



Validation Document

Update June 2024

Worcestershire County Council as the County Planning Authority (CPA) are responsible for the processing and determination of planning applications for Minerals and Waste management development and planning applications for the County Council's own developments such as schools, roads and libraries.

The purpose of this document is to provide applicants and their agents with guidance on the information required by the County Council to support proposals for development when submitting a planning application

Find out more online:
www.worcestershire.gov.uk/planning-applications



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FOREWORD

As part of the County Council's wider 'Open for Business' and 'the Environment' priorities, the County Council has revised and published this Planning Validation Document.

This document has been put together to help guide applicants and their agents through the planning process, offering detailed advice on the documents and information required to submit a successful planning application. This will help make things simpler for those looking to apply for planning permission, but also allow the County Council to accept, validate and determine applications more efficiently, reducing delays that may otherwise occur in the processing of planning applications, and further improve the performance of the County Planning Authority.

The submission of any planning application involves considerable time and expense for applicants in appointing agents, preparing drawings and supporting documents, and the submission of the planning application fee; therefore, it is crucial that the right information is submitted in support of a planning application from the outset. This Planning Validation Document provides applicants and their agents with guidance on the information required by the County Council proportionate to the application submission, thereby giving greater certainty and clarity on what information is required for applications of a particular type, scale or location of development, whilst looking after Worcestershire's environment by ensuring the right information is submitted in order to enable a timely and informed decision.

For all these reasons, we fully endorse this revised Planning Validation Document. We believe it will provide greater certainty to businesses and developers and help to provide a more efficient and effective planning system within Worcestershire.



Councillors Ian Hardiman and Linda Robinson

Chairman and Vice Chair of the Planning and Regulatory Committee

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INTRODUCTION

Worcestershire County Council as the County Planning Authority is responsible for processing planning applications relating to:

- The treating, storing, processing or disposing of waste materials and related development;
- The winning and working of minerals and associated development; and
- Any development to be undertaken by the County Council itself such as new libraries, schools, roads, bridges, railway stations and other strategic infrastructure.

All other planning applications are dealt with by the relevant District, City or Borough Council:

- [Bromsgrove District Council](#)
- [Malvern Hills District Council](#)
- [Redditch Borough Council](#)
- [Worcester City Council](#)
- [Wychavon District Council](#)
- [Wyre Forest District Council](#)

The purpose of this document is to provide applicants and their agents with guidance on the information required by the County Council to support proposals for development when submitting a planning application. This will help facilitate the proposal through the planning process.

If an applicant fails to submit an application in accordance with the requirements set out in this document the County Council will be entitled to declare the application invalid¹.

The County Council strongly advises that all potential applicants discuss their proposals with planning officers before submitting their planning application. [Pre-application discussions](#) with planning officers will help applicants to ensure that their application contains appropriate information and is valid and avoid unnecessary cost and delay. This Validation Document is a 'living document', and it will be revised and updated to take account of new planning guidance.

It is accepted good practice to allow the community to express its views on proposals at the pre-application stage. The County Council has adopted a [Statement of Community Involvement \(SCI\)](#), which advises applicants on involving the community before submitting a planning application. This gives local people a chance to comment when there is still genuine scope to make changes to proposals.

¹ Under Article 11 of The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

VALIDATION PROCESS

The information required to make a valid planning application consists of:

- Mandatory national information requirements, specified in The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended);
- Information provided on the standard application form ([1APP Form](#)) or, for minerals applications, Worcestershire County Council's [Mineral Application Form](#); and
- The County Planning Authority's local list of information requirements (as set out in this document).

Following this document will enable the County Council to accept and validate applications more quickly, thereby reducing delays that would otherwise occur in the processing of the application.

THE STRUCTURE OF THIS DOCUMENT

The Validation Document is divided into:

A List of Assessments:

The List of Assessments explains when a particular assessment may be required to be submitted with an application and what the assessment should include. The List of Assessments also includes the policy drivers - national and local planning policy and statutory requirements that the assessment is based upon, and where to look for further assistance; and

Ten checklists for different application types:

The checklists indicate what is required to be submitted with each type of planning application and incorporate the national information requirements and the local list of information requirements for each application type.

The checklists cover a range of application types, as outlined below.

Checklist 1

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

Checklist 2

- Outline Planning Applications with some or all Matters Reserved (Development by the County Council under Regulation 3 of the Town and Country Planning General Regulations 1992 (as amended) only).

Checklist 3

- Applications to Carry Out Mineral Working and Associated Development.

Checklist 4

- Applications for Waste Management Facilities (Except Landfill).

Checklist 5

- Applications for Waste Management Facilities (Landfill).

Checklist 6

- Applications for a Lawful Development Certificate for an existing use or operation or activity including those in breach of planning control.

Checklist 7

- Applications for a Lawful Development Certificate for a proposed use or development.

Checklist 8

- Applications for planning permission and consent to display an advertisement(s) by the County Council under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 (as amended).

Checklist 9

- Applications for prior notification of proposed demolition by the County Council (Town and Country Planning (General Permitted Development) Order 2015 Schedule 2, Part 11) (as amended).

Checklist 10

- Applications for Removal or Variation of a Condition Following the Grant of Planning Permission (Section 73 of the Town & Country Planning Act 1990 (as amended)).

If an application is not accompanied by the relevant information outlined in the appropriate checklist, then the applicant should provide a written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances, parts of a particular assessment may not be necessary, and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied; failure to do so may delay consideration of the application.

If an application is deemed to be invalid, the Council will set out its reasons for declaring the application invalid in writing and specify the information required in order to make the

application valid. Applicants who wish to challenge the decision of the Council have a right of appeal for non-validation under Section 78 of the Town and Country Planning Act 1990 (as amended).

While this document contains the Council's general requirements, the Council may request further information in order to determine the application². Having regard to Section 6 of the Growth and Infrastructure Act 2013, such requests for information must be reasonable having regard, in particular, to the nature and scale of the proposed development; and may require particulars of, or evidence about, a matter only if it is reasonable to think that the matter will be a material consideration in the determination of the application.

Applicants are strongly advised to consider using suitably qualified and competent planning consultants to prepare their planning application. A list of planning consultancies in the West Midlands region is available on the Royal Town Planning Institute's (RTPI) website – [The Directory of Planning Consultants](#).

FURTHER INFORMATION

Further guidance on information requirements, design and access statements, the standard application form ([1APP Form](#)), and the validation process is set out in the following documents and websites:

- [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015 \(as amended\)](#)
- [Planning Portal](#)
- [Planning Practice Guidance](#)

REVIEWING THIS DOCUMENT

We will review this document at least every 2 years; in accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended), National Planning Policy Framework, and the Government's Planning Practice Guidance. Any minor amendments resulting from changes to Government guidance or policy may be undertaken without a full review or consultation.

CONTACT DETAILS

Worcestershire County Council, Planning Development Management Team,

Directorate of Economy and Infrastructure,

County Hall, Spetchley Road, Worcester, WR5 2NP

Tel: 01905 763763 | Email: DevControlTeam@worcestershire.gov.uk |

Web: www.worcestershire.gov.uk

² 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.

AGRICULTURAL LAND CLASSIFICATION STATEMENT

When might it be required?

For all applications that could affect best and most versatile agricultural land (Grades 1, 2 or 3a).

Pre-application advice should be sought from the Planning Development Management Team on the scale, nature and type of development which will require an Agricultural Land Classification Statement.

What should it include?

An Agricultural Land Classification Statement should be undertaken by an appropriate and competent expert and needs to take account of enabling and ancillary works, such as access routes, in addition to the main development area. It also needs to consider the impacts which might occur at all stages of the site's life. The statement should:

- Include an assessment of the quality of agricultural land across the entire application site. The Agricultural Land Classification maps (available online at magic.defra.gov.uk) should be used as a starting point but applicants may also need to undertake more detailed assessments, particularly where existing information does not distinguish between grade 3a and grade 3b land.
- Demonstrate how the proposed site design and working methods would ensure that areas of lower-quality land would be used in preference to areas of higher-quality land, and how significant development of best and most versatile agricultural land would be avoided.
- Where significant development of best and most versatile agricultural land is proposed, the applicant needs to set out clear justification of why this is necessary and why the need for the development outweighs the adverse impact upon agricultural land quality. Justification may include environmental, social or economic constraints affecting alternative land of lower agricultural quality which outweigh the adverse impact of significant development of best and most versatile agricultural land.

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 15: Conserving and Enhancing the Natural Environment

Worcestershire Minerals Local Plan

Policy MLP 35: Best and Most Versatile Agricultural Land

Borough of Redditch Local Plan No. 4

Policy 16: Natural Environment

Bromsgrove District Plan

Policy BDP 19: High Quality Design

South Worcestershire Development Plan

Policy SWDP 13: Effective Use of Land

Wyre Forest District Local Plan

Policy DM.32: Agricultural Land Quality

Further information

Department for Environment, Food and Rural Affairs (2009) [Construction Code of Practice for the Sustainable Use of Soils on Construction Sites](#)

Department of Levelling Up, Housing and Communities, Ministry of Housing, Communities and Local Government, [Planning Practice Guidance: Natural Environment](#)

Natural England (2012) [Agricultural Land Classification: Protecting the Best and Most Versatile Agricultural Land](#)

AIR QUALITY ASSESSMENT

When might it be required?

When a proposed development is likely to have an impact upon air quality, such as due to an increase in emissions from road traffic and / or relevant point sources; or is in the vicinity of areas of poor air quality including those designated as an Air Quality Management Area (AQMA) and areas of emerging poor air quality.

Given the variety of possible developments and site-specific conditions dependant on location it is not possible to provide prescriptive criteria as to when an Air Quality Assessment will be required. Each development is unique, and conditions will be site specific. Applicants and Agents are advised to liaise with the County Planning Authority in consultation with Worcestershire Regulatory Services at pre-application stage to determine whether or not an Air Quality Assessment is required.

What should it include?

An Air Quality Assessment should take into account the potential cumulative impacts from committed development in the local area as well as the actual development itself and consider impacts on areas of poor air quality in the locality, such as any AQMAs, and outline appropriate measures to mitigate any negative effects.

Detailed advice on what an Air Quality Assessment should contain is set out in Worcestershire Regulatory Services' [Technical Guidance Note for Planning](#), including an overview of the proposed development, dispersion modelling, model input data, model scenarios, modelling requirements for point sources, monitoring, model accuracy verification, assessment of impacts, cost of impacts, data requests and file formats and mitigation measures.

Before undertaking an Air Quality Assessment, every effort should be made to obtain agreement between the County Planning Authority, Worcestershire Regulatory Services and the applicant on the appropriate scope of the Assessment and datasets and methodologies to be used.

Air Quality Assessments must be undertaken and prepared by competent and qualified persons.

Note: For certain types of development, such as waste management development, an Environmental Permit is required from the Environment Agency. Often similar details need to be provided as part of the planning application as to that for the Environmental Permit to give a reasonable degree of certainty, from a land use planning perspective, that the principle of the development is acceptable in the proposed location and to confirm appropriate pollution prevention measures. In view of this, the Environment Agency encourage 'twin tracking' of the Environmental Permit where possible, with the aim of encouraging more comprehensive submissions and thereby more informed, and speedier decisions i.e., more detailed information should be available to enable sufficient consideration of key land use issues. If applications are not twin tracked, then the planning application will need to provide sufficient detail / assessment to confirm impacts

and controls relating to any land use planning considerations will / can be appropriately addressed.

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 15: Conserving and Enhancing the Natural Environment

National Planning Policy for Waste

Appendix B

Worcestershire Minerals Local Plan

Policy MLP 28: Amenity

Policy MLP 29: Air Quality

Worcestershire Waste Core Strategy

Policy WCS 14: Amenity

Borough of Redditch Local Plan No. 4

Policy 19: Sustainable Travel and Accessibility

Bromsgrove District Plan

Policy BDP 1: Sustainable Development Principles

Policy BDP 16: Sustainable Transport

Policy BDP 19: High Quality Design

Policy BDP 22: Climate Change

South Worcestershire Development Plan

Policy SWDP 31: Pollution and Land Instability

Wyre Forest District Local Plan

Policy SP.16: Health and Wellbeing

Policy SP.27: Transport and Accessibility in Wyre Forest

Policy SP.33: Pollution and Land Instability

Further Information

Department for Environment, Food and Rural Affairs, [2010 to 2015 Government Policy: Environmental Quality](#)

Department for Environment, Food and Rural Affairs, [UK Air](#)

Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities and Local Government, [Planning Practice Guidance: Air Quality](#)

Worcestershire Regulatory Services, [Air Quality](#)

Worcestershire Regulatory Services, [Industrial Pollution](#)

BIO-AEROSOL ASSESSMENT

When might it be required?

Proposals for turning (disturbance) and/or shredding organic matter, such as composting facilities that are within 250 metres of a residential property, workplace or other sensitive receptor, will need a risk assessment of bio-aerosols to ascertain the potential impacts on neighbouring sensitive receptors or other sensitive locations.

What should it include?

Bio-aerosol assessments should identify sources, pathways and receptors, paying particular attention to sensitive receptors and including mitigation measures.

Planning Policy/Legislation Drivers

[National Planning Policy Framework](#)

Section 15: Conserving and Enhancing the Natural Environment

[National Planning Policy for Waste](#)

Appendix B

[Worcestershire Waste Core Strategy](#)

Policy WCS 14: Amenity

[South Worcestershire Development Plan](#)

Policy SWDP 31: Pollution and Land Instability

[Wyre Forest District Local Plan](#)

Policy SP.16: Health and Wellbeing

Policy SP.33: Pollution and Land Instability

Further Information

Environment Agency (2018) [M9 – Environmental Monitoring of Bioaerosols at Regulated Facilities](#)

Health and Safety Executive (HSE) (2010) [Bioaerosol Emissions from Waste Composting and the Potential for Workers' Exposure](#)

BIODIVERSITY NET GAIN

When might it be required?

From 12 February 2024, all planning applications seeking to be validated and which fall within the scope of mandatory Biodiversity Net Gain (BNG) legislation, contained within the Environment Act 2021 and subsequent regulations, are required to deliver a minimum of 10% net gain in biodiversity value over and above the measured baseline that existed pre-development. 10% mandatory BNG for small sites commenced on 2nd April 2024. Until specific local policy is available, the national mandatory minimum of 10% net gain is applicable.

The delivery of BNG does not replace existing statutory protections or survey requirements for protected sites, habitats, or species and, therefore, does not negate the need for other ecological assessments and surveys, such as Preliminary Ecological Appraisals and Ecological Impact Assessment (see the section in this document on 'Ecological Impact Assessment and Ecological Surveys and Reports').

The ecological mitigation hierarchy set out in the National Planning Policy Framework is distinct from the Biodiversity Gain hierarchy, which must be clearly additional to satisfying the requirements of the ecological mitigation hierarchy detailed in the National Planning Policy Framework.

In line with the net gain hierarchy, the expectation is that biodiversity net gain should be secured within site boundaries – wherever possible to do so – and the typology and quanta of net gain should be agreed on a scheme-by-scheme basis.

Planning Statements and other submission documentation should evidence how the ecological mitigation hierarchy has been followed and how the BNG requirements and BNG good practice principles will be achieved³. Any net gain needs to be above and beyond protected species mitigation; however, protected species mitigation can count towards no net loss.

If the planning application is approved, detail will need to be provided in the Biodiversity Gain Plan setting out how the Biodiversity Gain Hierarchy has been applied. The Planning Practice Guidance⁴ recommend that this is followed from the earliest stage possible when considering development proposals. Therefore, although evidence of this is not legally required (but is encouraged) at validation stage, the County Planning Authority recommends that the Biodiversity Gain hierarchy is fully considered and applied by applicants throughout the planning process to avoid possible delays later on.

³ Further information on the principles supporting biodiversity net-gain can be found within the Chartered Institute of Ecology and Environmental Management's (CIEEM) website.

⁴ Planning Practice Guidance, Paragraphs: 002 Reference ID: 74-002-20240214, 008 Reference ID: 74-008-20240214 and 034 Reference ID: 74-034-20240214

What should it include?

As stipulated by Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended), planning applications must be accompanied by the minimum information listed below:

- Confirmation that the applicant believes that if the development is granted planning permission, the Biodiversity Gain Condition would apply;
- The pre-development biodiversity value(s), [either on the date of application or earlier proposed date \(as appropriate\)](#). This should be measured by habitat surveys using a recognised habitat survey methodology, usually UKHab methodology, and subsequent completion of the statutory biodiversity metric.
- [The completed metric calculation tool](#) and condition sheets showing the calculations of the pre-development biodiversity value of the onsite habitat on the date of application (or proposed earlier date) including the publication date of the biodiversity metric used to calculate that value;
- A statement whether activities have been carried out prior to the date of application (or earlier proposed date), that result in loss of onsite biodiversity value ([‘degradation’](#)), and where they have:
 - A statement to the effect that these activities have been carried out;
 - The date immediately before these activities were carried out;
 - The pre-development biodiversity value of the onsite habitat on this date;
 - The completed metric calculation tool showing the calculations, and
 - Any available supporting evidence of this;
- A description of any [irreplaceable habitat](#) (as set out in [column 1 of the Schedule to the Biodiversity Gain Requirements \(Irreplaceable Habitat\) Regulations 2024](#)) (or as superseded) on the land to which the application relates, that exists on the date of application, (or an earlier date); and
- Plan(s), drawn to an identified scale and showing the direction of North, showing onsite habitat existing on the date of application (or earlier proposed date), including any irreplaceable habitat (if applicable).

The County Planning Authority will likely refuse to validate an application if it does not have the above information.

The BNG Strategy should be prepared by a professional ecologist with suitable qualifications and experience. A BNG Strategy addressing the above points should still be submitted for sites which otherwise qualify for use of the Small Sites Metric; however, a broader range of competent environmental professionals may prepare a Small Sites Metric. Where Small Sites Metric are prepared by a non-ecologist, it is important that the findings of a Preliminary Ecological Appraisal (as is described further in ‘Ecological Impact Assessment and Ecological Surveys and Reports’) are fully considered, particularly with regards to site proximity to any priority habitats, designated sites of nature conservation importance and/or protected species. Photographic evidence of on-site habitats, captured at an appropriate time of year, must be included within the relevant Small Sites Metric sections so as to enable validation.

BNG maps

Significant on-site enhancement

In accordance with Schedule 14 of the [Environment Act 2021](#), any on-site habitat enhancement that the planning authority considers to have a significant increase in biodiversity value requires a legal agreement securing 30 years maintenance post-development. It is expected that applications will set out, for example through a draft Biodiversity Gain Plan, the proposed monitoring schedule and management of significant on-site enhancements. Significant on-site enhancement will vary depending on the nature and scale of the development and the pre-development biodiversity value of the site. It should be agreed with the County Planning Authority, but would normally be considered to comprise:

- habitats of medium or higher distinctiveness in the biodiversity metric;
- habitats of low distinctiveness which create a large number of biodiversity units relative to the biodiversity value of the site before development;
- habitat creation or enhancement where distinctiveness is increased relative to the distinctiveness of the habitat before development;
- areas of habitat creation or enhancement which are significant in area relative to the size of the development;
- enhancements to habitat condition, for example from poor or moderate to good; and
- enhancements which make a contribution to the Local Nature Recovery Strategy.

To comply with the County Council's Statutory Biodiversity Duty and to demonstrate that the scheme can achieve the mandatory 10% BNG, the County Planning Authority expects the following information to be submitted, using the Government's templates or similar, this may be added to in future local policy:

- Draft Habitat Management and Monitoring Plan for significant on-site gains and any off-site gains;
- Draft heads of terms clearly setting out the obligations that the applicants are likely to be bound by in a [section 106 agreement](#) with regards to significant on-site and off-site biodiversity gains site(s) specifically to provide biodiversity gains for the development;
- A [Draft Biodiversity Gains Plan](#) with the application; and
- ESRI shapefiles are required, showing the application site baseline and proposed on-site gains, and a proposed off-site gains plan (if using).

Planning Policy/Legislation Drivers

[Schedule 7A \(Biodiversity Gain in England\) of the Town and Country Planning Act 1990 \(as amended\)](#) (as inserted by Schedule 14 of the Environment Act 2021)

[Environment Act 2021](#)

[The Environment Act 2021 \(Commencement No. 8 and Transitional Provisions\) Regulations 2024](#)

[National Planning Policy Framework](#)

Section 15: Conserving and Enhancing the Natural Environment

[The Biodiversity Gain Requirements \(Exemptions\) Regulations 2024](#)

[The Biodiversity Gain Requirements \(Irreplaceable Habitat\) Regulations 2024](#)

[The Biodiversity Gain \(Town and Country Planning\) \(Modifications and Amendments\) \(England\) Regulations 2024](#)

Further information

Department for Levelling Up, Housing and Communities, [Planning Practice Guidance: Biodiversity Net Gain](#)

Department for Environment, Food & Rural Affairs (2023) [Biodiversity Net Gain](#)

[The Biodiversity Gain Site Register \(Financial Penalties and Fees\) Regulations 2024](#)

[The Biodiversity Gain Site Register Regulations 2024](#)

[The Biodiversity Gain \(Town and Country Planning\) \(Consequential Amendments\) Regulations 2024](#)

COAL MINING RISK ASSESSMENT

When might it be 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. Some developments of a certain type or nature are exempt from the requirement for a Risk Assessment. These can be identified using [The Coal Authority's Exemptions List](#).

What should it include?

The Coal Mining Risk Assessment should be prepared by a suitably qualified and competent person. It should provide the following:

- A desk-based review of all available coal mining and geological information relevant to the application site and the proposed development.
- Identification and Assessment of the risks to the proposed development from coal mining legacy, including the cumulative impact of relevant features.
- Appropriate mitigation measures to address the coal mining legacy issues affecting the site, including any necessary remedial works and an explanation of how coal mining issues have influenced the proposed development.
- Clear evidence to demonstrate to the County Planning Authority that the application site is, or can be made, safe and stable, in order to meet the requirements of national planning policy with regard to development on unstable land, so ensuring a safe and stable development.
- If a site contains mine entries, their exact location should be established by intrusive site investigations and the findings set out in the report, specifically when the layout of the development is being considered or the quantum of development is identified.
- Any development that involves intrusive activities which intersect, disturb or enter any coal seams, coal mine workings or mine entries (shafts and adits) will require a Coal Authority Permit from The Coal Authority.

Note: If an Environmental Statement is required by the Town and Country Planning (Environmental Impact Assessment) Regulations 2017, it is suggested that the Coal Mining Risk Assessment is included within the Environmental Statement.

Planning Policy/Legislation Drivers

[National Planning Policy Framework](#)

Section 15: Conserving and Enhancing the Natural Environment

Section 17: Facilitating the Sustainable Use of Minerals

[Worcestershire Minerals Local Plan](#)

Policy MLP 26: Efficient Use of Resources

[South Worcestershire Development Plan](#)

Policy SWDP 31: Pollution and Land Instability

Policy SWDP 32: Minerals

Wyre Forest District Local Plan

Policy SP.33: Pollution and Land Instability

Policy SP.34: Minerals

Further Information

Coal Authority (2023) [Planning Applications and Coal Mining Risk Assessments](#)

Coal Authority (2021) [Get a Permit to Deal with Coal or Coal Mines](#)

Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities and Local Government, [Planning Practice Guidance: Land Stability](#)

Informative

Contact the Coal Authority Planning and Local Authority Liaison Team:

Telephone: 01623 637119; or

Email: planningconsultation@coal.gov.uk

The location of Coal Mining Development High Risk Areas as defined by The Coal Authority, can be viewed on [The Coal Authority's Interactive Map](#), alternatively contact the County Planning Authority – Development Management Team, email: DevControlTeam@worcestershires.gov.uk.

CONSULTATION STATEMENT

When might it be required?

Any proposal involving pre-application engagement with the public should include a statement outlining how the applicant has addressed the Council's adopted [Statement of Community Involvement \(SCI\)](#). The way the community is involved will depend upon the scale, type and location of development proposed. As a rule, significant applications would be subject to wider consultation than those of a minor nature, but consultation is encouraged for all applications. This gives local people a chance to comment when there is still genuine scope to make changes to proposals.

What should it include?

Applications must be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in Worcestershire County Council's SCI, demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals. From the viewpoint of the applicant this means there is a need to involve, consult and engage the public in the proposals prior to the submission of the application. This should give the public some ownership of the application and take their views into account in the final application details and design.

Planning Policy / Legislation Drivers

[National Planning Policy Framework](#)

Section 8: Promoting Healthy and Safe Communities

Section 12: Achieving Well-Designed and Beautiful Places

[Worcestershire Waste Core Strategy](#)

Policy WCS 15: Social and Economic Benefits

Further Information

Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities and Local Government, [Planning Practice Guidance: Consultation and Pre-Decision Matters](#)

Worcestershire County Council (2021) [Statement of Community Involvement](#)

CONTAMINATED LAND ASSESSMENT

When might it be required?

A Contaminated Land Assessment may be required where contamination is known or suspected.

Applicants are strongly advised to consult with the Environment Agency and Worcestershire Regulatory Services prior to submitting a planning application to ascertain whether there are likely to be concerns regarding contamination risks.

Contaminated Land Assessments must be undertaken and prepared by competent and qualified persons.

What should it include?

Where contamination is known or suspected or the proposed use would be particularly vulnerable, then the applicant should provide as a minimum a Preliminary Risk Assessment (as a minimum), comprising:

- Desk study – This should comprise a search of available environmental information and historical maps, which can be used to identify the likelihood of contamination.
- Walkover site reconnaissance – A simple walkover survey of the site should be conducted to identify pollution linkages not obvious from the desk study. It should include a description of condition of structures, soils and vegetation.
- Conceptual model identifying potential pollutant sources, pathways and receptors (pollutant linkages) as a basis for assessing the risks and appraising the options for remediation.

This assessment should then be used to inform the requirements for further work as required such as appropriate site investigation and development of remedial or mitigation measures as necessary.

The assessments should be carried out in accordance with relevant guidance and best practice, namely the Environment Agency's [Land Contamination Risk Management \(LCRM\)](#) and [BS10175: Code of Practice for Investigation of Contaminated Land](#).

Applications involving development on or within 250 metres of a former landfill site may need to include a risk assessment of landfill gas migration.

Detailed advice on what a Contaminated Land Assessment should include is set out in Worcestershire Regulatory Services' [Technical Guidance Note for Planning](#).

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Appendix B

[Worcestershire Minerals Local Plan](#)

Policy MLP 28: Amenity

Worcestershire Waste Core Strategy

Policy WCS 1: Presumption in Favour of Sustainable Development

Policy WCS 5: Landfill and Disposal

Policy WCS 6: Compatible Land Uses

Borough of Redditch Local Plan No. 4

Policy 5: Effective and Efficient Use of Land

Bromsgrove District Plan

Policy BDP 19: High Quality Design Policy

South Worcestershire Development Plan Policy

Policy SWDP 31: Pollution and Land Instability

Wyre Forest District Local Plan

Policy SP.33: Pollution and Land Instability

Further Information

Department of Levelling Up, Housing and Communities, Ministry of Housing, Communities and Local Government, [Planning Practice Guidance: Land Affected by Contamination](#)

Environment Agency, [Groundwater Protection](#)

Environment Agency, [Land Contamination Risk Management \(LCRM\)](#)

Environment Agency, [Land Contamination: Technical Guidance](#)

Environment Agency, [Managing and Reducing Land Contamination: Guiding Principles \(GPLC\)](#)

Worcestershire Regulatory Services, [Contaminated Land](#)

Worcestershire Regulatory Services (2023) [Technical Guidance Note for Planning](#)

Informative

Further advice on the Contaminated Land Assessment should be sought from Advice should be sought from [the Environment Agency](#) and [Worcestershire Regulatory Services](#).

Please note that the remediation of contaminated land may also require an authorisation under the Environmental Permitting Regulations 2016. Further information regarding Permitting can be found on the Environment Agency's website:

- Environment Agency, [Standard Rules: Environmental Permitting](#)
- Environment Agency, [Check if you Need an Environmental Permit](#)
- Environment Agency, [Land and Groundwater Remediation Deployment Form](#)

Under the Contaminated Land: Applications in Real Environments (CL:AIRE) Code of Practice there are ways developers can re-use materials on site in a sustainable way. The [CL:AIRE website](#) contains useful information about this. If contaminated / waste material needs to be removed from the site, it should be deposited at an appropriate permitted waste management facility. The developer should keep records of any transfer and deposit of waste for inclusion in the Validation Report.

CONTROL OF LITTER, VERMIN AND BIRDS

When might it be required?

For all proposals that would involve processes and uses that could attract vermin and birds and generate litter.

What should it include?

Method of management for the control and monitoring of vermin, birds and litter.

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 8: Promoting Healthy and Safe Communities

Section 15: Conserving and Enhancing the Natural Environment

National Planning Policy for Waste

Appendix B

Worcestershire Waste Core Strategy

Policy WCS 1: Presumption in Favour of Sustainable Development

Policy WCS 14: Amenity

Borough of Redditch Local Plan No. 4

Policy 40: High Quality Design and Safer Communities

Bromsgrove District Plan

Policy BDP 19: High Quality Design

South Worcestershire Development Plan

Policy SWDP 21: Design

Wyre Forest District Local Plan

Policy SP.20: Quality Design and Local Distinctiveness

Policy DM.24: Quality Design and Local Distinctiveness

Further Information

British Pest Control Association, [A-Z of Pests](#)

DAYLIGHT / SUNLIGHT ASSESSMENT

When is it required?

A Daylight / Sunlight Assessment 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.

What should it include?

A Daylight / Sunlight Assessment must be undertaken by a suitably qualified professional using the criteria within the Building Research Establishment (BRE) Guidelines ([Site Layout Planning for Daylight and Sunlight: A Guide to Good Practice](#)) and refer to the following if applicable:

- An overshadowing study showing shadow diagrams at hourly intervals at different times of the year as existing and proposed should be submitted;
- Details of the measures to be taken to mitigate against the expected impact of the proposed development;
- A Daylight and Sunlight Assessment should include diagrams as relevant and a non-technical summary; and
- As a measure of daylight availability, an assessment of the Vertical Sky Component (VSC) and Average Daylight Factor (ADF).

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 2: Achieving Sustainable Development

Section 11: Making Effective Use of Land

Worcestershire Minerals Local Plan

Policy MLP 28: Amenity

Worcestershire Waste Core Strategy

Policy WCS 1: Presumption in Favour of Sustainable Development

Policy WCS 14: Amenity

Borough of Redditch Local Plan No. 4

Policy 1: Presumption in Favour of Sustainable Development

Policy 40: High Quality Design and Safer Communities

Bromsgrove District Plan

Policy BDP 1: Sustainable Development Principles

Policy BDP 19: High Quality Design

South Worcestershire Development Plan

Policy SWDP 1: Overarching Sustainable Development Principles

Policy SWDP 21: Design

Wyre Forest District Local Plan

Policy DM.24: Quality Design and Local Distinctiveness

Further Information

Building Research Establishment (BR209 2022) [Site Layout Planning for Daylight and Sunlight: A Guide to Good Practice](#)

British Standards Institution (BS EN 17037:2018) [Daylight in Buildings \(+A1:2021\)](#)

Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities & Local Government, [Planning Practice Guidance: Light Pollution](#)

The Bat Conservation Trust (2023) [Bats and Artificial Lighting at Night Guidance Note 08/23](#)

Institute of Lighting Professionals (2021) [The Reduction of Obtrusive Light Guidance Note 01/21](#)

DESIGN AND ACCESS STATEMENT

When might it be required?

A Design and Access Statement is not required for all developments. Please refer to [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015 \(as amended\)](#) for a detailed list of what applications are required to be accompanied by a Design and Access Statement.

A Design and Access Statement is not required for all developments, but is required for applications for both outline and full planning permission for the following:

- Applications for major development (as defined under Article 2 of the Town and Country Planning (Development Management Procedure (England)) Order 2015 (as amended);
- Applications for development in a designated area, such as a Conservation Area or World Heritage Site, where the proposed development consists of buildings or building where the floor space created by the development is 100 square metres or more; and
- Applications for Listed Building Consent.

The following types of applications are exempt and would not need to be accompanied by a Design and Access Statement:

- A material change of use of land and buildings (unless it also involves operational development);
- Engineering or mining operations;
- Applications for the variation or removal of conditions on existing planning permissions (Section 73);
- Waste development;
- Non-material amendments to existing planning permission; and
- Storage of hazardous substances.

What should it include?

A Design and Access Statement is a short report accompanying and supporting a planning application that should outline the design principles and concepts that have been applied to the development and how issues relating to access to the proposed development have been dealt with. The level of detail required in a Design and Access Statement will depend on the scale and complexity of the application and be proportionate to the type of development proposed.

A Design and Access Statement must:

- Explain the design principles and concepts that have been applied to the development;
- Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;
- Explain the policy adopted as to access, and how the development plan policies relating to access have been taken into account;

- State what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and
- Explain how any specific issues which might affect access to the development have been addressed.

Applicants may be required to make provision for access, parking and sanitary conveniences for people with disabilities in applications concerning buildings accessible to the public.

Planning Policy/Legislation Drivers

[Article 9 of Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015 \(as amended\)](#)

[Worcestershire Minerals Local Plan](#)

Policy MLP 30: Access and Recreation

Policy MLP 32: Historic Environment

Policy MLP 38: Flooding

[Worcestershire Waste Core Strategy](#)

Policy WCS 8: Site Infrastructure and Access

Policy WCS 9: Environmental Assets

Policy WCS 10: Flood Risk and Water Resources

Policy WCS 11: Sustainable Design and Operation of the Facility

Policy WCS 12: Local Characteristics

[Borough of Redditch Local Plan No. 4](#)

Policy 40: High Quality Design and Safer Communities

[Bromsgrove District Plan](#)

Policy BDP 19: High Quality Design

[South Worcestershire Development Plan](#)

Policy SWDP 21: Design

[Wyre Forest District Local Plan](#)

Policy SP.20: Quality Design and Local Distinctiveness

Policy DM.24: Quality Design and Local Distinctiveness

Further information

Department of Levelling Up, Housing and Communities and Ministry of Housing, Communities and Local Government:

- [Planning Practice Guidance: Making an Application](#)
- [Planning Practice Guidance: Design: Process and Tools](#)

- [Planning Practice Guidance: Before Submitting an Application](#)
- [Planning Practice Guidance: Historic Environment](#)

CABE (2007) [Design and Access Statements: How to Read, Write and Use Them](#)

ECOLOGICAL IMPACT ASSESSMENT AND ECOLOGICAL SURVEYS AND REPORTS

When might it be required?

All development proposals need to be informed by ecological surveys and reports; as a minimum, a scoping survey (such as Preliminary Ecological Appraisal [PEA]) is needed, and usually further specific surveys if identified during scoping.

Most developments, particularly large-scale, have potential to have impacts (positive and/or negative) on wildlife and biodiversity. If they meet the criteria set out in The Town and Country Planning (Environmental Impact Assessment) Regulations 2017, an Ecological Impact Assessment (EclA) will be required. EclA may form part of a wider Environmental Impact Assessment (EIA). This will be applicable within or near to the development site, where there are:

- Locally important habitats or other biodiversity features;
- Protected and priority species;
- Sites designated for their local, national or international importance for nature conservation.

Appendix 1: Gives examples of protected and priority species, designated sites, important habitats or other biodiversity features and should be used in determining whether an EclA is required.

What should it include?

Biological data

The EclA and other ecological surveys and reports should be informed by a local ecological data search⁵. The first point of contact for ecological data is the [Worcestershire Biological Records Centre](#).

Worcestershire Habitat Inventory provides baseline habitat information and opportunity mapping for the county, and is periodically updated.

Ecological surveys and reports, particularly for ecological enhancements, should consider how they can contribute to the opportunities, priorities and measures of the [Local Nature Recovery Strategy](#), when adopted.

Survey and reporting standards

EclAs and other ecological surveys and reports must be undertaken and prepared by competent and qualified persons⁶, at an appropriate time and month of the year, in suitable weather conditions and using nationally recognised survey guidelines / methodologies and reporting formats where these exist and in compliance with the British Standard BS42020:2013. EclAs should follow the most up to date version of

⁵ Guidelines for accessing, using and sharing biodiversity data in the UK, CIEEM, March 2020. https://cieem.net/resource/guidelines_for_accessing_and_using_biodiversity_data/

⁶ BS4220:2013 Clause 3.4

Chartered Institute of Ecology and Environmental Management's (CIEEM's) [Guidelines for Ecological Impact Assessment](#) (EclA).

Departures from standard survey approaches may be acceptable in some cases, but the rationale for each departure should be clearly articulated and based on robust scientific evidence, professional judgement and demonstrable ecological expertise.

EclA should be able to demonstrate that a proposed development will not have an adverse impact on biodiversity and that the ecological mitigation hierarchy (as defined in the National Planning Policy Framework: avoid, mitigate, compensate) has been followed through the design process.

Please refer to **Appendix 1: Biodiversity and Local Requirements for Protected Species** for further details of ecological survey seasons. Where the above surveys and assessments are required, an application may not be valid until survey information is gathered at an optimum time of year.

The EclA must clearly express how the development will achieve [measurable net-gain for biodiversity](#), in line with the principles and guidance for UK construction and development.

From 12 February 2024, a minimum of 10% biodiversity net gain is a mandatory requirement for most planning applications, under the Environmental Act 2021. Please refer to Biodiversity Net Gain section of this document and **Appendix 1** for further information regarding net-gain for biodiversity.

Existing survey data up to two years old may be acceptable in some cases where a competent ecologist can confirm ground conditions and previous survey findings are very unlikely to have changed in the interim⁷.

A list of accredited professional Ecologists and Environmental Consultancies is available on the [CIEEM](#) and the [Ends Directory](#) websites.

Reporting principles

The EclA and other ecological surveys and reports be to an appropriate level of scope and detail and must:

- Record which habitats and features are present on, and where appropriate, around the site, identifying their extent/length/area;
- Identify and map habitats and features that will be affected by the proposal;
- Identify key species present and identify their population status;
- Map their distribution and use of the area/site, structure or feature that will be affected by the proposal;
- Identify and describe potential development impacts likely to affect the species and habitats identified by the surveys. These should include both direct and indirect effects, both during and after construction (e.g. haul roads, plant storage, temporary access, welfare units); and

⁷ <https://cieem.net/wp-content/uploads/2019/04/Advice-Note.pdf>

- Must give the County Planning Authority sufficient confidence in the specification and location of ecological mitigation and enhancement measures to secure their delivery through approval.

The EclA and other ecological surveys and reports should identify and describe potential development impacts likely to harm designated sites, priority habitats, and other listed biodiversity features (these should include both direct and indirect effects, both during construction and afterwards). Where harm is likely, evidence must be submitted to show how the ecological mitigation hierarchy has been followed:

- Alternative designs and locations have been considered;
- Adverse effects will be avoided where reasonably possible;
- Unavoidable impacts will be mitigated or reduced; and
- Impacts that cannot be avoided or mitigated will be compensated for.

A minimum of 10% biodiversity net-gain is mandatory from 12 February 2024, in addition to protected species and habitat measures identified and proposed through ecological surveys and reports and EclA. Please refer to the Biodiversity Net Gain section of this document.

Pre-application consultation

As a material consideration in the planning process, applicants are strongly advised to seek pre-application advice on ecological matters.

Planning Policy/Legislation Drivers

Environment Act 2021

National Planning Policy Framework

Section 15: Conserving and Enhancing the Natural Environment

National Planning Policy for Waste

Appendix B

Worcestershire Minerals Local Plan

Policy MLP 31: Biodiversity

Worcestershire Waste Core Strategy

Policy WCS 1: Presumption in Favour of Sustainable Development

Policy WCS 3: Re-use and Recycling Policy

Policy WCS 6: Compatible Land Uses

Policy WCS 14: Amenity

Policy WCS 17: Making Provision for Waste in All New Development

Borough of Redditch Local Plan No. 4

Policy 16: Natural Environment and Landscape

Bromsgrove District Plan

Policy BDP 21: Natural Environment

South Worcestershire Development Plan

Policy SWDP 5: Green Infrastructure

Policy SWDP 22: Biodiversity and Geodiversity

Wyre Forest District Local Plan

Policy SP.23: Protecting and Enhancing Biodiversity

Policy SP.25: Regenerating the Waterways

Policy SP.28: Green Infrastructure

Policy SP.32: Sustainable Drainage Systems (SuDS)

Further Information

Chartered Institute of Ecology and Environmental Management (CIEEM), [Resources Hub](#)

Department of Levelling Up, Housing and Communities, Ministry of Housing, Communities and Local Government, [Planning Practice Guidance: Natural Environment](#)

Existing environmental information may be available from Local Record Centres, Worcestershire Wildlife Trust, and the Earth Heritage Trust. Online information on internationally and nationally designated sites is also available at [Magic Maps](#)

Natural England, [Protected Species and Development: Advice for Local Planning Authorities](#)

Natural England, [Ancient Woodland, Ancient Trees and Veteran Trees: Advice for Making Planning Decisions](#)

Office of the Deputy Prime Minister (ODPM) (2005) [Circular 06/2005: Biodiversity and Geological Conservation – Statutory Obligations and their Impact within the Planning System](#)

[Water Framework Directive \(WFD\)](#)

BSI (2013) [British Standard BS 42020:2013 Biodiversity – Code of Practice for Planning and Development](#)

Worcestershire County Council (2023) [Worcestershire Green Infrastructure Strategy](#)

The Worcestershire Biodiversity Partnership, [Worcestershire Biodiversity Action Plan 2018-2027](#)

EMISSIONS ASSESSMENT (DUST, NOISE, ODOURS, AND VIBRATION)

When might it be required?

For all proposals that could involve processes and uses generating noise, dust, odours and vibrations.

What should it include?

All emissions should as far as possible be controlled and mitigated at source. A management strategy should be included with any proposal that would give rise to emissions setting out the measures proposed for their control and mitigation.

The strategy should:

- Establish the baseline conditions of the existing climate around the site.
- Identify the operations that could lead to the generation of the emissions and, where relevant, provide flues and ventilation extraction details.
- Indicate the change in baseline conditions resulting from the proposed development.
- Identify the environmental and human receptors that could be affected by the emissions arising from the proposed operation.
- Recommend mitigation measures.
- Recommend proposals to monitor and report on emissions and enable effective response to any complaints.

Detailed advice on the Prevention, Mitigation and Monitoring of Emissions and what this Assessment should include is set out in Worcestershire Regulatory Services' [Technical Guidance Note for Planning](#).

Note: For certain types of development, such as waste management development, an Environmental Permit is required from the Environment Agency. Often similar details need to be provided as part of the planning application as to that for the Environmental Permit to give a reasonable degree of certainty, from a land use planning perspective, that the principle of the development is acceptable in the proposed location and to confirm appropriate pollution prevention measures. In view of this, the Environment Agency encourage 'twin tracking' of the Environmental Permit where possible, with the aim of encouraging more comprehensive submissions and thereby more informed, and speedier decisions i.e., more detailed information should be available to enable sufficient consideration of key land use issues. If applications are not twin tracked, then the planning application will need to provide sufficient detail / assessment to confirm impacts and controls relating to any land use planning considerations will / can be appropriately addressed.

Planning Policy/Legislation Drivers

[Environment Act 2021](#)

National Planning Policy Framework

Section 15: Conserving and Enhancing the Natural Environment

Section 17: Facilitating the Sustainable Use of Minerals

National Planning Policy for Waste

Appendix B

Worcestershire Minerals Local Plan

Policy MLP 28: Amenity

Policy MLP 29: Air Quality

Policy MLP 31: Biodiversity

Worcestershire Waste Core Strategy

Policy WCS 1: Presumption in Favour of Sustainable Development

Policy WCS 3: Re-use and Recycling Policy

Policy WCS 6: Compatible Land Uses

Policy WCS 10: Flood Risk and Water Resources

Policy WCS 14: Amenity

Policy WCS 17: Making Provision for Waste in All New Development

Borough of Redditch Local Plan No. 4

Policy 16: Natural Environment and Landscape

Policy 40: High Quality Design and Safer Communities

Bromsgrove District Plan

Policy BDP 19: High Quality Design

Policy BDP 21: Natural Environment

South Worcestershire Development Plan

Policy SWDP 5: Green Infrastructure

Policy SWDP 22: Biodiversity and Geodiversity

Policy SWDP 31: Pollution and Land Instability

Wyre Forest District Local Plan

Policy SP.20: Quality Design and Local Distinctiveness

Policy SP.23: Protecting and Enhancing Biodiversity

Policy SP.25: Regenerating the Waterways

Policy SP.28: Green Infrastructure

Policy SP.32: Sustainable Drainage Systems (SuDS)

Policy SP.33: Pollution and Land Instability

Policy SP.34: Minerals

Policy DM.24: Quality Design and Local Distinctiveness

Further Information

Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities and Local Government:

- [Planning Practice Guidance: Noise](#)
- [Planning Practice Guidance: Minerals](#)
- [Planning Practice Guidance: Air Quality](#)

Worcestershire Regulatory Services, [Planning and Pollution](#)

Worcestershire Regulatory Services (2023) [Technical Guidance Note for Planning](#)

ENVIRONMENTAL STATEMENT

When might it be required?

The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 set out the circumstances in which Environmental Impact Assessment (EIA) is required. Applicants may seek a 'Screening Opinion' from the County Planning Authority to ascertain whether or not an Environmental Statement is required for their development.

What should it include?

Where an EIA is required, Schedule 4 of the Regulations sets out the information that should be included in an Environmental Statement. Applicants are advised to seek a 'Scoping Opinion' from the County Planning Authority to ascertain what information should be included in the Environmental Statement.

The County Planning Authority will expect clear, funded/securable/proportional mitigation and monitoring proposals to be articulated within the Natural Environment chapters of an Environmental Statement.

Note: EIA may remove the need for other assessments.

Planning Policy/Legislation Drivers

[The Town and Country Planning \(Environmental Impact Assessment\) Regulations 2017](#)

Further Information

Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities and Local Government, [Planning Practice Guidance: Environmental Impact Assessment](#)

FLOOD RISK ASSESSMENT

When might it be required?

A site-specific Flood Risk Assessment (FRA) will be required for all development in Flood Zones 2 and 3. In Flood Zone 1, an assessment should accompany all proposals involving: sites of 1 hectare or more; land which has been identified by the Environment Agency as having critical drainage problems; land identified in a Strategic Flood Risk Assessment as being at increased flood risk in future; or land that may be subject to other sources of flooding, where its development would introduce a more vulnerable use.

Applicants should refer to [the Environment Agency flood maps](#) to determine in which flood risk zone an application is located.

Prospective applicants should contact the Environment Agency for pre-application guidance regarding FRAs.

What should it include?

A FRA should identify and assess the risk of all forms of flooding arising from the development, and the risk of flooding to the development. It should consider how these flood risks will be managed, taking climate change into account, and should identify opportunities to reduce the probability and consequences of flooding. It should also address the requirement for safe access to and from the development in areas at risk of flooding including from an exceedance event. It should include the design of surface water management systems including Sustainable Drainage Systems (SuDS). The assessment should identify the relevant Environment Agency flood zone designation for the site. As a minimum a FRA should include the following:

- A level survey to Ordnance Datum showing the known or modelled 1% (1 in 100 chance each year) river flood level, including climate change (see the Environment Agency's guidance: Flood Risk Assessments: Climate Change Allowances), or where relevant 0.5% (1 in 200 chance each year) tidal & coastal flood level relative to proposed site levels. For sites in Flood Zone 3, this should include an assessment of functional floodplain i.e., 3.3% (1 in 30 year) flood event, or equivalent. Information regarding any defences and their standard of protection should also be included where appropriate.
- An assessment of the risks posed to the site including that based on 1% modelled flooding (including climate change), breach and overtopping scenarios where necessary, any documented historic flooding and risks associated with surface water runoff from the site (including climate change).
- Flood Risk to the development and users – Proposed mitigation measures to control those risks for the lifetime of the development, based on a 1% event, including climate change, e.g., setting appropriate floor levels, providing 'flood proofing', safe access and egress for users.

- Impact on flood risk elsewhere – Developers and local authorities should seek opportunities to reduce the overall level of flood risk in the area (flood risk betterment). Issues to consider include providing 'level for level, volume for volume' flood storage compensation, reducing impact on storage and flow routes through the layout, form and design of the building / structure.
- Residual risks after mitigation, including risk during an extreme 0.1% (1 in 1000 year) event.

Details of any floodplain compensation scheme, including plans and calculations, must be provided as part of the FRA where necessary. The FRA may include a plan showing where flood waters are being displaced and where the compensation area is located along with a cut and fill table showing floodplain compensation to be provided on a level for level, volume for volume basis. The calculations must include the upper and lower levels over which the compensation works would apply, the slice thickness to be used and the location of the works. Flood Storage should be designed up to the 1 in 100 plus climate change (design) flood level for the site.

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 12: Achieving Well-Designed and Beautiful Places

Section 14: Meeting the Challenge of Climate Change, Flooding and Coastal Change

Section 15: Conserving and Enhancing the Natural Environment

Worcestershire Minerals Local Plan

Policy MLP 37: Water Quality and Quantity

Policy MLP 38: Flooding

Worcestershire Waste Core Strategy

Policy WCS 1: Presumption in Favour of Sustainable Development

Policy WCS 10: Flood Risk and Water Resources

Policy WCS 11: Sustainable Design and Operation of Facilities

Borough of Redditch Local Plan No. 4

Policy 15: Climate Change

Policy 17: Flood Risk Management

Policy 18: Sustainable Water Management

Bromsgrove District Plan

Policy BDP 22: Climate Change

Policy BDP 23: Water Management

South Worcestershire Development Plan

Policy SWDP 28: Management of Flood Risk

Policy SWDP 29: Sustainable Drainage Systems

Policy SWDP 30: Water Resources, Efficiency and Treatment

Wyre Forest District Local Plan

Policy SP.29: Water Conservation and Efficiency

Policy SP.31: Flood Risk Management

Policy SP.32: Sustainable Drainage Systems (SuDS)

Further Information

Department of Levelling Up, Housing and Communities, Ministry of Housing, Communities and Local Government, [Planning Practice Guidance: Flood Risk and Coastal Change](#)

Department for Environment, Food and Rural Affairs (2015) [Non-Technical SuDS Standards](#)

[Susdrain Website](#)

Environment Agency, [Apply to build a new hydropower scheme](#)

Environment Agency, [Flood risk assessments: climate change allowances](#)

[The Flood and Water Management Act \(FWMA\) \(2010\)](#)

Department for Environment, Food & Rural Affairs and Environment Agency, [Review Individual Flood Risk Assessments: Standing Advice for Local Planning Authorities](#)

Worcestershire County Council (2018) [Sustainable Drainage Design and Evaluation Guide](#)

Worcestershire County Council (2023) [Worcestershire Green Infrastructure Strategy](#)

Informative

Applicants should obtain information on which 'flood zone' your site is located in via [the Environment Agency Website](#).

Applicants are encouraged to contact the [Lead Local Flood Authority](#), [North Worcestershire Water Management](#), and [South Worcestershire Land Drainage Partnership](#) prior to submitting their planning application.

FOUL SEWAGE DRAINAGE STRATEGY / UTILITIES ASSESSMENT

When might it be required?

A Foul Sewage Assessment is required where an application proposes to connect a development to the existing drainage system or where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the main public sewer.

A Utilities Assessment is required where an application proposes to connect a development to existing utility services.

What should it include?

Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then the Foul Sewage Assessment should also include details of the method of storage, treatment and disposal. A Foul Sewage Assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the Foul/Non-Mains Sewage Assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. It should be noted that a Foul Drainage Assessment Form (available from the Environment Agency or County Planning Authority) may also be required, in particular where development involves non-mains drainage.

A Utilities Assessment should demonstrate:

- That, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community;
- That proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;
- That service routes have been planned to avoid as far as possible the potential for damage to biodiversity, including trees and archaeological remains; and
- Where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.

Planning Policy/Legislation Drivers

[Environment Act 2021](#)

[National Planning Policy Framework](#)

Section 12: Achieving Well-Designed and Beautiful Places

Section 14: Meeting the Challenge of Climate Change, Flooding and Coastal Change

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Policy MLP 31: Biodiversity

Policy MLP 37: Water Quality and Quantity

Policy MLP 38: Flooding

Worcestershire Waste Core Strategy

Policy WC 1: Presumption in favour of sustainable development

Policy WCS 3: Re-use and Recycling Policy

Policy WCS 6: Compatible Land Uses

Policy WCS 8: Site Infrastructure and Access

Policy WCS 10: Flood Risk and Water Resources

Policy WCS 11: Sustainable Design and Operation of Facilities

Policy WCS 14: Amenity

Borough of Redditch Local Plan No. 4

Policy 15: Climate Change

Policy 16 Natural Environment and Landscape

Policy 17: Flood Risk Management

Policy 18: Sustainable Water Management

Bromsgrove District Plan

Policy BDP 21: Natural Environment

Policy BDP 22: Climate Change

Policy BDP 23: Water Management

South Worcestershire Development Plan

Policy SWDP 5: Green Infrastructure

Policy SWDP 22: Biodiversity and Geodiversity

Policy SWDP 28: Management of Flood Risk

Policy SWDP 29: Sustainable Drainage Systems

Policy SWDP 30: Water Resources, Efficiency and Treatment

Wyre Forest District Local Plan

Policy SP.23: Protecting and Enhancing Biodiversity

Policy SP.25: Regenerating the Waterways

Policy SP.28: Green Infrastructure

Policy SP.29: Water Conservation and Efficiency

Policy SP.30: Sewage Systems and Water Quality

Policy SP.31: Flood Risk Management

Policy SP.32: Sustainable Drainage Systems (SuDS)

Further Information

Department for Levelling Up, Housing and Communities, Ministry of Housing, Communities and Local Government, [Planning Practice Guidance: Water Supply, Wastewater and Water Quality](#)

[Environment Agency Website](#)

[HM Government \(2002, incorporating 2010 amendments\) Building Regulations Approved Document Part H.](#)

Informative

Applicants should discuss the specific details required with the relevant utility provider.

GEODIVERSITY ASSESSMENT

When might it be required?

For all mineral developments or where a proposed development requires investigation into the risks it poses to a designated site of geodiversity importance or a geodiversity feature (see the Criteria (Trigger List) for when a Survey and Assessment are required in **Appendix 2: Geodiversity and Local Requirements**).

What should it include?

The assessment should focus on:

- The geodiversity feature(s), on and in the vicinity of, the application site.
- How the protection and/or enhancement of the feature(s) has been incorporated into the overall design of development.
- Where harm to the feature(s) is likely the applicant must:
 - Identify the risks the proposal would have on the geodiversity feature(s);
 - Demonstrate how alternative designs or locations have been considered;
 - Demonstrate the measures proposed to mitigate the risks that have been identified; and
 - Demonstrate the measures proposed for the ongoing monitoring and reporting to ensure that the integrity of the geodiversity resource that is being protected is not compromised.
- For mineral developments, it should ensure it addresses the requirements of Policy MLP 36: 'Geodiversity' of the adopted Worcestershire Minerals Local Plan, which requires an appropriate level of technical assessment to be submitted with each application. The level of detail should be proportionate to the nature and scale of development proposed and the feature's importance.

All assessments should be undertaken by an appropriate and competent expert.

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 15: Conserving and Enhancing the Natural Environment

Section 17: Facilitating the Sustainable Use of Minerals

Worcestershire Minerals Local Plan

Policy MLP 36: Geodiversity

Worcestershire Waste Core Strategy

Policy WCS 9: Environmental Assets

Borough of Redditch Local Plan No. 4

Policy 16: Natural Environment and Landscape

Bromsgrove District Plan

Policy BDP 21: Natural Environment

South Worcestershire Development Plan

Policy SWDP 22: Biodiversity and Geodiversity

Wyre Forest District Local Plan

Policy SP.24: Protecting and Enhancing Geodiversity

Further Information

Department of Levelling Up, Housing and Communities, Ministry of Housing, Communities and Local Government, [Planning Practice Guidance: Natural Environment](#)

Natural England, Information on Internationally and Nationally Designated Sites: Office of the Deputy Prime Minister (ODPM) (2005) [Circular 06/2005 Biodiversity and Geological Conservation – Statutory Obligations and their Impact within the Planning System](#)

Worcestershire County Council (2023) [Worcestershire Green Infrastructure Strategy](#)

Informative

The County Council strongly advises potential applicants contact the [Herefordshire and Worcestershire Earth Heritage Trust](#), email: eht@worc.ac.uk to discuss the potential of their proposal to affect any geological resource before submitting a planning application.

GREEN BELT STATEMENT

When might it be required?

All development located within or partly within the Green Belt will need to be accompanied by a Green Belt Statement.

The Green Belt is a specifically defined area where development is controlled to prevent urban sprawl by keeping land permanently open. The essential characteristics of the Green Belts are their openness and their permanence. The Green Belt serves five purposes:

- 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.

What should it include?

- A Green Belt Statement should explain how the development meets the definition of 'not inappropriate' development, as set out in the National Planning Policy Framework; or
- Where the proposal is 'inappropriate development' the Statement should set out the site specific Very Special Circumstances which are considered to override the harm to the Green Belt, and any other harm caused by the proposal.

In many cases the Green Belt Statement may be incorporated within other submitted documents, such as the Planning Statement.

Planning Policy/Legislation Drivers

[National Planning Policy Framework](#)

Section 13: Protecting Green Belt Land

[National Planning for Waste](#)

Paragraph 6

[Worcestershire Minerals Local Plan](#)

Policy MLP 27: Green Belt

[Worcestershire Waste Core Strategy](#)

Policy WCS 13: Green Belt

[Borough of Redditch Local Plan No. 4](#)

Policy 8: Green Belt

[Bromsgrove District Plan](#)

Policy BDP 1: Sustainable Development Principles

Policy BDP 4: Green Belt

Policy BDP 13: New Employment Development

Policy BDP 14: Designated Employment

Policy BDP 15 Rural Renaissance

South Worcestershire Development Plan

Policy SWDP 2: Development Strategy and Settlement Hierarchy

Wyre Forest District Local Plan

Policy SP.2: Locating New Development

Policy SP.6: Role of the Existing Villages and Rural Areas

Policy SP.7: Strategic Green Belt Review

Policy DM.22: Safeguarding the Green Belt

Further information

Department of Levelling Up, Housing and Communities, Ministry of Housing, Communities and Local Government, [Planning Practice Guidance: Green Belt](#)

HABITATS REGULATIONS ASSESSMENT

When might it be required?

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.

What should it include?

Habitats Regulations Assessment (HRA) refers to several distinct stages of assessment which must be undertaken in accordance with the Conservation of Habitats and Species (Amendment) (EU Exit) Regulations 2019 to determine if a plan or project may affect the protected features of a Natura 2000 or 'Habitat Site' (Special Areas of Conservation (SAC), Special Protection Areas (SPA) or Ramsar sites) designated for its nature conservation interest before deciding whether to undertake, permit or authorise it.

All plans and projects, including planning applications which are not directly connected with, or necessary for, the conservation management of a habitat site, require consideration of whether the plan or project is likely to have a likely significant effect ('LSE') on that site. This consideration – typically referred to as the 'HRA screening' – should take into account the potential effects both of the plan / project itself and in combination with other plans or projects.

Where the potential for likely significant effects cannot be excluded, the competent authority (in this instance Worcestershire County Council) must make an appropriate assessment of the implications of the plan or project for that site, in view of the site's conservation objectives. Supporting habitat in areas beyond the boundary of a Natura 2000 or 'Habitat Site' site, which are connected with or 'functionally linked' to the life and reproduction of a population for which a site has been designated or classified should be taken into account in HRA screening and any subsequent appropriate assessment.

If a plan or project would not be likely to have a significant effect on the site alone, it should nevertheless be considered in combination with other plans and projects to establish whether there may be a likely significant effect arising from their combined impacts (i.e., acting additively or synergistically). The competent authority may agree to the plan or project only after having ruled out adverse effects on the integrity of the habitats site. Where an adverse effect on the site's integrity cannot be ruled out, and where there are no alternative solutions, the plan or project can only proceed if there are imperative reasons of over-riding public interest and if the necessary compensatory measures can be secured.

Functional Land

Natural England report NECR207 defines 'functional linkage' as the role or function which habitats located beyond the boundaries of a Natura 2000 site fulfil in terms of supporting the populations for which the site was designated or classified. Such an area of land or watercourse is, therefore, considered 'linked' to the site in question because it

provides a potentially important role in maintaining or restoring a protected population at favourable conservation status.

In November 2022, Natural England [published NECR401 Identification of wintering and passage roosts on functionally linked land of the Severn Estuary - Gloucestershire and Worcestershire \(Phase 5\) - NECR401](#). The report notes that many species which contribute to this SPA/Ramsar feature rely on the wider Severn & Avon landscape. The floodplain of the Vale is a critical habitat underpinning many bird species such as curlew, redshank, wigeon, teal, pintail, golden plover and lapwing, some areas of Severn and Avon landscape may therefore be considered to be functionally linked to the Severn Estuary SPA/Ramsar. Additionally, Natural England have provided representation to Worcestershire County Council that qualifying species of migratory fish of the Severn Estuary SAC/Ramsar are known to spend part of their life cycle in the wider Severn hydrological catchment, parts of these watercourses may be considered to be functionally linked to the estuary.

HRA Pre-Application Advice

Applicants should be aware that because of the presence of functional linkages between Worcestershire's watercourses and the SPA/SAC/Ramsar sites in the Severn Estuary, a HRA screening and subsequently appropriate assessment may be required for planning applications in or near watercourses. In accordance with Regulation 63(2) of the Habitats Regulations 2017, applicants must provide "*such information as the competent authority may reasonably require for the purposes of the assessment or to enable it to determine whether an appropriate assessment is required*". In view of this, applicants may need to provide a Shadow HRA Screening as part of their planning application. Further details can be provided on request and as part of pre-applications discussions, but applicants should allow sufficient time for this process when submitting their planning applications.

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 15: Conserving and Enhancing the Natural Environment

Worcestershire Minerals Local Plan

Policy MLP 31: Biodiversity

National Planning Policy for Waste

Appendix B

Worcestershire Waste Core Strategy

Policy WCS 1: Presumption in Favour of Sustainable Development

Policy WCS 3: Re-use and Recycling

Policy WCS 6: Compatible Land Uses

Policy WCS 14: Amenity

Policy WCS 17: Making Provision for Waste in All New Development

Borough of Redditch Local Plan No. 4

Policy WCS 16: Natural Environment and Landscape

Bromsgrove District Plan

Policy BDP 21: Natural Environment

South Worcestershire Development Plan

Policy SWDP 22: Biodiversity and Geodiversity

Wyre Forest District Local Plan

Policy SP.23: Protecting and Enhancing Biodiversity

Further information

Natural England (2022) [NECR401 Identification of wintering and passage roosts on functionally linked land of the Severn Estuary - Gloucestershire and Worcestershire \(Phase 5\) - NECR401](#)

HEALTH IMPACT ASSESSMENT (HIA) SCREENING

When might it be required?

A Health Impact Assessment (HIA) is a structured way of predicting the health implications of a planning proposal on a population. HIA should aim to enhance the positive aspects of a proposal through assessment, while avoiding or minimising any negative impacts, with particular emphasis on disadvantaged sections of communities that might be affected.

HIA Screening is a process to determine the scale of health and wellbeing impacts generated by the development proposal.

A HIA Screening will be required for:

- The winning and working of minerals or the use of land for mineral-working deposits;

Additionally, in areas covered by the South Worcestershire Development Plan and Wyre Forest District Local Plan, a HIA Screening will be required for:

- Waste development;
- Relevant developments where the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- Relevant developments carried out on a site having an area of 1 hectare or more.

What should it include?

A HIA Screening should be undertaken and submitted to the County Planning Authority by the applicant. If the screening exercise identifies health and wellbeing impacts on the local population, the applicant may be asked to undertake and submit a full HIA.

It is advised that the HIA Screening is undertaken at an early stage, ideally before a planning application has been submitted. Early dialogue with the County Planning Authority (such as through pre-application advice) will help establish the need and content of a potential HIA whilst minimising any delay in the planning application process.

The HIA Screening Template (available in **Appendix 4**) can help in preparing this report.

Planning Policy/Legislation Drivers

[National Planning Policy Framework](#)

Section 8: Promoting Healthy and Safe Communities

[Worcestershire Minerals Local Plan](#)

Policy MLP 7: Green Infrastructure

Policy MLP 28: Amenity

Policy MLP 29: Air Quality

Policy MLP 30: Access and Recreation

South Worcestershire Development Plan

Policy SWDP 1: Overarching Sustainable Development Principles

Policy SWDP 4: Moving Around South Worcestershire

Policy SWDP 5: Green Infrastructure

Policy SWDP 10: Protection and Promotion of Centres and Local Shops

Policy SWDP 11: Vale of Evesham Heavy Goods Vehicles Control Zone

Policy SWDP 14: Market Housing Mix

Policy SWDP 15: Meeting Affordable Housing Needs

Policy SWDP 20: Housing to Meet the Needs of Older People

Policy SWDP 21: Design

Policy SWDP 26: Telecommunications and Broadband

Policy SWDP 27: Renewable and Low Carbon Energy

Policy SWDP 28: Management of Flood Risk

Policy SWDP 29: Sustainable Drainage Systems

Policy SWDP 30: Water Resources, Efficiency and Treatment

Policy SWDP 31: Pollution and Land Instability

Policy SWDP 37: Built Community Facilities

Policy SWDP 39: Provision for Green Space and Outdoor Community Uses in New Development

Wyre Forest District Local Plan

Policy SP.16: Health and Wellbeing

Further Information

Department of Levelling Up, Housing and Communities, Ministry of Housing, Communities and Local Government, [Planning Practice Guidance: Healthy and Safe Communities](#)

South Worcestershire District Councils (2017) Planning for Health in [South Worcestershire Supplementary Planning Document](#)

HERITAGE STATEMENT

When might it be required?

A Heritage Statement will be required where the proposed development affects a heritage asset and/or its setting. A Heritage Statement will be required in respect of proposals:

- Involving ground disturbance within an area of known or potential archaeological significance;
- Which would affect Scheduled Monuments or Registered Battlefields or their setting;
- Which would affect Listed Buildings or their setting;
- Within or which would affect a Conservation Area;
- Which would affect a Registered Historic Park and Garden or its setting; or
- Which would affect a historic building, structure, park or garden registered on the county Historic Environment Record.

In the case of designated heritage assets, applicants should be aware of the need for other appropriate consents (Listed Building Consent or Scheduled Monument Consent) in addition to planning permission.

Advice on the need for Listed Building Consent should be sought from the relevant District Council Conservation Officer.

What should it include?

All Heritage Statements should include a Statement of Significance, setting out the designated and undesignated heritage assets and those identified at the plan making stage, which have an architectural, historic, archaeological or artistic interest. It should describe the significance of any heritage assets affected by the proposed development, including any contribution made by their setting. The level of detail should be proportionate to the importance of the heritage asset and no more than sufficient to understand the potential impact of the proposal on their significance.

As a minimum the County Historic Environment Record should be consulted and the heritage assets assessed using appropriate expertise where necessary. Further information regarding assessing the significance and impacts upon setting are considered in the following documents by Historic England:

- [Good Practice Advice in Planning Note 2 – Significance](#)
- [Good Practice Advice in Planning Note 3 – Setting](#)

Where a site, on which development is proposed, includes or has the potential to include heritage assets with archaeological interest, applicants will be required to submit an Archaeological Assessment. This will entail an appropriate desk-based assessment and, where necessary, a field evaluation as part of the Heritage Statement.

Early engagement with the County Historic Environment Planning Advisors should be sought to determine the scope of the Archaeological Assessment:

Desk Based Assessment

A Desk-Based Assessment (DBA) is a synthesis of all known records relating to a defined area in order to gauge its archaeological potential and understand how best to manage and protect it during development. The DBA will assess the quality and significance of known assets and the potential for unknown assets. It will determine the likely impact of the development and how this might be mitigated. A DBA is required where further information is needed to determine an effective mitigation strategy. DBAs are not normally the final product, even if no current records exist for the site, and it is likely that further field evaluation will be required.

Field Evaluation

A field evaluation is a defined programme of intrusive and/or non-intrusive fieldwork that determines the presence or absence of archaeological features, structures, deposits or artefacts within a specified site. If such archaeological remains are present the field evaluation defines their character, extent, quality and state of preservation, and assesses the impact of the proposed development. These should be undertaken by fully qualified professionals.

Landscaping Scheme/Plans are also required to ensure the setting of designated heritage assets is protected and/or enhanced. Please refer to the 'Landscape Character Assessment and a Landscape and Visual Impact Assessment' section of this document.

Structural Surveys are also required when demolition of a designated heritage asset is proposed on the grounds it is structurally unsound. Please refer to the 'Structural Survey' section of this document.

Planning Policy/Legislation Drivers

[The Planning \(Listed Buildings and Conservation Areas\) Regulations 1990](#)

[National Planning Policy Framework](#)

Section 12: Achieving Well-Designed and Beautiful Places

Section 16: Conserving and Enhancing the Historic Environment

Section 17: Facilitating the Sustainable Use of Minerals

[Worcestershire Minerals Local Plan](#)

Policy MLP 32: Historic Environment

[National Planning Policy for Waste](#)

Appendix B

[Worcestershire Waste Core Strategy](#)

Policy WCS 9: Environmental assets

Policy WCS 12: Local Characteristics

Policy WCS 14: Amenity

Borough of Redditch Local Plan No. 4

Policy 36: Historic Environment

Policy 37: Historic Buildings and Structures

Policy 38: Conservation Areas

Bromsgrove District Plan

Policy BDP 20: Managing the Historic Environment

South Worcestershire Development Plan

Policy SWDP 6: Historic Environment

Policy SWDP 24: Management of the Historic Environment

Wyre Forest District Local Plan

Policy SP.20: Quality Design and Local Distinctiveness

Policy SP.21: Historic Environment

Policy DM.23: Safeguarding the Historic Environment

Policy DM.24: Quality Design and Local Distinctiveness

Further Information

Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities and Local Government, [Planning Practice Guidance: Historic Environment](#)

Historic England (2008) [Conservation Principles, Policies and Guidance](#)

Historic England (2020) [Mineral Extraction and Archaeology: A Practice Guide](#)

Historic England (2015) [Good Practice Advice in Planning Note 2 – Managing Significance in Decision-Taking in the Historic Environment](#)

Historic England (2017) [Good Practice Advice in Planning Note 3 – Setting of Heritage Assets](#)

Historic England, [Charter for Advisory Services](#)

Historic England, [The Planning System](#)

[Planning \(Listed Buildings and Conservation Areas\) Act 1990](#)

The Chartered Institute for Archaeologists (2014) [Standard and Guidance for Historic Environment Desk-Based Assessment](#)

[Worcestershire Archive and Archaeology Service Website](#)

Worcestershire Archive and Archaeology Services (2019) [Standards and Guidelines for Archaeological Projects in Worcestershire](#)

Worcestershire Archive and Archaeology Service, [Historic Environment Records](#)

LANDSCAPE AND VISUAL IMPACT ASSESSMENT

When might it be required?

Landscape and Visual Impact Assessments will be required for all proposals, that due to their scale or location are likely to have significant landscape effects and/or visual effects, or proposals within or visible from and/or to a designated National Landscape (Area of Outstanding Natural Beauty (AONB)).

What should it include?

The Landscape and Visual Impact Assessment (LVIA) should be carried out in accordance with the guidance provided by the [Landscape Institute](#) and [the Institute of Environmental Management & Assessment](#) as published in their [Guidelines for Landscape and Visual Impact Assessment \(third edition\)](#). The LVIA should identify where the proposed development can be seen from (and record this information on a map with accompanying photographs / photomontages from the various viewpoints), the extent to which those views would be occupied by the proposed development, the distance of the viewpoint from the site and the degree of impact including whether views would focus on the proposed development due to proximity or whether the proposed development would form one element in a panoramic view. Measures of how any negative visual impacts will be mitigated, whilst retaining compatibility with the landscape character of the area must be included. The LVIA should also assess the character of the site in relation to the baseline Landscape Character Type and specific circumstances present in all Land Cover Parcels within which the development is nested.

Planning Policy/Legislation Drivers

[National Planning Policy Framework](#)

Section 12: Achieving Well-Designed and Beautiful Places

Section 13: Protecting Green Belt Land

Section 14: Meeting the Challenge of Climate Change, Flooding and Coastal Change

Section 15: Conserving and Enhancing the Natural Environment

Section 16: Conserving and Enhancing the Historic Environment

Section 17: Facilitating the Sustainable Use of Minerals

[National Planning Policy for Waste](#)

Appendix B

[Worcestershire Minerals Local Plan](#)

Policy MLP 33: Landscape

[Worcestershire Waste Core Strategy](#)

Policy WCS 9: Environmental Assets

Policy WCS 11: Sustainable Design and Operation of Facilities

Policy WCS 12: Local Characteristics

Policy WCS 14: Amenity

Borough of Redditch Local Plan No. 4

Policy 16: Natural Environment

Policy 36: Historic Environment

Policy 39: Built Environment

Bromsgrove District Plan

Policy BDP 1: Sustainable Development Principles

Policy BDP 19: High Quality Design

Policy BDP 20: Managing the Historic Environment

Policy BDP 21: Natural Environment

South Worcestershire Development Plan

Policy SWDP 25: Landscape Character

Wyre Forest District Local Plan

Policy SP.20: Quality Design and Local Distinctiveness

Policy SP.21: Historic Environment

Policy SP.22: Landscape Character

Policy DM.22: Safeguarding the Green Belt

Policy DM.23: Safeguarding the Historic Environment

Policy DM.24: Quality Design and Local Distinctiveness

Policy DM.26: Landscaping and Boundary Treatment

Further Information

Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities and Local Government:

- [Planning Practice Guidance: Natural Environment – Landscape](#)
- [Planning Practice Guidance: Minerals](#)

Cotswold Conservation Board (2023) [Cotswold AONB Management Plan 2023-2025](#)

[Institute of Environmental Management & Assessment \(IEMA\)](#)

[Landscape Institute Website](#)

The Landscape Institute and Institute of Environmental Management and Assessment (2013) [Guidelines for Landscape and Visual Impact Assessment \(Third Edition\)](#)

Malvern Hills Area of Outstanding Natural Beauty Partnership (2019) [Malvern Hills Area of Outstanding Natural Beauty Management Plan 2019-2024](#)

Malvern Hills National Landscape (Malvern Hills AONB), [Built Development Guidance Documents](#)

Worcestershire County Council, [Planning and Development Advice Sheets](#)

Worcestershire County Council (2012) [The Landscape Character Supplementary Guidance](#)

Worcestershire County Council, [Landscape Character Assessment \(LCA\)](#)

Worcestershire County Council Landscape Services email:
landscape@worcestershire.gov.uk

LAND STABILITY ASSESSMENT

When might it be required?

For development that is proposed on or adjoining land which is known or suspected to be unstable or potentially unstable land.

What should it include?

The assessment will need to take account of the potential hazard that such instability could create both to the proposed development itself and to the neighbouring area. The assessment should establish the nature and extent of the instability and any remedial measures required to deal with any instability.

Please note that the responsibility for securing a safe development rest with the developer and/or landowner.

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 15: Conserving and Enhancing the Natural Environment

Section 17: Facilitating the Sustainable Use of Minerals

National Planning Policy for Waste

Appendix B

Worcestershire Waste Core Strategy

Policy WCS 11: Sustainable Design and Operation of Facilities

South Worcestershire Development Plan

Policy SWDP 31: Pollution and Land Instability

Wyre Forest District Local Plan

Policy SP.33: Pollution and Land Instability

Further Information

Coal Authority, [Planning Applications and Coal Mining Risk Assessments](#)

Department for Levelling Up, Housing, Communities and Ministry of Housing, Communities and Local Government, [Planning Practice Guidance: Land Stability](#)

LIGHTING ASSESSMENT

When might it be required?

A Lighting Assessment would be required for applications involving the provision of external lighting, including floodlighting and where the lighting may have an impact upon the locality.

Examples include the following:

- Developments with sports lighting;
- In the vicinity of residential properties;
- In the vicinity heritage assets such as Listed Buildings and/or Conservation Areas;
- In the vicinity of statutory designated and non-statutory designated wildlife sites such as Site of Special Scientific Interest, Local Nature Reserves, and Local Wildlife Sites and Priority Habitats as mapped on the [Worcestershire Habitat Inventory](#).
- Lighting proposals which may adversely affect bat roosts or feeding / commuting routes;
- In the vicinity of a location currently unlit and which contributes to the wider network of dark corridors for wildlife; and/or
- In the open countryside, a canal corridor or other watercourse or waterbody.

A Lighting Assessment may also be required for applications for consent to display an advertisement(s) by the County Council under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 (as amended), where the proposal includes illuminated signage or the installation of lighting.

The need for a Lighting Assessment will often depend upon the scale of the scheme and the sensitivity of the surrounding area.

What should it include?

The Lighting Assessment should be a technical specification designed to ensure that nuisance, including light pollution, disability glare, and detrimental ecological impact from lighting is minimised/prevented.

The assessment should detail:

- A layout plan indicating the location of all light fixtures and beam orientation and spread patterns of illuminated areas with specified LUX levels;
- Elevation details showing the position of the lighting units (whether freestanding or attached to existing buildings or structures), including column heights;
- A detailed performance specification of the equipment proposed, including colour (correlated colour temperature, spectral distribution and glare rating);
- The proposed times at which the lighting would be in use;
- A plot showing horizontal illuminance from the lighting and overspill onto adjacent premises and/or habitats;

- Any possible effects on wildlife sensitive to light - the Lighting Assessment and Ecological Assessment should inform each other where appropriate;
- An assessment for the need for full horizontal cut-off; and
- An assessment of any potential distraction to drivers.

Applicants are advised to discuss the level of detail required with the County Planning Authority prior to submitting an application. Applicants should ensure compliance with the mitigation hierarchy and lighting design principles, and minimum information requirements as set out in [Institute of Lighting Professionals/Bat Conservation Trust's Guidance Note GN08/23](#).

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 15: Conserving and Enhancing the Natural Environment

National Planning Policy for Waste

Appendix B

Worcestershire Minerals Local Plan

Policy MLP 28: Amenity

Worcestershire Waste Core Strategy

Policy WCS 9: Environmental Assets

Policy WCS 11: Sustainable Design and Operation of Facilities

Policy WCS 14: Amenity

Borough of Redditch Local Plan No. 4

Policy 15: Climate Change

Policy 16: Natural Environment

Policy 31: Regeneration for the Town Centre

Policy 38: Conservation Areas

Bromsgrove District Plan

Policy BDP 17: Town Centre Regeneration

Policy BDP 19: High Quality Design

Policy BDP 21: Natural Environment

South Worcestershire Development Plan

Policy SWDP 21: Design

Policy SWDP 22: Biodiversity and Geodiversity

Policy SWDP 31: Pollution and Land Instability

Wyre Forest District Local Plan

Policy SP.20: Quality Design and Local Distinctiveness

Policy SP.22: Landscape Character

Policy SP.23: Protecting and Enhancing Biodiversity

Policy SP.33: Pollution and Land Instability

Policy DM.24: Quality Design and Local Distinctiveness

Further Information

Department of Levelling Up, Housing and Communities and Ministry of Housing, Communities and Local Government, [Planning Practice Guidance: Light Pollution](#)

Institution of Lighting Professionals (2021) [Guidance Note 1 for the Reduction of Obtrusive Light](#)

International Commission on Illumination (CIE) (2013, 2014) [UK and International Guidance on Lighting](#)

Worcestershire Regulatory Services (2020) [Code of Best Practice for Demolition and Construction Sites \(2nd Edition\)](#)

Worcestershire Regulatory Services (2023) [Technical Guidance Note for Planning](#)

Malvern Hills National Landscape (Malvern Hills AONB), [Built Development Guidance Documents](#)

MINERAL RESOURCE ASSESSMENT

When might it be 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 Mineral Consultation Areas as defined on the [Worcestershire Minerals Local Plan Policies Map](#).

What should it include?

The Mineral Resource Assessment should be proportionate to the proposed development; its potential impact on sterilising mineral resources, both within and beyond the boundary of the proposed development; and the type of mineral resource.

The Mineral Resource Assessment should be undertaken by an appropriate and competent expert and will need to take account of any enabling and ancillary development, such as access routes, in addition to the main development area.

The Mineral Resource Assessment will need to sufficiently demonstrate the likely extent of any sterilisation and the potential economic value of the resource and consider the type and sensitivity of the development proposed.

The Mineral Resource Assessment should demonstrate the following:

- How much of the mineral resource the proposed development would sterilise;
- The potential economic value of the mineral resource in terms of its type, depth, quality and extent and its potential for use in relation to standard specifications; and
- How sterilisation would be avoided or minimised, taking the following sequential approach:
 - Extracting all of the resource within the proposed development site and in the area which would potentially be sterilised by the development either in advance of development taking place or in phases alongside the development; or
 - Where extracting all of the resource is not possible or would prevent a suitable landform for subsequent development, extracting a proportion of the resource which would potentially be sterilised by the development either in advance of development taking place or in phases alongside the development; or
 - As a last resort, if neither of the above are possible, undertaking incidental recovery to utilise a portion of the mineral resource as an integral part of the groundworks for the non-mineral development and putting in place sufficient mitigation measures to minimise the sterilisation of resources beyond the site boundary.

The Mineral Resource Assessment should consider the extent of potential sterilisation which would be caused by the proposed development, and whether this would significantly reduce the commercial attractiveness of the wider mineral resource area.

It is also expected that the applicant will have consulted with the minerals industry, either individual operators or relevant trade associations, as well as the Mineral Planning Authority, to verify the conclusions of the Mineral Resource Assessment.

Note: The results of the Mineral Resource Assessment could have a significant impact on the design of and timescales for the proposed development. It is therefore critical that the implications of mineral safeguarding and the likely impact of any mineral extraction on the design parameters for the development are considered at an early stage of the project.

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 17: Facilitating the Sustainable Use of Minerals

Worcestershire Minerals Local Plan

Policy MLP 41: Safeguarding Locally and Nationally Important Mineral Resources

South Worcestershire Development Plan

Policy SWDP 32: Minerals

Wyre Forest District Local Plan

Policy SP.34: Minerals

Further Information

British Geological Survey, [Mineral Resource Security and Flows](#)

British Geological Survey (2011) [Mineral Safeguarding in England: Good Practice Advice](#)

Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities and Local Government, [Planning Practice Guidance: Minerals](#)

Mineral Products Association and The Planning Officer's Society (2019) [Mineral Safeguarding Practice Guidance](#)

Worcestershire County Council's [Interactive Minerals Mapping Tool](#)

Worcestershire County Council, [Preparation of the Minerals Local Plan: Background Documents, Assessments and Appraisals](#):

- [Analysis of Mineral Resources in Worcestershire \(April 2021\)](#)
- [Building Stone in Worcestershire \(updated September 2018\)](#)
- [Clay in Worcestershire \(updated September 2018\)](#)
- [Crushed Rock in Worcestershire \(updated September 2018\)](#)
- [Crushed Rock Supply in Worcestershire – Summary of Action Undertaken under the Duty to Cooperate \(Autumn 2016\)](#)
- [Sand and Gravel in Worcestershire \(updated September 2018\)](#)

- [Silica Sand in Worcestershire \(updated September 2018\)](#)

Worcestershire County Council, [Worcestershire Minerals Local Plan 2018-2036 webpages](#)

PHOTOGRAPHS AND PHOTOMONTAGES

When might it be required?

Photographs and photomontages should be provided if the proposal involves the demolition of an existing building or for proposals affecting a Conservation Area or a Listed Building and its setting.

Photographs may also be submitted in support of applications for a Lawful Development Certificate for an existing use or operation or activity including those in breach of planning control.

Annotated photographs and photomontages may also be required for applications for consent to display an advertisement(s) by the County Council. Annotated photographs and photomontages may help to give an impression of how the proposed advertisement(s) would look on the site and how it would fit into the existing locality.

Photographs and photomontages provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene or landscape. Computer generated images may also be helpful.

What should it include?

Photographs and photomontages should be dated, numbered and cross-referenced to a plan, showing the site and its context in general and area of proposed change in detail.

For applications for a Lawful Development Certificate for an existing use or operation or activity, including those in breach of planning control, photographs should show the existing use, operation or activity, and be dated, numbered and cross-referenced to a plan.

For applications for consent to display an advertisement(s) by the County Council annotated photographs and photomontages should be dated, numbered and cross-referenced to a plan, showing the proposed advertisement(s) on the site and how it relates to its locality.

Planning Policy/Legislation Drivers

[National Planning Policy Framework](#)

Section 16: Conserving and Enhancing the Historic Environment

[Worcestershire Waste Core Strategy](#)

Policy WCS 12: Local Characteristics

[Borough of Redditch Local Plan No. 4](#)

Policy 36: Historic Environment

[Bromsgrove District Plan](#)

Policy BDP 20: Managing the Historic Environment

[South Worcestershire Development Plan](#)

Policy SWDP 6: Historic Environment

Policy SWDP 24: Management of the Historic Environment

Wyre Forest District Local Plan

Policy SP.20: Quality Design and Local Distinctiveness

Policy SP.21: Historic Environment

Policy SP.22: Landscape Character

Policy DM.23: Safeguarding the Historic Environment Policy

Policy DM.24: Quality Design and Local Distinctiveness

Further Information

Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities and Local Government:

- [Planning Practice Guidance: Advertisements](#)
- [Planning Practice Guidance: Lawful Development Certificates](#)

Historic England (2017), [A Charter for Historic England Advisory Services](#)

PLANNING OBLIGATIONS

When might it be required?

Planning Obligations will be required when conditions are not capable of achieving an acceptable outcome, but a solution is available by legal agreement.

Where appropriate, the submitted application should include a draft Section 106 legal agreement or unilateral undertaking. Applicants should clarify the County Council's requirements in pre-application discussions and confirm any Planning Obligations that they agree to provide.

A Planning Obligation must be:

- Necessary to make the development acceptable in planning terms;
- Directly related to the development; and
- Fairly and reasonably related in scale and kind to the development.

What should they include?

This will be unique to the development proposal, but where Development Plan Documents contain policies that give details of likely planning obligation requirements, the Council may require a statement of the proposed Heads of Terms to be submitted with the application. Heads of Terms will also be required to be submitted where this has been indicated as a result of the council providing written pre-application advice that Planning Obligation will be required. Where relevant, environmental matters may be covered in such agreements, including:

- Arrangements for long-term monitoring of ground or surface water and landfill gas;
- Sustainable Drainage Systems adoption and maintenance agreements; and
- Financial contributions for environmental infrastructure such as:
 - New flood defences and/or maintenance of existing defences.
 - Flood warning provision.
 - Retrofitting water minimisation devices.

Planning Policy/Legislation Drivers

[Section 106 of the Town and County Planning Act 1990 \(as amended\)](#)

[Section 122 of the Community Infrastructure Levy \(CIL\) Regulations 2010 \(as amended\)](#)

[National Planning Policy Framework](#)

Section 4: Decision-Making

[Worcestershire Minerals Local Plan](#)

Policy MLP 40: Planning Obligations

[Borough of Redditch Local Plan No. 4](#)

Policy 2: Settlement Hierarchy

Policy 12: Open Space Provision

Policy 16: Natural Environment

Policy 20: Transport Requirements for New Development

Policy 28: Supporting Education, Training and Skills

Bromsgrove District Plan

Policy BDP 6: Infrastructure Contributions

South Worcestershire Development Plan

Policy SWDP 62: Implementation

Wyre Forest District Local Plan

Policy SP.23: Protecting and Enhancing Biodiversity

Policy SP.26: Strategic Infrastructure

Policy SP.27: Transport and Accessibility in Wyre Forest

Further Information

Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities and Local Government, [Planning Practice Guidance: Planning Obligations](#)

PLANNING STATEMENT

When might it be required?

All planning applications should be accompanied by a Planning Statement.

What should it include?

The Planning Statement should include additional detail to that set out in the application form and any additional supporting information, such as Design and Access Statements. It should include an assessment of how the proposed development accords with policies in the development plan, national policy and guidance and any other technical guidance which may be of relevance. Where the proposal does not accord with a planning policy or policies this should be acknowledged, and reasons should be given as to why the proposal should be granted planning permission. Where relevant, the Planning Statement should also include a justification of any departure from policy, including very special circumstances for the development if it is contrary to Green Belt policies. The Planning Statement should be proportionate to the size of the development and should be seen as an opportunity for the applicant to make a case for and to justify the proposal.

Planning Policy/Legislation Drivers

[Section 38\(6\)](#) of the Planning and Compulsory Purchase Act 2004 and [Section 70\(2\)](#) of the Town and Country Planning Act 1990 requires that all applications for planning permission be determined in accordance with the development plan unless other material considerations indicate otherwise.

Further Information

The development plan sets out the planning authority's policies and proposals for the development and use of land in their area and in Worcestershire. It comprises:

- [Worcestershire Waste Core Strategy 2012 – 2027](#)
- [Worcestershire Minerals Local Plan 2018 – 2036](#)
- [Borough of Redditch Local Plan No.4 2011 – 2030](#)
- [Bromsgrove District Local Plan 2011 – 2030](#)
- [South Worcestershire Development Plan 2016](#)
- [Wyre Forest District Local Plan 2016 – 2036](#)

Together with 'made' (adopted) Neighbourhood Plans. It should be noted that these Plans will be reviewed, and new Plans adopted over time and, therefore, all applicants should discuss their proposals with Planning Officers to establish the planning policies relevant to their proposal as part of the pre-application discussions.

PLAYING PITCH ASSESSMENT

When might it be required?

Applications that include the loss of playing field space will need to include a Playing Pitch Assessment, which appraises the current and proposed pitch provision.

Existing open space, sports and recreational buildings and land should not be built on unless an assessment has been undertaken which has clearly shown the open space or the buildings and land to be surplus to requirements.

What should it include?

In the absence of a robust and up-to-date district-wide Playing Pitch Strategy, an applicant may seek to demonstrate through an independent assessment that the land or buildings are surplus to requirements. Applicants will need to consult the local community and demonstrate that their proposals are widely supported by them.

Applicants are strongly advised to consult with Sport England prior to submitting a planning application to ascertain the type and level of detail required by Sport England. Applicants are also strongly advised to adhere to Sport England's Information Requirements, as set out in Annex B of their Playing Fields Policy and Guidance.

The Sport England publication [Playing Fields Policy and Guidance \(2021\)](#), sets out the criteria against which applications will be assessed by Sport England.

Planning Policy/Legislation Drivers

[National Planning Policy Framework](#)

Section 8: Promoting Healthy and Safe Communities

[Borough of Redditch Local Plan No. 4](#)

Policy 12: Open Space Provision

[Bromsgrove District Plan](#)

Policy BDP 25: Health and Wellbeing

[South Worcestershire Development Plan](#)

Policy SWDP 37: Built Community Facilities

[Wyre Forest District Local Plan](#)

Policy SP.16: Health and Wellbeing

Policy DM.7: Open Space

Further Information

Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities and Local Government, [Planning Practice Guidance: Open Space, Sports and Recreation Facilities, Public Rights of Way and Local Green Space](#)

Sport England (2021) [Playing Fields Policy and Guidance](#)

Sport England, [Planning for Sport](#)

Sport England (2019) [Planning for Sport Guidance](#)

Sport England, [Template Community Use Agreements](#)

PUBLIC RIGHTS OF WAY ASSESSMENT

When might it be required?

Planning applications where a Public Right of Way (PRoW) and/or Public Access traverses, passes close by, or impacts the application site or involves the temporary diversion or closure of part of a route in order to construct the development, a PRoW Assessment is required.

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 or are the subject of a pending Definitive Map Modifications Order application.

What should it include?

The PRoW Assessment should show the alignment of PRoW on plans and the proximity of them to the proposed development as recorded on the definitive map.

Proposed plans are to show any envisaged permanent diversions/alternative routes and a statement outlining the details including, where appropriate, the steps to be taken to comply with any legal requirement to stop up or divert the PRoW and a commitment to undertake the separate diversion process in a timely manner.

Where temporary diversions or closures of any PRoW are required during the construction phase this should only be used where fencing is not an option and should be for the minimum amount of time to ensure public safety during works. Please note that a temporary closure would need to remain until the permanent diversion of any paths materially affected has reached confirmation stage.

The PRoW Assessment should include details of any new furniture proposed on any PRoW including gates, bridges, bollards. Please note that new stiles would not be allowed, and any new gates would only be authorised for very specific reasons and would need formal written authorisation from the PRoW Team.

Where surface changes are proposed or the surface would be affected during the construction stage, detail of the new surface of the PRoW will need to be signed off by the PRoW Team. This should include detail specification drawings where appropriate.

The PRoW Assessment should include detail of the width provided for the definitive line of a footpath. Please note that where routes are going to be enclosed on both sides as part of the development, the PRoW Team may require additional width to be retained.

Information about PRoWs can be a standalone assessment or be included as part of a Transport Assessment/Statement.

Details of the construction phase affecting the PRoW network should be included in a Construction Environmental Management Plan or if not appropriate, provided separately.

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 8: Promoting Healthy and Safe Communities

Worcestershire Minerals Local Plan

Policy MLP 2: Strategic Location of Development

Policy MLP 8: Avon and Carrant Brook Strategic Corridor

Policy MLP 9: Lower Severn Strategic Corridor

Policy MLP 28: Amenity

Policy MLP 30: Access and Recreation

Worcestershire Waste Core Strategy

Policy WCS 8: Site Infrastructure and Access

Borough of Redditch Local Plan No. 4

Policy 19: Sustainable Transport and Accessibility

Policy 20: Transport Requirements for New Development

Bromsgrove District Plan

Policy BDP 16: Sustainable Transport

South Worcestershire Development Plan

Policy SWDP 4: Moving Around South Worcestershire

Policy SWDP 7: Infrastructure

Wyre Forest District Local Plan

Policy SP.16: Health and Wellbeing

Policy DM.31: Equestrian Development

Further information

Worcestershire County Council, [Public Rights of Way Map](#)

Worcestershire County Council, [Public Rights of Way Website](#)

RESTORATION AND AFTERCARE SCHEME

When might it be required?

All proposals for mineral extraction and landfill sites, except for those applications seeking to vary / remove a condition(s) that has no impact on the final restoration / aftercare of the site.

What should it include?

A Restoration and Aftercare Scheme should include plans showing the phasing of working and restoration plans and the final landform and landscaping proposals. It should also include a statement setting out the restoration and aftercare proposals for the land following cessation of operations. It is advised the scheme details the following where applicable:

Restoration

- An overall restoration strategy, identifying the proposed after-use of the site;
- Voidspace and total volume and type of fill material (if required) to restore the application site, alongside filling rates;
- Phasing of restoration and - if it includes progressive restoration - phasing plans to demonstrate this;
- Information on soil resources, including whether the importation of additional soils is required and how topsoil, subsoil, overburden and soil-making materials are to be handled and their proposed depths;
- Pre- and post-settlement contours of the restored areas and their relationship to surrounding land;
- Drainage of the restored areas to include grading to promote natural drainage, surface water catchment, proposed field drains, ditches, culverts, sumps and watercourses, direction of flow, site drainage plan, and erosion-control measures;
- Proposals for the removal of buildings, plant, equipment, roads and hardstandings;
- Proposed cultivation techniques, cropping and grazing, including an assessment of agricultural land classification; and
- Landscape strategy and planting details. Particular care is needed to ensure that proposals respect the surrounding landscape character.

Aftercare

- The after-use of the site can be agriculture, forestry, nature conservation, amenity (informal recreation or sport) or other purposes. The proposed after-use should be stated. If this is 'other purposes', the specific intended use should be stated. If a combined after-use is proposed, a plan is recommended to be provided showing each proposed after-use and the area in hectares;
- The Management Plan; and
- An aftercare period will be required which is adequate to ensure that a satisfactory outcome is produced and that all planting and landscaping is established. This will be a minimum period of 5 years.

Please note for after-uses other than agriculture, forestry, nature conservation or amenity, a separate application may be required from the relevant District Council.

Management/Enhancement

- Where there is other land within the applicant's control, and it is proposed to deliver enhancement measures and/or other positive contributions to biodiversity on this land, details should be provided; and
- Details of interim measures that are proposed to take place whilst awaiting final restoration.

Restoration and Aftercare Schemes for mineral developments should have regard to the requirements set out in the Worcestershire Minerals Local Plan. In particular, they should set out the considerations which have led to the proposed design of the site and the working, restoration and aftercare, taking account of issues and opportunities identified through the consideration of Policy MLP 7: 'Green Infrastructure' and Policies MLP 26 to MLP 40 (Development Management Policies). The Restoration and Aftercare Scheme should clearly specify how the proposed development will contribute to the Minerals Local Plan's green infrastructure priorities - including those for the relevant 'Strategic Corridor' set out in policies MLP 8 – MLP12, if the proposed development is within a Strategic Corridor - at each stage of the site's life, and why the proposed balance of priorities is considered to optimise the opportunities for delivering the priorities in that location.

Restoration and Aftercare Schemes for landfill developments should have regard to the requirements set out in the Worcestershire Waste Core Strategy, in particular Policies WCS 5: 'Landfill and Disposal' and WCS 9: 'Environmental Assets'. All proposals for new landfill capacity need to consider the whole life of the landfill site, from engineering through to restoration and aftercare. The restoration and aftercare of landfill sites can provide opportunities to create new habitats or enhance existing habitats and should maximise opportunities to provide valuable open space or recreational facilities for communities.

From 12 February 2024, a minimum of 10% biodiversity net gain is a mandatory requirement for major planning applications, under the Environmental Act (2021). Please refer to Biodiversity Net Gain section of this document and **Appendix 1** for further information regarding net-gain for biodiversity.

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 15: Conserving and Enhancing the Natural Environment

Section 17: Facilitating the Sustainable Use of Minerals

National Planning Policy for Waste

Paragraph 7

Worcestershire Minerals Local Plan

Policy MLP 7: Green Infrastructure
Policy MLP 8: Avon and Carrant Brook Strategic Corridor
Policy MLP 9: Lower Severn Strategic Corridor
Policy MLP 10: North East Worcestershire Strategic Corridor
Policy MLP 11: North West Worcestershire Strategic Corridor
Policy MLP 12: Salwarpe Tributaries Strategic Corridor
Policy MLP 26: Efficient Use of Resources
Policy MLP 30: Access and Recreation
Policy MLP 31: Biodiversity
Policy MLP 32: Historic Environment
Policy MLP 33: Landscape
Policy MLP 34: Soils
Policy MLP 35: Best and Most Versatile Agricultural Land
Policy MLP 36: Geodiversity
Policy MLP 37: Water Quality and Quantity
Policy MLP 38: Flooding

Worcestershire Waste Core Strategy

Policy WCS 5: Landfill and Disposal
Policy WCS 9: Environmental Assets
Policy WCS 10: Flood Risk and Water Resources
Policy WCS 11: Sustainable Design and Operation of Facilities
Policy WCS 12: Local Characteristics

Further information

Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities and Local Government, [Planning Practice Guidance: Minerals](#)

Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities and Local Government, [Planning Practice Guidance: Waste](#)

Informative

Please note the separate 'Biodiversity Net Gain' section within this Planning Validation Document, as any Restoration and Aftercare Scheme should take account of these requirements.

SAFEGUARDING MINERAL SITES AND SUPPORTING INFRASTRUCTURE ASSESSMENT

When might it be 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 site⁸.

What should it include?

The Safeguarding Mineral Sites and Supporting Infrastructure Assessment should be proportionate to the proposed development, and the type of mineral site(s) or supporting infrastructure site(s) it could affect.

The Assessment should be undertaken by an appropriate and competent expert and will need to take account of any enabling and ancillary development, such as access routes, in addition to the main development area.

The Assessment should demonstrate that the proposed development would not result in an unacceptable impact on:

- The continued operation of a permitted mineral site (sites with extant mineral planning permissions);
- The successful restoration and aftercare of a permitted mineral site;
- The development of a specific site or preferred area allocated in the Mineral Site Allocations Development Plan Document; or
- The continued operation of any supporting infrastructure site (existing, planned and potential sites for the storage, handling, processing, manufacture or transport of minerals or mineral products⁹).

The Safeguarding Mineral Sites and Supporting Infrastructure Assessment will need to assess whether the normal operation of the mineral site or supporting infrastructure could have adverse impacts on the proposed land use or any users of the proposed development. This should include consideration of issues addressed in the Development Management policies of the Worcestershire Minerals Local Plan, including but not limited to any noise, vibrations, dust, or fumes that may result from the normal operation of the site, and could lead to complaints which could jeopardise the continued operation of a permitted mineral site or the continued operation of a supporting infrastructure site if potential impacts are not considered in advance.

⁸ Supporting Infrastructure sites include: hub sites for processing minerals extracted from satellite sites; rail heads and any associated storage; rail links to quarries and any associated storage; wharfage and any associated storage; handling and processing facilities for the bulk transport by rail or inland waterways of minerals, including recycled, secondary and marine-dredged materials; sites for concrete batching, the manufacture of coated materials, or other concrete products; and sites for the handling, processing and distribution of substitute, recycled and secondary aggregate material.

⁹ “Existing” meaning operational sites with extant planning permissions, “planned” meaning sites with planning permission which has been granted but not yet been implemented, and “potential” meaning sites allocated in adopted Development Plan Documents.

Where the operation of a mineral site or supporting infrastructure could have a significant adverse effect on new development (including changes of use) in its vicinity, the Safeguarding Mineral Sites and Supporting Infrastructure Assessment should set out any necessary mitigation which shall be implemented before the non-mineral development ('agent of change') has been completed.

Techniques such as considered design, site layout and landscaping or screening of the proposal may in some cases be adequate to mitigate any impacts. The responsibility for and costs of providing any necessary mitigating measures will fall to the developer of the sensitive non-mineral development, and any such measures should not add to the costs or administrative burdens of the existing or planned mineral or infrastructure operators.

It is expected that the applicant will have consulted with the site operator and any relevant trade associations, as well as the Mineral Planning Authority, to verify the conclusions of the Assessment.

The results of the Safeguarding Mineral Sites and Supporting Infrastructure Assessment could have a significant impact on the design of and timescales for the proposed development. It is therefore critical that the implications of safeguarding mineral sites and supporting infrastructure, and the likely impact of any necessary mitigation on the design parameters for the development are considered at an early stage of the project. The results of the assessment should be shared with the Mineral Planning Authority as a matter of urgency.

Note: For certain types of development, such as waste management development, an Environmental Permit is required from the Environment Agency. Often similar details need to be provided as part of the planning application as to that for the Environmental Permit to give a reasonable degree of certainty, from a land use planning perspective, that the principle of the development is acceptable in the proposed location and to confirm appropriate pollution prevention measures. In view of this, the Environment Agency encourage 'twin tracking' of the Environmental Permit where possible, with the aim of encouraging more comprehensive submissions and thereby more informed, and speedier decisions i.e., more detailed information should be available to enable sufficient consideration of key land use issues. If applications are not twin tracked, then the planning application will need to provide sufficient detail / assessment to confirm impacts and controls relating to any land use planning considerations will / can be appropriately addressed.

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 15: Conserving and Enhancing the Natural Environment

Section 17: Facilitating the Sustainable Use of Minerals

Worcestershire Minerals Local Plan

Policy MLP 42: Safeguarding Mineral Sites and Supporting Infrastructure

South Worcestershire Development Plan

Policy SWDP 32: Minerals

Wyre Forest District Local Plan

Policy SP.34: Minerals

Further Information

Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities and Local Government, [Planning Practice Guidance: Minerals](#)

Mineral Products Association and The Planning Officer's Society (2019) [Mineral Safeguarding Practice Guidance](#)

Worcestershire County Council's [Interactive Minerals Mapping Tool](#)

SAFEGUARDING WASTE MANAGEMENT FACILITIES ASSESSMENT

When might it be 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 receptor¹⁰ to the area. The location of waste management facilities with planning permission can be seen on the interactive [Waste Sites Mapping webtool](#).

What should it include?

The Safeguarding Waste Management Facilities Assessment must consider any potential conflicts between users of the proposed non-waste related development and existing or permitted waste management facilities. The Safeguarding Waste Management Facilities Assessment should assess issues such as any noise, vibrations, dust, odours or fumes that may result from the normal operations of the waste management facility impacting upon the proposed non-waste related development. Bio-aerosols should be considered where the waste management facility handles biodegradable waste.

Where impacts are likely to affect the proposed non-waste related development, the Assessment should set out any necessary mitigation which shall be implemented before the non-waste related development ('agent of change') has been completed. Considered design, site layout and landscaping or screening of the proposed non-mineral related development will normally be adequate to mitigate any impacts.

In cases where the proposed development is on or adjacent to a site with planning permission or existing use rights for waste management and the proposed development could prevent, hinder or unreasonably restrict the operation of the waste management development, the Assessment should satisfactorily demonstrate that:

- There is no longer a need for the permitted waste management facility; or
- The proposed development also includes suitable alternative provision for the waste operation that would be affected, and this provision is located at the same level or above of the Waste Core Strategy's 'geographic hierarchy'; or
- The impacts can be satisfactorily mitigated.

Where the proposed development is within 250 metres of a site with planning permission or existing use rights for waste management and would introduce new sensitive receptors, the Assessment should satisfactorily demonstrate that the proposed

¹⁰ For the purposes of the Waste Core Strategy, the term 'Sensitive receptor' refers to people likely to be within 250 metres of the waste management operation for prolonged or frequent periods. This term would therefore apply to dwellings, including any associated gardens, and to workplaces where workers would frequently be present.

development would not be unacceptably adversely affected by bio-aerosols or other emissions from the waste management operation.

Liaison with the waste management site operator is strongly encouraged; however, where the waste management facility is operating within the conditions of its planning permission and the requirements of the pollution control regime, any required mitigation will be the responsibility of the developer of the proposed new non-waste related development.

Note: If the potential impacts are considered at an early stage of the project, it will usually be possible to minimise conflict between the existing waste management facility and the proposed non-waste related development.

Planning Policy/Legislation

National Planning Policy Framework

Section 15: Conserving and Enhancing the Natural Environment

Worcestershire Waste Core Strategy

Policy WCS 16: New Development Proposed on or Near to Existing Waste Management Facilities

Further Information

Worcestershire County Council, [Worcestershire Waste Core Strategy Webpages](#)

Worcestershire County Council, [Waste Sites Mapping](#)

SOIL HANDLING STRATEGY

When might it be required?

A Soils Handling Strategy will be required for all minerals and landfill developments.

For other developments involving the disturbance of soils, pre-application advice should be sought from the County Planning Authority on whether a Soils Handling Strategy is required.

What should it include?

A Soils Handling Strategy should be undertaken by an appropriate and competent expert and should take account of enabling and ancillary works, such as access routes, in addition to the main development area. The strategy should consider the impacts which might occur at all stages of the site's life. The strategy should:

- Delineate, quantify and characterise the topsoils and subsoils on site and identify the location and extent of soils contrasting in texture, stoniness, organic matter content, compaction or permeability.
- Set out how the identified topsoils, subsoils, overburden and soil-making materials will be stripped, stored and handled in a manner which protects soil functions and quality over the life of the site. In accordance with best practice¹¹ guidance, this should differentiate between activities at each stage of the development and include details of how and where topsoil, subsoil, overburden and soil-making materials will be stored, directly replaced in another part of the site, and used in restoration schemes.
- Where the importation of soils for site restoration is proposed, this should be strongly justified and should demonstrate that importing soils will not have a significant adverse effect on the quality or conservation of the existing soil resource.

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 15: Conserving and Enhancing the Natural Environment

Worcestershire Minerals Local Plan

Policy MLP 34: Soils

Worcestershire Waste Core Strategy

Policy WCS 5: Landfill and Disposal

Borough of Redditch Local Plan No. 4

Policy 16: Natural Environment

¹¹ Including Defra (2009) [Construction Code of Practice for the Sustainable Use of Soils on Construction Sites](#) and Institute of Quarry (2021) [Good Practice Guide for Handling Soils in Mineral Workings](#)

Bromsgrove District Plan

Policy BDP 19: High Quality Design

South Worcestershire Development Plan

Policy SWDP 22: Biodiversity and Geodiversity

Wyre Forest District Local Plan

Policy SP.24: Protecting and Enhancing Geodiversity

Further information

Defra (2009) [Construction Code of Practice for the Sustainable Use of Soils on Construction Sites](#)

Department of Levelling Up, Housing and Communities, Ministry of Housing, Communities and Local Government, [Planning Practice Guidance: Natural Environment](#)

Institute of Quarrying (2021) [Good Practice Guide for Handling Soils in Mineral Workings](#)

STRUCTURAL SURVEYS

When might it be 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. Please also refer to the 'Heritage Statement' section of this document, where the demolition of a designated heritage asset is proposed.

What should it include?

Structural Surveys should include the condition of the existing building/structure and the extent of works involved. Such surveys must be carried out by a qualified building surveyor or suitably qualified person.

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 8: Promoting Healthy and Safe Communities

Worcestershire Waste Core Strategy

Policy WCS 9: Environmental Assets

Borough of Redditch Local Plan No. 4

Policy 36: Historic Environment

Bromsgrove District Plan

Policy BDP 20: Managing the Historic Environment

South Worcestershire Development Plan

Policy SWDP 6: Historic Environment

Policy SWDP 24: Management of the Historic Environment

Wyre Forest District Local Plan

Policy SP.20: Quality Design and Local Distinctiveness

Policy SP.21: Historic Environment

Policy DM.23: Safeguarding the Historic Environment

Policy DM.20: Quality Design and Local Distinctiveness

Further information

Building Research Establishment (BRE) Website

Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities and Local Government: [Planning Practice Guidance: Historic Environment](#)

Historic England (2017) [A Charter for Historic England Advisory Services](#)

The Institution of Structural Engineers (IStructE)

SURFACE WATER DRAINAGE STRATEGY

When might it be required?

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

What should it include?

A Surface Water Drainage Strategy should include measures to show how surface water run-off will be dealt with within the application site area.

This should follow the Sustainable Drainage Systems (SuDS) 'train' approach and should demonstrate that the total SuDS storage volume includes interception, attenuation, long-term and treatment storage volume requirements for the site. SuDS should be in place and commissioned prior to completion of the relevant phase that they are serving. Alternatively, consideration will need to be given to phasing of the development and the SuDS that need to be in place and commissioned, such as the attenuation basins/ponds on the principal receiving watercourse at the start of development.

Proposed minimum ground floor levels should be set at Design Flood Level (100 year plus climate change plus 600 millimetres) or 150 to 300 millimetres above adjacent ground level, whichever is greater.

Where an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s).

If a soakaway is to be used, proof of porosity test with accompanying calculations to prove its capability will be required.

Consideration should be given to greywater collection and usage and to opportunities to deliver on-site Biodiversity Net Gain through appropriately designed SuDS.

Consideration should also be given to design-exceedance events. An assessment should be made in relation to flows and impacts on downstream watercourses in the event of failures in the system (including those arising from greater-than-anticipated rainfall events). Attention should be given to effects on biodiversity as well as health and safety for downstream communities.

The Lead Local Flood Authority's Surface Water Checklist (available in **Appendix 3**) can help in submitting the information required.

Planning Policy/Legislation Drivers

[Environment Act 2021](#)

[National Planning Policy Framework](#)

Section 8: Promoting Healthy and Safe Communities

Section 14: Meeting the Challenge of Climate Change, Flooding and Coastal Change

Section 15: Conserving and Enhancing the Natural Environment

National Planning Policy for Waste

Appendix B

Worcestershire Minerals Local Plan

Policy MLP 31: Biodiversity

Policy MLP 37: Water Quality and Quantity

Policy MLP 38: Flooding

Worcestershire Waste Core Strategy

Policy WCS 1: Presumption in Favour of Sustainable Development

Policy WCS 3: Re-use and Recycling Policy

Policy WCS 6: Compatible land uses

Policy WCS 8: Site Infrastructure and Access

Policy WCS 10: Flood Risk and Water Resources

Policy WCS 11: Sustainable Design and Operation of Facilities

Policy WCS 14: Amenity

Policy WCS 17: Making Provision for Waste in All New Development

Borough of Redditch Local Plan No. 4

Policy 15: Climate Change

Policy 16: Natural Environment and Landscape

Policy 17: Flood Risk Management

Policy 18: Sustainable Water Management

Bromsgrove District Plan

Policy BDP 21: Natural Environment

Policy BDP 22: Climate Change

Policy BDP 23: Water Management

South Worcestershire Development Plan

Policy SWDP 5: Green Infrastructure

Policy SWDP 22: Biodiversity and Geodiversity

Policy SWDP 28: Management of Flood Risk

Policy SWDP 29: Sustainable Drainage Systems

Policy SWDP 30: Water Resources, Efficiency and Treatment

Wyre Forest District Local Plan

Policy SP.23: Protecting and Enhancing Biodiversity

Policy SP.25: Regenerating the Waterways

Policy SP.28: Green Infrastructure

Policy SP.31: Flood Risk Management

Policy SP.32: Sustainable Drainage Systems (SuDS)

Further Information

CIRIA (2015) [The SuDS Manual \(C753\)](#)

Department of Levelling Up, Housing and Communities, Ministry of Housing, Communities and Local Government, [Planning Practice Guidance: Flood Risk and Coastal Change](#)

Ministry of Housing, Communities and Local Government (2002, incorporating 2010 amendments) [Drainage and waste disposal: Approved Document H](#)

Worcestershire County Council (2018) [Sustainable Drainage Design and Evaluation Guide](#).

SUSTAINABILITY / ENERGY STATEMENT

When might it be required?

A Sustainability Statement is required to accompany all development proposals.

Where policies in the Development Plan require developments to incorporate onsite renewable and low carbon energy facilities to generate a percentage (usually 10%) of the predicted energy requirements, an Energy Statement is also required.

What should it include?

This should outline the elements of the scheme that address sustainable development issues, including the positive environmental, social and economic implications. It should set out, amongst other things:

- The energy efficiency of the proposed development and consideration of options for renewable energy;
- Measures to reduce energy consumption and carbon emissions;
- Use of sustainable drainage systems and water efficiency and use;
- Water management – promoting resource efficiency;
- Use of previously developed land; and
- How features of the site, such as topography and orientation have informed sustainable design principles.

Where appropriate a Building Research Establishment Environmental Assessment Method (BREEAM) rating should be provided for the development. The statement should show the predicted energy demand of the proposed development and the degree to which the development meets current energy efficiency standards.

Where an Energy Statement is required, this should include evidence to demonstrate the predicted regulated energy use of the proposed development and the energy generation achieved through the proposed onsite renewable / low carbon energy facilities. If the proposal fails to incorporate renewable / low carbon energy facilities to meet the percentage identified in the Development Plan, the Energy Statement should explain why this is, and evidence to support this reasoning (e.g., Viability Assessment).

In many cases the Sustainability / Energy Statement may be incorporated within other submitted documents, such as the Planning Statement or Environmental Statement.

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 2: Achieving Sustainable Development

Section 12: Achieving Well-Designed and Beautiful Places

Section 14: Meeting the Challenge of Climate Change, Flooding and Coastal Change

Worcestershire Minerals Local Plan

Policy MLP 26: Efficient Use of Resources

Worcestershire Waste Core Strategy

Policy WCS 1: Presumption in Favour of Sustainable Development

Policy WCS 11: Sustainable Design and Operation of Facilities

Borough of Redditch Local Plan No. 4

Policy 1: Presumption in Favour of Sustainable Development

Policy 15: Climate Change

Policy 39: Built Environment

Bromsgrove District Plan

Policy BDP 1: Sustainable Development Principles

Policy BDP 19: High Quality Design

Policy BDP 22: Climate Change

South Worcestershire Development Plan

Policy SWDP 1: Overarching Sustainable Development Principles

Policy SWDP 21: Design

Policy SWDP 27: Renewable and Low Carbon Energy

Wyre Forest District Local Plan

Policy SP.37: Renewable and Low Carbon Energy

Policy DM.24: Quality Design and Local Distinctiveness

Further Information

Department of Levelling Up, Housing and Communities and Ministry of Housing, Communities and Local Government, [Planning Practice Guidance: Climate Change](#)
[Building Research Establishment's Environmental Assessment Method \(BREEAM\) website](#)

TRANSPORT ASSESSMENT / TRANSPORT STATEMENT

When might it be required?

Paragraph 117 of the National Planning Policy Framework states that all developments that would generate significant amounts of movements should be required to provide a Travel Plan and the application should be supported by a Transport Statement or Transport Assessment so that the likely impacts of the proposal can be assessed.

Please also refer to Worcestershire County Council's [Streetscape Design Guide](#) for the thresholds for requirement of a Transport Assessment / Statement. These thresholds are for guidance purposes only and should not be read as absolutes. The County Council may also interpret the need for an assessment considering local circumstances, site-specific issues, and qualitative factors, that are not captured by this document.

Pre-application discussions are encouraged to be held with the County Highways Authority to agree what form of assessment will be required.

What should it include?

The scope and level of detail in a Transport Assessment or Statement will vary from site to site but the following should be considered when settling the scope of the proposed assessment:

- Information about the proposed development, site layout (particularly proposed transport access and layout across all modes of transport);
- Information about neighbouring uses, amenity and character, existing functional classification of the nearby road network;
- Data about existing public transport provision, including provision/frequency of services and proposed public transport changes;
- A qualitative and quantitative description of the travel characteristics of the proposed development, including movements across all modes of transport that would result from the development and in the vicinity of the site;
- An assessment of trips from all directly relevant committed development in the area (i.e., development that there is a reasonable degree of certainty will proceed within the next 3 years);
- Data about current traffic flows on links and at junctions (including by different modes of transport and the volume and type of vehicles) within the study area and identification of critical links and junctions on the highways network;
- An analysis of the injury accident records on the public highway in the vicinity of the site access for the most recent 3-year period, or 5-year period if the proposed site has been identified as within a high accident area;
- An assessment of the likely associated environmental impacts of transport related to the development, particularly in relation to proximity to environmentally sensitive areas (such as air quality management areas or noise sensitive areas);
- Measures to improve the accessibility of the location (such as provision/enhancement of nearby footpath and cycle path linkages) where these are necessary to make the development acceptable in planning terms;

- A description of parking facilities in the area and the parking strategy of the development;
- Ways of encouraging environmental sustainability by reducing the need to travel; and
- Measures to mitigate the residual impacts of development (such as improvements to the public transport network, introducing walking and cycling facilities, physical improvements to existing roads).

In general, assessments should be based on normal traffic flow and usage conditions (e.g., non-school holiday periods, typical weather conditions) but it may be necessary to consider the implications for any regular peak traffic and usage periods (such as rush hours). Projections should use local traffic forecasts such as TEMPRO drawing where necessary on National Road Traffic Forecasts for traffic data.

The timeframe that the assessment covers should be agreed with the County Highways Authority in consultation with the relevant transport network operators and service providers.

In order to assess the active travel opportunities within new developments, Transport Assessments or Statements should:

- Forecast the multi-modal movements generated by a development, quantifying the additional trip generation and the distribution and assignment;
- Provide a qualitative analysis of the current infrastructure in the surrounding area (which may include using the Cycling Level of Service Tool in [Local Transport Note \[LTN\] 1/20](#)), taking into account how additional movements across all modes of transport will impact upon the capacity of public transport, walking, wheeling and cycling networks; and
- Provide detail (and justification) of any proposed improvements to infrastructure and the proposed delivery mechanism, as well as any other supporting strategies that seek to enable an increase in walking, wheeling and cycling rates.

Active Travel England became a statutory consultee in June 2023 for the following types of applications:

- the development includes 150 dwellings or more;
- development for the provision of a building or buildings, where the use is not exclusively for the provision of dwellings, and where the floor space to be created by the development is 7,500 square metres or more; or
- the overall area of the development is 5 hectares or more.

Active Travel England have prepared a '[Planning Application Assessment Toolkit](#)' and an associated '[Checklist User Manual](#)'. The 'Planning Application Assessment Toolkit' helps to gather evidence and assess the active travel merits – walking, wheeling and cycling – of a development proposal. The Toolkit is not in itself the determinant of a planning application. Its purpose is to allow the user to assemble the evidence and assess the development proposal against current expectations. Users are expected to use their professional judgement in providing an evidence-based recommendation.

To assist the County Planning Authority and Active Travel England is assessing proposals, it strongly encouraged that developer's submit draft completed 'Planning Application Assessment Toolkits' to aid and speed up decision-making and to ensure active travel is considered as part of development proposals. The Transport Assessment or Statement should also ensure it addresses the criterion set out in the Toolkit.

Further guidance on how planning applications can meet Active Travel England's requirements, can be found on [Active Travel England's website](#).

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 9: Promoting Sustainable Transport

Worcestershire Minerals Local Plan

Policy MLP 39: Transport

Worcestershire Waste Core Strategy

Policy WCS 8: Site Infrastructure and Access

Borough of Redditch Local Plan No. 4

Policy 19: Sustainable Travel and Accessibility

Bromsgrove District Plan

Policy BDP 16: Sustainable Transport

South Worcestershire Development Plan

Policy SWDP 4: Moving Around South Worcestershire

Wyre Forest District Local Plan

Policy SP.27: Transport and Accessibility in Wyre Forest

Further Information

Active Travel England (2023) [Active Travel England: Planning Application Assessment Toolkit](#)

Active Travel England (2023) [Active Travel England Planning Application Assessment Toolkit: Checklist User Manual](#)

Active Travel England (2023) [Active Travel England Standing Advice Note: Active Travel and Sustainable Development](#)

Active Travel England (2023) [Development Management Procedural Note for Local Planning Authorities](#)

Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities and Local Government, [Planning Practice Guidance: Travel Plans, Transport Assessments and Statements](#)

Worcestershire County Council (2022) [Worcestershire Streetscape Design Guide](#)

TRAVEL PLAN

When might it be required?

Travel Plans will be required for all applications that are likely to have significant transport implications, and for any planning applications involving new schools or significant extensions to existing schools.

What should it include?

A Travel Plan is a long-term management strategy that seeks to deliver sustainable transport objectives for an organisation or site. It is a living document that is implemented, regularly monitored and reviewed.

Each document should have an identified owner, who is responsible for the management and implementation of the Travel Plan.

Travel Plans include a package of practical measures to encourage residents, employees, students and visitors to consider their travel options or reduce the need to travel by car.

Travel Plans must clearly outline the mode share targets and proposed measures to achieve these, monitoring strategy and remedial measures to be implemented if targets are not met.

Active Travel England have prepared a '[Planning Application Assessment Toolkit](#)' and an associated '[Checklist User Manual](#)'. The 'Planning Application Assessment Toolkit' helps to gather evidence and assess the active travel merits – walking, wheeling and cycling – of a development proposal. The Toolkit is not in itself the determinant of a planning application. Its purpose is to allow the user to assemble the evidence and assess the development proposal against current expectations. Users are expected to use their professional judgement in providing an evidence-based recommendation.

To assist the County Planning Authority and Active Travel England is assessing proposals, it strongly encouraged that developer's submit draft completed 'Planning Application Assessment Toolkits' to aid and speed up decision-making and to ensure active travel is considered as part of development proposals. Travel Plans should also ensure it addresses the relevant criterion set out in the Toolkit.

Further guidance on how planning applications can meet Active Travel England's requirements, can be found on Active Travel England's website.

Planning Policy/Legislation Drivers

[National Planning Policy Framework](#)

Section 9: Promoting Sustainable Transport

[Worcestershire Minerals Local Plan](#)

Policy MLP 39: Transport

[Worcestershire Waste Core Strategy](#)

Policy WCS 8: Site Infrastructure and Access

[Borough of Redditch Local Plan No. 4](#)

Policy 19: Sustainable Travel and Accessibility

[Bromsgrove District Plan](#)

Policy BDP 16: Sustainable Transport

[South Worcestershire Development Plan](#)

Policy SWDP 4: Moving Around South Worcestershire

[Wyre Forest District Local Plan](#)

Policy SP.27: Transport and Accessibility in Wyre Forest

Further Information

Active Travel England (2023) [Active Travel England: Planning Application Assessment Toolkit](#)

Active Travel England (2023) [Active Travel England Planning Application Assessment Toolkit: Checklist User Manual](#)

Active Travel England (2023) [Active Travel England Standing Advice Note: Active Travel and Sustainable Development](#)

Active Travel England (2023) [Development Management Procedural Note for Local Planning Authorities](#)

Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities and Local Government, [Planning Practice Guidance: Travel Plans, Transport Assessments and Statements](#)

Worcestershire County Council (2022) [Worcestershire Streetscape Design Guide](#)

TREE SURVEY / ARBORICULTURAL STATEMENT

When might it be required?

Where development involves works that affect any trees or hedgerows within the application site or on land adjacent to it (including street trees).

What should it include?

The species, accurate canopy spread, and position of trees on and adjacent to the site should be shown on a site plan. This must indicate any trees that are to be felled or that will be affected by the proposed development. A schedule of trees on and adjacent to the site should accompany the drawing with each tree clearly numbered and including details of species, height, maturity, condition and recommendations for felling, tree surgery or any other treatment. A statement of measures to protect retained trees during works should also be submitted; this must be produced in line with the guidelines set out within [The British Standards Institute BS 5837:2012 – Trees in relation to design, demolition and construction](#), and should be prepared by a qualified Arboriculturalist.

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 15: Conserving and Enhancing the Natural Environment

Worcestershire Minerals Local Plan

Policy MLP 31: Biodiversity

Policy MLP 33: Landscape

Worcestershire Waste Core Strategy

Policy WCS 9: Environmental Assets

Policy WCS 12: Local Characteristics

Borough of Redditch Local Plan No. 4

Policy 16: Natural Environment and Landscape

Bromsgrove District Plan

Policy BDP 21: Natural Environment

Policy BDP19 High Quality Design

South Worcestershire Development Plan

Policy SWDP 21: Design

Policy SWDP 5: Green Infrastructure

Policy SWDP 22: Biodiversity and Geodiversity

Wyre Forest District Local Plan

Policy SP.23: Protecting and Enhancing Biodiversity

Policy SP.28: Green Infrastructure

Policy DM.24: Quality Design and Local Distinctiveness

Policy DM.26: Landscaping and Boundary Treatment

Further Information

Department of Levelling Up, Housing and Communities, [Planning Practice Guidance: Tree Preservation Orders and Trees in Conservation Areas](#)

British Standards Institution (BSI) (2012) [BS 5837: 2012 Trees in Relation to Design, Demolition and Construction](#)

Informative

Arboricultural works may involve works that affect protected species – prospective applicants are advised to discuss their proposals with a suitably qualified ecologist.

VIABILITY ASSESSMENT

When might it be 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.

A Viability Assessment should be submitted if a development does not offer planning obligations and contributions in accordance with local policy, due to financial viability.

What should it include?

The Assessment should include sufficient information to enable an objective review of the proposed scheme's viability. The level and detail of information will vary from scheme to scheme.

The Assessment should be based on an 'open book' approach and include the following (where relevant):

- Site or building acquisition cost and existing use value;
- Construction costs and programme;
- Fees and other on costs;
- Projected sale prices of dwellings;
- Gross and net margin;
- Other costs and receipts; and
- Other relevant information, dependent on the nature of the obligation.

Note: When the Council needs its own independent advice on a Viability Assessment, this will be paid for by the applicant. Agreement to pay will normally be required at validation stage, with full payment to be received prior to the appointment.

Planning Policy / Legislation Drivers

[National Planning Policy Framework](#)

Section 4: Decision Making

[Worcestershire Minerals Local Plan](#)

Policy MLP 40: Planning Obligations

[Borough of Redditch Local Plan No. 4](#)

Policy 5: Effective and Efficient Use of Land

Policy 24: Development within Primarily Employment Areas

Policy 28: Supporting Education, Training and Skills

[Bromsgrove District Plan](#)

Policy BDP 1: Sustainable Development Principles

Policy BDP 6: Infrastructure Contributions

[South Worcestershire Development Plan](#)

Policy SWDP 7: Infrastructure

Wyre Forest District Local Plan

Policy SP.26: Strategic Infrastructure

Policy SP.27: Transport and Accessibility in Wyre Forest

Policy DM.1: Financial Viability

Policy DM.9: Economic Development

Further Information

Department for Levelling Up, Housing and Communities, Ministry of Housing, Communities and Local Government, [Planning Practice Guidance Planning Practice Guidance: Viability](#)

RICS, [Accessing Viability in Planning under the National Planning Policy Framework 2019 for England](#)

RICS, [Financial Viability in Planning: Conduct and Reporting](#)

RICS, [RICS Standards and Guidance](#)

WATER ENVIRONMENT HYDROLOGY / HYDROGEOLOGY ASSESSMENT

When might it be required?

Any development scheme which has potential to threaten the qualitative or quantitative status of any waterbody.

What should it include?

An investigation into the water environment (ground and surface water resources, including aquifers) should focus on:

- An assessment of the existing water environment at and in the vicinity of the site.
- Identification of the risk posed by the proposed development on the extant water environment.
- The measures proposed to mitigate the potential risks that have been identified.
- Proposals for ongoing monitoring and reporting to ensure that there is no impact on the water environment during the proposed operations.
- Monitoring of groundwater levels will need to be carried out over a period of time that encompasses at least a complete water year (October-September).
- Hydrogeomorphology Assessments to investigate the impact of development on watercourses.

The Council strongly advises potential applicants to contact the Environment Agency to discuss the potential impact of their proposals on the water environment before submitting an application for planning permission and make enquiries with Worcestershire Regulatory Services in respect of Private Water Supplies in vicinity of the site.

Planning Policy/Legislation Drivers

National Planning Policy Framework

Section 14: Meeting the Challenge of Climate Change, Flooding and Coastal Change

Section 15: Conserving and Enhancing the Natural Environment

National Planning Policy for Waste

Appendix B

Worcestershire Minerals Local Plan

Policy MLP 37: Water Quality and Quantity

Policy MLP 38: Flooding

Worcestershire Waste Core Strategy

Policy WCS 1: Presumption in Favour of Sustainable Development

Policy WCS 8: Site Infrastructure and Access

Policy WCS 10: Flood Risk and Water Resources

Policy WCS 11: Sustainable Design and Operation of Facilities

Borough of Redditch Local Plan No. 4

Policy 15: Climate Change

Policy 16: Natural Environment

Policy 17: Flood Risk Management

Policy 18: Sustainable Water Management

Bromsgrove District Plan

Policy BDP 22: Climate Change

Policy BDP 23: Water Management

South Worcestershire Development Plan

Policy SWDP 28: Management of Flood Risk

Policy SWDP 29: Sustainable Drainage Systems

Policy SWDP 30: Water Resources, Efficiency and Treatment

Policy SWDP 31: Pollution and Land Instability

Wyre Forest District Local Plan

Policy SP.30: Sewerage Systems and Water Quality

Policy SP.31: Flood Risk Management

Policy SP.32: Sustainable Drainage Systems (SuDS)

Policy SP.33: Pollution and Land Instability

Further information

Department of Levelling Up, Housing and Communities, Ministry of Housing, Communities and Local Government, [Planning Practice Guidance: Water Supply, Wastewater and Water Quality](#)

[Water Framework Directive Website](#)

Informative

Any works for new, or alterations to existing, structures or works that may affect flow along an ordinary watercourse may require an application for consent under Section 23 of the Land Drainage Act 1991. Early consultation is recommended as land drainage consents must be completed prior to works being commenced on site as they cannot be granted retrospectively.

You can contact us in the following ways:

By Phone:

01905 763763

By Post:

Worcestershire County Council
Planning Development Management Team
Directorate of Economy and Infrastructure
County Hall
Spetchley Road
Worcester, WR5 2NP

By Email:

DevControlTeam@Worcestershire.gov.uk

Online:

www.worcestershire.gov.uk/planning-applications