

CHECKLIST 1: COUNTY COUNCIL'S OWN DEVELOPMENTS

For Applications for Development by the County Council under Regulation 3 of The Town and Country Planning General Regulations 1992 (as amended).

OR

For Applications for Approval of Reserved Matters Following Outline Application (Development by the County Council under Regulation 3 of the Town and Country Planning General Regulations 1992 (as amended) only).

The original and 3 copies of the application form, plans and supporting information (a total of 4 copies) should be submitted to the County Planning Authority, unless submitted electronically.

We reserve the right to request further information that we think is necessary in order to determine the application¹.

For further information on any of the items below please contact the Development Management Team, email: devcontrolteam@worcestershire.gov.uk.

It is strongly advised that you have a [pre-application discussion](#) with a member of the Development Management Team before submitting your application.

Forms

1APP Form: to access the form directly visit [Planning Portal](#).

What information is required?

- All relevant questions answered correctly.
- Completed Ownership Certificates.
- All signed and dated.

Plans

Plans should be clearly titled, show the direction of north and be given a unique reference number and dated.

Location Plan

Scale 1: 1250 or 1:2500.

Scaled to fit onto A4 or A3 size paper.

Where relevant, the following information should be shown:

- Based on an up-to-date map.
- Identify roads and/or buildings on land adjoining the application site.
- A red line should be drawn around the application site. It should include all land necessary to carry out the proposed development, for example, land required for

¹ Regulation 4 of the Town and Country Planning [Applications] Regulations 1988 enables local planning authorities to direct applicants to supply any further information, plans and drawings necessary to enable applications to be determined.

access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

- A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

Existing and Proposed Site Plan

Scale 1:500 or 1:200.

Where relevant, the following information should be shown:

- The proposed development in relation to the site boundaries and other existing building on the site.
- The buildings and roads on land adjoining the site including access arrangements.
- Public rights of way crossing or adjoining the site and any diversions.
- All landscaping features including trees and hedges.
- The extent and type of any hard surfacing.
- Boundary treatment including walls or fencing.
- Features of biodiversity and geodiversity interest.
- Layout of outdoor games/sports areas.
- Details of any external flood lighting.
- Parking and access during construction and operation.

Existing and Proposed Elevations

Scale 1:50 or 1:100

Where relevant, the following information should be shown:

- All sides of the proposal (including bank elevations).
- Construction materials and boundary treatment specification.
- The relationship between adjoining buildings or buildings in close proximity and detail the positions of openings on each property.

Existing and Proposed Floor Plans

Scale 1:50 or 1:100

Where relevant, the following information should be shown:

- Any buildings or walls to be demolished.
- Floor plan.

Existing and Proposed Site Sections and Finished Floor and Site Levels

Scale 1:50 or 1:100

Where relevant, the following information should be shown:

- Cross sections through the proposed buildings.
- Relationship to neighbours and existing development.
- Existing site levels and finished floor levels.

Roof plans

Scale 1:50 or 1:100.

Where relevant, the following information should be shown:

- Shape of the roof.
- Roofing materials and location.

Landscaping Plan

Scale 1:500 or 1:250.

Where relevant, the following information should be shown:

- Existing trees and hedgerows to be retained and removed.
- Species type, number, size, and location of all new planting.
- Details of fences and hard and soft landscaping, including changes of level.

Assessments

Agricultural Land Classification Statement: This information is required for all applications that could affect best and most versatile agricultural land (Grades 1, 2 or 3a).

Air Quality Assessment: This information is required when application proposals are likely to have an impact air quality or is in the vicinity of areas of poor air quality.

Biodiversity Net Gain: This information is required for all planning applications which fall within the scope of mandatory Biodiversity Net Gain legislation, contained within the Environment Act 2021 and subsequent regulations.

Coal Mining Risk Assessment: This information is required for all non-householder applications which fall within the Coal Mining Development High Risk Areas as defined by [The Coal Authority](#) and held by the County Planning Authority. Exemptions to this can be identified using [The Coal Authority's Exemption List](#).

Consultation Statement: This information is required for any proposal where pre-application engagement with the public has been undertaken.

Contaminated Land Assessment: This information is required for development on land that has the potential to be contaminated.

Daylight / Sunlight Assessment: This information is required for all applications where there is a potential adverse impact upon current levels of sunlight / daylight enjoyed by adjoining properties or buildings, including their gardens or amenity space.

Design and Access Statement: This information is not required for all developments, please refer to The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) for when it is required.

Ecological Impact Assessment and Ecological Surveys and Reports: This information is required for all applications where a proposed development is likely to have impacts on wildlife and biodiversity, including when there are protected and priority species, sites designated for their local, national, or international importance for nature conservation, important habitats or other biodiversity features on the site or land adjacent to it.

Emissions Assessment (Dust, Noise, Odours, and Vibration): This information is required for all proposals that will involve processes generating noise, dust, odours and vibrations.

Environmental Statement: This information is required for certain types of projects as set out in the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.

Flood Risk Assessment: This information is required for development proposals of 1 hectare or greater in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3.

Foul Sewage Drainage Strategy / Utilities Assessment: This information is required for applications proposing connections to the existing drainage system or involving the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer. Also, for applications proposing connections to existing utility services.

Geodiversity Assessment: This information is required where a proposed development requires investigation into the risks it poses to a designated site of geodiversity importance or a geodiversity feature within the application site.

Green Belt Statement: This information is required for all development located within or partly within the Green Belt.

Habitats Regulations Assessment: This information is required for all planning applications which may affect the site integrity of a Natura 2000 or 'Habitat Site' (Special Areas of Conservation (SAC), Special Protection Areas (SPA) or Ramsar sites, directly or indirectly, and acting either alone or as a result of 'in combination' effects with other plans or projects.

Health Impact Assessment (HIA) Screening: This information is required in areas covered by the South Worcestershire Development Plan and Wyre Forest District Local Plan for the provision of a building or buildings where the floor space created by the development is 1,000 square metres or more; or sites having an area of 1 hectare or more.

Heritage Statement: This information is required where a proposal is in an archaeologically sensitive area or has the potential to impact upon heritage asset(s) and / or its setting.

Landscape and Visual Impact Assessment: This information is required for all proposals, that due to their scale or location are likely to have significant visual impacts, or proposals within or visible from an Area of Outstanding Natural Beauty (AONB).

Land Stability Assessment: This information is required for developments that are proposed on land which is known or suspected to be unstable or on potentially unstable land.

Lighting Assessment: This information is required for developments involving the provision of external lighting, where it may have an impact upon the locality, in particular developments with sports lighting, for developments near residential property, heritage assets such as Listed Buildings, in Conservation Areas, in the open countryside, or has the potential to impact upon wildlife, or near a canal corridor.

Mineral Resource Assessment: This information is required for all non-exempt development, as set out in Tables 7.1 and 7.2 of the [Worcestershire Minerals Local Plan](#), proposed within or partially within the Minerals Consultation Areas as defined on the [Worcestershire Minerals Local Plan Policies Map](#).

Photographs and Photomontages: This information is required for proposals that involve the demolition of an existing building or for proposals affecting heritage assets.

Planning Statement: This information is required for all planning applications.

Playing Pitch Assessment: This information is required for all applications that include the loss of playing field space.

Public Rights of Way Assessment: This information is required for planning applications where a Public Right of Way (PRoW) and/or Public Access traverses, passes close by, or impacts the site or involves the temporary diversion or closure of part of a route in order to construct the development. A PRoW Assessment is also required for proposals which affect a PRoW, even temporarily during construction phases, within or adjacent to an application site. Furthermore, a PRoW Assessment is required for proposals where any new PRoWs are proposed to be created as part of the development.

Safeguarding Mineral Sites and Supporting Infrastructure Assessment: This information is required for all non-exempt development, as set out in Tables 7.1 and 7.2 of the [Worcestershire Minerals Local Plan](#), proposed within or partially within 250 metres of the boundary of any permitted mineral site or supporting infrastructure site.

Safeguarding Waste Management Facilities Assessment: This information is required for all non-waste related development on or adjacent to a site with planning permission or existing use rights for waste management development; or non-waste development within 250 metres of a site with planning permission or existing use rights for waste management that would introduce a new sensitive receptor to the area.

Soil Handling Strategy: For all non-minerals or waste management developments involving the disturbance of soils, pre-application advice should be sought from the Planning Development Management Team on whether a Soils Handling Strategy is required.

Structural Surveys: This information is required where an application involves the substantial or total demolition of a structure, particularly where a physically adjoining structure is to be retained, or where justification is sought on the basis of its physical condition.

Surface Water Drainage Strategy: This information is required for all development that is likely to significantly increase or change patterns of surface water run-off and its impacts.

Sustainability Statement / Energy Statement: A Sustainability Statement is required for all proposals. An Energy Statement is required where policies in the Development Plan require developments to include onsite renewable and low carbon energy facilities to generate a percentage of the predicted energy requirements.

Transport Assessment / Transport Statement: This information is required where the proposed development has significant transport implications. For smaller schemes a Transport Statement is required.

Travel Plan: This information is required for all applications which are likely to have significant transport implications.

Tree Survey / Arboricultural Statement: This information is required where development involves works that affect any trees or hedgerows within the application site or on land adjacent to it.

Viability Assessment: This information is required where any development which requires planning obligations or planning contributions but where such obligations, contributions or features are not being proposed due to viability reasons.

Water Environment Hydrology / Hydrogeology Assessment: This information is required for any development scheme which has potential to threaten the qualitative or quantitative status of any waterbody.

Fees

See the [County Council's planning webpages](#) or contact the Development Management Team, email: devcontrolteam@worcestershire.gov.uk for up to date fees.