style-type: none"> <li>1. A statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition; All development proposals that are not exempt from the general biodiversity condition</li> </ol> <p>All development proposals that are not exempt from the general biodiversity condition:-</p> <ol style="list-style-type: none"> <li>2. The pre-development biodiversity value of the onsite habitat on the date of application (or an earlier date) including the completed metric calculation tool used showing the calculations, the publication date and version of the biodiversity metric used to calculate that value;</li> <li>3. Where the applicant wishes to use an earlier date, the proposed earlier date and the reasons for proposing that date;</li> <li>4. A statement confirming whether the biodiversity value of the onsite habitat is lower on the date of application (or an earlier date) because of the carrying on of activities ('degradation') in which case the value is to be taken as immediately before the carrying on of the activities, and if degradation has taken place supporting evidence of this;</li> <li>5. 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</li> <li>6. A plan, drawn to an identified scale which must show the direction of North, showing onsite habitat existing on the date of application (or an earlier date), including any irreplaceable habitat.</li> </ol>	<p>Article 7 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 as modified and amended by Part 4, Regulation 15 of the Biodiversity Gain (Town and Country Planning) (Modification and Amendments) (England) Regulations 2024.</p> <p><a href="#">The Biodiversity Gain Requirements (Exemptions) Regulations 2024</a></p> <p><a href="#">The Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024</a></p>
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## 2. Validation: Local requirements - basic plans for all applications

*This information must be provided in order for your application to be validated*

2	Local requirement	Type of application required for	What is required	Policy driver Further information/ guidance
2.1	Block/site plan	All planning applications for built development or change of use; Applications for advertisement consent	The site/block plan should be drawn to scale (1:200 or 1:500). It should accurately show: the direction of north; the proposed development in relation to the site boundaries and other existing buildings on site; written dimensions including those to the boundary; details of any car parking; details of boundary treatment; and the position of all trees on site and those on adjacent land.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015  Policy DE1 of the Coventry Local Plan 2016
2.2	Existing and proposed floor plans	All planning applications for built development or change of use; applications for existing/proposed certificate of lawful development (where relevant)	Plans should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar. Plans should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there and highlight the relationship to neighbouring buildings and any structures to be demolished.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015  Policy DE1 of the Coventry Local Plan 2016
2.3	Existing and proposed elevations	All Planning applications for built development or change of use where external alterations are proposed; All advertisement consent applications; Applications for existing/proposed certificate of lawful development (where relevant)	Elevation drawings should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar. Drawings should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there and highlight the relationship to neighbouring buildings and any structures to be demolished.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015  Policy DE1 of the Coventry Local Plan 2016
2.4	Existing and proposed roof plans	All planning applications for built development which include alterations to the roof	Plans should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar. Plans should be proportionate to the nature and size of the proposed development.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015

				Policy DE1 of the Coventry Local Plan 2016
2.5	Existing and proposed sections	Planning applications where there are level changes across the site or in relation to neighbouring properties; Applications for advertisement consent	Section drawings should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar. Drawings should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015  Policy DE1 of the Coventry Local Plan 2016
2.6	Levels	All applications for new buildings and householder applications where there is a change in level across the site or in relation to neighbouring properties	Full information should be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Plans should show existing site levels and finished floor levels for the proposed development.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015  Policy DE1 of the Coventry Local Plan 2016

### 3. Validation: Local requirements – householder applications

In addition to the national information requirements in [section 1](#) the following information is required:

*This information must be provided in order for your application to be validated*

3	Type of application required for	Local requirement	Policy driver Further information/ guidance
3.1	Householder application for extensions/alterations	All plans and drawings detailed in <a href="#">section 2</a>	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015  Policy DE1 of the Coventry Local Plan 2016
3.2	Householder application for External Wall Insulation (EWI)	Block/Site plan indicating which elevations are to be insulated Photograph or detailed scale drawing of existing elevation(s) to be changed; Photo-montage or detailed scale drawing showing the proposed cladding, including details of any dentil course, headers, cills etc; Section detail of the proposed cladding; Details of the cladding finish.	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015  Policy DE1 of the Coventry Local Plan 2016
3.3	Householder application for a dropped kerb for vehicular access	Block/Site plan in accordance with <a href="#">section 2.1</a> ; Details of any proposed driveway/ hardsurfacing including drainage details	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015  Policies DE1 & AC1 of the Coventry Local Plan 2016
3.4	Householder application on Coombe Park Estate, Coombe Fields or land Rear of Morrisons (Binley) accessible for viewing at: <a href="http://www.coventry.gov.uk/info/110/planning/1333/online_planning_map">http://www.coventry.gov.uk/info/110/planning/1333/online_planning_map</a>	All plans and drawings detailed in <a href="#">section 2</a> ; Details of gas protection measures.	Policy EM6 of the Coventry Local Plan 2016  Gas protection measures should be designed in accordance with British Standard BC8485:2015



3.5	Joint householder and listed building consent application.	All plans and drawings detailed in <a href="#">section 2</a> ; Heritage application requirements (as appropriate) detailed in <a href="#">section 4</a>	Policy HE2 of the Coventry Local Plan 2016
3.6	Householder application in a Conservation Area	All plans and drawings detailed in <a href="#">section 2</a> ; Heritage application requirements (as appropriate) detailed in <a href="#">section 4</a>	Policy HE2 of the Coventry Local Plan 2016
3.7	Householder - notification for prior approval of a proposed larger home extension	A written description of the proposal which includes the length that the extension extends beyond the rear wall of the original house, the height at the eaves and the height at the highest point of the extension; A plan of the site showing the proposed development; The addresses of any adjoining properties including those to the rear; The contact address for the developer (householder) and an email address	Schedule 2, Part 1, Class A of the town and Country Planning (General Permitted Development) (England) Order 2015  Further advice can be found at: <a href="https://ecab.planningportal.co.uk/uploads/1app/guidance/guidance_note_larger_home_extension.pdf">https://ecab.planningportal.co.uk/uploads/1app/guidance/guidance_note_larger_home_extension.pdf</a>
3.8	Householder application affecting roof space or including demolition	All plans and drawings detailed in <a href="#">section 2</a> must be provided; A bat scoping survey may be required, with further surveys in some cases depending upon initial findings: Applications must assess whether proposals are likely to impact upon bats, which are a European Protected species. Good Practice Guidelines from the Bat Conservation Trust (2016) should be followed. Triggers for bat survey may include demolition, alteration of roof space or extension at the level of the eaves/roofline, favourable building condition, age and construction, evidence of nearby roosts and good quality habitat and existing trees to support bat species. You will need to complete a <a href="#">bat scoping self-certification form</a> to determine whether or not a bat scoping report needs to be submitted with your application	Policy GE3 of the Coventry Local Plan 2016  <a href="https://www.gov.uk/guidance/bats-surveys-and-mitigation-for-development-projects">https://www.gov.uk/guidance/bats-surveys-and-mitigation-for-development-projects</a>

*This information may also be required to support your application*

3.9	Householder application affecting trees	All plans and drawings detailed in <a href="#">section 2</a> must be provided; A tree protection plan may be required where there are trees within or adjacent to the site. Tree Protection Plan - to identify; the location and species of the trees, their trunk diameter at chest height, their Root Protection Areas, crown spread to N,E,S,W aspects, and distance from trunk centres to tree protection fence, together with the type of the temporary fence e.g., Heras barrier and method to anchor into ground. This needs to be superimposed upon the proposed layout	Policy GE4 of the Coventry Local Plan 2016  BS 5837:2012 Trees in relation to design, demolition, and construction – Recommendations
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		<p>block plan. A statement included within the single sheet plan to confirm that the approved tree protection measures will be erected to the RPA's prior to any site activity taking place upon the site and remain in place sacrosanct until end of physical build phase. (If any of the garden trees are TPO'd this may need to be carried out by an experienced arboriculturist. The Council may request or condition within an AMS a timetable for tree officer and site-foreperson to attend site visits before and after construction for signing off the satisfactory erection of the tree protection barriers, prior to construction/ preparatory works, and after physical build phase, to allow for removal of the tree barriers).          Nb RPA radius for non-veteran trees is worked out at x12 times trunk diameter as read at chest height (1.5m above ground level).</p>	<p>Planning for Ancient Woodland – Planners' Manual for Ancient Woodland and Veteran Trees (Woodland Trust)</p>
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#### 4. Validation: Local requirements – heritage applications

In addition to the national information requirements in [Section 1](#) and the basic plans listed in [Section 2](#) the following information is required:

4	Local requirement	Type of application required for	What is required	Policy driver Further information/ guidance
4.1	Photographic record	Application for demolition of a listed buildings or buildings within a conservation Area	Detailed photographic record of the building inside and out, identifying the location of all photographs	Policy HE2 of the Coventry Local Plan 2016
4.2	Heritage Statement	Applications affecting a listed building or in a Conservation Area; listed building consent applications	Heritage statement: A document that describes the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the importance of the asset. It should set out details of the history and development of the asset and be accompanied by a photographic record showing the site context and spaces and features which may be affected by the proposal. It should include an assessment of the archaeological, architectural, historical or other significance of the asset and should include an assessment of the impact of the proposed works on the significance of the asset and a statement of justification for those works together with details of any mitigation measures proposed.	Policy HE2 of the Coventry Local Plan 2016 <a href="https://historicengland.org.uk/services-skills/our-planning-services/charter/working-with-us/">https://historicengland.org.uk/services-skills/our-planning-services/charter/working-with-us/</a> <a href="http://heritagehelp.org.uk/planning/heritage-statements">http://heritagehelp.org.uk/planning/heritage-statements</a> <a href="https://www.coventry.gov.uk/info/271/conservation_and_archaeology/456/conservation_areas/6">https://www.coventry.gov.uk/info/271/conservation_and_archaeology/456/conservation_areas/6</a>
4.3	Schedule of works	Listed building consent applications where structural alterations or demolition is proposed	Where proposals include structural alterations or demolition a schedule of works and method statement should be included.	Policy HE2 of the Coventry Local Plan 2016
4.4	Archaeological Assessment	Applications involving groundworks that fall within an archaeological constraint area as	A desk-based assessment from existing records, which highlights the nature, extent, and significance of the historic environment within	Policy HE2 of the Coventry Local Plan 2016

		identified on the online map that may have an impact on archaeological deposits and/or the significance of the historic environment	the application site which will establish the impact of the proposed development on the significance of the historic environment. Further reports of geophysics or evaluation work may also be required	<a href="http://www.coventry.gov.uk/info/110/planning_applications/1333/online_planning_map">http://www.coventry.gov.uk/info/110/planning_applications/1333/online_planning_map</a> <a href="http://www.coventry.gov.uk/info/271/conservation_and_archaeology/454/archaeology/1">http://www.coventry.gov.uk/info/271/conservation_and_archaeology/454/archaeology/1</a>
4.5	Structural survey	Any application involving full or partial demolition of a listed building	Full or partial demolition of a listed building will require detailed justification. A structural survey should be carried out by a qualified surveyor	Policy HE2 of the Coventry Local Plan 2016

## 5. Validation: Local requirements – minor residential development (up to 10 dwellings or site area of less than 0.5ha)/ change of use to residential

In addition to the national information requirements in [Section 1](#) and the basic plans listed in [Section 2](#) and for heritage application the requirements listed in [Section 4](#), the following information is required:

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5	Local requirement	Type of application required for	What is required	Policy driver Further information/ guidance
5.1	Air Quality Assessment	All applications where there may be relevant exposure to pollutant concentrations above statutory limits (EU or UK) Where the development meets DfT threshold criteria for Transport Assessment ( <a href="http://webarchive.nationalarchives.gov.uk/20100409053422/http://www.dft.gov.uk/adobe/pdf/165237/202657/guidanceontaappendixb">http://webarchive.nationalarchives.gov.uk/20100409053422/http://www.dft.gov.uk/adobe/pdf/165237/202657/guidanceontaappendixb</a> )	A comprehensive report to enable full consideration of the impact of the proposal on the air quality of the area. The air quality assessment should address: the existing background levels of air quality; the cumulative background levels of air quality (related to the cumulative impact of development in an area) and the feasibility of any measures of mitigation that would prevent the national air quality objectives being exceeded or would reduce the extent of the air quality deterioration. Where increased building and/or transport emissions are likely or where the development is located in an area of existing poor air quality, reduction/ mitigations measures should be set out in full. Detailed methodology for full air quality and exposure assessments should be agreed with the Council’s Environmental Protection team.	Policy EM7 of the Coventry Local Plan 2016  The detailed criteria for Air quality assessment can be found at: <a href="http://www.coventry.gov.uk/downloads/file/27662/air_quality_draft_supplementary_planning_document_spd">http://www.coventry.gov.uk/downloads/file/27662/air_quality_draft_supplementary_planning_document_spd</a>  <a href="https://www.gov.uk/guidance/air-quality--3">https://www.gov.uk/guidance/air-quality--3</a>  Defra Technical Guidance (TG16) on Local Air Quality Management: <a href="https://laqm.defra.gov.uk/documents/LAQM-TG16-February-18-v1.pdf">https://laqm.defra.gov.uk/documents/LAQM-TG16-February-18-v1.pdf</a>  Institute of Air Quality Management: <a href="https://iaqm.co.uk/guidance/">https://iaqm.co.uk/guidance/</a>
5.2	Flood Risk Assessment	Any development falling into the following categories:	A flood risk assessment (FRA) is required, appropriate to the scale and nature of the	Policies EM4, EM5 and EM6 of the Coventry Local Plan 2016

		<ul style="list-style-type: none"> <li>- within flood zone 2 or 3;</li> <li>- more than 1 hectare (ha) in flood zone 1;</li> <li>- less than 1 ha in flood zone 1, which includes a change of use in development type to a more vulnerable class, where they could be affected by flooding from any other source or ;</li> <li>- within 20 metres of any watercourse;</li> <li>- Adjacent to, or including, any flood bank or other flood control structure</li> </ul>	<p>development proposed, assessing the level of flood risk from all sources. A typical FRA will include:</p> <ul style="list-style-type: none"> <li>- Flood risk mapping;</li> <li>- Existing drainage infrastructure / features;</li> <li>- Site history, including flooding events;</li> <li>- Topographical survey;</li> <li>- Drainage area plans and greenfield runoff rate calculations;</li> <li>- Surface water drainage strategy including hydraulic calculations;</li> <li>- Site ground conditions.</li> </ul> <p>Where sites are considered to be at risk of flooding, within each flood zone, surface water and other sources of flooding also need to be taken into account.</p> <p>The FRA should identify opportunities to reduce the probability and consequences of flooding and should include the design of surface water management systems include Sustainable Drainage (SuDS) and address the requirement for safe access to and from the development in areas at risk of flooding.</p> <p>Details of Sequential testing; Exception testing; and Hydraulic modelling will be required.</p>	<p><a href="https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications">https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications</a></p> <p>Flood Risk Management &amp; Drainage – Standing Advice</p> <p><a href="http://www.coventry.gov.uk/downloads/file/28181/flood_risk_management_and_drainage_-_standing_advice">http://www.coventry.gov.uk/downloads/file/28181/flood_risk_management_and_drainage_-_standing_advice</a></p>
5.3	Parking Assessment	Minor residential development or change of use to residential or HMO where the level of parking proposed does not meet the standards set out in Appendix 5 of the Coventry Local Plan 2016	<p>A parking statement should justify the level of parking proposed with the development and should include: surveys of parking capacity and occupancy levels on surrounding streets and parking areas; consideration of likely trip generation and parking accumulations for the proposed development with supporting evidence; and details of how the parking will be managed and how that will mitigate any under or over provision. Full details of what is required is set out in para.1.19-1.20 of Appendix 5</p>	<p>Policy AC3 of the Coventry Local Plan 2016</p> <p>Appendix 5 of the Coventry Local Plan 2016</p> <p>Coventry Connected SPD: <a href="http://www.coventry.gov.uk/downloads/download/5195/coventry_connected_supplementary_planning_document_spd">http://www.coventry.gov.uk/downloads/download/5195/coventry_connected_supplementary_planning_document_spd</a></p>

5.4	Site Waste Management Plan	All applications for residential development (including changes of use) that will have an impact on the generation of waste	A plan that indicates the location of bin storage and provides details of the size of bins and the design and materials of any proposed bin enclosure.	Policy EM8 of the Coventry Local Plan 2016
5.5	Tree Survey	Any development where there are significant or protected trees within or adjacent to the site. Arboricultural reports and plans must be carried out by a qualified arboriculturalist	<p>For outline applications a Tree Survey, Tree Constraints Plan/ Tree removal and retention plan is required.</p> <p>For full applications, the following would be required in accordance with BS5837:</p> <ul style="list-style-type: none"> <li>• Tree Survey (TS) - to identify all on-site and off-site trees including hedges who's Root Protection Areas (RPA's) are located in full or partially fall within the application site.</li> <li>• Tree Constraints Plan (TCP) - to identify the radius RPA for each tree and hedgerow mentioned within the TS, with their existing &amp; estimated ultimate canopy spread &amp; height, plus a segment radius (northwest to due east) representing the tree's shading upon the proposed development. It may also be necessary to illustrate the tree's current and ultimate dimensions as an elevation section in context to the proposed build's elevation. Areas for new planting should be indicated at this point in order to protect the ground from soil compaction. The above constraints need to be superimposed upon the proposed block plan.</li> <li>• Arboricultural Impact Assessment - to assess the direct and indirect implications of the trees upon the proposal and visa-versa, including locations for under-ground/over-ground services, level changes within RPA's, new hard surface areas, crane jib arcs, CCTV splays, locations for storage areas, etc.</li> <li>• Arboricultural Method Statement – to identify the methodology required if constructing</li> </ul>	<p>Policy GE3, GE4 &amp; HE2 of the Coventry Local Plan 2016</p> <p>BS 5837:2012 Trees in relation to design, demolition and construction – Recommendations</p> <p>Planning for Ancient Woodland - Planners' Manual for Ancient Woodland and Veteran Trees (Woodland Trust).</p> <p>Impacts of nearby development on ancient woodland – addendum The Woodland Trust December 2012</p> <p>Ancient woodland and veteran trees: protecting them from development</p>

			<p>or altering ground levels within any RPA's or within close proximity to crowns. If any of the trees are high amenity trees or TPO trees, we may require Arboriculture Site Monitoring prior to and after construction phase attended by the Council's Planning Tree Officer and appointed Arboriculturist. This will authorise the signing off of satisfactory erection of tree protection barriers prior to construction or prep works taking place upon the site, plus final visit at end of physical build to allow for the dismantling of the tree barriers. Schedule of works for retained trees e.g. access facilitation pruning.</p> <p>Dimensioned Tree Protection Plan - to identify the distances from trunk centres to protection barrier to include tree protection posters displayed at 10m centres.</p>	
5.6	Bat Survey	Minor residential development where the proposals include demolition, affect roofspace or are likely to impact upon bats which are a European protected species	<p>A bat scoping survey may be required, with further surveys in some cases depending upon initial findings:</p> <p>Applications must assess whether proposals are likely to impact upon bats, which are a European Protected species. Good Practice Guidelines from the Bat Conservation Trust (2016) should be followed. Triggers for bat survey may include demolition, alteration of roof space or extension at the level of the eaves/roofline, favourable building condition, age and construction, evidence of nearby roosts and good quality habitat and existing trees to support bat species.</p> <p>You will need to complete a <a href="#">bat scoping self-certification form</a> to determine whether or not a bat scoping report needs to be submitted with your application</p>	<p>Policy GE3 of the Coventry Local Plan 2016</p> <p><a href="https://www.gov.uk/guidance/bats-surveys-and-mitigation-for-development-projects">https://www.gov.uk/guidance/bats-surveys-and-mitigation-for-development-projects</a></p> <p>Expert advice should be sought from a suitably qualified ecologist.</p>



*This information may also be required to support your application*

5.7	Biodiversity and ecological survey and report	Minor residential schemes where the site appears to have ecological value	<p>Ecological information should be submitted at the same time as the full or outline planning application as follows:</p> <p>a. An Ecological Impact Assessment (EclA) should be submitted with the planning application, this should be in accordance with the EclA guidelines from CIEEM.</p> <p>b. A Preliminary Ecological Appraisal (PEA) should inform or be incorporated into this EclA in accordance with PEA guidelines from CIEEM.</p> <p>c. Surveys should be undertaken for protected species and priority species/habitats where identified as necessary through the PEA process.</p> <p>This should identify impact and propose mitigation where proposals are likely to affect: protected species (such as bats) or important habitats (such as ancient woodland); designated or locally-designated sites (such as a Local Wildlife Site); or which may have other, wider impacts on biodiversity. This includes proposals for demolition or refurbishment works, which may impact species using the existing building, such as swifts or bats.</p>	<p>Policy GE3 of the Coventry Local Plan 2016</p> <p><a href="https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications">https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications</a></p> <p><a href="https://www.biodiversityinplanning.org/wildlife-assessment-check/">https://www.biodiversityinplanning.org/wildlife-assessment-check/</a></p> <p>Expert advice should be sought from a suitably qualified ecologist.</p>
5.8	Contaminated Land Assessment	Any application where the development is known or suspected to be affected by land contamination	<p>An environmental risk assessment to assess the potential for the presence of contamination, associated risks and potential of site to be designated as contaminated land. This assessment should report:</p> <ul style="list-style-type: none"> <li>- Site inspection scope;</li> <li>- Review of historical land use;</li> <li>- Review of environmental setting;</li> </ul>	<p>Policy EM6 of the Coventry Local Plan 2016</p> <p>National Policy and Guidance:</p> <p><a href="https://www.gov.uk/government/collections/land-contamination-technical-guidance">https://www.gov.uk/government/collections/land-contamination-technical-guidance</a></p>

			<ul style="list-style-type: none"> <li>- Consultation with relevant regulatory authorities;</li> <li>- Qualitative environmental risk assessment;</li> <li>- Review of existing relevant reports.</li> </ul>	<p><a href="https://www.gov.uk/contaminated-land">https://www.gov.uk/contaminated-land</a></p> <p><a href="https://www.gov.uk/guidance/land-contamination-risk-management">https://www.gov.uk/guidance/land-contamination-risk-management</a></p> <p><a href="http://webarchive.nationalarchives.gov.uk/20140328111055/http://www.environment-agency.gov.uk/static/documents/Leisure/SR-DPUB66-e-e.pdf">http://webarchive.nationalarchives.gov.uk/20140328111055/http://www.environment-agency.gov.uk/static/documents/Leisure/SR-DPUB66-e-e.pdf</a></p>
5.9	Noise Impact Assessment	Residential schemes in close proximity to noise sources (such as roads, commercial premises)	The noise impact assessment should identify and quantify the potential sources of noise generation, and how these may have a negative effect on local amenity. The assessment should also outline how the developer intends to mitigate any adverse issues identified by the assessment such that internal and external noise levels meet national guidance criteria. A noise impact assessment must be prepared by a qualified acoustician. The report should include details of any mitigation measures required.	<p>Policy H5 of the Coventry Local Plan 2016</p> <p>Institute of Acoustics/CIEH ProPG Planning and Noise Guidance:  <a href="https://www.ioa.org.uk/sites/default/files/14720%20ProPG%20Main%20Document.pdf">https://www.ioa.org.uk/sites/default/files/14720%20ProPG%20Main%20Document.pdf</a></p> <p>British Standard BS8233:2014 Guidance on Sound Insulation and Noise Reduction for Buildings</p> <p>British Standard BS4142:2014 Method for Rating and Assessing Industrial and Commercial Sound</p>
5.10	Schedule of development	All proposals for new dwellings or change of use to residential	Detailed schedule of the number and types of residential units proposed; and/or	To allow monitoring of new development in accordance with Policy DS1 of the Coventry Local Plan 2016

6. Validation: local requirements – minor commercial development applications (less than 1000 sq.m of floor space or site area of less than 1ha)/ change of use

In addition to the national information requirements in [Section 1](#) and the basic plans listed in [Section 2](#) and for heritage application the requirements listed in [Section 4](#), the following information is required:

*This information must be provided in order for your application to be validated*

6	Local requirement	Type of application required for	What is required	Policy driver Further information/ guidance
6.1	Air Quality Assessment	All applications where there may be relevant exposure to pollutant concentrations above statutory limits (EU or UK) Where the development meets DfT threshold criteria for Transport Assessment <a href="http://webarchive.nationalarchives.gov.uk/20100409053422/http://www.dft.gov.uk/adobepdf/165237/202657/guidanceontaappendixb">http://webarchive.nationalarchives.gov.uk/20100409053422/http://www.dft.gov.uk/adobepdf/165237/202657/guidanceontaappendixb</a>	A comprehensive report to enable full consideration of the impact of the proposal on the air quality of the area. The air quality assessment should address: the existing background levels of air quality; the cumulative background levels of air quality (related to the cumulative impact of development in an area) and the feasibility of any measures of mitigation that would prevent the national air quality objectives being exceeded or would reduce the extent of the air quality deterioration. Where increased building and/or transport emissions are likely or where the development is located in an area of existing poor air quality, reduction/ mitigations measures should be set out in full. Detailed methodology for full air quality and exposure assessments should be agreed with the Council’s Environmental Protection team.	Policy EM7 of the Coventry Local Plan 2016 Detailed guidance for the threshold for Air quality assessment can be found at: <a href="https://www.gov.uk/guidance/air-quality--3">https://www.gov.uk/guidance/air-quality--3</a>  Defra Technical Guidance (TG16) on Local Air Quality Management: <a href="https://laqm.defra.gov.uk/documents/LAQM-TG16-February-18-v1.pdf">https://laqm.defra.gov.uk/documents/LAQM-TG16-February-18-v1.pdf</a>  Institute of Air Quality Management: <a href="https://iaqm.co.uk/guidance/">https://iaqm.co.uk/guidance/</a>
6.2	Bat Survey	All applications where the development proposals involve demolition, will affect roofspace or are likely to impact upon bats which are a European protected species	A bat scoping survey may be required, with further surveys in some cases depending upon initial findings:	Policy GE3 of the Coventry Local Plan 2016

			<p>Applications must assess whether proposals are likely to impact upon bats, which are a European Protected species. Good Practice Guidelines from the Bat Conservation Trust (2016) should be followed. Triggers for bat survey may include demolition, alteration of roof space or extension at the level of the eaves/roofline, favourable building condition, age and construction, evidence of nearby roosts and good quality habitat and existing trees to support bat species.</p> <p>You will need to complete a <a href="#">bat scoping self-certification form</a> to determine whether or not a bat scoping report needs to be submitted with your application</p>	<p><a href="https://www.gov.uk/guidance/bats-surveys-and-mitigation-for-development-projects">https://www.gov.uk/guidance/bats-surveys-and-mitigation-for-development-projects</a></p> <p>Expert advice should be sought from a suitably qualified ecologist.</p>
6.3	Crime Assessment	All applications where there is a significant risk of crime or fear of crime, in particular; Applications for proposals falling within use Classes A3, A4, A5, D2 and ATM's, casinos, amusement arcades and nightclubs	<p>This can be a separate document or included within the Design and Access Statement where appropriate. It should include the following information:</p> <p>What crime or fear of crime could be associated with the development and why</p> <p>How crime and fear of crime has been designed out, taking into account 'Secured by Design' and 'Park Mark' standards</p>	<p>Policy DE1 of the Coventry Local Plan 2016</p> <p><a href="https://www.securedbydesign.com/">https://www.securedbydesign.com/</a></p> <p><a href="http://www.parkmark.co.uk/">http://www.parkmark.co.uk/</a></p>
6.4	Flood Risk Assessment	<p>Any development falling into the following categories:</p> <ul style="list-style-type: none"> <li>- within flood zone 2 or 3;</li> <li>- more than 1 hectare (ha) in flood zone 1;</li> <li>- less than 1 ha in flood zone 1, which includes a change of use in development type to a more vulnerable class, where they could be affected by flooding from any other source or ;</li> <li>- within 20 metres of any watercourse;</li> <li>- Adjacent to, or including, any flood bank or other flood control structure</li> </ul>	<p>A flood risk assessment (FRA) is required, appropriate to the scale and nature of the development proposed, assessing the level of flood risk from all sources. A typical FRA will include:</p> <ul style="list-style-type: none"> <li>- Flood risk mapping;</li> <li>- Existing drainage infrastructure / features;</li> <li>- Site history, including flooding events;</li> <li>- Topographical survey;</li> <li>- Drainage area plans and greenfield runoff rate calculations;</li> <li>- Surface water drainage strategy including hydraulic calculations;</li> <li>- Site ground conditions.</li> </ul>	<p>Policies EM4, EM5 and EM6 of the Coventry Local Plan 2016</p> <p><a href="https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications">https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications</a></p> <p>Flood Risk Management &amp; Drainage – Standing Advice</p> <p><a href="http://www.coventry.gov.uk/downloads/file/28181/flood_ris">http://www.coventry.gov.uk/downloads/file/28181/flood_ris</a></p>

			<p>Where sites are considered to be at risk of flooding, within each flood zone, surface water and other sources of flooding also need to be taken into account.</p> <p>The FRA should identify opportunities to reduce the probability and consequences of flooding and should include the design of surface water management systems include Sustainable Drainage (SuDS) and address the requirement for safe access to and from the development in areas at risk of flooding.</p> <p>Details of Sequential testing; Exception testing; and Hydraulic modelling will be required.</p>	<a href="#">k_management_and_drainage_-_standing_advice</a>
6.5	Flue and ventilation extraction details	Any proposals that include a commercial kitchen or where air conditioning or extraction equipment is proposed	The submitted plans should include details of the external appearance and written details outlining the technical specification of the proposed plant.	<p>Policy S6 of the Coventry Local Plan 2016</p> <p>HFTA SPD;  <a href="http://www.coventry.gov.uk/downloads/download/5197/hot_food_takeaway_draft_supplementary_planning_document_spd">http://www.coventry.gov.uk/downloads/download/5197/hot_food_takeaway_draft_supplementary_planning_document_spd</a></p>
6.6	Lighting Assessment	Proposals that include floodlighting	Applications for floodlighting must include a lighting assessment which must include: hours of operation, light levels, off site light spillage, column heights, equipment design, layout plan with beam orientations and details of any mitigation measures required	<p>Policy DE1 and GE3 of the Coventry Local Plan 2016</p> <p><a href="https://www.gov.uk/guidance/light-pollution">https://www.gov.uk/guidance/light-pollution</a></p>
6.7	Marketing Information	Any proposals for the redevelopment of employment sites not allocated for alternative uses within the Local Plan; Any development for change of use/redevelopment of premises last used for social/community or leisure use	Details of marketing activity in accordance with Appendix 2 of the Local Plan	<p>Policy JE3 of the Coventry Local Plan 2016</p> <p>Policy CO2 of the Coventry Local Plan 2016</p>
6.8	Parking Assessment	Any development where the level of parking proposed does not meet the standards set out in Appendix 5 of the Coventry Local Plan 2016	A parking statement should justify the level of parking proposed with the development and should include: surveys of parking capacity and	Policy AC3 of the Coventry Local Plan 2016

			occupancy levels on surrounding streets and parking areas; consideration of likely trip generation and parking accumulations for the proposed development with supporting evidence; and details of how the parking will be managed and how that will mitigate any under or over provision. Full details of what is required is set out in para.1.19-1.20 of Appendix 5	Appendix 5 of the Coventry Local Plan 2016  Coventry Connected SPD: <a href="http://www.coventry.gov.uk/downloads/download/5195/coventry_connected_supplementary_planning_document_spd">http://www.coventry.gov.uk/downloads/download/5195/coventry_connected_supplementary_planning_document_spd</a>
6.9	Sequential Test	Any proposals for retail and other Main Town Centre uses or office development that fall outside a defined centre.	The assessment should be prepared in accordance with national guidance and look at the availability of sites within the main town centre and other centres identified within the network of centres (identified in Policy R3). Only then should edge of centre and out of centre sites be considered. Details of the availability of other sites closer to a centre will be required together with reasons these sites were discounted. Evidence should be provided to show that there are no sequentially preferable sites.	NPPF Para. 86-87  Policy R4 of the Coventry Local Plan 2016  Policy JE4 of the Coventry Local Plan 2016
6.10	Travel Plan Statement/ Travel Plan	A Travel Plan Statement is required for: A1 food retail up between 250-800 sq.m; A1 Non-food retail over 800 sq.m; A3 over 300 sq.m; A4 between 300-600 sq.m; A5 250-500 sq.m; D1 over 500 sq.m; D2 over 500 sq.m A Travel Plan is required for: A1 food retail over 800 sq.m; A4 over 600 sq.m; A5 over 500 sq.m. Full threshold criteria are set out in the Coventry Connected SPD	A Travel Plan is a package of measure or agreed outcomes aimed at reducing reliance on the private car and maximising the opportunities for sustainable travel modes to reduce congestion and improve the accessibility of a development site and requires management, continuous monitoring, review and improvement over time. A Travel Plan Statement should set out set out positive measures for promoting sustainable transport together with an action plan for their implementation but does not need to include specific targets.	Policy AC3 of the Coventry Local Plan 2016  Coventry Connected SPD; <a href="http://www.coventry.gov.uk/downloads/download/5195/coventry_connected_supplementary_planning_document_spd">http://www.coventry.gov.uk/downloads/download/5195/coventry_connected_supplementary_planning_document_spd</a>  Information on pre-application highways advice can be found at; <a href="http://www.coventry.gov.uk/info/114/parking_travel_and_streets/3102/pre-application_highways_advice/1">http://www.coventry.gov.uk/info/114/parking_travel_and_streets/3102/pre-application_highways_advice/1</a>

*This information may also be required to support your application*

6.11	Biodiversity and ecological survey and report	Minor commercial schemes where the site appears to have ecological value	<p>Ecological information should be submitted at the same time as the full or outline planning application as follows:</p> <p>a. An Ecological Impact Assessment (EclA) should be submitted with the planning application, this should be in accordance with the EclA guidelines from CIEEM.</p> <p>b. A Preliminary Ecological Appraisal (PEA) should inform or be incorporated into this EclA in accordance with PEA guidelines from CIEEM.</p> <p>c. Surveys should be undertaken for protected species and priority species/habitats where identified as necessary through the PEA process. This should identify impact and propose mitigation where proposals are likely to affect: protected species (such as bats) or important habitats (such as ancient woodland); designated or locally-designated sites (such as a Local Wildlife Site); or which may have other, wider impacts on biodiversity. This includes proposals for demolition or refurbishment works, which may impact species using the existing building, such as swifts or bats.</p>	<p>Policy GE3 of the Coventry Local Plan 2016</p> <p><a href="https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications">https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications</a></p> <p><a href="https://www.biodiversityinplanning.org/wildlife-assessment-check/">https://www.biodiversityinplanning.org/wildlife-assessment-check/</a></p> <p>Expert advice should be sought from a suitably qualified ecologist.</p>
6.12	Contaminated Land Assessment	Any application where the development is known or suspected to be affected by land contamination	<p>An environmental risk assessment to assess the potential for the presence of contamination, associated risks and potential of site to be designated as contaminated land. This assessment should report:</p> <ul style="list-style-type: none"> <li>- Site inspection scope;</li> <li>- Review of historical land use;</li> <li>- Review of environmental setting;</li> <li>- Consultation with relevant regulatory authorities;</li> </ul>	<p>Policy EM6 of the Coventry Local Plan 2016</p> <p>National Policy and Guidance:</p> <p><a href="https://www.gov.uk/government/collections/land-contamination-technical-guidance">https://www.gov.uk/government/collections/land-contamination-technical-guidance</a></p>

			<ul style="list-style-type: none"> <li>- Qualitative environmental risk assessment;</li> <li>- Review of existing relevant reports.</li> </ul>	<p><a href="https://www.gov.uk/contaminated-land">https://www.gov.uk/contaminated-land</a></p> <p><a href="https://www.gov.uk/guidance/land-contamination-risk-management">https://www.gov.uk/guidance/land-contamination-risk-management</a></p> <p><a href="http://webarchive.nationalarchives.gov.uk/20140328111055/http://www.environment-agency.gov.uk/static/documents/Leisure/SR-DPUB66-e-e.pdf">http://webarchive.nationalarchives.gov.uk/20140328111055/http://www.environment-agency.gov.uk/static/documents/Leisure/SR-DPUB66-e-e.pdf</a></p>
6.13	Noise Impact Assessment	Planning applications that raise issues of disturbance, or are considered to be noise sensitive developments	The noise impact assessment should identify and quantify the potential sources of noise generation, and how these may have a negative effect on local amenity. The assessment should also outline how the developer intends to mitigate any adverse issues identified by the assessment such that internal and external noise levels meet national guidance criteria. A noise impact assessment must be prepared by a qualified acoustician. The scope of the assessment can be agreed through pre-app service. The report should include details of any mitigation measures required	<p>Policy DE1 of the Coventry Local Plan 2016</p> <p>Institute of Acoustics/CIEH ProPG Planning and Noise Guidance:  <a href="https://www.ioa.org.uk/sites/default/files/14720%20ProPG%20Main%20Document.pdf">https://www.ioa.org.uk/sites/default/files/14720%20ProPG%20Main%20Document.pdf</a></p> <p>British Standard BS8233:2014 Guidance on Sound Insulation and Noise Reduction for Buildings</p> <p>British Standard BS4142:2014 Method for Rating and Assessing Industrial and Commercial Sound</p>



7. Validation: Local requirements - major development applications (more than 10 residential dwellings or site area of more than 0.5ha/ more than 1000 sq.m of commercial floorspace or site are over 1 ha)

In addition to the national information requirements in [Section 1](#) and the basic plans listed in [Section 2](#) and for heritage application the requirements listed in [Section 4](#), the following information is required:

*This information must be provided in order for your application to be validated*

7	Local requirement	Type of application required for	What is required	Policy driver Further information/ guidance
7.1	Affordable housing statement	Planning applications for 25 or more dwellings or sites more than 1ha	Statement detailing the number and mix of residential units and affordable housing provision within the development.	Policy H6 of the Coventry Local Plan 2016
7.2	Air Quality Assessment	All applications where there may be relevant exposure to pollutant concentrations above statutory limits (EU or UK) All major development proposals Where the development meets DfT threshold criteria for Transport Assessment ( <a href="http://webarchive.nationalarchives.gov.uk/20100409053422/http://www.dft.gov.uk/adobepdf/165237/202657/guidanceontaappendixb">http://webarchive.nationalarchives.gov.uk/20100409053422/http://www.dft.gov.uk/adobepdf/165237/202657/guidanceontaappendixb</a> ) Where development requires an EIA.	A comprehensive report to enable full consideration of the impact of the proposal on the air quality of the area. The air quality assessment should address: the existing background levels of air quality; the cumulative background levels of air quality (related to the cumulative impact of development in an area) and the feasibility of any measures of mitigation that would prevent the national air quality objectives being exceeded or would reduce the extent of the air quality deterioration. Where increased building and/or transport emissions are likely or where the development is located in an area of existing poor air quality, reduction/ mitigations measures should be set out in full. Detailed methodology for full air quality and exposure assessments should be agreed with the Council's Environmental Protection team.	Policy EM7 of the Coventry Local Plan 2016  The detailed criteria for Air quality assessment can be found at: <a href="http://www.coventry.gov.uk/download/file/27662/air_quality_draft_supplementary_planning_document_spd">http://www.coventry.gov.uk/download/file/27662/air_quality_draft_supplementary_planning_document_spd</a>  <a href="https://www.gov.uk/guidance/air-quality--3">https://www.gov.uk/guidance/air-quality--3</a>  Defra Technical Guidance (TG16) on Local Air Quality Management: <a href="https://laqm.defra.gov.uk/documents/LAQM-TG16-February-18-v1.pdf">https://laqm.defra.gov.uk/documents/LAQM-TG16-February-18-v1.pdf</a>  Institute of Air Quality Management: <a href="https://iaqm.co.uk/guidance/">https://iaqm.co.uk/guidance/</a>

7.3	Bat Survey	All applications involving demolition, affecting a roofspace or where the development proposals are likely to impact upon bats which are a European protected species	A bat scoping survey will be required, with further surveys in some cases depending upon initial findings: Applications must assess whether proposals are likely to impact upon bats, which are a European Protected species. Good Practice Guidelines from the Bat Conservation Trust (2016) should be followed. Triggers for bat survey may include demolition, alteration of roof space or extension at the level of the eaves/roofline, favourable building condition, age and construction, evidence of nearby roosts and good quality habitat and existing trees to support bat species.	Policy GE3 of the Coventry Local Plan 2016  <a href="https://www.gov.uk/guidance/bats-surveys-and-mitigation-for-development-projects">https://www.gov.uk/guidance/bats-surveys-and-mitigation-for-development-projects</a>  Expert advice should be sought from a suitably qualified ecologist.
7.4	Biodiversity and ecological survey and report	All major development proposals where there is potential impact on biodiversity	Ecological information should be submitted at the same time as the full or outline planning application as follows: a. An Ecological Impact Assessment (EclA) should be submitted with the planning application, this should be in accordance with the EclA guidelines from CIEEM. b. A Preliminary Ecological Appraisal (PEA) should inform or be incorporated into this EclA in accordance with PEA guidelines from CIEEM. c. Surveys should be undertaken for protected species and priority species/habitats where identified as necessary through the PEA process. This should identify impact and propose mitigation where proposals are likely to affect: protected species (such as bats) or important habitats (such as ancient woodland); designated or locally-designated sites (such as a Local Wildlife Site); or which may have other, wider impacts on biodiversity. This includes proposals for demolition or refurbishment works, which may impact species using the existing building, such as swifts or bats.	Policy GE3 of the Coventry Local Plan 2016  <a href="https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications">https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications</a>  Expert advice should be sought from a suitably qualified ecologist.
7.5	Biodiversity Impact Assessment	All major development proposals where there is a potential impact on biodiversity	Biodiversity Offsetting: any loss of biodiversity must be measured and compensated for. A Biodiversity Impact Assessment calculation should be submitted. Information about the Warwickshire Offsetting Scheme can be found here: <a href="http://www.warwickshire.gov.uk/biodiversityoffsetting">www.warwickshire.gov.uk/biodiversityoffsetting</a>	Policy GE3 of the Coventry Local Plan 2016  <a href="https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications">https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications</a>

			For additional support with this calculator tool, contact Warwickshire County Council for their Biodiversity Impact Assessment support service: <a href="http://www.warwickshire.gov.uk/sdcecolgypreapp">www.warwickshire.gov.uk/sdcecolgypreapp</a> Ecological information should be provided in accordance with the Code of practice set out in British Standard BS42020:2013.	Expert advice should be sought from a suitably qualified ecologist.
7.6	Crime Assessment	All major developments	This can be a separate document or included within the Design and Access Statement where appropriate. It should include the following information: What crime or fear of crime could be associated with the development and why How crime and fear of crime has been designed out taking into account 'Secured by Design' and 'Park Mark' standards	Policy DE1 of the Coventry Local Plan 2016 <a href="https://www.securedbydesign.com/">https://www.securedbydesign.com/</a> <a href="http://www.parkmark.co.uk/">http://www.parkmark.co.uk/</a>
7.7	Environment Statement (EIA)	Developments that are likely to have a significant effect on the environment by virtue of their nature, size and location and are listed under Schedule 1 of the EIA regulations. Those developments included in Schedule 2 of the EIA Regulations may also require and EIA.	The Town & Country Planning (Environmental Impact Assessment) Regulations, as amended, set out the circumstances in which an Environmental Impact Statement (EIA) is required. An EIA may obviate the need for more specific assessments. It may be helpful for the developer to request a 'screening opinion' (all applications over 0.5ha) from the local planning authority before submitting an application	The Town & Country Planning (Environmental Impact Assessment) England and Wales Regulations 1999, as amended  Town and Country Planning (Environmental Impact Assessment) (Amendment) Regulations 2015  <a href="https://www.gov.uk/guidance/environmental-impact-assessment">https://www.gov.uk/guidance/environmental-impact-assessment</a>
7.8	Flood Risk Assessment	All major development; and Any development falling into the following categories: - within flood zone 2 or 3; - more than 1 hectare (ha) in flood zone 1; - less than 1 ha in flood zone 1, which includes a change of use in development type to a more vulnerable class, where they could be affected by flooding from any other source or ;	A flood risk assessment (FRA) is required, appropriate to the scale and nature of the development proposed, assessing the level of flood risk from all sources. A typical FRA will include: - Flood risk mapping; - Existing drainage infrastructure / features; - Site history, including flooding events; - Topographical survey; - Drainage area plans and greenfield runoff rate calculations; - Surface water drainage strategy including hydraulic calculations;	Policies EM4, EM5 and EM6 of the Coventry Local Plan 2016  <a href="https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications">https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications</a>  Flood Risk Management & Drainage – Standing Advice

		<ul style="list-style-type: none"> <li>- within a river floodplain, as defined by the Coventry SFRA indicative flood zone maps;</li> <li>- within 20 metres of any watercourse;</li> <li>- Adjacent to, or including, any flood bank or other flood control structure;</li> <li>- Within an area where there may be surface water issues and drainage problems.</li> </ul>	<p>- Site ground conditions.</p> <p>Where sites are considered to be at risk of flooding, within each flood zone, surface water and other sources of flooding also need to be taken into account.</p> <p>The FRA should identify opportunities to reduce the probability and consequences of flooding and should include the design of surface water management systems include Sustainable Drainage (SuDS) and address the requirement for safe access to and from the development in areas at risk of flooding.</p> <p>Details of Sequential testing; Exception testing; and Hydraulic modelling will be required.</p>	<a href="http://www.coventry.gov.uk/downloads/file/28181/flood_risk_management_and_drainage_-_standing_advice">http://www.coventry.gov.uk/downloads/file/28181/flood_risk_management_and_drainage_-_standing_advice</a>
7.9	Flue and ventilation extraction details	Any proposals that include a commercial kitchen or where air conditioning or extraction equipment is proposed	The submitted plans should include details of the external appearance and written details outlining the technical specification of the proposed plant.	<p>Policy R6 of the Coventry Local Plan 2016</p> <p>HFTA SPD;</p> <p><a href="http://www.coventry.gov.uk/downloads/download/5197/hot_food_takeaway_draft_supplementary_planning_document_spd">http://www.coventry.gov.uk/downloads/download/5197/hot_food_takeaway_draft_supplementary_planning_document_spd</a></p>
7.10	Green space/ playing fields assessment	Development proposals that involve the loss of green space that is of value for amenity, recreational, outdoor sports and/or community use	<p>An assessment should be provided to demonstrate that there is no longer a demand or prospect of demand for the recreational use of the green space or that a deficiency would not be created through its loss. Any loss should be replaced by equivalent or better provision. Plans should identify any areas of existing or proposed green space to be lost.</p> <p>Where there is loss of playing fields the assessment should include full details of the existing playing fields and associated facilities to be lost; reason for the proposed location of the development and any proposed changes in sports provision on the site.</p>	Policy GE2 of the Coventry Local Plan 2016
7.11	Health impact assessment	All major development proposals; Proposals for waste development;	The Health impact assessment should identify any impacts on health and wellbeing that would arise from the proposed development. If negative impacts are identified details of mitigation should be provided	Policy HW1 of the Coventry Local Plan 2016

		Residential development for 150 or more dwellings or where the site area is 5 ha or more; Industrial estate development exceeding 5 ha; All other forms of development on sites exceeding 1ha.		Health Impact Assessment SPD Document: <a href="http://www.coventry.gov.uk/download/s/download/4951/health_impact_assessment_supplementary_planning_documents_spd">http://www.coventry.gov.uk/download/s/download/4951/health_impact_assessment_supplementary_planning_documents_spd</a>
7.12	Impact assessment (Office development)	Proposals for office development outside a defined centre where the floor space is for 2500 sq.m or more	An Impact Assessment should examine the impact of the proposal on the vitality and viability of Defined Centres and its impact on existing, committed and planned public and private investment in office development within Defined Centres.	Policy JE4 of the Coventry Local Plan 2016
7.13	Lighting Assessment	Any proposals including floodlighting.	Applications for floodlighting must include a lighting assessment which must include: hours of operation, light levels, off site light spillage, column heights, equipment design, layout plan with beam orientations and details of any mitigation measures required	Policy DE1 of the Coventry Local Plan 2016 Policy GE3 of the Coventry Local Plan 2016
7.14	Marketing Information	Any proposals for the redevelopment of employment sites not allocated for alternative uses within the Local Plan; Any development for change of use/redevelopment of premises last used for social/community or leisure use Policy CO2	Details of marketing activity in accordance with Appendix 2 of the Local Plan	Policy JE3 of the Coventry Local Plan 2016 Policy CO2 of the Coventry Local Plan 2016
7.15	Parking Assessment	Development proposals that will impact on existing parking provision or the level of parking proposed does not meet the standards set out in Appendix 5 of the Coventry Local Plan 2016	A parking statement should justify the level of parking proposed with the development and should include: surveys of parking capacity and occupancy levels on surrounding streets and parking areas; consideration of likely trip generation and parking accumulations for the proposed development with supporting evidence; and details of how the parking will be managed and how that will mitigate any under or over provision. This may form part of a more detailed Transport Assessment.	Coventry Connected SPD; <a href="http://www.coventry.gov.uk/download/s/download/5195/coventry_connected_supplementary_planning_document_spd">http://www.coventry.gov.uk/download/s/download/5195/coventry_connected_supplementary_planning_document_spd</a>

7.16	Planning Statement	All major applications	The planning statement should: <ul style="list-style-type: none"> <li>- Identify the context and need for the proposed development;</li> <li>- Assess how the proposed development accords with relevant national and local policies;</li> </ul> Show how the application has been informed by local community engagement and any amendments that have resulted from such local consultation	NPPF Para.39  All local plan policies
7.17	Retail Impact Assessment	Any proposals for retail and other Main Town Centre uses in excess of 1000 sq.m that fall outside a defined centre	The assessment of impact should be prepared in accordance with national guidance and consider the potential impact on the vitality, viability, role and character of a defined centre(s) within the centre(s) hierarchy (as set out in Policy R3) Requirements are set out in the NPPF	NPPF Para. 89  Policy R4 of the Coventry Local Plan 2016
7.18	Sequential Test	Any proposals for retail and other Main Town Centre uses that fall outside a defined centre; New office development outside a defined centre.	The assessment should be prepared in accordance with national guidance and look at the availability of sites within the main town centre and other centres identified within the network of centres (identified in Policy R3). Only then should edge of centre and out of centre sites be considered. Details of the availability of other sites closer to a centre will be required together with reasons these sites were discounted. Evidence should be provided to show that there are no sequentially preferable sites.	NPPF Para. 86-87  Policy R4 of the Coventry Local Plan 2016  Policy JE4 of the Coventry Local Plan 2016
7.19	Site Waste Management Plan	All applications for residential or commercial development (including changes of use) that will have an impact on the generation of waste	A plan that indicates the location of bin storage and provides details of the size of bins and the design and materials of any proposed bin enclosure.	Policy EM8 of the Coventry Local Plan 2016
7.20	Sustainable Buildings Statement	All applications for major development	A sustainable buildings statement should demonstrate how the requirements of climate change policies set out in the Coventry Local Plan 2016 and other relevant local climate change strategies have been met. This should include: <ul style="list-style-type: none"> <li>- An Energy Statement,</li> </ul>	Policies DS3, EM1, EM2 and EM4 of the Coventry Local Plan 2016  EU Water Framework Directive  Delivering a More Sustainable City SPD:

			<ul style="list-style-type: none"> <li>- Assessment of sustainable design standards for new residential and BREEAM pre-assessments (as appropriate),</li> <li>- Draft Green Performance Plan,</li> <li>- Internal thermal modelling</li> <li>- Sustainable drainage strategy for the management of surface water peak and total flows, biodiversity and water filtering. This should include: <ul style="list-style-type: none"> <li>- Demonstration of the hierarchy for the discharge of surface water from the site will be applied. Where infiltration is unsuitable, how QBar greenfield run-off rates minus 20% or 5l/s (whichever is greater) will be achieved.</li> <li>- Evidence of a SuDS “treatment train” that will have the effect of treating the water before infiltration or passing it on to a subsequent water body.</li> <li>- Open-air SuDS features within the site that provides a multifunctional purpose, including amenity and biodiversity benefits.</li> <li>- A maintenance plan demonstrating clear arrangements are in place over the lifetime of the development.</li> <li>- Evidence to show the management of overland flow routes in the event of exceedance or blockage to the drainage system.</li> </ul> </li> </ul>	<a href="http://www.coventry.gov.uk/download/s/download/835/delivering_a_more_sustainable_city_spd_2009">http://www.coventry.gov.uk/download/s/download/835/delivering_a_more_sustainable_city_spd_2009</a>
7.21	Transport Assessment/ Statement	Residential development up to 49 dwellings may require a Transport Statement; Residential development between 50 and 79 dwelling will require a Transport Statement;	The Transport Assessment should demonstrate that the trip generation generated by the site has been assessed. It should include all aspects of movement by people and vehicles and should be accompanied by a Travel Plan. The scope and details of the transport assessment should be agreed with the local highway authority. Full details of these requirement are contained within the Coventry Connected SPD.	Policy AC3 of the Coventry Local Plan 2016  Coventry Connected SPD; <a href="http://www.coventry.gov.uk/download/s/download/5195/coventry_connected_supplementary_planning_document_spd">http://www.coventry.gov.uk/download/s/download/5195/coventry_connected_supplementary_planning_document_spd</a>

		All other major development will require a Transport Assessment Full threshold criteria are set out in the Coventry Connected SPD		Information on pre-application highways advice can be found at; <a href="http://www.coventry.gov.uk/info/114/parking_travel_and_streets/3102/pre-application_highways_advice/1">http://www.coventry.gov.uk/info/114/parking_travel_and_streets/3102/pre-application_highways_advice/1</a>
7.22	Travel Plan/ Travel Plan Statement	A Travel Plan should be provided for all major development proposals other than for certain Use Class A and Use Class D uses where a Travel Plan Statement may be accepted (Full threshold criteria are set out in the Coventry Connected SPD)	A Travel Plan is a package of measure or agreed outcomes aimed at reducing reliance on the private car and maximising the opportunities for sustainable travel modes to reduce congestion and improve the accessibility of a development site and requires management, continuous monitoring, review and improvement over time. A Travel Plan Statement should set out set out positive measures for promoting sustainable transport together with an action plan for their implementation but does not need to include specific targets.	Policy AC3 of the Coventry Local Plan 2016  Coventry Connected SPD; <a href="http://www.coventry.gov.uk/downloads/download/5195/coventry_connected_supplementary_planning_document_spd">http://www.coventry.gov.uk/downloads/download/5195/coventry_connected_supplementary_planning_document_spd</a>
7.23	Tree Survey	Any development where there are significant or protected trees within or adjacent to the site. Arboricultural reports and plans must be carried out by a qualified arboriculturalist	For outline applications a Tree Survey, Tree Constraints Plan/ Tree removal and retention plan is required. For full applications the following would be required in accordance with BS5837: <ul style="list-style-type: none"> <li>• Tree Survey (TS) - to identify all on-site and off-site trees including hedges who's Root Protection Areas (RPA's) are located in full or partially fall within the application site.</li> <li>• Tree Constraints Plan (TCP) - to identify the radius RPA for each tree and hedgerow mentioned within the TS, with their existing &amp; estimated ultimate canopy spread &amp; height, plus a segment radius (north west to due east) representing the tree's shading upon the proposed development. It may also be necessary to illustrate the tree's current and ultimate dimensions as an elevation section in context to the proposed build's elevation. Areas for new planting should be indicated at this point in order to protect the ground from soil compaction. The above constraints need to be superimposed upon the proposed block plan.</li> </ul>	Policy GE3, GE4 & HE2 of the Coventry Local Plan 2016  BS 5837:2012 Trees in relation to design, demolition and construction – Recommendations  Planning for Ancient Woodland - Planners' Manual for Ancient Woodland and Veteran Trees (Woodland Trust).  Impacts of nearby development on ancient woodland – addendum The Woodland Trust December 2012  Ancient woodland and veteran trees: protecting them from development



			<ul style="list-style-type: none"> <li>• Arboricultural Impact Assessment - to assess the direct and indirect implications of the trees upon the proposal and visa-versa, including locations for underground/over-ground services, level changes within RPA's, new hard surface areas, crane jib arcs, CCTV splays, locations for storage areas, etc.</li> <li>• Arboricultural Method Statement – to identify the methodology required if constructing or altering ground levels within any RPA's or within close proximity to crowns. If any of the trees are high amenity trees or TPO trees, we may require Arboriculture Site Monitoring prior to and after construction phase attended by the Council's Planning Tree Officer and appointed Arboriculturist. This will authorise the signing off of satisfactory erection of tree protection barriers prior to construction or prep works taking place upon the site, plus final visit at end of physical build to allow for the dismantling of the tree barriers. Schedule of works for retained trees e.g. access facilitation pruning.</li> <li>• Dimensioned Tree Protection Plan - to identify the distances from trunk centres to protection barrier to include tree protection posters displayed at 10m centres.</li> </ul>	
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*This information may also be required to support your application*

7.24	Aerodrome safeguarding assessment	Development involving buildings or works which would infringe on protected surfaces, obscure runway approach lights or have the potential to affect the performance of navigation	An accurate site plan with six figure (Ordnance Survey) 'eastings' and 'northings' grid references; Ground level of the site to an accuracy of 0.25m Above Ordnance Datum (AOD); The layout, dimensions, materials and heights of the development above ground level; Details of any landscaping and/or Sustainable Urban Drainage (SUDs) proposals;	The Aerodrome Safeguarding Advice Notes written jointly by the AOA (Airport Operators Association) and GAAC (General Aviation Awareness Council) and supported by the CAA (Civil Aviation Authority) can be found at: <a href="https://www.aoa.org.uk/policy-campaigns/operations-safety/">https://www.aoa.org.uk/policy-campaigns/operations-safety/</a>
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		aids, radio aids or telecom systems. Lighting, reflections and other development that have the potential to distract pilots, and development with landscape schemes that have the potential to increase bird hazard risk.	Details of any renewable energy schemes; and Details of any associated construction or development lighting.	DfT/ODPM Circular 1/2003 – advice to planning authorities on safeguarding aerodromes: <a href="https://www.gov.uk/government/publications/safeguarding-aerodromes-technical-sites-and-military-explosives-storage-areas">https://www.gov.uk/government/publications/safeguarding-aerodromes-technical-sites-and-military-explosives-storage-areas</a>
7.25	Contaminated Land Assessment	Any application where the development is known or suspected to be affected by land contamination	An environmental risk assessment to assess the potential for the presence of contamination, associated risks and potential of site to be designated as contaminated land. This assessment should report: - Site inspection scope; - Review of historical land use; - Review of environmental setting; - Consultation with relevant regulatory authorities; - Qualitative environmental risk assessment; - Review of existing relevant reports.	Policy EM6 of the Coventry Local Plan 2016  National Policy and Guidance:  <a href="https://www.gov.uk/government/collecti ons/land-contamination-technical-guidance">https://www.gov.uk/government/collecti ons/land-contamination-technical-guidance</a>  <a href="https://www.gov.uk/contaminated-land">https://www.gov.uk/contaminated-land</a>  <a href="https://www.gov.uk/guidance/land-contamination-risk-management">https://www.gov.uk/guidance/land-contamination-risk-management</a>  <a href="http://webarchive.nationalarchives.gov.uk/20140328111055/http://www.environment-agency.gov.uk/static/documents/Leisure/SR-DPUB66-e-e.pdf">http://webarchive.nationalarchives.gov.uk/20140328111055/http://www.environment-agency.gov.uk/static/documents/Leisure/SR-DPUB66-e-e.pdf</a>
7.26	Masterplan	Proposals for large scale major development – particularly where phasing is proposed	The masterplan should be a comprehensive document that sets out the development strategy for the site in the context of its surroundings, taking full account of existing site features and topography. It should clearly identify and phasing of development along with the timely provision of supporting infrastructure.	Policy DS4 of the Coventry Local Plan 2016

7.27	Noise impact assessment	Planning applications that raise issues of disturbance, or are considered to be noise sensitive developments	The noise impact assessment should outline the potential sources of noise generation, and how these may have a negative effect on local amenity. The assessment should also outline how the developer intends to mitigate any adverse issues identified by the assessment.	<p>National Planning Policy Framework Para. 180</p> <p>Further guidance can be found in the Noise Policy Statement for England (NPSE):  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/69533/pb13750-noise-policy.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/69533/pb13750-noise-policy.pdf</a> ; and  <a href="https://www.gov.uk/guidance/noise--2">https://www.gov.uk/guidance/noise--2</a></p> <p>Institute of Acoustics/CIEH ProPG Planning and Noise Guidance:  <a href="https://www.ioa.org.uk/sites/default/files/14720%20ProPG%20Main%20Document.pdf">https://www.ioa.org.uk/sites/default/files/14720%20ProPG%20Main%20Document.pdf</a></p> <p>British Standard BS8233:2014 Guidance on Sound Insulation and Noise Reduction for Buildings</p> <p>British Standard BS4142:2014 Method for Rating and Assessing Industrial and Commercial Sound</p>
7.28	Planning Obligations	Heads of terms relating to any proposed contributions	Details of any proposed contributions in relation to the development should be set out in a heads of terms document and a draft agreement included using the following template; <a href="#">Section 106 online form</a>	Policy IM1 of the Coventry Local Plan 2016
7.29	Schedule of development	All proposals for new residential or commercial floor space	Detailed schedule of the number and types of residential units proposed; and/or Detailed schedule of the breakdown of commercial floor space	To allow monitoring of new development in accordance with Policy DS1 of the Coventry Local Plan 2016
7.30	Sunlight/ Daylight Assessment	Applications where there is potential adverse impact	The assessment should conform to the methodology identified in the Building Research Establishment guidance	Policy DE1 of the Coventry Local Plan 2016

		upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space.	'Site layout planning for daylight and sunlight: A guide to good practice' (2011). It should identify and examine the impacts upon existing properties and sites with extant planning permissions. In restricted settings the report should also cover the final daylight and sunlight values achieved within the proposed scheme.	Further guidance can be found in the Building Research Establishments Report 'REP 209 Site layout planning for daylight and sunlight: a guide to good practice. 2 <sup>nd</sup> edition' (2011)
7.31	Tall buildings assessment	All applications for buildings that are substantially taller than their neighbours or which will significantly change the skyline.	Any buildings substantially taller than their neighbours or those which would materially change the City skyline should be accompanied by a skyline perspective from key views of how the proposal will relate to other tall buildings and the general context.	Policy DE1 of the Coventry Local Plan 2016
7.32	Viability Assessment	Any proposals where there is a viability case: applications where not all contributions can be paid; applications for the redevelopment of employment sites for non-employment purposes	Any viability assessment should be prepared on the basis that it will be made publicly available other than in exceptional circumstances.	Policy JE3 of the Coventry Local Plan 2017

## 8. Validation: National/local requirements – other application types

*This information must be provided in order for your application to be validated*

8	Type of application required for	Local requirement	What is required	Policy driver Further information/ guidance
8.1	Amending document	Sufficient information to identify the original permission and the proposed amendments	Completed application form identifying the original permission; Written schedule of the amendments proposed; Approved plans highlighting the areas to be amended; Amended plans highlighting the proposed amendments	S.96A of The Town and County Planning Act 1990
8.2	Application for advertisement consent	Full details of the proposed signage and its location on the site / building	Details should be provided in accordance with the details set out in <a href="#">Section 1</a> and Sections <a href="#">2.1</a> , <a href="#">2.3</a> , <a href="#">2.5</a>	The Town and Country Planning (Control of Advertisements) (England) Regulations 2007  <a href="https://www.gov.uk/guidance/advertisements">https://www.gov.uk/guidance/advertisements</a>  <a href="https://www.gov.uk/government/publications/outdoor-advertisements-and-signs-a-guide-for-advertisers">https://www.gov.uk/government/publications/outdoor-advertisements-and-signs-a-guide-for-advertisers</a>
8.3	Application for works to Conservation Area trees	Details of the proposed works and the location of the tree(s)	The application should include: Completed application forms; Plan showing the location of the tree(s) Description of the proposed works	Policies GE3 & GE4 of the Coventry Local Plan 2016  The Town and Country Planning (Tree Preservation) (England) Regulations 2012  BS3998: 2010 Recommendations for Tree Work  Tree Preservation Orders and trees in conservation areas;

				<a href="https://www.gov.uk/guidance/tree-preservation-orders-and-trees-in-conservation-areas">https://www.gov.uk/guidance/tree-preservation-orders-and-trees-in-conservation-areas</a>
				<a href="https://www.planningportal.co.uk/info/200130/common_projects/53/trees_and_hedges">https://www.planningportal.co.uk/info/200130/common_projects/53/trees_and_hedges</a>
8.4	Application for works to TPO trees	Details of the proposed works and the location of the tree(s)	<p>The application should include: Completed application forms; Plan showing the location of the tree(s) Description of the proposed works</p> <p>For applications to prune crowns or roots of TPO trees or to fell, the application must identify the specific tree pruning specification plus reason for works. The location plan must clearly show the location of the referenced tree within the boundaries of the identified property to include surrounding roads, tree reference number, tree species and TPO title name as identified upon the TPO document schedule. If the tree is allegedly diseased or structurally dangerous an arboricultural diagnosis is required to provide evidence. If the tree is allegedly damaging property, 8.5 additional reports are required providing evidence of; 12 month period of level/crack monitoring read at 2 monthly intervals, structural engineer's report identifying foundation depths, soil type, Arboriculturist's report, drain survey. Proposed tree felling's to be accompanied with a tree replacement plan identifying; location, species, size, approximate date of planting.</p>	<p>Policy GE3 &amp; GE4 of the Coventry Local Plan 2016</p> <p>BS3998: 2010 Recommendations for Tree Work</p> <p>Tree Preservation Orders and trees in conservation areas; <a href="https://www.gov.uk/guidance/tree-preservation-orders-and-trees-in-conservation-areas">https://www.gov.uk/guidance/tree-preservation-orders-and-trees-in-conservation-areas</a></p> <p><a href="https://www.planningportal.co.uk/info/200130/common_projects/53/trees_and_hedges">https://www.planningportal.co.uk/info/200130/common_projects/53/trees_and_hedges</a></p>
8.5	Discharge of condition	Sufficient information to identify the original planning permission, the condition(s) to	Completed application form identifying the original permission and condition(s) to be discharged; Full details to support discharge of the relevant condition.	<p>Town and Country Planning Act 1990</p> <p>Planning (Listed Building and Conservation Areas) Act 1990</p>

		be discharged and necessary supporting information		
8.6	Lawful development certificate - existing	Lawful development certificates provide for the grant of a certificate only for lawfulness of development carried out in accordance with planning legislation	An application must specify in precise terms what the use, operational development, or other activity is. The planning authority need not consider any proposal which does not include specific details of what it involves. This issue of a certificate depends entirely on factual evidence about the history and planning status of the building or other land and the interpretation of any relevant planning law or judicial authority. Evidence can include a sworn affidavit or written declaration under the Statutory Declarations Act or other evidence such as receipts, invoices, rent books, bills. The onus of providing sufficient evidence lies solely with the applicant	Town and Country Planning Act 1990: Section 191 as amended by section 10 of the Planning and Compensation Act 1991  Town and Country Planning (General Development Procedure) Order (England) 2015
8.7	Lawful development certificate proposed	Lawful development certificates provide for the grant of a certificate only for lawfulness of development proposed in accordance with planning legislation	An application must specify in precise terms what the use, operational development, or other activity is proposed to be. The planning authority need not consider any proposal which does not include specific details of what it involves. This issue of a certificate depends entirely on factual evidence about the history and planning status of the building or other land and the interpretation of any relevant planning law or judicial authority. Information/ plans should be provided to demonstrate why the proposed use, operational development, or other activity is considered to be lawful. The onus of providing sufficient evidence lies solely with the applicant	Town and Country Planning Act 1990: Section 192 as amended by section 10 of the Planning and Compensation Act 1991  Town and Country Planning (General Development Procedure) Order (England) 2015
8.8	Prior notification	Information to identify what is proposed	An application should include fully completed forms and information to fully identify what is proposed. If your proposals include residential accommodation a noise survey and assessment of any contamination should be provided where appropriate. Details of parking provision should be provided	Town and Country Planning (General Development Procedure) Order (England) 2015

8.9	Prior notification demolition	Information to identify what is proposed	An application should include fully completed forms and information to fully identify what is proposed. This should include a Construction and Environmental Management Plan (CEMP), a bat scoping report, details of the method of demolition, details of any hoardings and how the land will be left following demolition.	Town and Country Planning (General Development Procedure) Order (England) 2015
8.10	S.73 – Variation/ removal of condition application	Information to identify the original permission and condition to be varied/ removed	An application should include the fully completed application form. Where necessary plans should be provided in accordance with <a href="#">Section 2</a> . A written justification as to why the condition should be varied/ removed.	S.73 of the Town and Country Planning Act 1990  Planning (Listed Building and Conservation Areas) Act 1990
8.11	Telecommunications applications	Detailed plans showing the proposals as set out in section 2; Justification for the proposed development and siting	In addition to the plans required in <a href="#">Section 2.1 – 2.3</a> , applications should include an ICNIRP certificate and detailed justification for the proposed siting of the development. Detailed evidence and justification for any new site should accompany any application.	Schedule 2, part 16 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)  Policy C2 of the Coventry Local Plan 2016  Telecommunications SPG: <a href="http://www.coventry.gov.uk/downloads/file/984/telecommunications_-_a_design_guide">http://www.coventry.gov.uk/downloads/file/984/telecommunications - a design guide</a>
8.12	Prior approval – application to determine if prior approval is required for a proposed: enlargement of a dwellinghouse by construction of additional storeys - Class AA		Application form: all sections of the form completed in full, dated and signed  A written description of the proposed development, which, in relation to any new dwellinghouse and other works proposed (either contained within the application form or a separate document referred to in the application form)  The correct fee  A plan which is drawn to an identified scale and	The Town and Country Planning (General Permitted Development) (England) (Amendment) (No. 2) Order 2020  <a href="https://www.legislation.gov.uk/ukxi/2020/755/made">https://www.legislation.gov.uk/ukxi/2020/755/made</a>



			<p>shows the direction North indicating the site and showing the proposed development *</p> <p>A plan which is drawn to an identified scale and shows the direction North showing existing and proposed elevations of the dwellinghouse and the position and dimensions of the proposed windows *</p> <p>*All plans should be drawn to an identified scale and show the direction of north</p>	
8.13	<p>Prior approval – application to determine if prior approval is required for a proposed: new dwellinghouse on detached block of flats - Class A</p>		<p>Application form: all sections of the form completed in full, dated and signed</p> <p>A written description of the proposed development, which, in relation to any new dwellinghouse and other works proposed (either contained within the application form or a separate document referred to in the application form)</p> <p>The correct fee</p> <p>Floor plans which are drawn to an identified scale and show the direction North indicating the dimensions and proposed use of each room, the position and dimension of windows, doors and walls, and the existing and proposed elevations of the building*</p> <p>A plan which is drawn to an identified scale and shows the direction North indicating the site and showing the proposed development *</p> <p>A written statement specifying the number of new dwellinghouses proposed by the development that is additional to the number of dwellinghouses in</p>	<p>The Town and Country Planning (General Permitted Development) (England) (Amendment) (No. 2) Order 2020</p> <p><a href="https://www.legislation.gov.uk/uksi/2020/632/made">https://www.legislation.gov.uk/uksi/2020/632/made</a></p> <p><a href="https://www.legislation.gov.uk/uksi/2015/596/schedule/2/part/20/crossheading/class-a-new-dwellinghouses-on-detached-blocks-of-flats">https://www.legislation.gov.uk/uksi/2015/596/schedule/2/part/20/crossheading/class-a-new-dwellinghouses-on-detached-blocks-of-flats</a></p>

			<p>the building immediately prior to development (either contained within the application form or as a separate document referred to in the application form)</p> <p>A list of all addresses of the flats within the existing block of flats (either contained within the application form or as a separate document referred to in the application form)</p> <p>The developers contact address and email address (either contained within the application form or as a separate document referred to in the application form)</p> <p>A site specific flood risk assessment where Environment Agency are required to be consulted</p> <p>*All plans submitted should be drawn to an identified scale and show the direction of north</p> <p>For an existing building, which is 18 metres or more in height:</p> <p>A report from a chartered engineer or other competent professional confirming that the external wall construction of the existing building complies with paragraph B4(1) of Schedule 1 to the Building Regulations 2010 (S.I. 2010/2214) to the local planning authority. Paragraph B4(1) provides that the external walls of the building shall adequately resist the spread of fire over the walls and from one building to another, having regard to the height, use and position of the building.</p>	<p>The Town and Country Planning (General Permitted Development) (England) (Amendment) (No. 4) Order 2020 (S.I. 2020/1459)</p>
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8.14	<p>Prior approval – application to determine if prior approval is required for a proposed: new dwellinghouse on detached buildings in commercial or mixed use - Class AA</p>		<p>Application form: all sections of the form completed in full, dated and signed</p> <p>A written description of the proposed development including details of any works proposed (either contained within the application form or as a separate document referred to in the application form)</p> <p>The correct fee</p> <p>A plan which is drawn to an identified scale and shows the direction North indicating the site and showing the proposed development*</p> <p>A plan which is drawn to an identified scale and shows the direction North showing existing and proposed elevations of the dwellinghouse and the position and dimension and location of the proposed windows*</p> <p>*All plans should be drawn to an identified scale and show the direction of north</p> <p>For an existing building, which is 18 metres or more in height:</p> <p>A report from a chartered engineer or other competent professional confirming that the external wall construction of the existing building complies with paragraph B4(1) of Schedule 1 to the Building Regulations 2010 (S.I. 2010/2214) to the local planning authority. Paragraph B4(1) provides that the external walls of the building shall adequately resist the spread of fire over the walls and from one building to another, having regard to the height, use and position of the building.</p>	<p>The Town and Country Planning (General Permitted Development) (England) (Amendment) (No. 2) Order 2020</p> <p><a href="https://www.legislation.gov.uk/uksi/2020/755/made">https://www.legislation.gov.uk/uksi/2020/755/made</a></p> <p>The Town and Country Planning (General Permitted Development) (England) (Amendment) (No. 4) Order 2020 (S.I. 2020/1459)</p>
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8.15	Prior approval – application to determine if prior approval is required for a proposed: new dwellinghouse on terrace buildings in use as dwellinghouses - Class AC		<p>Application form: all sections of the form completed in full, dated and signed</p> <p>A written description of the proposed development including details of any works proposed (contained within the application form or as a separate document referred to in the application form)</p> <p>The correct fee</p> <p>A plan which is drawn to an identified scale and shows the direction North, indicating the site and showing the proposed development.</p> <p>A plan which is drawn to an identified scale shows the direction North and shows existing and proposed elevations of the dwellinghouse and the dimensions and locations of proposed windows.</p> <p>*All plans should be drawn to an identified scale and show the direction of north</p>	<p>The Town and Country Planning (General Permitted Development) (England) (Amendment) (No. 2) Order 2020</p> <p><a href="https://www.legislation.gov.uk/uksi/2020/755/made">https://www.legislation.gov.uk/uksi/2020/755/made</a></p>

8.16	<p>Prior approval: applications to determine if prior approval is required for a proposed – demolition of buildings and construction of new dwellinghouses in their place - Class ZA</p>		<p>*Application form: all sections of the form completed in full, dated and signed. This includes confirmations regarding agricultural tenancies (if required by the answers provided to question 5 of the form)</p> <p>*The correct fee</p> <p>*A written description of the proposed development, which must include details of the building proposed for demolition, the building proposed as replacement and the operations proposed (either contained within the application form or as a separate document referred to in the application form)</p> <p>*A plan, drawn to an identified scale and showing the direction of North indicating the site and showing the proposed development</p> <p>*Plans, drawn to an identified scale and showing external dimensions and elevations of the building proposed to be demolished and the replacement building and in the direction North, the position of each building (both demolished and proposed) together with other operations</p> <p>*A written statement specifying the number of dwellinghouses proposed for demolition, and the number of new dwellinghouses proposed in the building as replacement (either contained within the application form or as a separate document referred to in the application form)</p> <p>*A site-specific flood risk assessment where Environment Agency are required to be consulted</p> <p>*A written statement in respect of heritage and archaeological considerations of the development</p>	<p>The Town and Country Planning (General Permitted Development) (England) (Amendment) (No. 3) Order 2020</p> <p><a href="https://www.legislation.gov.uk/uksi/2020/756/article/5/made">https://www.legislation.gov.uk/uksi/2020/756/article/5/made</a></p>
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			<p>(either contained within the application form or as a separate document referred to in the application form)</p> <p>*The developers contact address and email (either contained within the application form or as a separate document referred to in the application form)</p> <p>Where the building proposed as a replacement is a block of flats, in addition to the details above * -</p> <p>Plans indicating the position and dimensions of all windows, doors and walls in the block and in each dwellinghouses in it.</p> <p>Plans indicating the dimensions and use of all habitable and other rooms in each dwellinghouse in it (rooms labelled)</p> <p>Where the building proposed as replacement is a single dwellinghouse , in addition to the details set out above * -</p> <p>Plans indicating the position and dimensions of all windows, doors and walls in the block and in each dwellinghouses in it.</p> <p>Plans indicating the dimensions and use of all habitable and other rooms in each dwellinghouse in it (rooms labelled)</p>	
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8.17	Prior approval: applications to determine if prior approval is required for a proposed: new dwellinghouses on terrace buildings in commercial or mixed use - Class AB		<p>Application form: all sections of the form completed in full, dated and signed</p> <p>A written description of the proposed development including details of any works proposed (contained within the application form or as a separate document referred to in the application form)</p> <p>The correct fee</p> <p>A plan which is drawn to an identified scale and shows the direction North, indicating the site and showing the proposed development.</p> <p>A plan which is drawn to an identified scale shows the direction North and shows existing and proposed elevations of the dwellinghouse and the dimensions and locations of proposed windows.</p> <p>*All plans should be drawn to an identified scale and show the direction of north</p>	<p>The Town and Country Planning (General Permitted Development) (England) (Amendment) (No. 2) Order 2020</p> <p><a href="https://www.legislation.gov.uk/uksi/2020/755/made">https://www.legislation.gov.uk/uksi/2020/755/made</a></p>
8.18	Prior approval: applications to determine if prior approval is required for a proposed: new dwelling houses on detached buildings in use as a single dwellinghouse - Class AD		<p>Application form: all sections of the form completed in full, dated and signed</p> <p>A written description of the proposed development including details of any works proposed (contained within the application form or as a separate document referred to in the application form)</p> <p>The correct fee</p> <p>A plan which is drawn to an identified scale and shows the direction North, indicating the site and showing the proposed development.</p> <p>A plan which is drawn to an identified scale, shows</p>	<p>The Town and Country Planning (General Permitted Development) (England) (Amendment) (No. 2) Order 2020</p> <p><a href="https://www.legislation.gov.uk/uksi/2020/755/made">https://www.legislation.gov.uk/uksi/2020/755/made</a></p>

			<p>the direction North and shows existing and proposed elevations of the dwellinghouse and the dimensions and locations of proposed windows.</p> <p>*All plans should be drawn to an identified scale and show the direction of north</p>	
8.17	Permission in Principle		<p>Application form: all sections of the form completed in full, dated and signed</p> <p>The correct fee</p> <p>A plan indicating the site to which the application relates drawn to an identified scale and showing the direction North</p> <p>Supporting information (if referred to in question 5)</p>	<p>The Town and Country Planning (Permission in Principle) (Amendment) Order 2017</p> <p><a href="https://www.legislation.gov.uk/uksi/2017/1309/contents/made">https://www.legislation.gov.uk/uksi/2017/1309/contents/made</a></p>
8.18	Application for a certificate of lawfulness of proposed works to a listed building		<p>Application form: all sections of the form completed in full, dated and signed</p> <p>A plan which identifies the listed building to which the application relates showing the direction North</p> <p>Such plans, drawings and information as are necessary to describe the proposed works, together with a description of the part or parts of the listed building or buildings that are likely to be affected</p> <p>A statement explaining why the applicant believes the proposed works would not affect the character of the listed building or buildings as a building or</p>	



			<p>buildings of special architectural or historic interest</p> <p>Evidence verifying the information included in the application (if referred to in question 7)</p> <p>A statement setting out the applicants interests in the listed building or buildings, the name and address of any other persons known to the applicant to have an interest in the listed building or buildings and whether any such other person has been notified of the application</p> <p>Where the application is made in respect of Crown land and where such an application is made by a person authorised in writing by the appropriate, a copy of that authorisation</p>	
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