Wyre Forest District Council

Local Validation List

January 2019
This **Validation Document** provides a list of required supporting information for each application type and will assist applicants and their agents when submitting an application.

This Document is to ensure the right information is submitted, thereby allowing the Council the ability to register and process your application more efficiently and help to reduce the number of applications being made invalid.

The required supporting documentation consists of the Mandatory national information requirements, specified in The Town and Country Planning (Development Management Procedure) (England) Order 2015 and the Local Planning Authority’s local information requirements.

This document was approved by the District Council’s Planning Committee on 20th November 2018, coming into force on 1st January 2019.

### NATIONAL INFORMATION REQUIREMENTS – ALL APPLICATIONS

<table>
<thead>
<tr>
<th><strong>Application Form</strong></th>
<th>A completed application form (1APP Form), either submitted online or by <a href="#">Downloading Here</a> and posting to Wyre Forest House</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application Fee</strong></td>
<td>You must submit the appropriate fee which can be found at <a href="https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf">https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</a></td>
</tr>
<tr>
<td><strong>Location Plan</strong></td>
<td>The Location Plan must show:</td>
</tr>
<tr>
<td></td>
<td>- A scale 1:1250; a North point; and at least two named roads and surrounding buildings (where possible).</td>
</tr>
<tr>
<td></td>
<td>- The application site boundary clearly edged in a continuous red line, which comprises all the land/buildings necessary to carry out the development e.g. the access, parking spaces and garden space</td>
</tr>
<tr>
<td></td>
<td>- A drawing title or number</td>
</tr>
<tr>
<td><strong>Site Plan</strong></td>
<td>A Site Plan (sometimes known as Block Plan) is useful in illustrating the proposed development, and should be submitted for developments involving extensions, new builds, and new vehicle crossovers and for applications to display advertisements. The Site Plan must show:</td>
</tr>
<tr>
<td></td>
<td>- A scale 1:200 or 1:500; the paper size; a North point; and at least two road names and surrounding buildings (where possible)</td>
</tr>
<tr>
<td></td>
<td>- The application site boundary clearly edged in a continuous red line, which comprises all the land/buildings necessary to carry out the development e.g. the access, parking spaces and garden space</td>
</tr>
<tr>
<td></td>
<td>- A drawing title or number</td>
</tr>
<tr>
<td><strong>Design and Access Statement</strong></td>
<td>A Design and Access Statement is required for applications for a Major development OR where the site is in a Conservation Area and the development consists of one or more dwellings or the provision of a building or buildings where the floor space created by the development is 100sq.m or more.</td>
</tr>
</tbody>
</table>
## Checklist 1 – Householder Applications

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Existing and Proposed Floor Plans</strong></td>
<td>Existing and Proposed Elevation Plans are required for all applications except for new/replacement windows and new vehicle crossovers. The plans must show a scale of 1:50 or 1:100, the paper size and have a drawing title or number.</td>
</tr>
<tr>
<td><strong>Existing and Proposed Elevation Plans</strong></td>
<td>Existing and Proposed Elevation Plans are required for all applications except for new vehicle crossovers. The plans must show a scale of 1:50 or 1:100, the paper size and have a drawing title or number. The Proposed Elevation Plan should also show the proposed elevation in relation to any adjacent building(s).</td>
</tr>
</tbody>
</table>
| **Heritage Statement**                        | The National Planning Policy Framework requires applicants to describe the significance of heritage assets affected by development proposals. Heritage Statements will be required for all applications where a heritage asset or its setting may be impacted by the proposed development.  
A ‘heritage asset’ includes:  
- Designated Heritage Assets - Listed buildings, Scheduled Monuments, Conservation Areas.  
- Non-designated Heritage Assets - Locally Listed buildings, Buildings recorded on the Worcestershire County Council’s Historic Environment Record (HER) and sites of Archaeological interest.  
Worcestershire Archive and Archaeology Service Historic Environment Records: [www.worcestershire.gov.uk/info/20189/search_our_records](http://www.worcestershire.gov.uk/info/20189/search_our_records) |
| **Flood Risk Assessment**                     | Flood Risk Assessment will be required if the application site is located within Flood Zones 2 and 3. Also for applications within Flood Zone 1 which have a critical drainage problem. |
| **Tree Survey/Arboricultural Statement**      | A tree survey and arboricultural statement will be required for all developments involving building, demolition works or engineering works where there are trees, with a stem diameter of more than 100mm (measured at 1.5 metres up the stem), located within 15m of any operation within or on adjacent land, to the application site.  
The tree survey and arboricultural statement should show how the tree constraints on and adjacent to the site, have been correctly incorporated into the design and how these trees are to be retained without damage during construction and future occupancy.  
The statement must be produced in line with the recommendations of British Standards BS5837:2012: Trees in relation to design, demolition and construction (or subsequent amendments to this), and shall include:  
- *Tree survey drawing and schedule* - The survey shall provide clear data regarding the species, size, age, condition and useful life expectancy of trees. It shall also categorize trees, groups of trees or woodlands in terms of their quality and value within their existing... |
context and not within the context of the proposals.

- **Arboricultural Constraints Plan (ACP)** – An aid to layout design that shows tree Root Protection Areas (RPA) as well as representing the effect that the mature height and spread of retained trees will have on the development. The ACP shall incorporate the tree survey information as well as illustrate both the above-ground (shade patterns) and below-ground RPA constraints posed by the trees.

- **Tree Protection Plan** – scale drawing produced by an arboriculturalist showing the finalised layout proposals, tree retention and tree and landscape protection measures detailed within the arboricultural method statement.

- **Arboricultural Method Statement (AMS)** – sets out the information regarding the measures to be taken to protect the trees shown to be retained on the submitted drawings. It also details the methodology for the implementation of any aspect of the proposal that has the potential to result in loss or damage to a tree. The AMS will need to site specific and not generic in nature.

Further details can be found in BS 5837:2012 Trees in relations to design. Demolition and construction – Recommendations. A copy of the said document can be purchased at the following: https://shop.bsigroup.com/ProductDetail/?pid=000000000030213642

- **Preliminary Ecological Assessment/Protected Species Surveys and Mitigation**

  A Preliminary Ecological Assessment (PEA) produced by a suitably qualified ecologist will be required if the application is likely to affect:

  - Roof of a pre-1960 building
  - Within 100m of Water bodies
  - Trees, hedgerows
  - Fruit trees
  - Agricultural buildings of brick or stone construction or with wooden beams greater than 20cm thickness
  - Underground structures
  - Bridges
  - Natural rock features
  - Pastures and grassed areas that are not part of a lawn.
  - If there is known to be protected species such as bats, badgers, reptiles, amphibians or dormice.
  - If the application site is adjacent to a Site of Special Scientific Interest, Local Nature Reserve, Local Wildlife Site allotment or Railway
  - Proposals that may introduce lighting onto any of the above.

  The PEA may recommend additional surveying this will need to be conducted prior to submission and validation.

  The PEA and any additional surveying will determine the current Biodiversity of the application. The applicant will then need to demonstrate through an appropriate mitigation plan that the application will show a net gain in biodiversity.
# Checklist 2 – Full Planning Applications

| □ | Existing and Proposed Floor Plans | Existing and Proposed Floor Plans are required for all applications consisting of:  

- Extensions or alterations of a building;  
- Change of use of a building  
- Erection of a new building  
- Residential or commercial conversion  
- New Shopfront when subdividing a unit  

The plans must show a scale of 1:50 or 1:100, the paper size and have a drawing title or number. |
| □ | Existing and Proposed Elevation Plans | Existing and Proposed Elevation Plans are required for all applications consisting of:  

- Extensions or alterations of a building;  
- Erection of a new building  
- Residential or commercial conversion  
- New Shopfront  
- Change of use of a building to a cafe or restaurant (A3), bar (A4) or a hot food takeaway (A5) where the proposed use requires an external extraction flue  

The plans must show a scale of 1:50 or 1:100, the paper size and have a drawing title or number. The Proposed Elevation Plan should show the proposed elevation in relation to any adjacent building. |
| □ | Cross Section Plans | A Cross Section Drawing will be required if the application includes:  

- Raised patio/decking  
- The installation of a roller shutter to a shop front  
- Where there is a significant change in ground level with neighbouring property. |
| □ | Heritage Statement | The National Planning Policy Framework requires applicants to describe the significance of heritage assets affected by development proposals. Heritage Statements will be required for all applications where a heritage asset or its setting may be impacted by the proposed development.  

They are required for applications consisting of:  

- Extensions and alterations of a Listed Building; Locally Listed Building; or a building on the Historic Environment Record (HER); or a site within a Conservation Area;  
- The Erection of a new building within the setting of a Listed Building or Locally Listed Building; or a site in a Conservation Area, Archaeological site or where it would impact a Scheduled Monument.  

A Heritage Statement will not be required for applications involving a change of use where no extension or alterations is proposed.  

Worcestershire Archive and Archaeology Service Historic Environment Records: [www.worcestershire.gov.uk/info/20189/search_our_records](http://www.worcestershire.gov.uk/info/20189/search_our_records) |
<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Statement</td>
<td>A Planning Statement will be required for all applications for a major development or where the proposed development would be contrary to the Development Plan.</td>
</tr>
<tr>
<td>Landscaping Scheme</td>
<td>All major planning application will require a Landscaping Scheme to be submitted, including outline applications and should include a landscape strategy plan.</td>
</tr>
<tr>
<td>Structural Survey Report</td>
<td>Structural Survey Report will be required for applications involving a conversion of a rural building to an alternative use (such as a dwellinghouse) or for works to a Listed building where an extension or alteration is proposed.</td>
</tr>
<tr>
<td>Archaeological desk-based Assessment</td>
<td>Archaeological desk-based Assessment will be required for all new buildings or ground works on or adjoining a heritage asset of archaeological interest, or a development that involves excavation works within or adjoining the embankment to a river.</td>
</tr>
<tr>
<td>Extraction and Ventilation Details</td>
<td>Extraction and Ventilation details will be required for proposals for new cafe/restaurant (A3), drinking establishments (A4) or hot food takeaways (A5) which include a commercial kitchen.</td>
</tr>
</tbody>
</table>
| Flood Risk Assessment | 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 for 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. Please see [https://flood-map-for-planning.service.gov.uk/](https://flood-map-for-planning.service.gov.uk/).  


- development proposals on land subject to surface water flooding, where development would introduce a more vulnerable use. See [https://flood-warning-information.service.gov.uk/long-term-flood-risk](https://flood-warning-information.service.gov.uk/long-term-flood-risk)  

The FRA should reflect the advice contained within the Environment Agency’s Standing Advice: [https://www.gov.uk/guidance/flood-risk-assessment-standing-advice](https://www.gov.uk/guidance/flood-risk-assessment-standing-advice) |
| Sustainable Drainage Systems (SuDS) and a Surface Water Drainage Strategy | Surface Water Drainage Strategy:  

Policy CP02 of the Adopted Wyre Forest Core Strategy requires that all new developments incorporate Sustainable Drainage Systems (SuDS). All major applications with drainage implications are required to submit a Surface Water Drainage Strategy. This strategy needs to set out how the development, including all hard standing areas, will be drained and what criteria will be used for the design. The scheme needs to include sufficient details to show compliance with the non statutory technical standards for |
SuDS (Defra, 2015) and to demonstrate the deliverability of the scheme. It also needs to set out how an appropriate level of runoff treatment will be achieved. See [http://www.wyreforestdc.gov.uk/media/3586203/Wyre-Forest-SuDS-DESIGN-EVALUATION.PDF](http://www.wyreforestdc.gov.uk/media/3586203/Wyre-Forest-SuDS-DESIGN-EVALUATION.PDF)

<table>
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<tr>
<th>□ Foul Water Drainage</th>
<th>Foul Drainage Assessment Form</th>
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<tbody>
<tr>
<td>All new development with foul water discharges will be required to connect to the main sewer network wherever possible. All applications proposing a non mains drainage solution are required to submit a Foul Drainage Assessment Form to set out why discharge to a main sewer network is not possible and to provide details of the proposed non mains drainage solution. The form can be found here <a href="https://www.gov.uk/government/publications/foul-drainage-assessment-form-fda1">https://www.gov.uk/government/publications/foul-drainage-assessment-form-fda1</a></td>
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<tr>
<th>□ Water Framework Directive (WFD) Assessment</th>
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| A WFD assessment is normally required for development works including:  
- Hydropower development.  
- Transport and highway schemes that involve physical modifications to a water body (e.g. diversion; culvertling; realignment etc).  
- Bridge crossings over watercourses.  
- Flood defence works and flood alleviation schemes.  
- Environmental Impact Assessment (EIA) development deemed to have likely significant effects on the water environment.  
- Dams and other impoundments.  
- Water transmission and treatment infrastructure.  
- Wastewater treatment infrastructure.  
- Dredging activities.  
- Sand, gravel, and mineral extraction.  
- Construction of marinas and harbours.  
- Off-shore wind turbines.  
- Deep borehole soakaways.  
- In addition, there will be other development proposals that may cause concern in terms of WFD and require consideration, to help maintain or improve water bodies to 'good status'. |

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<th>□ Tree Survey/Arboricultural Statement</th>
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The tree survey and arboricultural statement should show how the tree constraints on and adjacent to the site, have been correctly incorporated into the design and how these trees are to be retained without damage during construction and future occupancy.  

The statement must be produced in line with the recommendations of British Standards BS5837:2012: Trees in relation to design, demolition and construction (or subsequent amendments to this), and shall include:  

- **Tree survey drawing and schedule** - The survey shall provide clear data regarding the species, size, age, condition and useful life expectancy of trees. It shall also categorize trees, groups of trees or woodlands in terms of their quality and value within their **existing context** and not within the context of the proposals. |
- **Arboricultural Constraints Plan (ACP)** – An aid to layout design that shows tree Root Protection Areas (RPA) as well as representing the effect that the mature height and spread of retained trees will have on the development. The ACP shall incorporate the tree survey information as well as illustrate both the above-ground (shade patterns) and below-ground RPA constraints posed by the trees.

- **Tree Protection Plan** – scale drawing produced by an arboriculturalist showing the finalised layout proposals, tree retention and tree and landscape protection measures detailed within the arboricultural method statement.

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Further details can be found in BS 5837:2012 Trees in relations to design. Demolition and construction – Recommendations. A copy of the said document can be purchased at the following:

https://shop.bsigroup.com/ProductDetail/?pid=000000000030213642

| □ Lighting Assessment | A Lighting Assessment will be required for applications involving the provision of external lighting and where the lighting may have an impact on residential properties, Listed buildings, Conservation Areas and the open countryside or may result in harm to bat roosts or commuting/feeding routes for bats. |
| □ Contaminated Land Risk Assessment | Contaminated Land Risk Assessment will be required for applications involving:
  - The erection of new buildings and/or ground works on Brownfield and Greenfield sites where the land is known to be at risk of potential contamination, for example previous and existing industrial land and historic landfill sites.
  - Developments on residential garden land, playing field and quarry sites, which are known to be heavily contaminated.

As a minimum a Land Contamination Report should consist of a desktop study and in some case a Site Investigation and/or Remediation strategy may be required, in accordance with paragraph 178 of the National Planning Policy Framework, particularly taking note of paragraph c, which states:

Planning policies and decisions should ensure that:

a) a site is suitable for its proposed use taking account of ground conditions and any risks arising from land instability and contamination. This includes risks arising from natural hazards or former activities such as mining, and any proposals for mitigation including land remediation (as well as potential impacts on the natural environment arising from that remediation);

b) after remediation, as a minimum, land should not be capable of being
determined as contaminated land under Part IIA of the Environmental Protection Act 1990; and

c) adequate site investigation information, prepared by a competent person, is available to inform these assessments.

| □ Noise Impact Assessment | A Noise Impact Assessment will be required for applications for noise sensitive development (such as residential) where the site is located adjacent to a Classified road, railway line or adjacent to existing uses that generate noise (such as industrial uses, night clubs and function venues). Applications that may generate noise will also require a noise impact assessment. |
| □ Groundwater Assessment | A groundwater assessment (including groundwater level and depth to the water table) will be required for any development involving underground storage of pollutants, including petrol filling stations, oil storage and cemeteries. |
| □ Preliminary Ecological Assessment/Protected Species Surveys and Mitigation | A Preliminary Ecological Assessment (PEA) produced by a suitably qualified ecologist will be required if the application is likely to effect:
- Roof of a pre-1960 building
- Within 100m of Water bodies
- Trees, hedgerows
- Fruit trees
- Agricultural buildings of brick or stone construction or with wooden beams greater than 20cm thickness
- Underground structures
- Bridges
- Natural rock features
- Pastures and grassed areas that are not part of a lawn.
- If there is known to be protected species such as bats badgers reptiles, amphibians or dormice.
- If the application site is adjacent to a Site of Special Scientific Interest, Local Nature Reserve, Local Wildlife Site allotment or Railway
- Proposals that may introduce lighting onto any of the above.

The PEA may recommend additional surveying this will need to be conducted prior to submission and validation.

The PEA and any additional surveying will determine the current Biodiversity of the application. The applicant will then need to demonstrate through an appropriate mitigation plan that the application will show a net gain in biodiversity.

<p>| □ Daylight/Sunlight Assessment | A Daylight / Sunlight Assessment will be required for all applications where the proposed development may affect the current levels of daylight/sunlight enjoyed by occupiers of an adjoining residential property. |
| □ Land Stability or Slope Stability Risk Assessment Report | A land stability assessment will be required where subsidence, landslides and land compression could threaten the development within its anticipated life or damage neighbouring land or buildings. |</p>
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<tr>
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<tbody>
<tr>
<td><strong>Air Quality Assessment</strong></td>
<td>Air Quality Assessments will be required when the proposed development is likely to impact upon air quality or is located in an area of poor air quality, such sites within Air Quality Management Areas (AQMA), which are areas designated by Wyre Forest District Council where the level of pollutant concentrations in the localised areas results in the air quality not meeting the objectives set out in the Air Quality (England) (Amendment) Regulations 2002.</td>
</tr>
<tr>
<td><strong>Transport Assessment</strong></td>
<td>Transport Assessments are required for all major developments.</td>
</tr>
<tr>
<td><strong>Transport Statement</strong></td>
<td>Transport Statement will be required for applications that are for a minor development and that could have an impact on the highway network.</td>
</tr>
<tr>
<td><strong>Travel Plan</strong></td>
<td>Travel Plans will be required for all applications for major developments and should be submitted with all Transport Assessments. The Travel Plan must follow the guidance set out in the National Planning Policy Framework.</td>
</tr>
<tr>
<td><strong>Landscape Statement and/or Visual Assessment</strong></td>
<td>A Landscape and Visual Assessment will be required for all major developments located within the West Midlands Green Belt and/or Greenfield sites that require significant loss of existing landscaping features. Please refer to Worcestershire County Council (2012) Landscape Character Assessment (LCA), at: <a href="http://gis.worcestershire.gov.uk/website/LandscapeCharacter">http://gis.worcestershire.gov.uk/website/LandscapeCharacter</a></td>
</tr>
<tr>
<td><strong>Affordable Housing Statement</strong></td>
<td>Planning Applications for 11 or more dwellinghouses (net) will need to provide a minimum 30% of total provision. The statement should include the number and mix of residential units to be affordable and the location of the affordable units to be shown on the proposed site layout plan.</td>
</tr>
<tr>
<td><strong>Viability Assessment</strong></td>
<td>Policy SAL.DPL3 of the Adopted Site Allocations and Policies Local Plan (2013) requires a full viability assessment to be submitted with applications where the applicant considers that it would not be viable to meet the required affordable housing provision as set out within Policy CP04 of the Adopted Core Strategy (2010) and Affordable Housing, Supplementary Planning Document or other planning obligation requirements as set out in the Planning Obligations, Supplementary Planning Document.</td>
</tr>
<tr>
<td><strong>Retail Impact Assessment</strong></td>
<td>Retail Impact Assessment including a sequential test will be required for applications involving a proposed out of town retail, entertainment or leisure development, or an extension to an existing edge or out-of-centre retail, entertainment or leisure development in excess of 2,500 square metres gross floorspace.</td>
</tr>
<tr>
<td><strong>Open Space or Playing Field Assessment</strong></td>
<td>A Open Space or Playing field Assessment will be required for applications for a development involving the loss of open space or playing field provision then an assessment of community and technical need is required which should clearly demonstrate that the open space or playing field provision is surplus to requirements; or an alternative/replacement provision of at least equivalent quantity and quality would be provided.</td>
</tr>
<tr>
<td>Topic</td>
<td>Description</td>
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</tr>
<tr>
<td><strong>Agricultural Land Assessment</strong></td>
<td>Agricultural Land Assessment will be required for all applications involving large scale solar farms on Greenfield land or any development on 5 hectares or more of land currently in agricultural use.</td>
</tr>
<tr>
<td><strong>Rural Worker’s Dwelling Justification</strong></td>
<td>A Rural Worker’s Dwelling Justification will be required for applications for a new dwelling in the open countryside where an agricultural / forestry dwellinghouse is required.</td>
</tr>
</tbody>
</table>
| **Health Impact Assessments (HIA)**      | A HIAs (Health Impact Assessments) will need to be carried out for developments of:  
  - Residential and mixed use sites of 100 dwellings or more (gross)  
  - Employment sites of 5 ha or more (Gross Internal Area)  
  - Retail developments of 500 square meters or more (Gross Internal Area)  

  A HIA Screening will be required for proposals for or changes of use to:  
  - Residential and mixed use sites 25 to 99 dwellings (gross)  
  - Hot food takeaways (see policy 22G)  
  - Restaurants & cafés  
  - Drinking establishments  
  - Betting shops and pay-day loan shops  
  - Leisure, residential and non-residential institutions  
  - Other relevant proposals as requested by the local planning authority  

  The screening process will identify whether the proposal requires an HIA. A HIA is a tool to ensure that a wide range of social, environmental and economic factors that have an impact on human health and wellbeing are considered at the planning and design stage. The HIA process aims 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. The HIA Screening is a simplified process to determine whether a HIA is needed for the particular scheme. |
| **Environmental Impact Assessment (EIA)** | If the project is listed in Schedule 1 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 an EIA is required. If the development is listed in the first column in Schedule 2 of Regulations 2017, a Screening Opinion from the Local Planning Authority should be obtained. The Screening Opinion issued by the Local Planning Authority will determine if an EIA is required. |
# Checklist 3 - Listed Building Applications

| □ | Existing and Proposed Floor Plans | Existing and Proposed Floor Plans are required for all applications consisting of:
|   |   | - Extensions or alterations of a building;
|   |   | - Change of use of a building
|   |   | - Erection of a new building
|   |   | - Residential or commercial conversion
|   |   | - New Shopfront when subdividing a unit
|   |   | The plans must show a scale of 1:50 or 1:100, the paper size and have a drawing title or number.

| □ | Existing and Proposed Elevation Plans | Existing and Proposed Elevation Plans are required for all applications consisting of:
|   |   | - Extensions or alterations of a building;
|   |   | - Erection of a new building
|   |   | - Residential or commercial conversion
|   |   | - New Shopfront
|   |   | - Change of use of a building to a cafe or restaurant (A3), bar (A4) or a hot food takeaway (A5) where the proposed use requires an external extraction flue
|   |   | The plans must show a scale of 1:50 or 1:100, the paper size and have a drawing title or number. The Proposed Elevation Plan should show the proposed elevation in relation to any adjacent building.

| □ | Heritage Statement | Heritage Statements are required for all applications where a heritage asset or its setting may be impacted by the proposed development.
|   |   | They are required for applications consisting of:
|   |   | - Extensions and alterations of a Listed Building; Locally Listed Building; or a building on the Historic Environment Record (HER); or a site within a Conservation Area
|   |   | - The Erection of a new building within the setting of a Listed Building or Locally Listed Building; or a site in a Conservation Area, Archaeological site or where it would impact a Scheduled Monument.
|   |   | A Heritage Statement is not required for applications for changes of use where no extensions/alterations are proposed; for replacement windows/doors; or for new shopfronts.

| □ | Structural Survey Report | Structural Survey Report will be required for applications involving a conversion of a rural building to an alternative use (such as a dwellinghouse) or for works to a Listed building where an extension or alteration is proposed.

| □ | Schedule of Works | A Description of proposed works and whether the works would result in harm to the fabric, plan form or integrity of the original building or a later intervention. |
### Checklist 4 – Applications to Display an Advertisement

| □ | Existing and Proposed Elevation Plans | Existing and Proposed Elevation Plans are required for shop fascia signs. The plans must show a scale of 1:50 or 1:100, the paper size and have a drawing title or number. |
| □ | Individual Drawings of Sign(s) | The plans must show a scale of 1:50 or 1:100, the paper size and have a drawing title or number. |
| □ | Cross Section of Sign(s) | The plans must show a scale of 1:50 or 1:100, the paper size and have a drawing title or number. |

### Checklist 5 – Applications for a Lawful Development Certificate

| □ | Existing / Proposed Floor Plans | Existing Floor Plans are required for applications seeking lawful development certificate for an existing or proposed development or existing use. Proposed Floor Plans are required for applications seeking lawful development certificate for a proposed development. The plan must show a scale of 1:50 or 1:100, the paper size and have a drawing title or number. |
| □ | Existing / Proposed Elevation Plans | Existing Elevation Plans are required for applications seeking lawful development certificate for an existing or proposed development. Proposed Elevation Plans are required for applications seeking lawful development certificate for a proposed development. The plan must show a scale of 1:50 or 1:100, the paper size and have a drawing title or number. |
| □ | Evidence | At least two pieces of evidence should be provided for applications seeking lawful development certificate for an existing use. (The burden of proof is upon the Applicant, the evidence supplied should be sufficient to prove the legality of the use) Examples of evidence are:  
- Statutory Declaration  
- Witness Statement  
- Council Tax Statements  
- Receipts, invoices, rent books, completion certificates  
- Photographs |
For Further information please contact;

Development Management Section
Wyre Forest District Council
Wyre Forest House
Finepoint Way
Kidderminster
DY11 7WF
01562 732928

dev.management@wyreforestdc.gov.uk