

**Time and Date**

2.00 pm on Thursday, 17th January, 2019

Place

Committee Room 3 - Council House

Public Business**1. Apologies for Absence****2. Declarations of Interest****3. Exclusion of Press and Public**

To consider whether to exclude press and public for item of private business for the reasons shown in the report.

4. Members Declarations of Contact on Planning Applications

Members are reminded that contacts about any planning applications on this agenda must, unless reported to this meeting by the Head of Planning, be declared before the application is considered.

5. Minutes of Previous Meeting held on 13th December, 2018 (Pages 3 - 8)**6. Late Representations**

To be circulated at the meeting.

7. Outstanding Issues

There are no outstanding issues.

8. Application OUT/2018/3099 - Land adjacent to The Brindles Pickford Green Lane (Pages 9 - 22)

Report of the Head of Planning and Regulation

9. Application FUL/2018/2118 - 14 Glover Street (Pages 23 - 34)

Report of the Head of Planning and Regulation

10. Planning Validation Checklist - Local List (Pages 35 - 82)

Report of the Head of Planning and Regulation

11. **Any other items of public business which the Chair decides to take as matters of urgency because of the special circumstances involved**

Private Business

12. **Enforcement Report** (Pages 83 - 90)

Report of the Director of Finance and Corporate Services & the Head of Planning & Regulation

13. **Any other items of private business which the Chair decides to take as matters of urgency because of the special circumstances involved**

Martin Yardley, Deputy Chief Executive (Place), Council House Coventry

Wednesday, 9 January 2019

Note: The person to contact about the agenda and documents for this meeting is Usha Patel

Membership: Councillors N Akhtar, P Akhtar, R Auluck, R Bailey, S Bains, G Crookes, L Harvard (Chair), J McNicholas, D Skinner, T Skipper and H Sweet (Deputy Chair)

By invitation: Councillor E Ruane

Please note: a hearing loop is available in the committee rooms

If you require a British Sign Language interpreter for this meeting
OR if you would like this information in another format or
language please contact us.

Usha Patel

Tel: 024 7683 3198

Email: usha.patel@coventry.gov.uk

Coventry City Council
Minutes of the Meeting of Planning Committee held at 2.00 pm on Thursday, 13
December 2018

Present:

Members: Councillor L Harvard (Chair)
Councillor N Akhtar
Councillor P Akhtar
Councillor R Auluck
Councillor R Bailey
Councillor G Crookes
Councillor J McNicholas
Councillor D Skinner
Councillor T Skipper
Councillor H Sweet

Employees (by
Directorate):

Place: L Albrighton, L D'Onofrio, S Evans, C Horton, M Jones, C
Sinclair, E Spandley, C Whitehouse

Apologies: Councillor S Bains

Public Business

85. **Declarations of Interest**

Councillor N Akhtar declared an interest in the item referred to in Minute 95 below entitled "Application FUL/2017/1543 – 11-12 King William Street". His interest arose as he had previously expressed an opinion on this application. He withdrew from the meeting in advance of this matter being discussed.

86. **Members Declarations of Contact on Planning Applications**

There were no declaration of contacts.

87. **Minutes of the Meeting held on 15 November 2018**

The Minutes of the meeting held on 15 November 2018 were signed as a true record.

88. **Late Representations**

The Committee noted a tabled report which summarised late representations and responses on the following:

Application No.	Site	Minute
FUL/2018/2717	Land at the side and rear of 61 Ansty Road	90

FUL/2018/0774	Chestnut and Hawkesmill Nurseries, Browns Lane	91
HH/2018/2618	8 Innes Road	92
FUL/2018/2639	1 Westhill Road	94

89. **Outstanding Issues**

There were no outstanding issues.

90. **Application FUL/2018/2717 - Land at the side and rear of 61 Ansty Road**

The Committee considered a report of the Head of Planning and Regulation detailing the above application for residential development for the construction of seven 3-bedroom houses and five 4-bedroom houses, new access road, parking and landscaping and alterations to No 61 Ansty Road. The application was recommended for approval.

The Committee noted an additional condition that a drainage scheme be submitted and approved by the Local Planning Authority.

The Committee also considered a petition objecting to the application, bearing 36 signatures, which had been submitted by Councillor C Khan, an Upper Stoke Ward Councillor. Councillor Khan attended the meeting together with the petition spokesperson and spoke in respect of the petition. A registered speaker also attended the meeting and spoke in respect of his objections to the application. The applicant's representative spoke in support of the application.

RESOLVED that the grant of planning permission in respect of Application FUL/2018/2717 be delegated to the Head of Planning and Regulatory Services subject to the conditions listed in the report and the completion of a S106 Agreement to secure the contributions listed within the report.

91. **Application FUL/2018/0774 - Chestnut and Hawkesmill Nurseries Browns Lane**

The Committee considered a report of the Head of Planning and Regulation detailing the above application for redevelopment of the site for residential purposes, (including the demolition of all existing buildings) and creation of associated access, parking, landscaping and associated infrastructure. The application was recommended for approval.

The Committee noted the following points which were set out in the Late Representation report:

- The S106 contribution sought for offsite highways works had increased to £100,000.
- That an additional condition be added to ensure that the window in the first floor maisonette on plots 57 and 58 remains obscure glazed to avoid any potential overlooking issues to properties along Burton Close.

Bablake Ward Councillors, Councillor Birdi, Councillor Williams and two registered speakers attended the meeting and spoke in support of their objections. The applicant's representative spoke in support of the application.

Following consideration of the report and matters raised at the meeting, Members expressed concern that the development did not include play provision, drainage issues and that there was no mechanism to ensure affordable housing was delivered in a timely manner.

At this point, the Committee took a short break.

When the meeting re-convened, the Planning Officer reported informal discussions with the developer's agent to clarify planning questions raised by members in Committee during the break whereby they had noted the concerns of the Committee and agreed an additional condition to include an informal play area within the existing green space within the site layout. In addition, the Developers agreed an addition to the S106 agreement that the affordable housing on the site be occupied at 40% and 60% occupation of Phases 1 (north) and 2 (south) respectively, and an additional clause within the S106 for the management of the SUDs within the site.

RESOLVED that the grant of planning permission be delegated to the Head of Planning and Regulatory Services, subject to the conditions listed in the report and the late representations document, and the completion of the S106 legal agreement to secure the contributions listed within the report, together with the inclusion of play provision, the phasing of occupation of affordable housing and the addition of a management plan for a sustainable drainage system.

92. **Application HH/2018/2618 - 8 Innis Road**

The Committee considered a report of the Head of Planning and Regulation detailing the above application for erection of rear extension with raised ridge line to existing dwelling, which was recommended for approval.

Councillor Taylor, an Earlsdon Ward Councillor and two registered speakers attended the meeting and spoke in support of their objections. The applicant spoke in support of the application.

RESOLVED that planning permission be granted in respect of Application HH/2018/2618 subject to conditions.

93. **Application HH/2018/2699 - 26 Warwick Avenue**

The Committee considered a report of the Head of Planning and Regulation detailing the above application for the erection of 2m high railings and pedestrian gate to the front garden area, which was recommended for approval.

On behalf of Councillor Andrews, Councillor Taylor, an Earlsdon Ward Councillor and a registered speaker attended the meeting and spoke in support of their objections. The applicant had been invited to the meeting to respond but was not in attendance.

Following consideration of the report and matters raised at the meeting, the Committee expressed concern in respect of the height of the fence from the perspective of the neighbouring property.

RESOLVED that planning permission be refused in respect of Application HH/2018/2699 due to the visual impact on the neighbouring property.

94. **Application FUL/2018/2639 - 1 Westhill Road**

The Committee considered a report of the Head of Planning and Regulation detailing the above application for erection of extensions and external alterations to create a second floor above the existing nursery building (Use Class D1) and external landscaping works which was recommended for approval.

RESOLVED that planning permission be granted in respect of Application FUL/2018/2639 subject to conditions.

95. **Application FUL/2017/1543 - 11-12 King William Street**

The Committee considered a report of the Head of Planning and Regulation detailing the above retrospective application for extension and change of use to Banqueting Suite and Conference Centre, erection of boundary wall and railings and change of use of amenity space to car parking, which was recommended for approval.

The application was considered by Planning Committee on 30th August 2018 (Minute 44 refers) where it was resolved that the application be deferred to give the applicant one month to submit additional information to resolve the outstanding matters. It was again deferred at the meeting on 18th October 2018 (Minute 67 refers) to enable the applicant to submit an acceptable travel plan.

RESOLVED that planning permission be granted in respect of Application FUL/2018/1543 subject to conditions.

96. **Appeal Progress Report**

The Committee noted a report of the Head of Planning and Regulation which provided information on appeals lodged and determined in the period 1 September to 31 October 2018. The report set out the main issues of the appeals and summarised the decisions, together with details of any costs which were made and/or awarded, either for or against the Council.

97. **Any other items of public business which the Chair decides to take as matters of urgency because of the special circumstances involved**

There were no other items of public business.

(Meeting closed at 5.50 pm)

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Planning Committee Report	
Planning Ref:	OUT/2018/3099
Site:	Land adjacent to the Brindles Pickford Green Lane CV5 9AP
Ward:	Bablake
Proposal:	Outline application for the erection of three dwellings (all matters except access reserved)
Case Officer:	Ayesha Saleem

SUMMARY

The application is outline with means of access submitted to be considered. All other matters relating to appearance, landscaping, layout and scale are reserved for later consideration. The principle of development is considered to be unacceptable as the proposal is considered to have a detrimental impact upon the openness and character of the Green Belt.

BACKGROUND

The application has been recommended for refusal. The application has more than five representations, in which have been in support of the application.

KEY FACTS

Reason for report to committee:	There has been more than five representations.
Current use of site:	The site is rural open space.

RECOMMENDATION

Planning committee are recommended to refuse planning permission

REASON FOR DECISION

- The principle of development is considered to be unacceptable. The proposal is considered to have a detrimental impact upon the openness and character of the Green Belt.
- The proposal does not accord with Policy DE1, DS3, GB1, H3 of the Coventry Local Plan 2016, together with the aims of the National Planning Policy Framework (NPPF), in particular paragraph 145 and 146.

APPLICATION PROPOSAL

The application has been submitted in outline form with only the means of access to be considered. All other matters relating to appearance, landscaping, layout and scale are reserved for later consideration. The application seeks consent for the erection of three dwellings. An indicative plan has been submitted which submitted which demonstrates how one bungalow and two semi-detached properties can be accommodated within the site

SITE DESCRIPTION

The application site is a plot of land located towards the northwest side of Pickford Green Lane adjacent to its junction with Pickford Grange Road. It is a rectangular shaped plot of land situated between clusters of ribbon development fronting Pickford Green Lane.

The site is located on a higher level to Pickford Green Lane and boundaries are formed by mature trees and hedging. The site is located within the Green Belt and is in the Ancient Arden Historic Landscaped area and rural in character.

Pickford Green Lane is connected to the A45 from the westbound side and the other end of Pickford Green is connected to Hockley Lane/Upper Eastern Green Lane.

PLANNING HISTORY

Application Number	Description of Development	Decision and Date
OUT/2015/2742	Outline application for residential development of 4 bungalows with access off Pickford Green Lane	Refused- 16/11/2015 and Dismissed at appeal.

	(design, layout and landscaping are reserved)	
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POLICY

National Policy Guidance:

National Planning Policy Framework (NPPF). The new NPPF published on 24 July 2018 sets out the Government’s planning policies for England and how these are expected to be applied. It sets out the Government’s requirements for the planning system only to the extent that is relevant, proportionate and necessary to do so. The new NPPF increases the focus on achieving high quality design and states that it is “fundamental to what the planning and development process should achieve”.

The NPPF carries a presumption in favour of sustainable development and states that, for decision taking, this means “approving development proposals that accord with an up-to-date development plan without delay; or where there are no relevant development plan policies, or the policies which are most important for determining the application are out-of-date, granting permission unless:

- i. the application of policies in this Framework that protect areas or assets of particular importance provides a clear reason for refusing the development proposed; or
- ii. any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole.”

The site falls within the Green Belt therefore Section 13 of the NPPF (Protecting Green Belt Land) is relevant. Paragraph 133 states that “The government attaches great importance to Green Belts. The fundamental aim of Green Belt policy is to prevent urban sprawl by keeping land permanently open; the essential characteristics of Green Belts are their openness and their permanence.”

Paragraph 134 sets out the purposes of the Green Belt:

- (a) to check the unrestricted sprawl of large built-up areas;
- (b) to prevent neighbouring towns merging into one another;
- (c) to assist in safeguarding the countryside from encroachment;
- (d) to preserve the setting and special character of historic towns; and
- (e) to assist in urban regeneration, by encouraging the recycling of derelict and other urban land.

Paragraph 143 states inappropriate development is, by definition, harmful to the Green Belt and should not be approved except in very special circumstances.

Paragraph 145 states local planning authorities should regard the construction of new buildings as inappropriate in the Green Belt with certain exceptions. Paragraphs 145 and 146 include a ‘closed’ list of the types of development which should be regarded as not inappropriate within the Green Belt.

In relation to design and residential amenity section 12 of the NPPF seeks to ensure the creation of high quality buildings and places and that good design is a key aspect

of sustainable development. Paragraph 127 of the NPPF states that “planning policies and decisions should ensure that developments function well and add to the overall quality of an area, are visually attractive, sympathetic to the local character and history and create places that are safe, inclusive and accessible with a high standard of amenity for existing and future users”. Paragraph 130 states, “Permission should be refused for development of poor design that fails to take the opportunities available for improving the character and quality of an area and the way it functions.”

The National Planning Practice Guidance (NPPG) 2018, this adds further context to the NPPF and it is intended that the two documents are read together.

Local Policy Guidance

The current local policy is provided within the Coventry Local Plan 2016, which was adopted by Coventry City Council on 6th December 2017. Relevant policy relating to this application are:

- DE1 – Ensuring High Quality Design;
- DS3 – Sustainable Development;
- H3 – Provision of new housing;
- H5 – Managing Existing Housing Stock;
- AC2 – Road network;
- GB1 – Green Belt and Local Urban Green Space;
- GB2 – Reserved land in the Green Belt;
- GE3 – Biodiversity, Geological, Landscape and Archaeological Conservation;

Supplementary Planning Guidance/ Documents (SPG/ SPD):

SPG Design Guidance for New Residential Development

STATUTORY CONSULTATION RESPONSES

Environmental Protection – No objections subject to condition in relation to Air Quality.
Highways – No objection
Planning Policy- Objection
West Midlands Fire Services- No objection
Trees- No objections subject condition in relation to Tree Protection Plan and Landscape Plan
Ecology- Further information requested

PUBLIC RESPONSES

Notification letters were sent out to adjoining neighbouring houses and two site notice was displayed on 5th December 2018.

Fourteen letters of support have been received and two letters of objection raising the following material planning considerations:

- a) The site is within Green Belt.
- b) Pickford Green Lane is a buffer to this new development of the SUE.
- c) This application has been previously been rejected and nothing has changed presumably the same assessment principles will apply.
- d) The Green Belt has been significantly reduced, therefore deserves even greater protection.

Within the letters received the following non-material planning considerations were raised, these cannot be given due consideration in the planning process:

- a) Disruption to be caused on Pickford Green Lane by the SUE.

Any further comments received will be reported within late representations.

APPRAISAL

Principle of Development:

The key issues to consider in relation to this application is the principle of development and impact on the green belt and suitability of the access.

Paragraph 143 of the NPPF sets out that “Inappropriate development is, by definition, harmful to the Green Belt and should not be approved except in very special circumstances”. Paragraph 145 goes on to further state that the local planning authority should regard the construction of new buildings as inappropriate in the Green Belt with a number of exceptions, these exceptions form a ‘closed list’ as established by case law.

National Planning Policy Framework (NPPF) 2018 Paragraph 145 provides a clear guidance in this regard and indicates the types of development which are exceptions and could be appropriate development in the Green Belt. These are below:

- a) Buildings for agriculture and forestry;
- b) The provision of appropriate facilities (in connection with the existing use of land or a change of use) for outdoor sport, outdoor recreation, cemeteries and burial grounds and allotments; as long as the facilities preserve the openness of the Green Belt and do not conflict with the purposes of including land within it;
- c) The extension or alteration of a building provided that it does not result in disproportionate additions over and above the size of the original building;
- d) The replacement of a building, provided the new building is in the same use and not materially larger than the one it replaces;
- e) Limited infilling in villages;
- f) Limited affordable housing for local community needs under policies set out in the development plan (including policies for rural exception sites); and
- g) Limited infilling or the partial or complete redevelopment of previously developed land, whether redundant or in continuing use (excluding temporary buildings), which would:
 - not have a greater impact on the openness of the Green Belt than the existing development; or
 - not cause substantial harm to the openness of the Green Belt, where the development would re-use previously developed land and contribute to meeting an identified affordable housing need within the area of the local planning authority.

Policy GB1 of the Coventry Local Plan states In addition to appropriate development in the Green Belt identified in the NPPF, limited infill development would be considered appropriate. Any proposal in these locations will be expected to be of an appropriate density to reflect surrounding properties should not impact negatively on the openness and character of the wider Coventry Green Belt and will also need to accord with Policy H3.

The site is intrinsically rural and open and blends into the wider agricultural setting of Pickford Green Lane. The site is located in an area of sporadic roadside development rather than a settlement with the characteristic of a village. Furthermore the site constitutes a broad gap between the Brindles and the ribbon development that addresses the line of Pickford Green Lane to the north-west. The sloping level of the lane and difference in character between the bungalows and the Brindles, combined with the size of the gap, mean that this is somewhat sporadic development pattern does not read as a continuous street scene. It is therefore considered that the proposal would not constitute "limited infilling" for the purposes of the framework. The Inspector also concurred with this view in the appeal decision in July 2016.

The proposed development for the erection of three dwellings would be considered an inappropriate development in the Green Belt having regard to the NPPF and GB1. The proposal does not fall within any of the above categories.

NPPF and Policy GB1 of the Local plan advise that inappropriate development is, by definition, harmful to the Green Belt. It is for the applicant to show why permission should be granted. Very special circumstances to justify inappropriate development will not exist unless the harm by reason of inappropriateness, and any other harm, is clearly outweighed by other considerations. The applicant has submitted a Planning Statement with the application which sets out justifications for the proposed development. These are summarised as follows:

- The adoption of the Local Plan will see the agricultural site opposite developed for the Eastern Green Sustainable Urban Extension. Thus the site will no longer have a wider agricultural setting. This will mean the proposals will no longer be read as a sporadic roadside development but as a settlement with the characteristics of a village.
- The design has been addressed so that only three dwelling are now proposed which will continuous street frontages opposite to the SUE. The footprint of the dwellings are to be similar to the neighbouring properties. The reduction in the number of houses will also reduce the amount of associated boundary treatment, ancillary buildings and will remain more of an open site compared to the previous proposal for four dwellings.

The applicant has submitted no special circumstances as part of this application to outweigh the harm of the development. The applicant has sited the Eastern Green SUE as a justification for the proposal. The Eastern Green SUE has been identified as an allocation for housing through the Local Plan examination process and adopted accordingly. The Eastern Green SUE site is longer considered as green belt. The principle of development as part of the SUE has been established. The application site does not fall within the Eastern Green SUE boundary it is within Green Belt therefore

it must be considered under Green Belt policies. Furthermore Policy DS4 (Part D) states that the new defensible boundaries to the Green Belt are clearly supported to Pickford Green Lane in the west and the A45 to the north. Therefore the application site is entirely separate and bears no relationship to the Eastern Green SUE.

The circumstances provided by the applicant do not override concerns regarding the openness and appearance of the Green Belt due to its access, which would develop a large and prominent open field in the Green Belt and would remove its openness permanently. Therefore, it is considered that the proposal would undermine the aims and objective of Green Belt policies completely.

Openness of the Green Belt and Character of the Area:

Policy DE1 of the Local Plan seeks to ensure high quality design and development proposals must respect and enhance their surroundings and positively contribute towards the local identity and character of an area.

Paragraph 127 of the NPPF states 'Planning policies and decisions should ensure that developments are sympathetic to local character and history, including the surrounding built environment and landscape setting, while not preventing or discouraging appropriate innovation or change.

The existence of ribbon development along both sides of the proposed development site does not justify filling the gaps with houses and does not outweigh the harm; rather it would be considered as urban sprawl and not only contrary to the fundamental aim of the Green Belt Policy but also would be a harmful precedent in the Green Belt. The appeal decision states 'The appeal site is intrinsically rural and open and blends into the wider agricultural setting of Pickford Green Lane. The site is located in an area of sporadic roadside development rather than a settlement with the characteristics of a village. Furthermore, the site constitutes a broad gap between the Brindles and the ribbon development that addresses the line of Pickford Green Lane to the north-west. The sloping level of the lane and difference in character between the bungalows and The Brindles, combined with the size of the gap, mean that this somewhat sporadic development pattern does not read as a continuous street scene. Taken together these considerations lead me to the conclusion that the proposal would not constitute "limited infilling" for the purposes of the Framework.' Although the applicant has reduced the number of dwellings from 4 to 3, the site would not be considered to be acceptable and would still not constitute limited infilling.

The Inspector in dismissing the appeal on this site stated "The appeal scheme would introduce a substantial amount of development onto the site, in terms of the proposed houses, their ancillary buildings, boundary treatments and hard-standing. As such the proposal would constitute a permanent loss of openness that would be harmful to the Green Belt". Whilst the applicant has reduced the number of dwellings from 4 to 3 all the elements associated with the dwellings mentioned above will still result in the permanent loss of openness. The harm is clearly not outweighed by other considerations and therefore is contrary to Policies DE1 and GB1 of the Coventry Local Plan 2016.

The proposal is likely to result in a net loss to biodiversity in the area which is contrary to NPPF. The Council's Ecologist has recommended that a preliminary ecological assessment needs to be carried out in order to assess the ecological value of the site and also to inform any additional surveys that might be necessary. This should be carried out prior to determination by an appropriately qualified ecologist. No assessment has been carried out to date, and given the unacceptability of the proposal in principle; this matter has not been pursued any further. This information had not been submitted in the previous application. However, at this point in time, the submitted information fails to adequately demonstrate that the appropriate mitigation and compensatory measures would be undertaken to conserve and enhance the biodiversity of this rural and Ancient Arden historic landscape area and therefore, the proposed development would be contrary to Policy GE3 of the Coventry Local Plan 2016.

Policy H3 of the Local Plan states that new development must provide a high quality residential environment which assists in delivering urban regeneration or creating sustainable communities and which overall enhances the built environment. A suitable residential environment includes safe and appropriate access; adequate amenity space and parking provision and be safe from pollution. Paragraph 4 of Policy H3 states 'Wherever possible new developments should also be:

- a) within 2km radius of local medical services;
- b) within 1.5km of a designated centre within the city hierarchy (policy R3);
- c) within 1km radius of a primary school;
- d) within 1km of indoor and outdoor sports facilities; and
- e) within 400m of a bus stop
- f) within 400m of publicly accessible green space.'

The applicant has not provided sufficient justification in regards to how the proposal would satisfy Policy H3.

The development would not have any demonstrable impact on adjoining properties in terms of amenity and outlook; therefore the main issues are whether or not the proposal constitutes inappropriate development in the Green Belt and the buildings effects upon the openness of the Green Belt.

Trees:

Sitting within the Green Belt and Ancient Arden Historic Landscaped Area the site is an open field bounded by a mixture of mature hedgerow and to the rear there are open fields with hedgerows and mature trees. The Tree Officer has recommended a Tree Protection Plan and Landscape Plan be submitted. This can be submitted under a reserved matters application and requested by a suitably worded condition. These would be required to ensure the trees are protected.

Access and highway safety:

Policy AC2 requires that safe and appropriate access to the highway system together with satisfactory on site arrangements for vehicle manoeuvring so as to ensure safety for all users.

The proposed access is for two access points off Pickford Green Lane and parking. This would result in hardstanding which would constitute in permanent loss of openness that would be harmful to the Green Belt. The proposals parking provisions appear satisfactory. It is not considered the proposal would have demonstrable impact on the nearby highways in terms of free flow of traffic and highway safety. The Highways Officers have raised no objection to the proposal.

Other matters:

The neighbours comment in regards to the disruption to be caused on Pickford Green Lane by the SUE is not a material planning consideration as it does not relate to this site.

Many of the letters in support relate to the Eastern Green SUE, good use of land, it is to be situated close to residential and security being improved if the land is developed. The comment in relation good use of land has been addressed above. The other comments are not considered to be material planning considerations.

CONCLUSION

The proposal is not considered to be limited infill within the Green Belt and therefore is inappropriate and harmful by definition. The previous comments of the inspector's decision have not been overcome concerning this and the loss of openness. The proposal does not demonstrate any very special circumstances to warrant an exception. The proposal fails to adequately demonstrate that the appropriate mitigation and compensatory measures would be undertaken to conserve and enhance the biodiversity of this rural and Ancient Arden historic landscape area. Therefore the proposed three dwellings are considered to be unacceptable and are to have a detrimental impact upon the openness and character of the Green Belt. The proposal does not accord with Policy DE1, GB1, H3 and GE3 of the Coventry Local Plan 2016, together with the aims of the National Planning Policy Framework (NPPF), in particular paragraph 143 and 145.

CONDITIONS/ REASON

1. The application site lies within the Green Belt and Ancient Arden Historic Landscape where strict policies of restraint apply. This outline application proposes three dwellings and associated development within a large and elevated, open and undeveloped plot of land, which would be conspicuous and cause serious harm to the Green Belt because it: -
 - i) is inappropriate;
 - ii) diminishes openness;
 - iii) conflicts with the purpose of including land in the Green Belt by encroaching upon the countryside, extending urban sprawl, and is harmful to the maintenance of its character; whilst failing to contribute to the

achievement of any of the objectives for the use of land in the Green Belt. There are no special circumstances have been put forward to justify the proposal in order to outweigh the harm which would be caused by the proposal. In consequence the application is contrary to Policy GB1 and H3 of the Coventry Local Plan 2016 and the aims and guidance contained within the National Planning Policy Framework 2018 and is not justified by any other material considerations.

2. The proposed development would be contrary to Policy GE3 of the Coventry Local Plan 2016 and the advice contained within National Planning Policy Framework in that the submitted information fails to adequately demonstrate that the appropriate mitigation and compensatory measures would be undertaken to conserve and enhance the biodiversity of this rural and Ancient Arden historic landscape area.



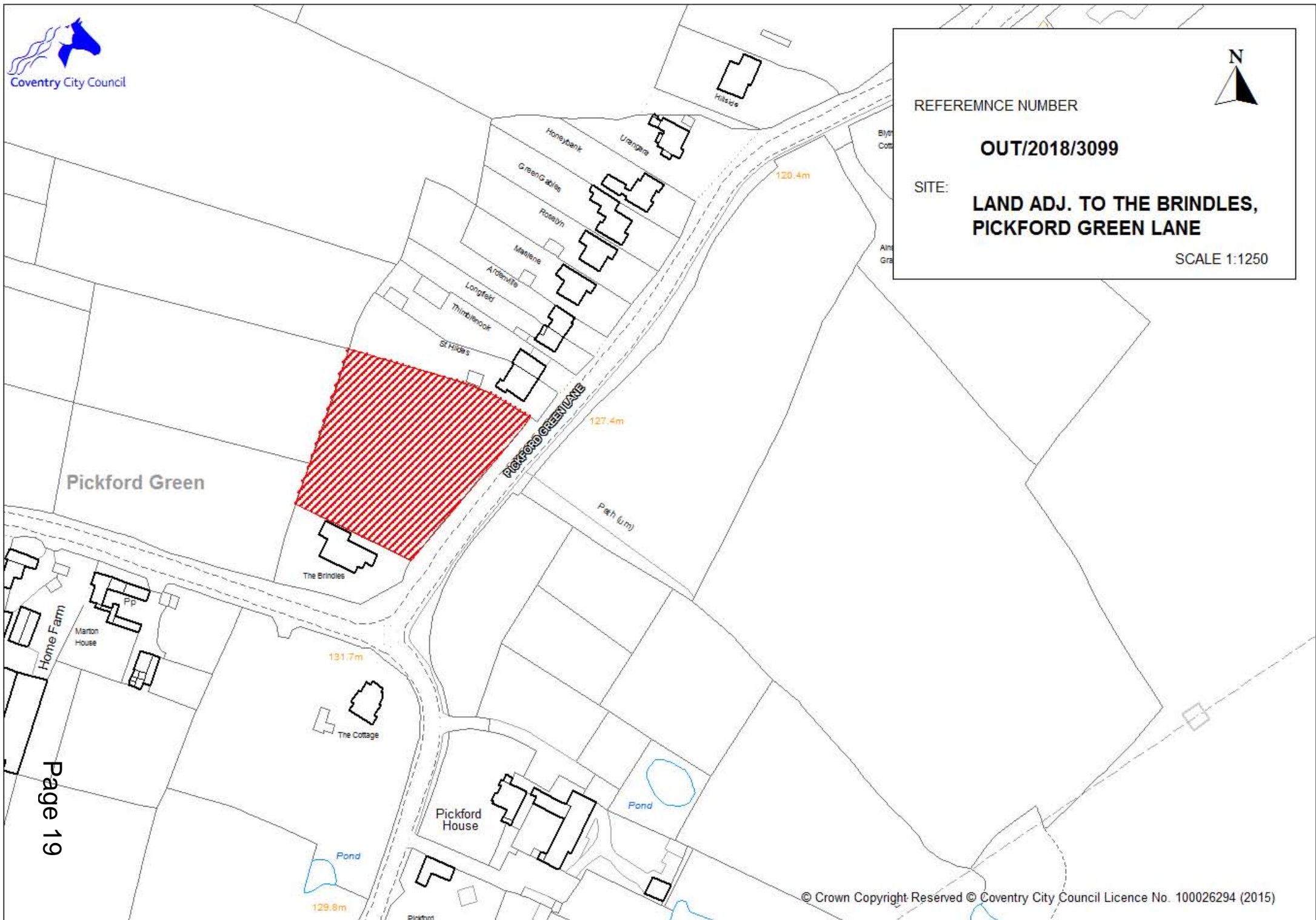
REFERENCE NUMBER

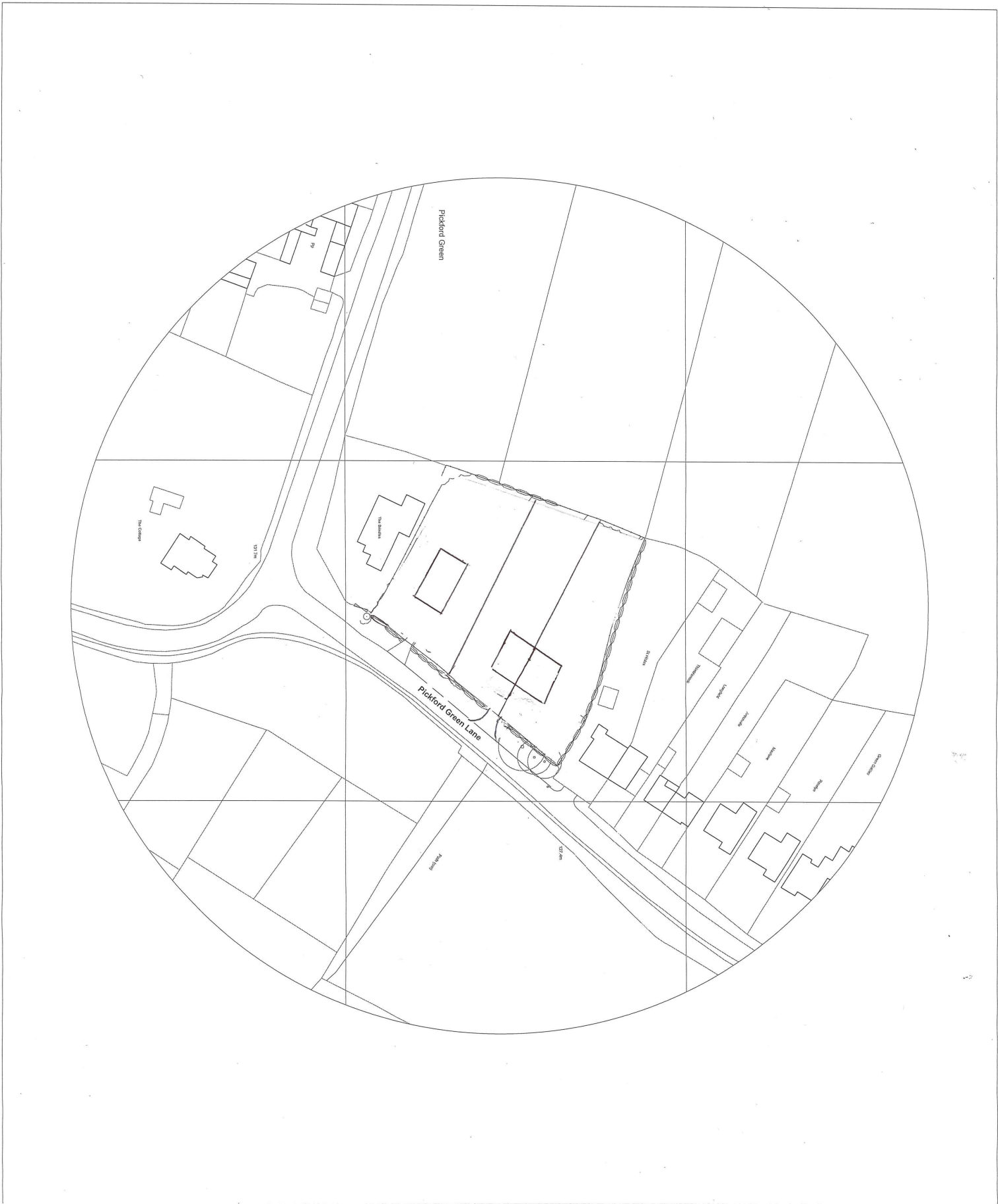
OUT/2018/3099

SITE:

**LAND ADJ. TO THE BRINDLES,
PICKFORD GREEN LANE**

SCALE 1:1250





281600m

281600m

281500m

281500m

281400m

281400m

281300m

281300m

281200m

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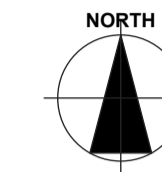
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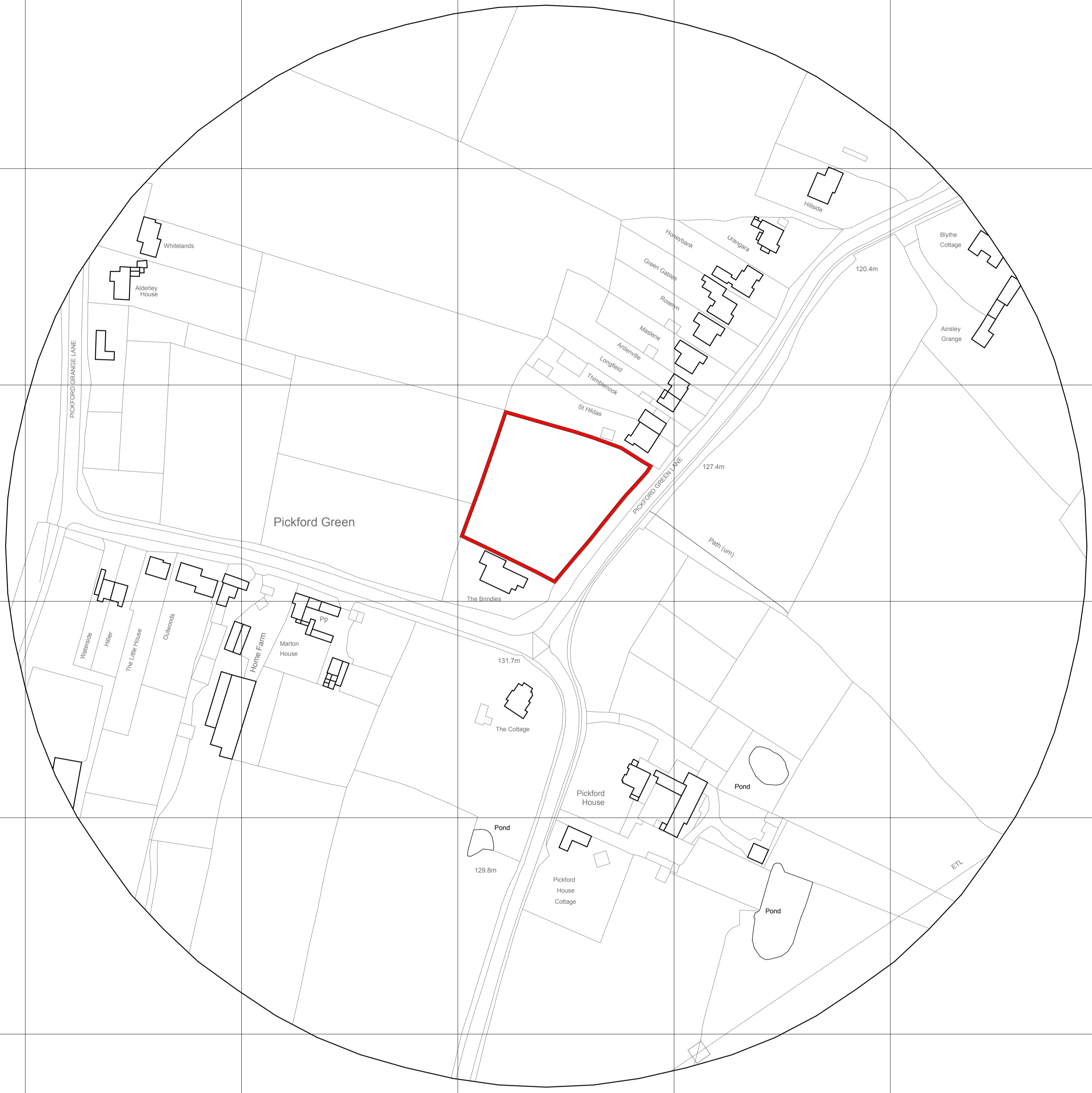
All drawings and designs herewith are copyright of JBAS and must not
be copied without permission of JBAS.
Contractors must check all dimensions on site before preparing
production drawings or commencing any work.

NOTES

0 20 40 60 80



Site Dimensions - 70.0 m x 60.0 m / 230 ft x 200 ft
Site Area - 4,310 sq M / 46,375.0 sq Ft
0.43 Hectares / 1.06 Acres
Housing Density equivalent: 9 units per Hectare



Drawing Status: Preliminary For Approval For Planning Submission

JBAS
architect

Ashleigh Farmhouse, Farning Lane, Curdworth, Sutton Coldfield, B75 9HE
M: 07754-487-808 T: 01875-470024 E-mail: jbas@jbasinge.net

CLIENT
MR G FAILCONBRIDGE
PROJECT
LAND OFF PICKFORD GREEN LANE, COVENTRY

SCALE	DATE	DRAWN BY	CHECKED BY	REVISION
1:1250	31.07.15	JBAS	JBAS	

Planning Committee Report	
Planning Ref:	FUL/2018/2118
Site:	14 Glover Street
Ward:	Cheylesmore
Proposal:	Change of use from single dwelling to two flats and two storey and single storey side and rear extensions and rear dormer
Case Officer:	Nigel Smith

SUMMARY

The proposal would result in efficient use of the site whilst not resulting in significant harm to the character of the area, residential amenity or highway safety.

BACKGROUND

The site is a mid-20th century two storey three bedroom semi-detached house in a suburban street in Cheylesmore. The proposal is to change the use of the property from a single house to two flats with two bedrooms in each. It also includes a two storey side and rear extension and single storey rear extension and rear dormer window.

KEY FACTS

Reason for report to committee:	Objections by more than 5 people
Current use of site:	Dwellinghouse
Proposed use of site:	Two flats
Existing car parking on site:	1 garage and 1 substandard space in front (ie. less than 4.8m long)
Proposed car parking on site:	2 spaces to standards (2.4m wide x 4.8m long)

RECOMMENDATION

Planning committee are recommended to grant planning permission subject to conditions.

REASON FOR DECISION

- The proposal is acceptable in principle.
- The proposal will not adversely impact upon highway safety.
- The proposal will not adversely impact upon the character of the area.
- The proposal will not adversely impact upon the amenity of neighbours.
- The proposal accords with Policies: H9, DE1, H5, AC1, AC2, AC3 and AC4 of the Coventry Local Plan 2016, together with the aims of the NPPF.

BACKGROUND

APPLICATION PROPOSAL

The proposal is to change the use of the property from a single house to two flats with two bedrooms in each. It also includes a two storey side and rear extension and single storey rear extension and rear dormer window. The hipped roof two storey side extension would be flush with the original front elevation and would be set in 500mm from the boundary with No.12. This would extend 3m beyond the original rear elevation of the house and partially wrap around the rear elevation. A single storey rear extension with a depth of 3m would extend up to the boundary with No.16. A rear dormer would be 2.68m wide x 1.9m high. Bin and cycle stores are proposed in the rear garden. The front of the property would be covered with permeable paving able to sufficiently accommodate two cars.

The proposal was originally to convert the dwelling into three flats, but it was amended to two flats at the same time as an error on the proposed block plan was corrected.

SITE DESCRIPTION

The site is a mid-20th century two storey three bedroom semi-detached house in a suburban street in Cheylesmore. The property has a hipped roof and a flat roofed side garage, as well as a flat roofed single storey rear extension. The site benefits from a footway crossing leading to a hardstanding area in front of the garage.

Nos.12 and 16 Glover Street, to either side of the application site, are also single dwellinghouses and both have single storey rear extensions, with No.12 also having single storey side extensions.

PLANNING HISTORY

There have been a number of historic planning applications on this site; the following are the most recent/relevant:

Application Number	Description of Development	Decision and Date
HH/2016/1341	Two storey side extension	Approved 21 st July 2016
FUL/2018/0617	Change of use to 5 flats (for students) and single and two storey extensions and loft and garage conversions	Withdrawn (2018)

POLICY

National Policy Guidance

The National Planning Policy Framework (NPPF). It sets out the Government's requirements for the planning system only to the extent that is relevant, proportionate and necessary to do so. The NPPF increases the focus on achieving high quality design and states that it is "fundamental to what the planning and development process should achieve".

The National Planning Practice Guidance (NPPG) 2014, this adds further context to the NPPF and it is intended that the two documents are read together.

Local Policy Guidance

The current local policy is provided within the Coventry Local Plan 2016, which was adopted by Coventry City Council on 6th December 2017. Relevant policy relating to this application is:

Policy DS3: Sustainable Development Policy

Policy H5: Managing existing housing stock

Policy H9: Residential density

Policy DE1 Ensuring High Quality Design

Policy AC1: Accessible transport network

Policy AC2: Road Network

Policy AC3: Demand Management

Policy AC4: Walking and Cycling

Supplementary Planning Guidance/ Documents (SPG/ SPD):

SPG Householder Design Guidance: Extending Your Home

CONSULTATION

No Objections received from:

- Highways

Immediate neighbours and local councillors have been notified; a site notice was posted.

17 letters of objection have been received, raising the following material planning considerations:

- a) The development will set a precedent for flats in the street;
- b) Disruption during construction;
- c) The front garden is not deep enough for cars to park without overhanging pavement;
- d) Increased noise and disturbance to existing neighbours;
- e) Extra wheelie bins in street causing obstruction;
- f) Loss of light, outlook and overshadowing to neighbours;
- g) Additional competition for on street parking on already heavily parked street;
- h) Lack of amenity space for future occupiers;
- i) Overdevelopment of plot out of keeping with area;
- j) Existing drainage infrastructure insufficient to cope;
- k) Noise and disturbance from increased comings and goings to and from site.

Within the letters received the following non-material planning considerations were raised, these cannot be given due consideration in the planning process:

- l) Decrease in house prices;
- m) No need for flats in the area;
- n) An application to convert No.30 into two flats was refused in recent years. *There is no record of an application to convert No.30 into two flats;*
- o) The existing tenants may be kicked out.

A petition (31 signatures) has been submitted by Cllr Bailey, objecting to the application for the following reasons:

- Overdevelopment of plot. Size of extensions out of proportion with rest of street;
- Likely increase in on street parking and road and pedestrian safety problems;
- Misleading statement claiming Glover Street is mixed use and part of City Centre; *it is clear that Glover Street is not mixed use and is not in the City Centre.*
- Amenities of nearby properties would be harmed;
- No need for more flats in the City.

Any further comments received will be reported within late representations.

APPRAISAL

The main issues in determining this application are: principle of development; the impact upon the character of the area; the impact upon neighbouring amenity; and highway considerations.

Principle of development

There is no policy which explicitly relates to the principle of conversion of a single dwellinghouse into self-contained flats. Policy H10 refers to conversion of residential properties to student accommodation but the subtext makes it clear that this only applies to schemes with more than 6 students. Likewise, Policy H11 relates to large houses in multiple occupation. Policy H3 is designed to deal with new residential development and H4 is concerned with obtaining a mix of housing types on a housing development site. The most relevant policy is H9, which states that residential development, including conversions, must make the most effective and efficient use of land whilst ensuring compatibility with the quality, character and amenity of the surrounding area.

The proposal would make efficient use of the site and the report below concludes that it would be compatible with the character and amenity of the area. Therefore the principle of development is acceptable.

The petition refers to a lack of need for more flats in the City. However the applicant does not have to demonstrate a need for flats.

Impact on visual amenity

Policy DE1 of the Local Plan seeks to ensure high quality design and development proposals must respect and enhance their surroundings and positively contribute towards the local identity and character of an area.

The National Planning Policy Framework, paragraph 127 states that “Planning policies and decisions should ensure that developments:

- a) will function well and add to the overall quality of the area, not just for the short term but over the lifetime of the development;
- b) are visually attractive as a result of good architecture, layout and appropriate and effective landscaping;
- c) are sympathetic to local character and history, including the surrounding built environment and landscape setting, while not preventing or discouraging appropriate innovation or change (such as increased densities);

The NPPF further states (at paragraph 130) “Permission should be refused for development of poor design that fails to take the opportunities available for improving the character and quality of an area and the way it functions, taking into account any local design standards or style guides in plans or supplementary planning documents. Conversely, where the design of a development accords with clear expectations in plan policies, design should not be used by the decision-maker as a valid reason to object to development”.

Objections have been received regarding the development forming overdevelopment of the plot and being out of keeping with the character of the street.

Whilst the proposed extensions are substantial, there are other examples of similar sized side and rear extensions at Nos.30 and 32 Glover Street therefore it would not be setting a precedent.

Whilst the extensions at Nos.30 and 32 are subservient, a full height two storey side extension was granted at the application property in 2016. This proposal would only be 100mm wider and would still leave a 500mm gap to the boundary with No.12. The side extension would have a hipped roof, in keeping with the existing house.

The proposal includes the rendering of the extension and existing property in a textured white / cream colour. As the property, and most others in the street are at least partially rendered this would not result in any visual harm.

The proposed rear dormer would not be prominent from public vantage points as the house backs onto the rear of houses fronting Silksby Street. Therefore it would not result in any significant visual harm. Front and side rooflights are also proposed.

The property would retain use of a private rear amenity area of around 57 sq m, which would be shared by the occupants of the two flats. This is considered sufficient.

In conclusion, the proposal would not harm the character of the area and complies with Policy DE1.

Impact on residential amenity

The proposed 3m single storey rear extension adjacent to No.16, would not extend more than 3.3m beyond the existing rear extension at this property. Therefore this element of the proposals would comply with the SPG. Furthermore, the two storey rear extension would not breach a 45 degree line drawn from the middle of the nearest habitable room window at No.16 so would also comply with the SPG. No new windows would face this property. Therefore the proposal would not result in unacceptable loss of light, outlook or privacy to the occupiers of this property.

Turning to the impact upon No.12, once again the proposed two storey side/rear extension would not breach a 45 degree line drawn from the middle of the nearest habitable room window, which is located to the rear of a side extension. The centre of the window would be around 2.7m to the side of the extension and the proposal would extend less than that distance to the rear of the affected window. A single obscure glazed window would face this property. Therefore the impact upon the occupiers of this house would also be acceptable.

The proposal would also not result in undue overlooking of properties to the rear as there is a vehicular accessway located between the rear gardens.

The change of use from a single dwellinghouse into flats has the potential to result in additional comings and goings to and from a property and as a result produce increased noise and disturbance to neighbours. However, as the proposal would only result in two flats any such increase would be limited and not enough to warrant refusal of the application.

Whilst some disruption during construction is inevitable this is temporary and it is not reasonable to refuse the application for this reason.

Highway considerations

Policy AC1 'Accessible Transport Network' states that development proposals which are expected to generate additional trips on the transport network should: a) Integrate with existing transport networks including roads, public transport and walking and cycling routes to promote access by a choice of transport modes. b) Consider the transport and accessibility needs of everyone living, working or visiting the city. c) Support the delivery of new and improved high quality local transport networks which are closely integrated into the built form. d) Actively support the provision and integration of emerging and future intelligent mobility infrastructure.

Policy AC3 of the Local Plan acknowledges that the provision of car parking can influence occurrences of inappropriate on-street parking which can block access routes for emergency, refuse and delivery vehicles, block footways preventing access for pedestrians, reduce visibility at junctions and impact negatively on the street scene. Proposals for the provision of car parking associated with new development will be assessed on the basis of parking standards set out in Appendix 5. The car parking standards also include requirements for the provision of electric car charging and cycle parking infrastructure.

Many objections have been received regarding on street parking problems on Glover Street and the fact that this has only recently been partially improved by the introduction of a parking permit scheme.

The house currently has a garage and an area of hardstanding between it and the street. The hardstanding is about 4.2m long, which is below the required 4.8m stated in Appendix 5 of the Local Plan. Therefore this area is insufficient for most vehicles to park off street without overhanging the footpath. Therefore there is currently one useable off road space (the garage) at the site.

The proposal would result in the existing garage being demolished and the new two storey side extension set flush with the front elevation of the house. This would result in a 5.2m long space for a vehicle to park off street in front of the extension. The proposal also includes paving over the rest of the front garden with permeable paving and the block plan indicates space for three vehicles. However, the existing front bay window would make it impossible for a vehicle to park directly in front of it without overhanging the footway. It is considered that the driveway would only practically fit two average sized vehicles on it in standard spaces (ie. 4.8m long x 2.4m wide).

The difference in parking demand for a three bedroom house and two 2-bed flats is two spaces. A parking survey has been undertaken (using an acceptable methodology) on three separate evenings which found that there were at least 12 on street spaces available on Glover Street, with at least 5 in the section from the junction with Lichfield Road up to 32 Glover Street. As a result, Highways do not object to the proposal.

Cycle parking is proposed in the rear garden and a condition is recommended to secure this. Three spaces are proposed and only two are required by the adopted standards.

Therefore the proposal would not adversely impact highway safety and complies with Policies AC1, AC2, AC3 and AC4.

Equality implications

None

Other issues

Drainage will be dealt with through the Building Regulations.

Wheelie bin storage is proposed in the rear garden with 500mm wide side access created to facilitate this.

Conclusion

The proposed development is considered to be acceptable in principle and will not result in any significant impact upon neighbour amenity, highway safety or the character of the area, subject to relevant conditions. The submitted parking survey has demonstrated that the shortfall in off street parking spaces could be accommodated on street. The reason for Coventry City Council granting planning permission is because the development is in accordance with: Policies DE1, AC1, AC2, AC3, AC4 and H9 of the Coventry Local Plan 2016, together with the aims of the NPPF.

CONDITIONS/REASON

1. The development hereby permitted shall begin no later than three years from the date of this permission.

Reason: *To comply with Section 91 of the Town and Country Planning Act 1990.*

2. The development hereby permitted shall be carried out in accordance with the following approved documents: A.01 revision 04

Reason: *For the avoidance of doubt and in the interests of proper planning.*

3. No facing and roofing materials shall be used other than materials indicated on the approved drawing.

Reason: *To ensure a satisfactory standard of appearance of the development in the interests of the amenities of the locality in accordance with Policy DE1 of the Coventry Local Plan 2016.*

4. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 2015 (or any order revoking and re-enacting that order with or without modification) the window to be formed in the 1st floor of the south side facing elevation of the extension hereby permitted shall only be glazed or re-glazed with obscure glass and any opening part of any window shall be at least 1.7m above the floor of any room in which the window is installed.

Reason: *To ensure the amenities of adjoining properties are not detrimentally affected through overlooking or loss of privacy in accordance with Policies DE1 and H5 of the Coventry Local Plan 2016*

5. The flats shall not be occupied unless and until the cycle parking facilities have been provided and made available for use in accordance with the details on the approved drawing and thereafter those facilities shall remain available for use at all times

Reason: *In the interests of encouraging the use of alternative modes of transport with the aim of creating a more sustainable city in accordance with Policies HW1 and DS3 & AC1,*

AC3 of the Coventry Local Plan 2016.

6. The flats shall not be occupied unless and until the approved wheelie bin storage area has been provided and made available for use in accordance with the details on the approved drawing and thereafter those facilities shall remain available for use at all times.

Reason: *To ensure a satisfactory standard of appearance of the development in the interests of the amenities of the locality in accordance with Policy DE1 of the Coventry Local Plan 2016.*

7. The flats shall not be occupied unless and until the car parking indicated on the approved drawing has been provided and thereafter those areas shall be kept available for such use at all times.

Reason: *To ensure adequate off-street car parking in the interests of both highway safety and visual amenity in accordance with Policies AC1 and AC3 of the Coventry Local Plan 2016.*

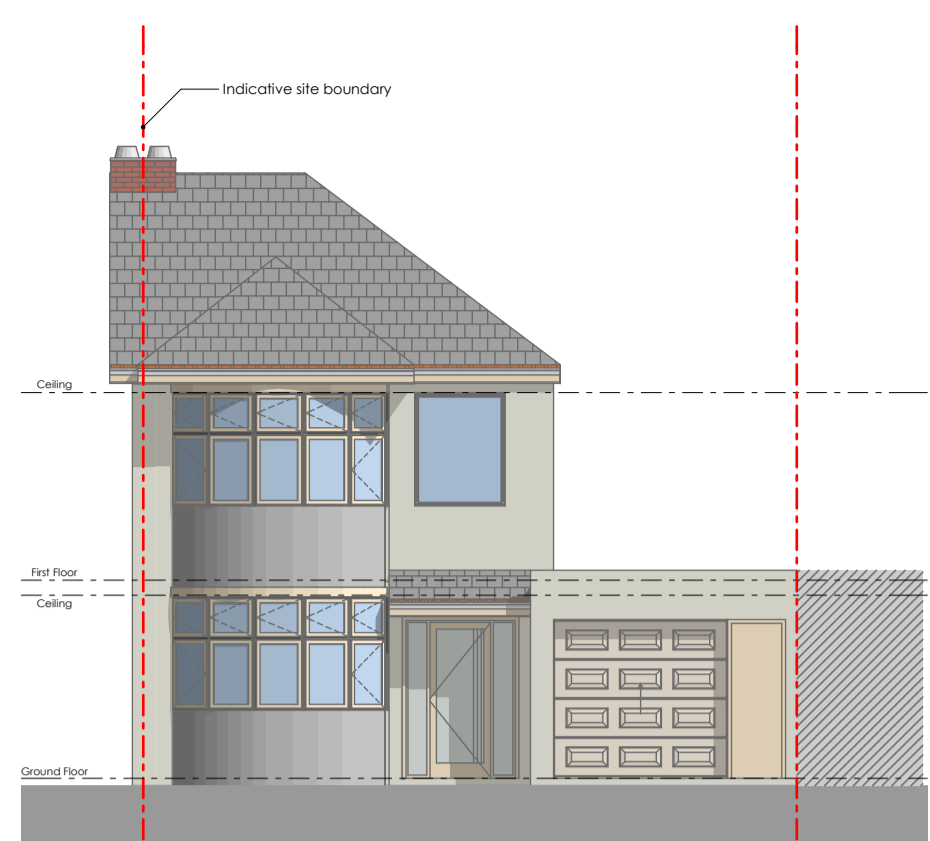
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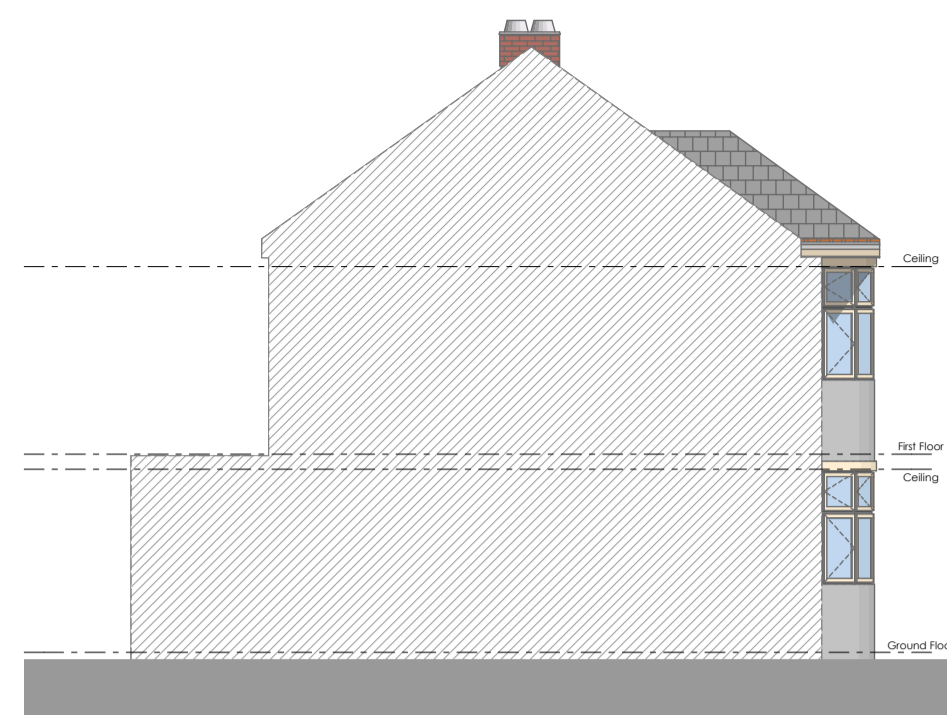
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FUL/2018/2118
SITE:
14 GLOVER STREET
SCALE 1:1250

81.7m

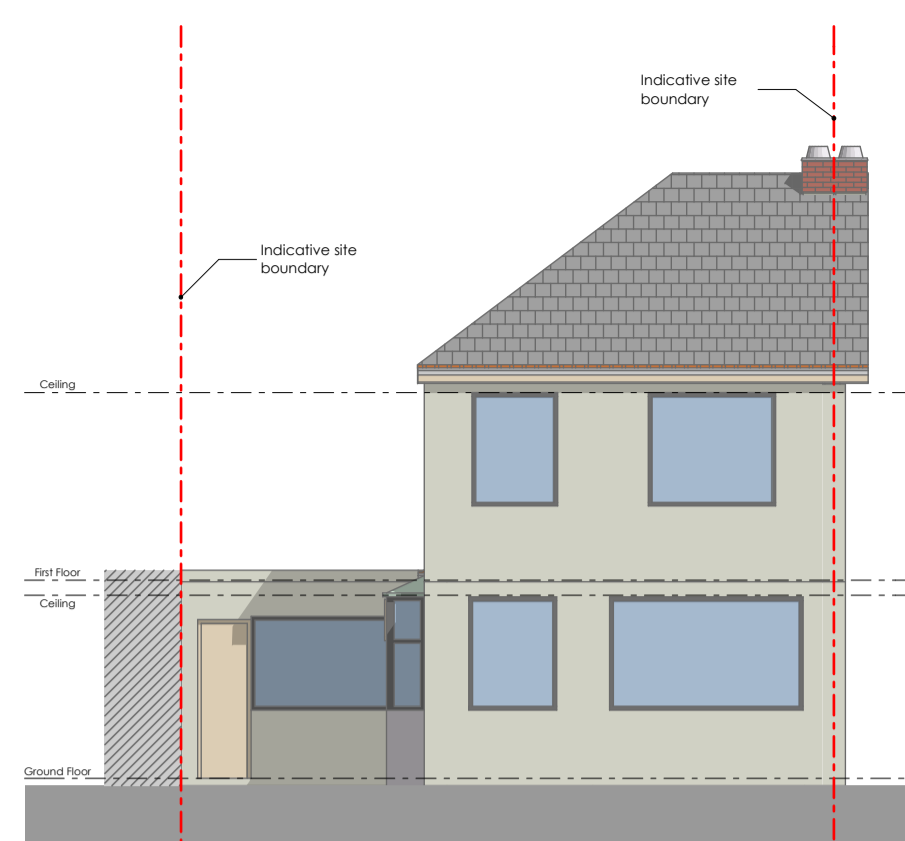
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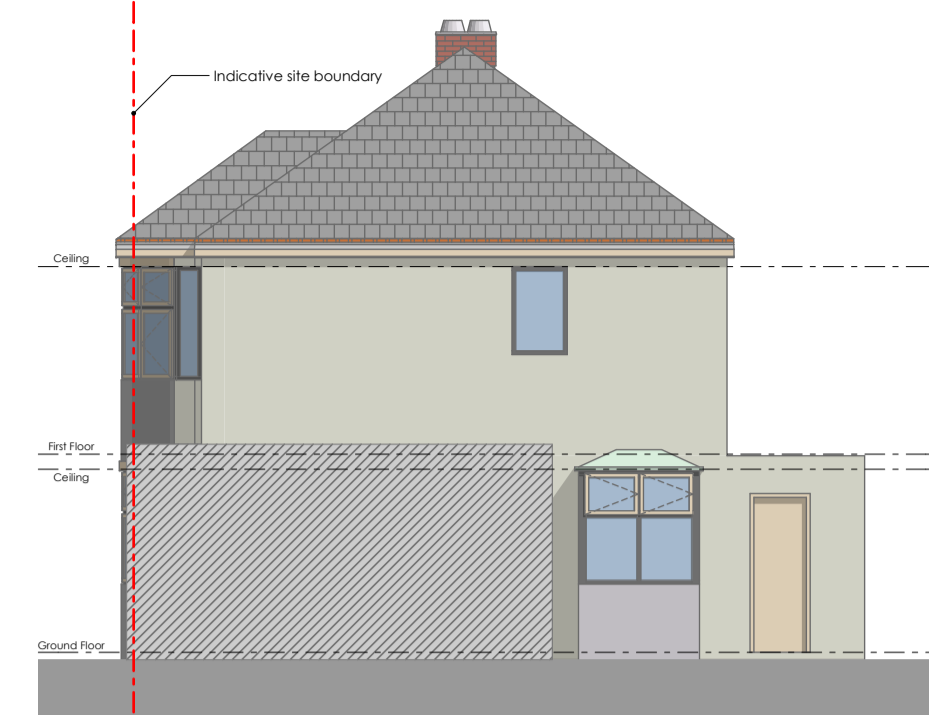
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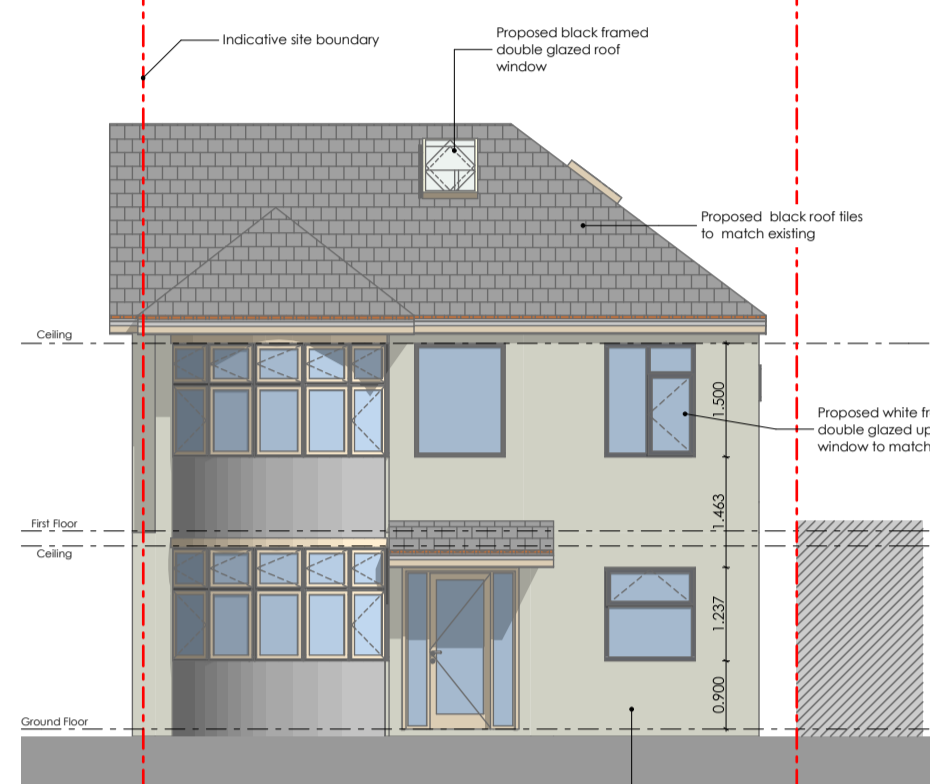
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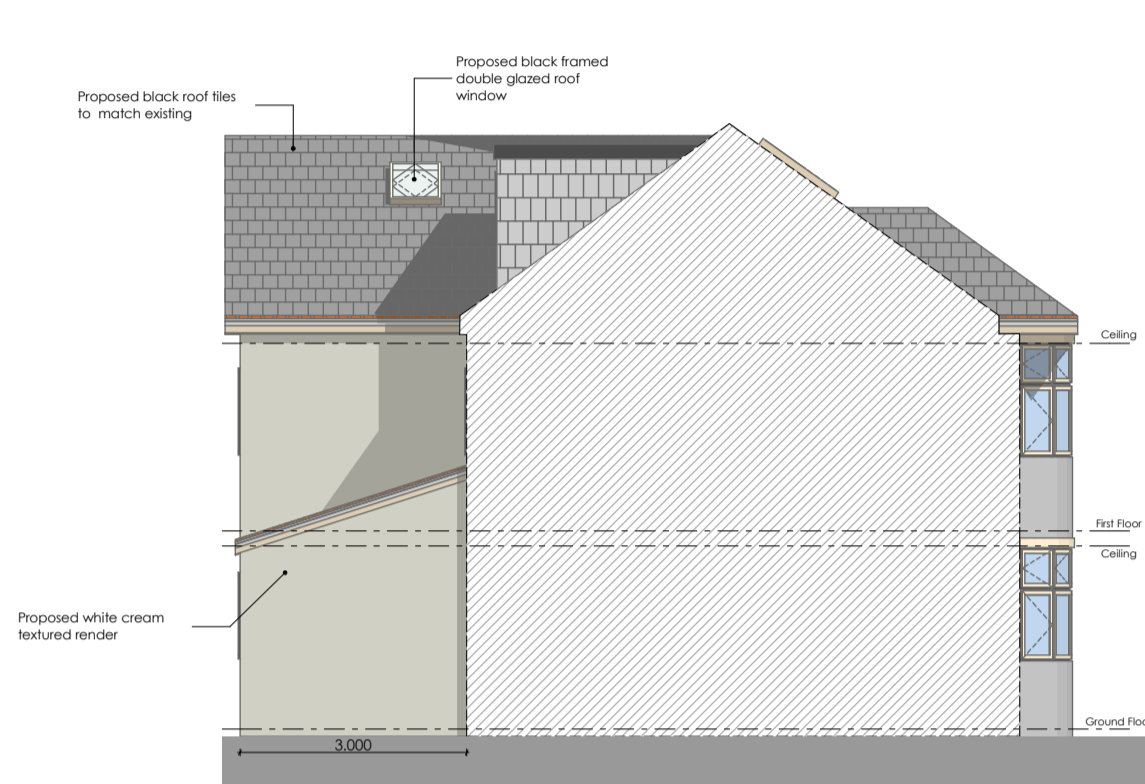
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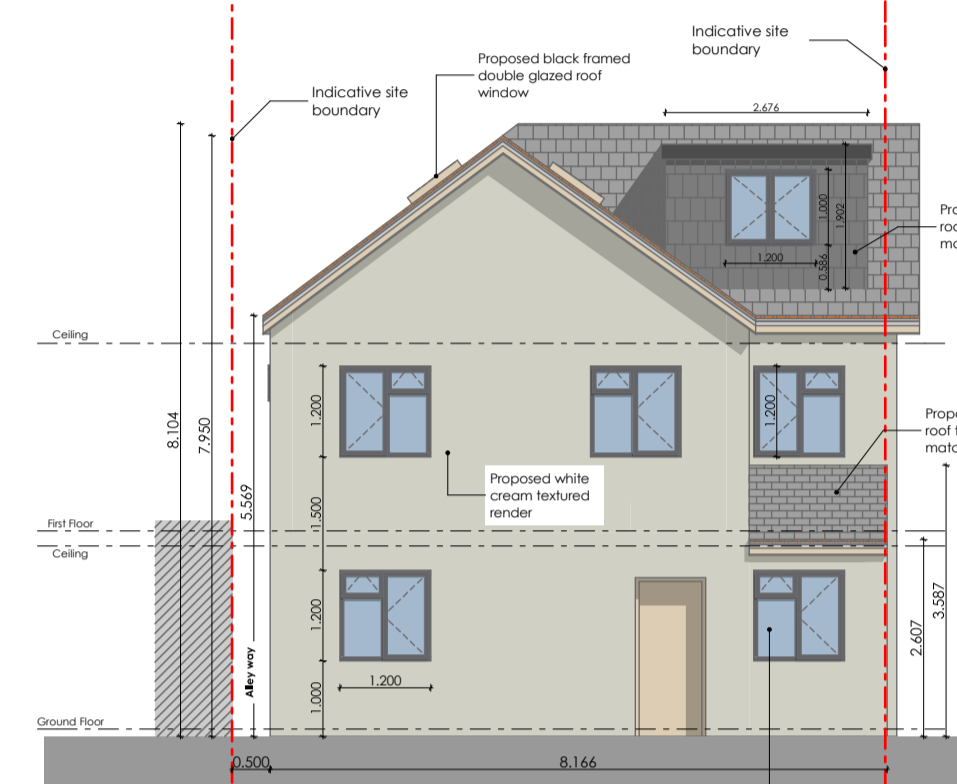
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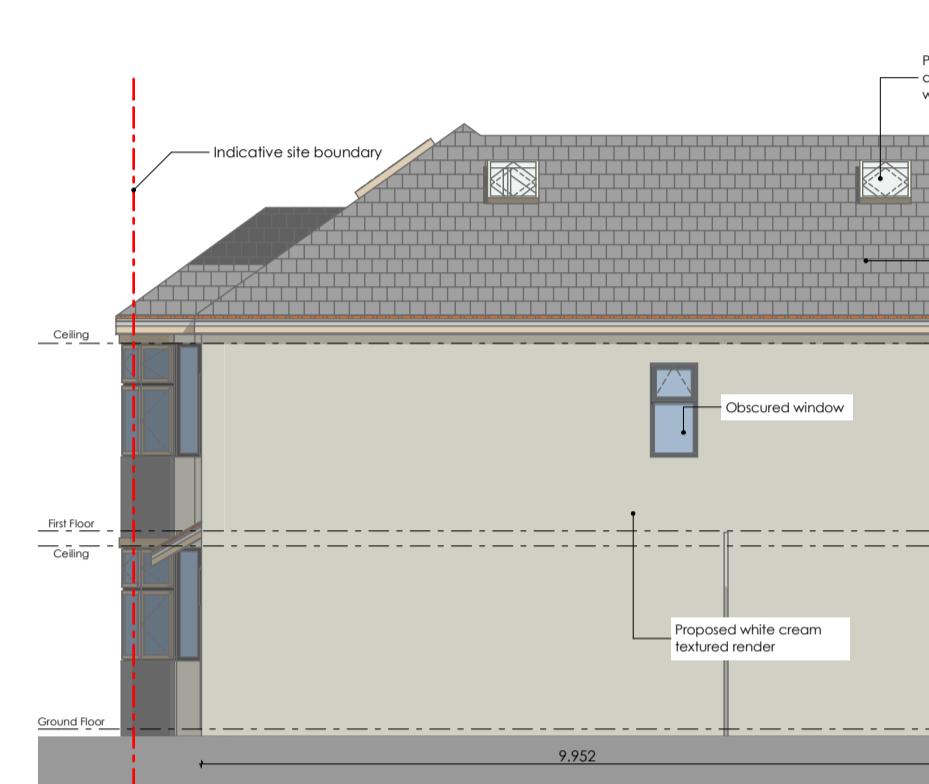
Proposed Front Elevation @ 1:100



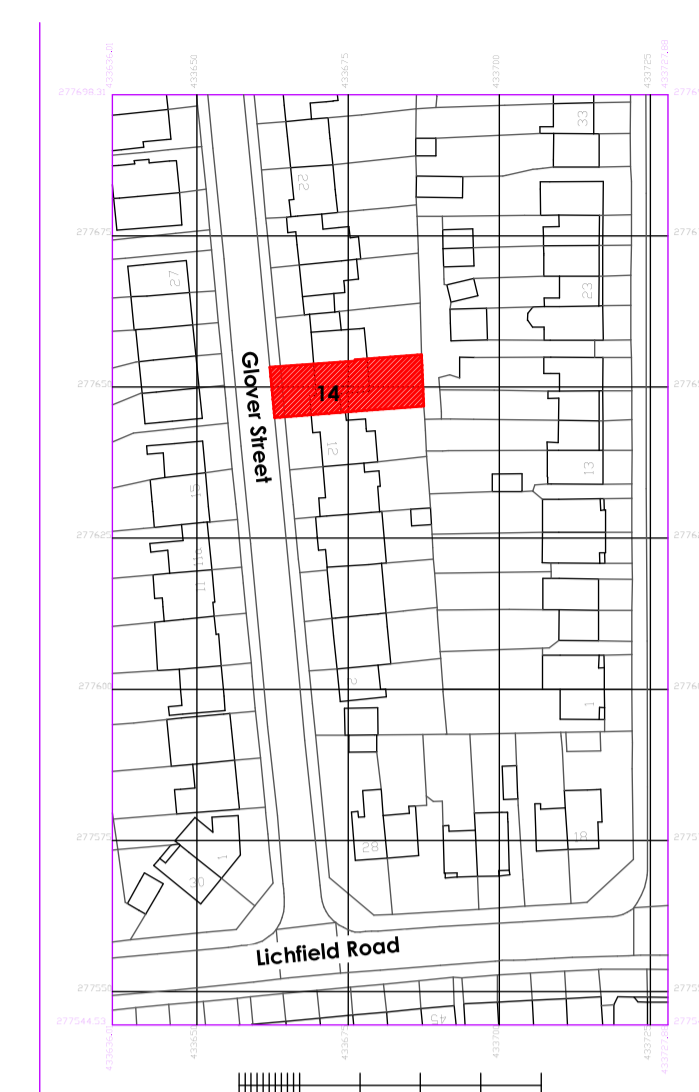
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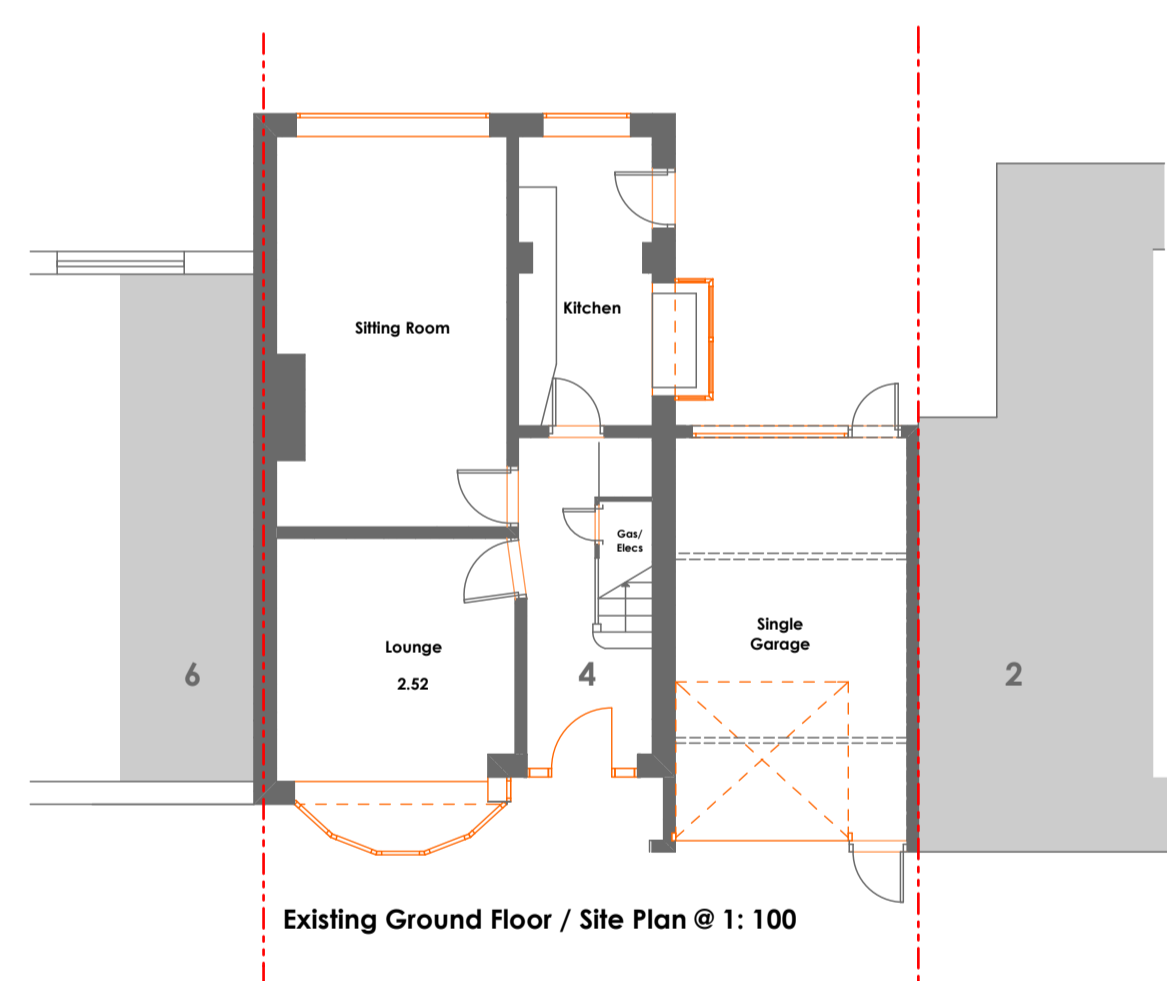
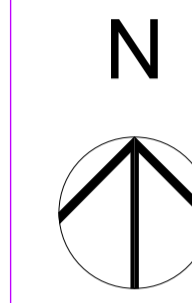
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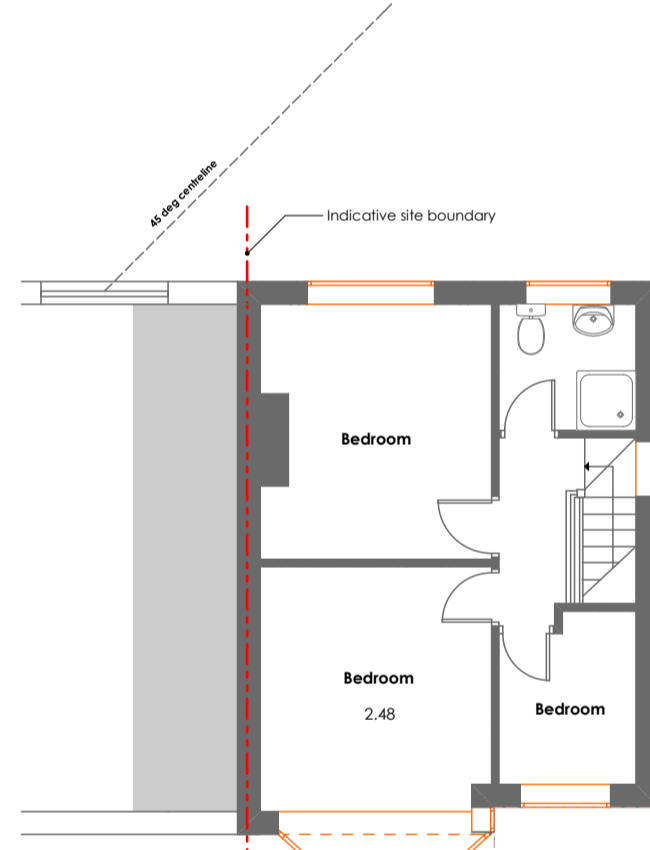
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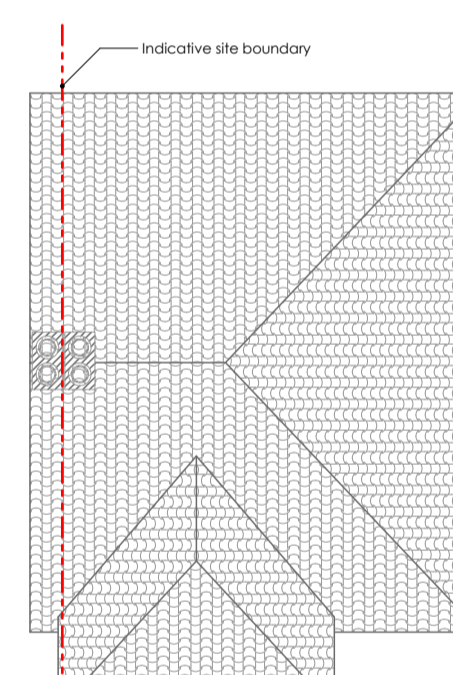
Location Plan @ 1:1250



Existing Ground Floor / Site Plan @ 1: 100



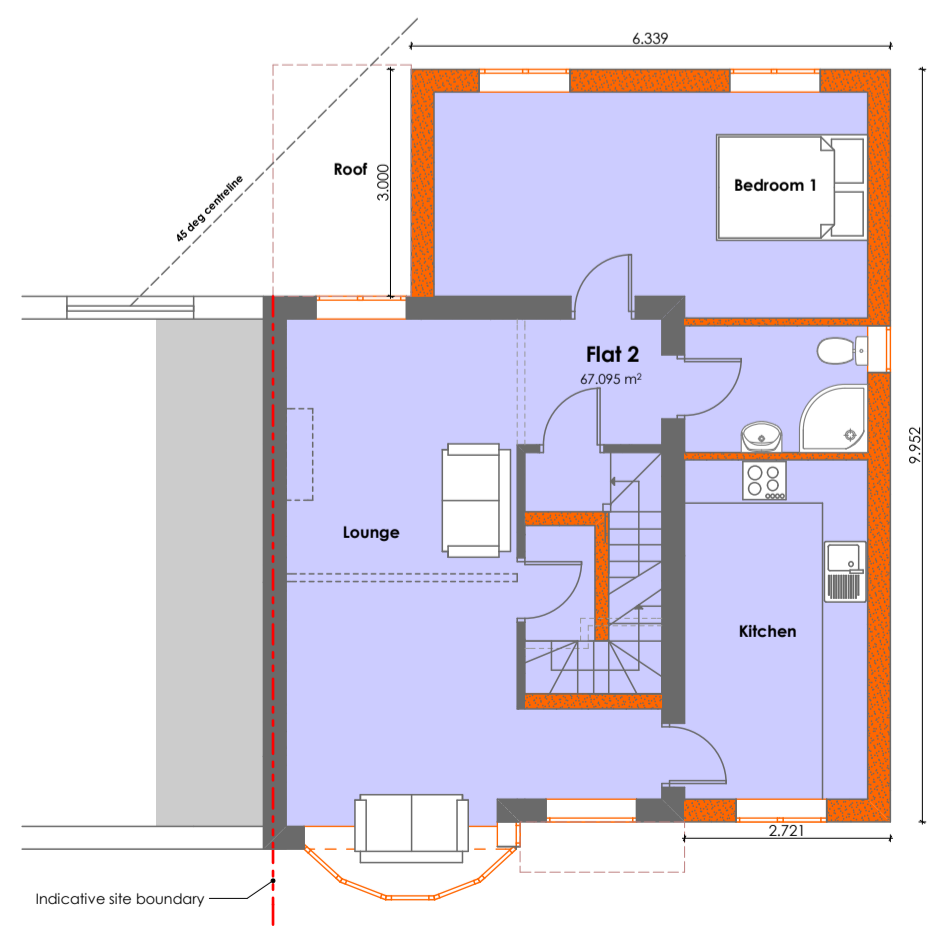
Existing First Floor Plan @ 1: 100



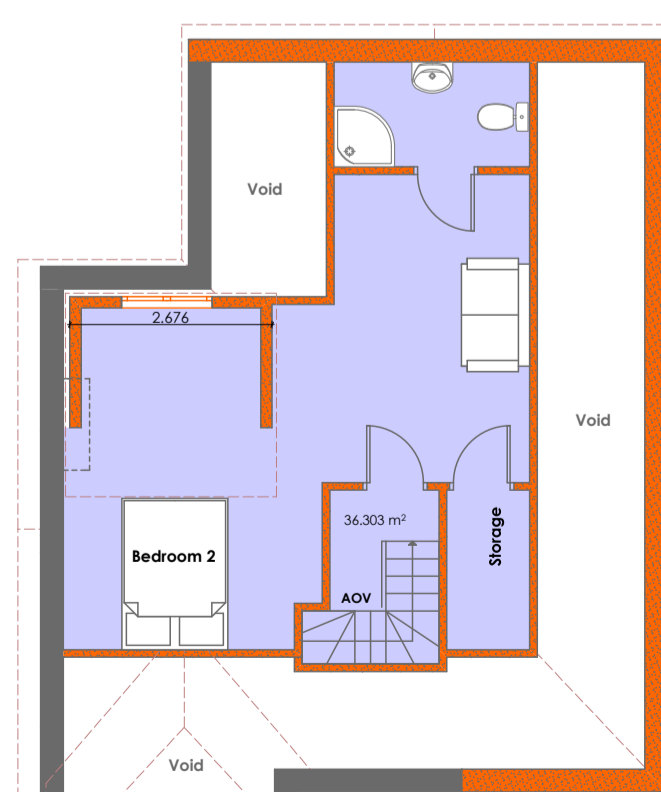
Existing Roof Plan @ 1: 100



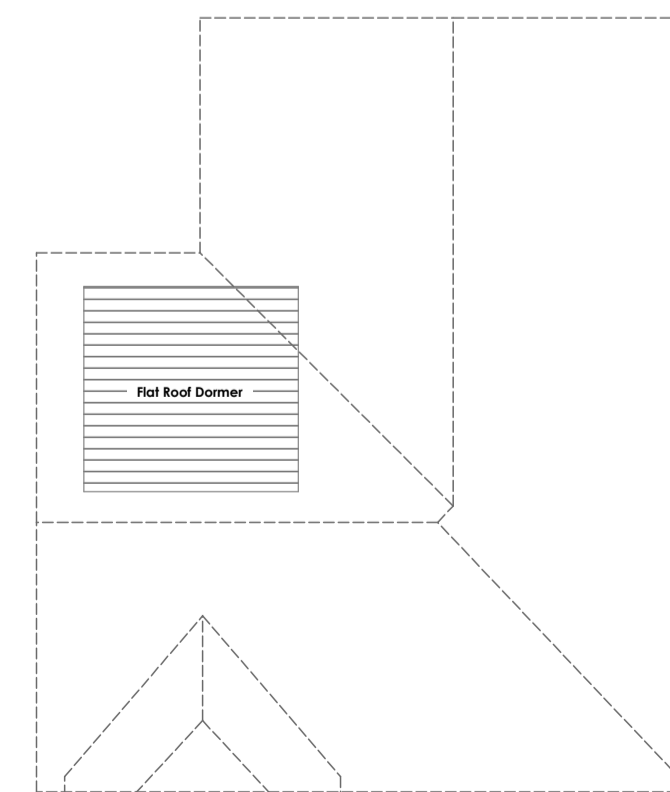
Proposed Ground Floor / Site Plan @ 1: 100



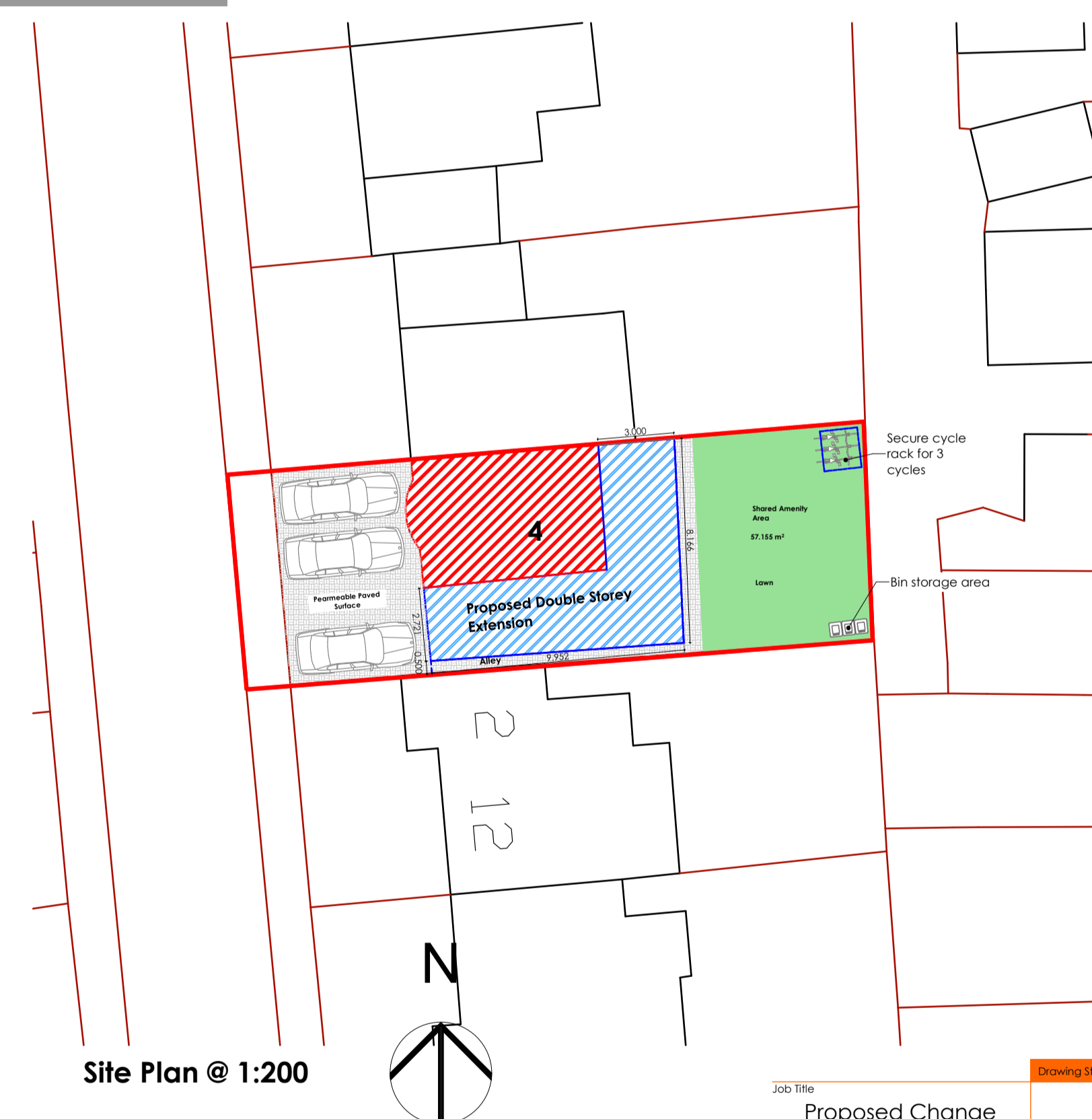
Proposed First Floor Plan @ 1: 100



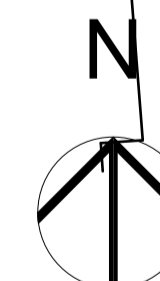
Proposed Loft Floor Plan @ 1: 100



Proposed Roof Plan @ 1: 100



Site Plan @ 1:200



Job Title
Proposed Change of Use to 2 x Student Flats (Sui Generis)
 14 Clover Street
 Coventry
 CV3 5FZ

Dwg Name
Existing + Proposed Floor Plans

As Shown @ A1
 VD18191
 A.01
 By: DD
 Date: 15/10/2018

Volta design.

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Report to
Planning Committee
17/01/2019

Report of
Head of Planning and Regulation

Ward(s) affected:
All

Title:
Planning Validation Checklist – Local List

Is this a key decision?
No

This local validation checklist document will support the submission of planning applications

Executive Summary:

The local validation checklist is specific to Coventry City Council and is intended to provide advice to applicants and agents on the submission requirements for planning applications. It supports the National List of requirements for planning applications.

Recommendation:

Planning committee are recommended to

- a) Approve a public consultation exercise for 8 weeks on the draft validation checklist for planning applications; and
- b) Delegate authority to the Head of Planning and Regulation, in consultation with the Chair of the Planning Committee, to publish the final validation checklist taking account of representations received during public consultation.

List of Appendices included:

Appendix 1 – The validation checklist

Appendix 2 – Validation checklist quick check grid

Background papers:

None

Other useful documents

The Town and County Planning (Development Management Procedure) (England) Order 2015
http://www.legislation.gov.uk/ukxi/2015/595/pdfs/ukxi_20150595_en.pdf

Communities and Local Government: Guidance on information requirements and validation (March 2010)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/7727/1505220.pdf

National application requirements <https://www.gov.uk/guidance/making-an-application#National-information-requirements>

Has it been or will it be considered by Scrutiny?

No

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

No

Report title: Planning Validation Checklist

1. Context (or background)

- 1.1 A planning application must be accompanied by certain information in order to be made valid. National requirements are set out in The Town and County Planning (Development Management Procedure) (England) Order 2015 with further information in the Ministry of Housing, Communities & Local Government Guidance – Making an application. As well as the national requirements, local planning authorities may also request supporting information that is set out on a formally adopted 'local list'. The local list is prepared by the local planning authority to clarify what information is usually required for application of a particular type, scale or location.
- 1.2 The creation of a 'local list' of validation requirements was originally introduced through the Department for Communities and Local Government Best Practice Guidance in 2006. It is intended to provide clarity on the nature and extent of information required to accompany a planning application. Coventry City Council adopted a local validation list in 2008 following a consultation exercise. This document is out of date and is no longer useful as it has not been reviewed or updated.
- 1.3 The Government's policy on local information requirements is found in the National Planning Policy Framework. It advises that Local planning authorities should take a proportionate approach to the information requested in support of planning applications. Paragraph 44 of the NPPF states that "Local planning authorities should publish a list of their information requirements for applications for planning permission. These requirements should be kept to the minimum needed to make decisions, and should be reviewed at least every 2 years. Local planning authorities should only request supporting information that is relevant, necessary and material to the application in question."

2. Options considered and recommended proposal

- 2.1 The national validation requirements are set out in The Town and County Planning (Development Management Procedure) (England) Order 2015. At a local level, if authorities require further information they are required to produce a list of mandatory additional information required to meet local circumstances. If an application does not meet the validation requirements as outlined in the checklist (or the applicant has failed to provide any justification why that information is not relevant to the particular proposal) then it will not be valid and the start date will only commence when that information has been provided.
- 2.2 If an application is submitted with all the required supporting information then it must be made valid, but this does not prevent the local planning authority from requesting further information during the determination process. An application could still be deemed invalid at a later date if the documentation submitted fails to provide sufficient details or there are inconsistencies between plans.
- 2.3 The Local Planning Authority currently has no up to date adopted list of local validation requirements and this can cause delay in validating planning application as it is not necessarily clear to applicants/ agents as to what information is required by the authority in support of their planning application. Furthermore, without a local list of validation requirements, the local planning authority cannot insist on the submission of any supporting documents at the validation stage, other than those on the national list and this can cause delays in the consideration of applications.

- 2.4 In order to provide clarity for applicants/ agents on the local authorities submission requirements, a new local validation checklist has been produced which takes into account current guidance. The current guidance states that Information that is required by the local list should be: reasonable having regard, in particular, to the nature and scale of the proposed development; and about a matter which it is reasonable to think will be a material consideration in the determination of the application.
- 2.5 The new validation checklist sets out both national and local submission requirements for planning applications. All requirements within this list are based on national or adopted local planning policy.
- 2.6 The validation checklist sets out the information that needs to be submitted for each of the different application types. It is intended to provide clarity and consistency for developers on submission requirements and help prevent delays during the application process. The draft validation checklist is attached in appendix 1.
- 2.7 Before the local planning authority can adopt a new 'local list' it must carry out a period of consultation.

3. Consultation exercise

- 3.1 In producing the draft list officers have already consulted with our internal consultees (highways, flooding and drainage, policy, environmental protection, conservation and archaeology, ecology and tree officers).
- 3.2 The Guidance on information requirements and validation suggests that “where the LPA considers that changes are necessary, the proposals should be issued to the local community, including applicants and agents, for consultation. The consultation period should last no less than eight weeks.”
- 3.3 It is proposed that consultation will take place for an eight week period, with the draft list published on the Councils website. Applicants and agents (who have submitted applications in the period Jan 2018 to the date of the consultation will also be consulted direct.

4. Recommendation

- 4.1 It is recommended that an 8 week consultation period is undertaken and any comments taken into consideration and amendments made as necessary before the validation checklist is adopted.
- 4.2 Following the expiration of the consultation period consultation responses will be reviewed, if necessary, amendments carried out.
- 4.3 Following consultation with the Chair of Planning Committee the local validation list will be published and adopted for use in the submission of applications to the planning service.

5. Comments from Executive Director, Resources

5.1 Financial implications

The validation checklist is not subject to any public examination and requires only limited consultation. As such, any costs associated with the delivery of this document will be met through existing budgets attributed to the Planning team.

5.2 Legal implications

The Town and County Planning (Development Management Procedure) (England) Order 2015 sets out that for a planning application to be valid: it should be submitted using the appropriate planning application form; the form should be completed, the correct fee paid and information provided to meet national information requirements; and it should include additional information as required by the local planning authority and specified by the local planning authority on their local list of information requirements. The DMPO 2015 requires local planning authorities to review their local lists, if they have them, at least every 2 years.

6. Other implications

None

6.1 How will this contribute to the Council Plan?

The Council Plan aims to promote the growth of a sustainable Coventry economy through being globally connected through supporting businesses to grow; developing the city centre and creating the infrastructure for the city to grow and thrive.

The introduction of a new validation checklist with clear local requirements will provide clarity for developers submitting planning applications and help to improve efficiency in the planning service. This will benefit developers and those investing in the city.

6.2 How is risk being managed?

There are limited risks associated with the introduction of the validation checklist. There is a mechanism for applicants to challenge the requests made for supporting information at the validation stage, which can ultimately result in an appeal to the Secretary of State but this is rare as such disputes are usually resolved without such steps being taken.

6.3 What is the impact on the organisation?

None

6.4 Equalities / EIA

None

6.5 Implications for (or impact on) the environment

The introduction of the validation checklist will provide clarity on submission requirements for planning applications. It will ensure that planning applications are accompanied by sufficient information to allow for the assessment of environmental impact on issues such as flood risk, air quality and protection of the natural environment and heritage assets.

6.6 Implications for partner organisations?

None

**Report author(s): Tracy Miller, Head of Planning and Regulation
Cathy Horton, Development Manager**

Directorate: Planning & Regulation, Streetscene & Regulatory Services

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Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:	Stuart Evans	Legal	03/01/2019	
	Cath Crosby	Finance	03/01/2019	
Names of approvers for submission: (officers and members)				
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Appendices

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 www.planningportal.co.uk and must be completed in full	Article 7 of the Town and Country Planning (General Development Procedure) Order (England) 2015 www.planningportal.co.uk
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 www.planningportal.co.uk
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 https://www.planningportal.co.uk/homepage/4/buy_a_planning_map
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 Section 2 .	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 designated area (Conservation Area)	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 development's context has influences the design. The statement must also explain the applicant's approach to access and how relevant Local	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 https://www.planningportal.co.uk/faqs/faq/51/what_is_a_design_and_access_statement

		<p>where the proposed development consists of:</p> <ul style="list-style-type: none"> - one or more dwellings; or - a building or buildings with a floor space of 100 square meters or more; - applications for listed building consent. 	<p>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.</p>	
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.	<p>Planning fees are set by the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2017</p> <p>https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</p>

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 section 2	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 elevation(s) to be changed; photo-montage or detailed scale drawing showing the proposed cladding; 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 section 2.1 ; 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) (map link)	All plans and drawings detailed in section 2 ; 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 section 2 ; Heritage application requirements (as appropriate) detailed in section 4	Policy HE2 of the Coventry Local Plan 2016
3.6	Householder application in a Conservation Area	All plans and drawings detailed in section 2 ; Heritage application requirements (as appropriate) detailed in section 4	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 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: https://ecab.planningportal.co.uk/uploads/1app/guidance/guidance_note-larger_home_extension.pdf

This information may also be required to support your application

3.7	Householder application affecting roof space	All plans and drawings detailed in section 2 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.	Policy GE3 of the Coventry Local Plan 2016 https://www.gov.uk/guidance/bats-surveys-and-mitigation-for-development-projects Expert advice should be sought from a suitably qualified ecologist.
3.8	Householder application affecting trees	All plans and drawings detailed in section 2 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,	Policy GE4 of the Coventry Local Plan 2016 BS 5837:2012 Trees in relation to design, demolition and construction – Recommendations

	<p>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 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 building or building 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 https://historicengland.org.uk/services-skills/our-planning-services/charter/working-with-us/ http://heritagehelp.org.uk/planning/heritage-statements
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 identified on the online map	A desk based assessment from existing records, which highlights the nature, extent and significance of the historic environment within the application site which will establish the	Policy HE2 of the Coventry Local Plan 2016 http://www.coventry.gov.uk/info/110/planning_applications/1333/online_planning_map

		that may have an impact on archaeological deposits and/or the significance of the historic environment	impact of the proposed development on the significance of the historic environment. Further reports of geophysics or evaluation work may also be required	http://www.coventry.gov.uk/info/271/conservation_and_archaeology/454/archaeology/1
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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:

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

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 (http://webarchive.nationalarchives.gov.uk/20100409053422/http://www.dft.gov.uk/adobepdf/165237/202657/guidanceontaappendixb)	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: http://www.coventry.gov.uk/downloads/file/27662/air_quality_draft_supplementary_planning_document_spd https://www.gov.uk/guidance/air-quality--3 Defra Technical Guidance (TG16) on Local Air Quality Management: https://laqm.defra.gov.uk/documents/LAQM-TG16-February-18-v1.pdf Institute of Air Quality Management: https://iaqm.co.uk/guidance/
5.2	Flood Risk Assessment	Any development falling into the following categories: - within flood zone 2 or 3;	A flood risk assessment (FRA) is required, appropriate to the scale and nature of the development proposed, assessing the level of	Policies EM4, EM5 and EM6 of the Coventry Local Plan 2016

		<ul style="list-style-type: none"> - 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 ; - within 20 metres of any watercourse; - Adjacent to, or including, any flood bank or other flood control structure 	<p>flood risk from all sources. A typical FRA will include:</p> <ul style="list-style-type: none"> - 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; - Site ground conditions. <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>https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications</p> <p>Flood Risk Management & Drainage – Standing Advice</p> <p>http://www.coventry.gov.uk/downloads/file/28181/flood_risk_management_and_drainage_-_standing_advice</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</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"> • 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. • Tree Constraints Plan (TCP) - to identify the radius RPA for each tree and hedgerow mentioned within the TS, with their existing & estimated ultimate canopy spread & 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. • 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. • Arboricultural Method Statement – to identify the methodology required if 	<p>Policy GE3, GE4 & 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>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.</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>	
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This information may also be required to support your application

5.6	Bat Survey	Minor residential development where the proposals 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</p>	<p>Policy GE3 of the Coventry Local Plan 2016</p> <p>https://www.gov.uk/guidance/bats-surveys-and-mitigation-for-development-projects</p> <p>Expert advice should be sought from a suitably qualified ecologist.</p>
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			and good quality habitat and existing trees to support bat species.	
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>https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications</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"> - Site inspection scope; - Review of historical land use; - Review of environmental setting; 	<p>Policy EM6 of the Coventry Local Plan 2016</p> <p>National Policy and Guidance:</p> <p>https://www.gov.uk/government/collections/land-contamination-technical-guidance</p>

			<ul style="list-style-type: none"> - Consultation with relevant regulatory authorities; - Qualitative environmental risk assessment; - Review of existing relevant reports. 	<p>https://www.gov.uk/contaminated-land</p> <p>https://www.gov.uk/guidance/land-contamination-risk-management</p> <p>http://webarchive.nationalarchives.gov.uk/20140328111055/http://www.environment-agency.gov.uk/static/documents/Leisure/SR-DPUB66-e-e.pdf</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: https://www.ioa.org.uk/sites/default/files/14720%20ProPG%20Main%20Document.pdf</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 floorspace 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	<p>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 http://webarchive.nationalarchives.gov.uk/20100409053422/http://www.dft.gov.uk/adobepdf/165237/202657/guidanceontaappendixb</p>	<p>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.</p>	<p>Policy EM7 of the Coventry Local Plan 2016 Detailed guidance for the threshold for Air quality assessment can be found at: https://www.gov.uk/guidance/air-quality--3 Defra Technical Guidance (TG16) on Local Air Quality Management: https://laqm.defra.gov.uk/documents/LAQM-TG16-February-18-v1.pdf Institute of Air Quality Management: https://iaqm.co.uk/guidance/</p>

6.2	Flood Risk Assessment	<p>Any development falling into the following categories:</p> <ul style="list-style-type: none"> - 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 ; - within 20 metres of any watercourse; - Adjacent to, or including, any flood bank or other flood control structure 	<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"> - 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; - Site ground conditions. <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>Policies EM4, EM5 and EM6 of the Coventry Local Plan 2016</p> <p>https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications</p> <p>Flood Risk Management & Drainage – Standing Advice</p> <p>http://www.coventry.gov.uk/downloads/file/28181/flood_risk_management_and_drainage_-_standing_advice</p>
6.3	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;</p> <p>http://www.coventry.gov.uk/downloads/download/5197/hot_food_takeaway_drift_supplementary_planning_document_spd</p>

6.4	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	Policy DE1 and GE3 of the Coventry Local Plan 2016 https://www.gov.uk/guidance/light-pollution
6.5	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	Policy JE3 of the Coventry Local Plan 2016 Policy CO2 of the Coventry Local Plan 2016
6.6	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 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	Policy AC3 of the Coventry Local Plan 2016 Appendix 5 of the Coventry Local Plan 2016 Coventry Connected SPD
6.7	Sequential Test	Any proposals for retail and other Main Town Centre uses or office development that fall outside a defined centre.	The assessment should justify the scale of the development and an assessment of the impact upon the vitality of existing retail centres and locations. Details of the availability of other sites closer to a centre for the development will also 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
6.8	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 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	Policy AC3 of the Coventry Local Plan 2016 Coventry Connected SPD; file:///C:/Users/cvvhho050/

		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	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.	Downloads/Coventry_Connected_SPD_Final_Draft_July_2018.pdf Information on pre-application highways advice can be found at; http://www.coventry.gov.uk/info/114/parking_travel_and_streets/3102/pre-application_highways_advice/1
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This information may also be required to support your application

6.9	Bat Survey	All applications where the development proposals 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: 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 https://www.gov.uk/guidance/bats-surveys-and-mitigation-for-development-projects Expert advice should be sought from a suitably qualified ecologist.
6.10	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;	Policy EM6 of the Coventry Local Plan 2016 National Policy and Guidance:

			<ul style="list-style-type: none"> - Review of environmental setting; - Consultation with relevant regulatory authorities; - Qualitative environmental risk assessment; - Review of existing relevant reports. 	<p>https://www.gov.uk/government/collections/land-contamination-technical-guidance</p> <p>https://www.gov.uk/contaminated-land</p> <p>https://www.gov.uk/guidance/land-contamination-risk-management</p> <p>http://webarchive.nationalarchives.gov.uk/20140328111055/http://www.environment-agency.gov.uk/static/documents/Leisure/SR-DPUB66-e-e.pdf</p>
6.11	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: https://www.ioa.org.uk/sites/default/files/14720%20ProPG%20Main%20Document.pdf</p> <p>British Standard BS8233:2014 Guidance on Sound Insulation and Noise Reduction for Buildings</p>

				British Standard BS4142:2014 Method for Rating and Assessing Industrial and Commercial Sound
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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 (http://webarchive.nationalarchives.gov.uk/20100409053422/http://www.dft.gov.uk/adobepdf/165237/202657/guidanceontaappendixb) 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: http://www.coventry.gov.uk/downloads/file/27662/air_quality_draft_supplementary_planning_document_spd https://www.gov.uk/guidance/air-quality--3 Defra Technical Guidance (TG16) on Local Air Quality Management: https://laqm.defra.gov.uk/documents/LAQM-TG16-February-18-v1.pdf Institute of Air Quality Management: https://iaqm.co.uk/guidance/

7.3	Biodiversity and ecological survey and report	All major development proposals where there is potential impact on biodiversity	<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 https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications</p> <p>Expert advice should be sought from a suitably qualified ecologist.</p>
7.4	Biodiversity Impact Assessment	All major development proposals where there is a potential impact on biodiversity	<p>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: www.warwickshire.gov.uk/biodiversityoffsetting</p> <p>For additional support with this calculator tool, contact Warwickshire County Council for their Biodiversity Impact Assessment support service: www.warwickshire.gov.uk/sdcecolgypreapp</p> <p>Ecological information should be provided in accordance with the Code of practice set out in British Standard BS42020:2013.</p>	<p>Policy GE3 of the Coventry Local Plan 2016 https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications</p> <p>Expert advice should be sought from a suitably qualified ecologist.</p>
7.5	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	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.	The Town & Country Planning (Environmental Impact Assessment) England and Wales Regulations 1999, as amended

		regulations. Those developments included in Schedule 2 of the EIA Regulations may also require and EIA.	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	Town and Country Planning (Environmental Impact Assessment) (Amendment) Regulations 2015 https://www.gov.uk/guidance/environmental-impact-assessment
7.6	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 ; - within a river floodplain, as defined by the Coventry SFRA indicative flood zone maps; - within 20 metres of any watercourse; - Adjacent to, or including, any flood bank or other flood control structure; - within an area where there may be surface water issues and drainage problems.	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; - Site ground conditions. 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. 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. Details of Sequential testing; Exception testing; and Hydraulic modelling will be required.	Policies EM4, EM5 and EM6 of the Coventry Local Plan 2016 https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications Flood Risk Management & Drainage – Standing Advice http://www.coventry.gov.uk/downloads/file/28181/flood_risk_management_and_drainage_-_standing_advice
7.7	Flue and ventilation extraction details	Any proposals that include a commercial kitchen or where air conditioning or	The submitted plans should include details of the external appearance and written details outlining the technical specification of the proposed plant.	Policy R6 of the Coventry Local Plan 2016 HFTA SPD; http://www.coventry.gov.uk/downloads/

		extraction equipment is proposed		download/5197/hot_food_takeaway_draft_supplementary_planning_document_s.pdf
7.8	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	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. 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.	Policy GE2 of the Coventry Local Plan 2016
7.9	Health impact assessment	All major development proposals; Proposals for waste development; 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.	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 HIA SPD Document
7.10	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
7.11	Marketing Information	Any proposals for the redevelopment of employment sites not	Details of marketing activity in accordance with Appendix 2 of the Local Plan	Policy JE3 of the Coventry Local Plan 2016

		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		Policy CO2 of the Coventry Local Plan 2016
7.12	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; file:///C:/Users/cvhh050/Downloads/Coventry Connected SPD Final Draft July 2018.pdf
7.13	Planning Statement	All major applications	The planning statement should: <ul style="list-style-type: none"> - Identify the context and need for the proposed development; - Assess how the proposed development accords with relevant national and local policies; 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
7.14	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
7.15	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 should justify the scale of the development and an assessment of the impact upon the vitality of existing retail centres and locations. Details of the availability of other sites closer to a centre for the development will also be required together with reasons	NPPF Para. 86-87 Policy R4 of the Coventry Local Plan 2016 Policy JE4 of the Coventry Local Plan 2016

			these sites were discounted. Evidence should be provided to show that there are no sequentially preferable sites.	
7.16	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
7.17	Sustainable Buildings Statement	All applications for major development	<p>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:</p> <ul style="list-style-type: none"> - An Energy Statement, - Assessment of sustainable design standards for new residential and BREEAM pre-assessments (as appropriate), - Draft Green Performance Plan, - Internal thermal modelling - 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"> - 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. - 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. - Open-air SuDS features within the site that provides a multifunctional purpose, including amenity and biodiversity benefits. 	<p>Policies DS3, EM1, EM2 and EM4 of the Coventry Local Plan 2016</p> <p>EU Water Framework Directive</p> <p>Delivering a More Sustainable City SPD</p>

			<ul style="list-style-type: none"> - A maintenance plan demonstrating clear arrangements are in place over the life time of the development. - Evidence to show the management of overland flow routes in the event of exceedance or blockage to the drainage system. 	
7.18	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; All other major development will require a Transport Assessment Full threshold criteria are set out in the Coventry Connected SPD	<p>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.</p> <p>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.</p>	<p>Policy AC3 of the Coventry Local Plan 2016</p> <p>Coventry Connected SPD; file:///C:/Users/cvhho050/Downloads/Coventry Connected SPD Final Draft July 2018.pdf</p> <p>Information on pre-application highways advice can be found at; http://www.coventry.gov.uk/info/114/parking_travel_and_streets/3102/pre-application_highways_advice/1</p>
7.19	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)	<p>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.</p> <p>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.</p>	<p>Policy AC3 of the Coventry Local Plan 2016</p> <p>Coventry Connected SPD; file:///C:/Users/cvhho050/Downloads/Coventry Connected SPD Final Draft July 2018.pdf</p>
7.20	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"> • 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. 	<p>Policy GE3, GE4 & HE2 of the Coventry Local Plan 2016</p> <p>BS 5837:2012 Trees in relation to design, demolition and construction – Recommendations</p>

			<ul style="list-style-type: none"> • Tree Constraints Plan (TCP) - to identify the radius RPA for each tree and hedgerow mentioned within the TS, with their existing & estimated ultimate canopy spread & 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. • 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. • 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. • Dimensioned Tree Protection Plan - to identify the distances from trunk centres to protection barrier to include tree protection posters displayed at 10m centres. 	<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>
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This information may also be required to support your application

7.21	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 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.	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; Details of any renewable energy schemes; and Details of any associated construction or development lighting.	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: https://www.aoa.org.uk/policy-campaigns/operations-safety/ DfT/ODPM Circular 1/2003 – advice to planning authorities on safeguarding aerodromes: https://www.gov.uk/government/publications/safeguarding-aerodromes-technical-sites-and-military-explosives-storage-areas
7.22	Bat Survey	All applications where the development proposals 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: 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 https://www.gov.uk/guidance/bats-surveys-and-mitigation-for-development-projects Expert advice should be sought from a suitably qualified ecologist.
7.23	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;	Policy EM6 of the Coventry Local Plan 2016 National Policy and Guidance:

			<ul style="list-style-type: none"> - Consultation with relevant regulatory authorities; - Qualitative environmental risk assessment; - Review of existing relevant reports. 	<p>https://www.gov.uk/government/collecti- ons/land-contamination-technical- guidance</p> <p>https://www.gov.uk/contaminated-land</p> <p>https://www.gov.uk/guidance/land- contamination-risk-management</p> <p>http://webarchive.nationalarchives.gov.u k/20140328111055/http://www environ- ment- agency.gov.uk/static/documents/Leisure /SR-DPUB66-e-e.pdf</p>
7.24	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
7.25	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):</p> <p>https://assets.publishing.service.gov.uk/g overnment/uploads/system/uploads/att achment_data/file/69533/pb13750- noise-policy.pdf ; and</p> <p>https://www.gov.uk/guidance/noise--2</p> <p>Institute of Acoustics/CIEH ProPG Planning and Noise Guidance: https://www.ioa.org.uk/sites/default/file</p>

				s/14720%20ProPG%20Main%20Docume nt.pdf British Standard BS8233:2014 Guidance on Sound Insulation and Noise Reduction for Buildings British Standard BS4142:2014 Method for Rating and Assessing Industrial and Commercial Sound
7.26	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; (Link to S106 form)	Policy IM1 of the Coventry Local Plan 2016
7.27	Schedule of development	All proposals for new residential or commercial floorspace	Detailed schedule of the number and types of residential units proposed; and/or Detailed schedule of the breakdown of commercial floorspace	To allow monitoring of new development in accordance with Policy DS1 of the Coventry Local Plan 2016
7.28	Sunlight/ Daylight Assessment	Applications where there is potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space.	The assessment should conform to the methodology identified in the Building Research Establishment guidance '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.	Policy DE1 of the Coventry Local Plan 2016 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 nd edition' (2011)
7.29	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
7.30	Viability Assessment	Any proposals where there is a viability case: applications where not all	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

		contributions can be paid; applications for the redevelopment of employment sites for non- employment purposes		
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8. Validation: local requirements – other application types

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

Type of application required for	Local requirement	What is required	Policy driver Further information/ guidance
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 The Town and County Planning Act 1990
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 Section 1 and 2.1, 2.3, 2.5	The Town and Country Planning (Control of Advertisements) (England) Regulations 2007 https://www.gov.uk/guidance/advertisements https://www.gov.uk/government/publications/outdoor-advertisements-and-signs-a-guide-for-advertisers
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; https://www.gov.uk/guidance/tree-

			preservation-orders-and-trees-in-conservation-areas https://www.planningportal.co.uk/info/200130/common_projects/53/trees_and_hedges
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, 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>	Policy GE3 & GE4 of the Coventry Local Plan 2016 BS3998: 2010 Recommendations for Tree Work Tree Preservation Orders and trees in conservation areas; https://www.gov.uk/guidance/tree-preservation-orders-and-trees-in-conservation-areas https://www.planningportal.co.uk/info/200130/common_projects/53/trees_and_hedges
Discharge of condition	Sufficient information to identify the original planning permission, the condition(s) to be discharged and necessary supporting information	Completed application form identifying the original permission and condition(s) to be discharged; Full details to support discharge of the relevant condition.	Town and Country Planning Act 1990 Planning (Listed Building and Conservation Areas) Act 1990

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
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
Prior notification	Information to identify what is proposed	An application should include fully completed forms and information to fully identify what is proposed	Town and Country Planning (General Development Procedure) Order (England) 2015
Prior notification demolition	Information to identify what is proposed	An application should include fully completed forms and information to fully identify what is proposed	Town and Country Planning (General Development Procedure) Order (England) 2015
S.73 – Variation/ removal of condition application	Information to identify the original permission and condition to be varied	An application should include the fully completed application form. Where necessary plans should be provided in accordance with Section 2 .	S.73 of the Town and Country Planning Act 1990 Planning (Listed Building and Conservation Areas) Act 1990
Telecommunications applications	Detailed plans showing the proposals as set out in section 2;	In addition to the plans required in Section 2.1 – 2.3 , 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)

	Justification for the proposed development and siting		Policy C2 of the Coventry Local Plan 2016 Telecommunications SPD
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