

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

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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:

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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	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 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/

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	<p>Any proposals that include a commercial kitchen or where air conditioning or extraction equipment is proposed</p>	<p>The submitted plans should include details of the external appearance and written details outlining the technical specification of the proposed plant.</p>	<p>Policy S6 of the Coventry Local Plan 2016</p> <p>HFTA SPD; 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/

		<p>A Travel Plan is required for: A1 food retail over 800 sq.m; A4 over 600 sq.m; A5 over 500 sq.m.</p> <p>Full threshold criteria are set out in the Coventry Connected SPD</p>	<p>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.</p>	<p>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>
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This information may also be required to support your application

6.9	Bat Survey	<p>All applications where the development proposals are likely to impact upon bats which are a European protected species</p>	<p>A bat scoping survey may be required, with further surveys in some cases depending upon initial findings:</p> <p>Applications must assess whether proposals are likely to impact upon bats, which are a European Protected species. Good Practice Guidelines from the Bat Conservation Trust (2016) should be followed. Triggers for bat survey may include demolition, alteration of roof space or extension at the level of the eaves/roofline, favourable building condition, age and construction, evidence of nearby roosts and good quality habitat and existing trees to support bat species.</p>	<p>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>
6.10	Contaminated Land Assessment	<p>Any application where the development is known or suspected to be affected by land contamination</p>	<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; 	<p>Policy EM6 of the Coventry Local Plan 2016</p> <p>National Policy and Guidance:</p>

			<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/cvoho050/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-

			<p>preservation-orders-and-trees-in-conservation-areas</p> <p>https://www.planningportal.co.uk/info/2/00130/common_projects/53/trees_and_hedges</p>
Application for works to TPO trees	Details of the proposed works and the location of the tree(s)	<p>The application should include:</p> <ul style="list-style-type: none"> Completed application forms; Plan showing the location of the tree(s) Description of the proposed works <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>	<p>Policy GE3 & GE4 of the Coventry Local Plan 2016</p> <p>BS3998: 2010 Recommendations for Tree Work</p> <p>Tree Preservation Orders and trees in conservation areas; https://www.gov.uk/guidance/tree-preservation-orders-and-trees-in-conservation-areas</p> <p>https://www.planningportal.co.uk/info/2/00130/common_projects/53/trees_and_hedges</p>
Discharge of condition	Sufficient information to identify the original planning permission, the condition(s) to be discharged and necessary supporting information	<p>Completed application form identifying the original permission and condition(s) to be discharged;</p> <p>Full details to support discharge of the relevant condition.</p>	<p>Town and Country Planning Act 1990</p> <p>Planning (Listed Building and Conservation Areas) Act 1990</p>

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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