



Town Clerk

Les Trigg

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15 Station Road

STONE

ST15 8JP

22 August 2025

Dear Councillor,

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 2 SEPTEMBER 2025 at 7:05pm**, or on the rising of the Council meeting, if later.

The agenda is set out below and I trust you will be able to attend.

Les Trigg
Town Clerk

AGENDA

1. Apologies for Absence

To receive apologies for absence, and to consider the approval of any reasons given for absence under Section 85(1) of the Local Government Act 1972.

2. Declarations of Interest

3. Requests for Dispensations Received

4. To receive a report from County Councillors representing Stone Town

- County Councillor J. Hood
- County Councillor A. Mynors

5. To receive a report from Borough Councillors representing Stone Town

6. Representations from Members of the Public

To consider representations from members of the public on items to be considered at this meeting, in accordance with the Council's scheme of public participation.

7. Minutes of Previous Meetings

- a) To confirm as a correct record the minutes of the meeting of the General Purposes Committee held on 1 July 2025, Minute Numbers GP26/033 – GP26/047 (attached).

8. Minutes of Sub-Committees

- a) Tourism & Town Promotion Sub-Committee held on 15 July 2025, Minute Numbers TTP26/001 – TTP26/009 (attached)
 - i. To consider the draft minutes
- b) Environment Sub-Committee held on 15 July 2025, Minute Numbers ENV26/001 – ENV26/009 (attached)
 - i. To consider the draft minutes
- c) Mayor's Charity Sub-Committee held on 15 July 2025, Minute Numbers MC26/001 – MC26/006 (attached)
 - i. To consider the draft minutes

9. National Pay Award

To consider the report of the Town Clerk (attached).

10. Local Government Reorganisation Consultation

To discuss the Stafford Borough Council proposals for the reorganisation of local government in Staffordshire.

Attached to the agenda is the public survey recently launched across Cannock Chase, Stafford Borough, and other Southern and Mid Staffordshire areas of the County whose councils are working collectively towards a business case to submit to the Ministry of Housing, Communities and Local Government on proposals for Local Government Reorganisation (LGR). The survey will help shape the future of LGR in the county and residents; businesses, partners and organisations have been encouraged to take part.

Although the survey close date is Monday 1 September, and the Borough Council is unable to extend the deadline, engagement around Local Government Reorganisation continues and Stafford Borough Council will be in full consultation with the Town Council before the final submission is made to the Government in November 2025.

Further information is available here: [Devolution and Local Government Reorganisation | Stafford Borough Council](#)

11. Planning Application Validation Criteria Consultation

To consider a Stafford Borough Council consultation seeking views on its Planning Application Validation Criteria which set out the information needed to assess planning applications.

An email from Stafford Borough Council and a copy of the 'Planning Application Validation Guidance and Local Validation Criteria' are attached.

The Local Validation Requirements can also be accessed here: [Local Validation Criteria Consultation | Stafford Borough Council \(staffordbc.gov.uk\)](https://staffordbc.gov.uk/local-validation-criteria-consultation)

The consultation close date is 17 October 2025.

12. Heritage Centre

To consider an update on the Stone Heritage Centre.

13. Town Council Payments

To receive a list of payments made by the Council during the period 1 June to 31 July 2025 (attached).

14. Update from Working Groups:

To receive updates from Working Group co-ordinators:

- a) Stone Heritage Centre Steering Group (Chairman: R. Kenney)
- b) Engagement with Young People Working Group (Co-ordinator: K. Dawson)

15. To receive reports from Town Councillors on attendance at meetings as a representative of the Town Council

Stone Area Parish Liaison Group – Cllr J. Davies

Stone ATC – Town Mayor & one Cllr – Cllrs: J. Metters and J. Davies

Age Concern Stone & District – Cllrs: J. Davies and C. Thornicroft

Stafford & Stone Access Group – Cllr T. Kelt

Stone Common Plot Trustees – Cllrs: A. Burgess, J. Hood, T. Kelt, C. Thornicroft and R. Townsend

Stone Community Hub Liaison Group – Cllrs: J. Battrick, J. Powell and R. Townsend

SPCA Executive Committee – Cllr T. Kelt

West Midlands Railway and other rail matters – Cllr T. Kelt

Members of the public are welcome to attend the General Purposes Committee meeting as observers and/or to make representations to the committee in accordance with the Council's scheme of public participation. Details of the scheme are displayed in the Council's notice boards and website.

Please access the Council Chamber from the rear of the building.

Stone Town Council – General Purposes Committee

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 1 July 2025

PRESENT: Councillor A. Best in the Chair, and
Councillors: J. Davies, L. Davies, J. Hood, T. Kelt, C. Thornicroft and R. Townsend

Officers: R. Edwards and T. Williams

Note: Prior to the start of the meeting and in the absence of the Committee Chairman and the Committee Vice Chairman, the Deputy Town Clerk invited nominations for Chairman, and Deputy Town Mayor, Councillor Best, was appointed to take the Chair for the meeting.

ABSENT: Councillors: J. Battrick, A. Burgess, K. Dawson I. Fordham, B. Kenney, R. Kenney, P. Leason, J. Metters, A. Mottershead, J. Powell and N. Powell

GP26/033 Apologies

Apologies were received from Councillors: K. Dawson, I. Fordham, B. Kenney, R. Kenney, P. Leason, J. Metters, A. Mottershead, J. Powell and N. Powell

Where a reason for absence is given, this reason was approved for the purposes of Section 85(1) of the Local Government Act 1972.

GP26/034 Declarations of Interest

Councillor Hood declared an interest in agenda item 9 (Minute Number GP26/041) – Grant to Local Organisations (Stone Choral Society).

GP26/035 Requests for Dispensations

There were none.

GP26/036 To receive the report of the County Councillors

The Chairman invited County Councillors to address the Committee:

County Councillor Jill Hood

Councillor Hood advised the Committee that she had no report on this occasion.

County Councillor Andrew Mynors

Councillor Mynors was not in attendance at the meeting.

GP26/037 To receive the report of Borough Councillors

The Chairman invited Borough Councillors to address the Committee but there were no reports on this occasion.

* Items marked with an asterisk refer to reports or papers circulated with the agenda or distributed at the meeting. They are attached as an appendix to the signed copy of the Council minutes.

GP26/038 Representations from Members of the Public

None

GP26/039 Minutes

RESOLVED:

- a) That the minutes of the General Purposes Committee meeting held on 3 June 2025 (Minute Numbers GP26/018 – GP26/032), be approved as a correct record.

GP26/040 Minutes of Sub-Committees

There were no Sub-Committee draft minutes.

GP26/041 Grant to Local Organisation

The Committee considered a request for grant aid from the following organisations which met the criteria within the Council's grants policy:

- a. **Organisation: Stone Choral Society**
 Amount Requested: £500
 Reason: To support the costs of performing 'Stone Circles' at Crown Wharf on 1 November 2025, which includes music hire, advertising, professional musicians, collaboration with Acceler8 and production expenses.

RESOLVED: To award a grant of £500 to Stone Choral Society.

- b. **Organisation: First Oulton Scout Group**
 Amount Requested: £500
 Reason: To support the purchase of safety equipment (first aid kit and fire extinguishers) and additional equipment (such as gas burners, propane tanks and camping equipment) to help cater for the size of the group.

RESOLVED: To award a grant of £500 to First Oulton Scout Group.

- c. **Organisation: Florence Brass Band**
 Amount Requested: £500
 Reason: To support the purchase of uniform and equipment including polo shirts, music folders and rolling stand cases with the aim of keeping performance fees affordable for local community groups.

RESOLVED: To award a grant of £500 to Florence Brass Band.

The following organisations did not meet the eligibility criteria within the Council's grants policy for the reasons stated, but a motion was proposed and seconded to instigate a discussion about making an award of a grant:

- d. **Organisation: Oak Tree Farm Rural Project**
 Amount Requested: £473
 Reason: To support the replacement of gardening equipment to be used by team members.

* Items marked with an asterisk refer to reports or papers circulated with the agenda or distributed at the meeting. They are attached as an appendix to the signed copy of the Council minutes.

- i. Turnover is over £100,000
- ii. Level of reserves

RESOLVED: To decline the award of a grant to Oak Tree Farm Rural Project.

The meeting was suspended at this point and then reconvened after Mrs Campbell Kelly and Mrs Mary Gale had been thanked by the Town Council in accordance with agenda item 7, 'To Give Thanks' (Minute Number C26/030).

GP26/042 Heritage Centre

The Committee considered an update on Stone Heritage Centre.

The Deputy Town Clerk advised the Committee that she had received an update from the Heritage Centre Manager with the following information:

- Both the VE Day and Mr BuzzKing's Puppet Things exhibitions had received more than 200 visitors which included people who hailed from Brisbane in Australia and Oklahoma in the United States.
- The current exhibition was in celebration of His Majesty's official Birthday on 14 June 2025.
- Walton Primary School made a surprise/impromptu visit to the Heritage Centre on Monday 30 June 2025 and were welcomed.
- Loans from the public and Staffordshire County Archives & Heritage Department were being received and collected in preparation for the development of 'The Story of Stone' exhibition.
- Items for the VJ Day exhibition and interpretation items were in development in readiness for the August celebration.

The Deputy Town Clerk informed the Committee that the Heritage Centre Manager was putting a schedule of forthcoming events and exhibitions together, up to December 2025, with the aim of sharing information with the public through the Town Council's social media platform and other avenues of communication.

The Committee asked that its thanks to the Heritage Centre Manager be recorded for his hard work in developing the Heritage Centre into the successful facility that it is.

GP26/043 Town Council Payments

RESOLVED: To note the list* of Town Council payments made during the period 1 to 31 May 2025.

GP26/044 Update from Working Groups:

Stone Heritage Centre Steering Group

There was no additional update from the Steering Group.

* Items marked with an asterisk refer to reports or papers circulated with the agenda or distributed at the meeting. They are attached as an appendix to the signed copy of the Council minutes.

Engagement with Young People

Councillor Dawson was not available to give a report.

GP26/045 To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council

Stone Area Parish Liaison Group

Councillor J. Davies advised the Committee that a meeting of the Liaison Group would be called as soon as possible with the topical subject of 'Local Government Reorganisation' on the agenda for discussion following further announcements and SPCA briefings. He said the Liaison Group provided an opportunity for parishes to share information and discuss common interests on the potential implications.

Councillor Davies advised the Committee that all councillors were very welcome to attend the meetings.

Stone ATC

Councillor J. Davies advised the Committee that the Annual Meeting of 2352 (Stone) Squadron ATC took place on 24 June 2025. A new committee had been appointed, and the Squadron was thriving with a waiting list being needed to manage high demand and the Squadron building having a capacity limit of 36 cadets.

Councillor Davies called for the Town Council to add weight to their cause for a new larger building.

Councillor Lin Davies attended the meeting as their Squadron Chaplain.

Age Concern Stone & District

Councillor Thornicroft advised the Committee that no meeting had taken place.

Stafford District Access Group

Councillor Kelt advised the Committee that the Annual Meeting had taken place on 23 June 2025 which included what had been achieved over the year and approval of the accounts. He said that a new treasurer had been appointed as the previous treasurer had moved away from the area.

Stone Common Plot Trustees

Councillor Thornicroft advised the Committee that no meeting had taken place.

Stone Community Hub Liaison Group

Councillor Townsend advised the Committee that the next meeting would be held on 25 July 2025.

SPCA Executive Committee

Councillor Kelt informed the Committee that there had been no meeting.

West Midlands Railway and other Rail Matters

Councillor Kelt advised the Committee that he had nothing to report.

The meeting was suspended and reconvened after the Confidential section of the Town Council meeting and after the Planning Consultative Committee meeting.

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GP26/046 Exclusion of the Press and Public

To resolve, pursuant to the Public Bodies (Admission to Meetings) Act 1960, that the Public and Press be excluded from the meeting whilst the next items of business are discussed on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the debate.

RESOLVED: To exclude the Press and Public from the next item of business.

GP26/047 Confidential Minutes

RESOLVED:

That the Confidential Minutes of the General Purposes Committee meeting held on 3 June 2024, Minute Numbers GP26/018 and GP26/032 be approved.

CHAIRMAN

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Stone Town Council

Tourism & Town Promotion Sub-Committee

**Minutes of the meeting held in the Council Chamber
at 15 Station Road, Stone, on Tuesday 15 July 2025**

PRESENT: Councillor J. Hood in the Chair and
Councillors: A. Best, J. Davies, L. Davies, B. Kenney and R. Kenney

Co-opted Member: J. Cook

Officers: R. Edwards, L. Fleetwood and T. Williams

By Chairman's invitation: R. Townsend

ABSENT: Councillors: A. Burgess, K. Dawson, A. Mottershead and J. Powell

TTP26/001 Apologies

Councillors: K. Dawson, A. Mottershead and J. Powell

TTP26/002 Declarations of Interest

None made.

TTP26/003 Requests for Dispensations

None received.

TTP26/004 Representations from Members of the Public

None received.

TTP26/005 Minutes of Previous Meeting

The Minutes of the Tourism & Town Promotion Sub-Committee meeting held on 18 March 2025 (Minute Numbers TTP25/035 – TTP25/041), were approved as a correct record.

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The Sub-Committee considered the Town Council's Calendar of Events for 2025-26 and gave updates on events that had taken place:

2025 – Taken Place

- St George's Day Re-enactment (Saturday 26 April 2025)
This event went ahead as planned and was a great success. The re-enactment team have confirmed that they are pleased to return to Stone again next year.
- VE Day Commemoration (Thursday 8 May 2025)
Councillor Davies thanked Town Council staff and the Grounds Maintenance Contractor for their work on this event and gave thanks for the support of the town.
- Mr BuzzKing's Puppet Things (30 May to 2 June 2025)
This event was held at the Heritage Centre over a three-day period and was well attended and successful.
- Floating Market/Waterside Events (31 May to 1 June 2025)
The Chairman reported that the floating market was a wonderful two-day event with a variety of narrowboats and all sorts of crafts. She said the boaters commented that they loved coming to Stone.

The Scout & Guide Band were practising on one of the market days which prompted the idea that the Band should be asked to play at the floating market next year, assuming the Town Council was successful in securing some new dates.

The Chairman commented that the event was seen as an attraction that drew a lot of new people into the town.

2025/2026 – Upcoming/Agreed

The following events to be hosted by the Town Council, and their agreed dates, were noted by the Sub-Committee:

- Classic Car Event
Unfortunately, it did not appear that it would be possible to hold a Classic Car Event in 2025.
- Children's Summer Inflatable Whale Event (12 August 2025)
The Chairman advised the Sub-Committee that this new event involved a life size whale where children are invited inside, and the operators make the experience great fun.

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- Summer Street Party (16 August 2025)
The Marketing and Events Organiser confirmed the music entertainment for the Street Party which included two support bands: the Funk Breakers and Herbaceous Borders, both of which are reported to be very good. The headline act is a Fleetwood Mac tribute band called Fleetwood Mad. All bands have been highly recommended.
- Florence Brass Band Concert & Burma Star Commemoration (17 August 2025)
The Chairman reported that the Florence Brass Band was looking forward to performing in Stonefield Park on Sunday 17 August 2025. She said the Town Council arrange this event and send the invitations which include the Association of the Burma Star in association with the Royal British Legion. Cream teas will be served on the day by Age Concern volunteers.

Councillor Davies suggested the VE/VJ Working Group consider incorporating some references to VJ Day.

- Vegan Market (20 September 2025)
The Marketing and Events Organiser confirmed arrangements for the vegan market which included (after learning from last year's event) the need for Town Council staff to be present during market set up to ensure the shop frontages were not concealed.
- Christmas Lights Switch-On (Thursday 20 November 2025)
The Chairman advised the Sub-Committee that the usual arrangements will apply. Talented singer and presenter, Kath Stanway, will act as compere on the day.

The Chairman said she had written to Alleyne's Academy (as the school has a successful drama section), to ask whether it would be possible for them to put on a sketch for the children. The school also has a successful music department and there was a suggestion that it may start up an orchestra again.

The suggestion to speak to Christ Church Academy was also made as their music department was brilliant. Appointing Mr Harrison to take the lead on the music would be a boon. He had been approached and reassurances given that the Town Council would deal with all administration if he could look after the Christmas songs.

The Chairman reported that the Christmas Card Competition would run again during the festive season 2025.

The Chairman reported to the Sub-Committee the changes to be introduced to the Christmas lighting display in 2025. These included replacement light strings and additional clusterline lighting to replace the 'Merry Christmas from Stone' sign which will be moved to the bottom of the High Street. One replacement sphere and two new spheres will be installed on the Plane Tree along with several snowfall tubes.

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The Town Clerk had confirmed that the costs could be met within the existing Christmas Lights budget.

- Texas Flag Raising, marking the anniversary of Texas joining the Union on 29 December 1845 (Monday 29 December 2025)
Councillor Davies advised the Sub-Committee that the usual arrangements would apply with the December 2025 event being low key.
- Texas Flag Raising, marking Texas State's independence from Mexico (Saturday 7 March 2026)
Councillor Davies reported that the Texas Flag Raising ceremony in the High Street to mark Texas State's Independence from Mexico in March was higher profile. He said the Florence Brass Band will be invited to accompany the singing of the Texas State Song. He also said the impact of the American soldiers' presence in Yarnfield and Stone for the three or four years they were resident was dramatic and there was a need for the town to recall its history.

Jon Cook said he had noted that quite a few questions had been raised on 'A Little Bit of Stone' around the meaning behind Texas Flag Raising ceremonies. The suggestion was made that the details be published on Facebook.

It would also be appropriate to tell the story of Stone's connections with Carthage in Texas through the Town Council's Heritage Centre.

- Any other suggested new events for 2025/26
The Chairman invited Sub-Committee members to put forward new ideas for events in 2025.

The Chairman said it would be lovely if the beautiful lanterns, stars and different shapes that were hanging in the arcade could be replicated in weatherproof form for the High Street.

TTP26/007 Bleed Kits

The Sub-Committee considered the purchase of bleed kits for use in the town.

The Chairman reported on the latest recommendations on safety at events which included the availability of bleed kits to treat accidents and injuries to save lives. She said that bleeding control packs could be used for any injury that induced bleeding as they were not just for violent stabbings.

The Sub-Committee supported the purchase of two bleed kits.

TTP26/008 Membership of Working Groups

RESOLVED: To make the following appointments to the Tourism & Town Promotion Sub-Committee Working Groups for the municipal year 2025-26:

* Items marked with an asterisk refer to reports or papers circulated with the agenda or distributed at the meeting. They are attached as an appendix to the signed copy of the Council minutes.

Remembrance Plaques Working Group

Councillors: L. Davies (Co-ordinator), J. Davies and P. Leason

Market Strategy Working group

Councillors: J. Hood (Co-ordinator), J. Davies, R. Kenney, A. Mottershead and C. Thornicroft

Co-opted Member: J. Cook

Friendship Agreement Working Group

Councillors: J. Davies (Co-ordinator), L. Davies, J. Hood, J. Metters and R. Townsend

VE/VJ Day Working Group

Councillors: J. Davies (Co-ordinator), L. Davies and J. Hood

TTP26/009 Reports from Working Groups

The Chairman invited co-ordinators from each Working Group to address the Sub-Committee:

Remembrance Plaques Working Group

Councillor L. Davies advised the Sub-Committee that the development of Remembrance Plaques was continuing as a work in progress.

Market Strategy Working Group

The Deputy Town Clerk provided an update on the impact of the Town Council's decision to offer free tables to market traders. She said there used to be one or two table sales per Farmers' market whereas now there were around ten tables in use. Enquiries had been received from new traders which the free tables may have influenced. However, a restructured price list with the cost of a shared/half marquee listed first, appeared to be working better.

Friendship Agreement Working Group

Councillor J. Davies advised the Sub-Committee that the Friendship Agreement Working Group would be meeting when more information was available on the reorganisation of local government. He said that changes to the structure of local government will have an important impact on future friendship arrangements.

VE/VJ Day Working Group

The Chairman expressed the need to arrange a meeting.

Councillor Davies said that when the VJ Day preparations had been completed the VE/VJ Day Working Group would dissolve.

Chairman

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Stone Town Council – Environment Sub-Committee

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 15 July 2025

PRESENT: Councillor R. Townsend in the Chair and
Councillors: T. Kelt, B. Kenney, R. Kenney, J. Metters, and C. Thornicroft

Officers: R. Edwards, L. Fleetwood and T. Williams

By Chairman's Invitation: A. Best

ABSENT: Councillors: J. Battrick, A. Burgess, P. Leason, J. Powell and N. Powell

ENV26/001 Apologies

Councillors: J. Battrick, J. Powell and N. Powell

ENV26/002 Declarations of Interest

None made.

ENV26/003 Request for Dispensations

None received.

ENV26/004 Representations from Members of the Public

None received.

ENV26/005 Minutes of Previous Meeting

The minutes of the Environment Sub-Committee meeting held on 18 March 2025 (Minute Numbers ENV25/036 – ENV25/045), were approved as a correct record.

ENV26/006 Environmental Sub-Committee Works Update

The Chairman drew the Sub-Committee's attention to the Grounds Maintenance Works Update which had been enclosed with the agenda for the meeting.

The Chairman pointed out that the report had reduced in size as several of the previously listed items had been completed. He said the team were largely on top of outstanding projects and the new footpath improvement project had

been added which is intended to alleviate surface water from settling on the path. The Chairman reported that he was hopeful the work would be completed before the wetter weather set in.

ENV26/007 Crown Meadow

The Chairman provided the Sub-Committee with a further update on Crown Meadow:

Crown Meadow (General)

The Town Council was well underway with its marketing/publicity of Crown Meadow with its first article featured in the June/July edition of the Stone & Eccleshall Gazette. The article had also been published on the Town Council's Facebook page and website, and on 'A Little Bit of Stone'.

Numerous comments have been made by members of the public demonstrating the information had been noted and was well received.

A second article was recently published on the Town Council's Facebook page and website and 'A Little Bit of Stone' but would not feature in the Stone & Eccleshall Gazette this time due to a lack of editorial space and the need to publish an alternative Town Council article regarding the High Street. The Chairman said that he would be meeting with the Town Clerk and the Marketing and Events Organiser to look at a schedule for publishing articles about Crown Meadow over a twelve-to-eighteen-month time frame.

Site Visit with Biodiversity & Ecology Officer

The Chairman reported on a recent site walkabout with Stafford Borough Council's Biodiversity & Ecology Officer, the Vice Chairman of the Environment Sub-Committee, the Grounds Maintenance Contractor and Deputy Town Clerk. The overall conclusion drawn from the meeting was that the maintenance and renovation work done by the Town Council on Crown Meadow had been successful.

The Scrapes – A good amount of work had been undertaken on both scrapes one and two, involving removal of the invasive Willow saplings, pollarding the mature Willow (that had generated the saplings), and a huge dig out of Scrape Two to remove unwanted Willow saplings and to reinstate the depth of the Scrape. The group had discussed whether Scrape Two should be deepened further, from its current 60cm depth to one metre, to encourage it to retain more water. Some fauna and flora were noted to be thriving in the dryer conditions, but some species were showing signs the conditions were not right.

The Sub-Committee discussed the health and safety aspects of deepening the scrape and agreed this was an important consideration. It was however pointed out that the sides of the Scrape were stepped and there was only a couple of areas that were proposed be made deeper.

The Sub-Committee discussed introducing new species of wetland flowers to the renovated scrapes as there was space (following the cutting back of grasses) to add to the number and variety of flowers present. The Chairman said consideration would be given to the most suitable flower varieties for use, the costs and the time of year that new planting should take place, before reporting back to the Sub-Committee.

Himalayan Balsam – The Chairman reported that four Himalayan Balsam pulling sessions had taken place on the Meadow and a significant area had been cleared. He said that a good team had rallied and the pulling of the invasive plant in a controlled and organised way had yielded successful results.

Woodland between carpark and amphitheatre – The Chairman advised the Sub-Committee that work may be needed to improve tree health and safety in this small area of woodland. There is a case for planting new trees, and in the amphitheatre to replace the dead and dying Cherry trees.

The Sub-Committee explored grant aid opportunities for the planting of new trees with the Queen's Green Canopy suggested as a starting point for investigation, along with the possibility of inviting members of the public to sponsor a tree (after establishing that the Town Council has the legal power to do this).

Connecting the Meadows – The Chairman reported that the Biodiversity & Ecology Officer during the Crown Meadow walkabout had talked about the work that had been done on the flood plain meadows that lie to the north and south of Crown Meadow. The idea of connecting the meadows with a nature walkway along the valley was briefly discussed. The Biodiversity & Ecology Officer advised the group that discussions had taken place in the past about connecting all three meadows which would require perhaps two footbridges across the River Trent and access through private land on the other side of the river. A member of the Sub-Committee pointed out that Staffordshire County Council had recently prepared the costs for footbridges at Burston so this might be a source of reference for possible costs.

A question was raised about how many Black Poplars were left in the area. It was suggested that although some had been lost it was the Silver Birch and Cherry trees that hadn't fared well during the previous spell of Meadow floodings, and Black Poplars are considered a resilient species for floodplains.

The Sub-Committee acknowledged the need to consider future proofing the planting on Crown Meadow to take account of the effects of climate change and the shift towards extremely hot and extremely wet weather.

ENV26/008 Membership of Working Group

RESOLVED: To make the following appointments to the Environment Sub-Committee Working Group for the municipal year 2025-26:

Environmental Working Group

All Members of the Environment Sub-Committee

Co-ordinator: Councillor R. Townsend

ENV26/009 Reports of Working Groups

Environmental Working Group

The Chairman advised the Sub-Committee that the main activity of the Environmental Working Group had been to coordinate the removal of Himalayan Balsam through organised volunteer pulling sessions which had been very successful.

Chairman

Stone Town Council – Mayor’s Charity Sub-Committee

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 15 July 2025

PRESENT: Councillor J. Metters in the Chair and
Councillors: A. Best, J. Davies, L. Davies, T. Kelt, R. Kenney and R. Townsend

Officers: R. Edwards, L. Fleetwood and T. Williams

ABSENT: Councillor: I. Fordham, P. Leason, and J. Powell

MC26/001 Apologies

Apologies were received from Councillors: I. Fordham, P. Leason and J. Powell

MC26/002 Declarations of Interest and Requests for Dispensations

None received.

MC26/003 Representations from Members of the Public

None received.

MC26/004 Minutes of previous meeting

The minutes of the Mayor’s Charity Sub-Committee meeting held on 16 July 2024, Minute Numbers MC25/001 – MC25/006 were approved as a correct record.

MC26/005 Mayor 2024-25 – Report of final amounts donated to the Mayor’s Charities

In the absence of the Town Mayor 2024-25, Councillor Philip Leason, the Deputy Town Clerk provided a verbal report on the final value that was collected towards the Mayor’s Charities for 2024-25.

She advised the Sub-Committee that the Town Mayor 2024-25 had reported that during his Mayoral year a sum of £3,696.57 had been raised, to be allocated between his chosen charities as follows:

Stone Community First Responders - £2,500
Stone Alzheimer’s Club - £500
Stone Stroke Club - £696.57

The Deputy Town Clerk also reported that she had been advised by the Town Mayor 2024-25 that he was aware of additional funds that would need to be diverted to his charities, when received.

The Sub-Committee congratulated Councillor Leason on the impressive sum of money that he had raised.

RESOLVED: That the total sum collected on behalf of the Mayor's charities for the year 2024-25 be apportioned in the sums specified above.

RESOLVED: That the Town Clerk be awarded delegated authority to distribute the additional late sum of money to the Town Mayor's Charities, when received, in consultation with the Town Mayor 2024-25.

MC25/006 Mayor 2025-26 – To confirm the charities for the year

The Town Mayor, Councillor Jason Metters, proposed that his chosen Mayor's charities for the year 2025-26 would be:

- Stone Community First Responders
- Stone Stroke Club, and
- Stone Alzheimer's Club

RESOLVED: To support the Town Mayor's choice of proposed charities.

Purpose of Report

1. To inform the Committee of the outcome of the 2025-26 national pay award negotiations for local government staff and its impact on the Council.

Background

2. Pay for local government staff is negotiated nationally. Although the parish council sector is not represented on the negotiating body, salaries at local councils are normally based on the national local government scales, and this is reflected in contracts of employment for most of the Council's employees.
3. The Council has been informed that the 2025-26 pay negotiations have now been completed. They have resulted in agreement to a 3.2% increase on all salary points backdated to 1st April 2025.
4. The National Association of Local Councils (NALC) has recommended the adoption of the outcome of these negotiations to local councils. NALC advice, received via the Staffordshire Parish Councils Association (SPCA), setting out the new pay scales from 1st April 2025 is attached as an appendix to this report.

Employee Pay Scales

5. This pay award applies only to those staff on national local government pay scales, where payment of the increase is a contractual obligation. Some of the Council's staff are paid on a different scale. The revised pay rate for 2025-26 is already in place for these staff.

Implications for the Council

6. The Council's budget for the current year anticipated pay inflation of 2.5%. This 3.2% pay award will result in increased costs of around £1,700 above this provision in the current year. Due to other changes affecting the employee costs budget, however, this increase can be contained within the existing budget provision.

Recommendations

7. The Committee is recommended to confirm the adoption of the new 2025-26 salary levels for staff on national local government pay scales, as set out in this report.



LOCAL GOVERNMENT SERVICES

PAY AGREEMENT 2025/26

This advice note was last updated on 24 July 2025.

The National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2025 to 31 March 2026. We encourage employers to implement this pay award as soon as possible.

Backpay for employees who have left employment since 1 April 2025. If an ex-employee requests it, we recommend that employers pay any monies due to that employee from 1 April 2025 to the employee's last day of employment. The table below lists the new pay scales for clerks and other employees employed under the terms of the model contract, including SCPs 50 and above. These should be retrospectively applied from 1 April 2025.

Hourly rates have been calculated using the NJC-agreed formula: annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

* Hourly rates

	1 April 2024		1 April 2025		Scale ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
2	£23,656	£12.26	£24,413	£12.65	Below LC Scale (for staff other than clerks)
3	£24,027	£12.45	£24,796	£12.85	Below LC Scale (for staff other than clerks)
4	£24,404	£12.65	£25,185	£13.05	Below LC Scale (for staff other than clerks)
5	£24,790	£12.85	£25,583	£13.26	Below LC Scale (for staff other than clerks)
5	£24,790	£12.85	£25,583	£13.26	LC1 (below substantive range)
6	£25,183	£13.05	£25,989	£13.47	LC1 (below substantive range)
7	£25,584	£13.26	£26,403	£13.69	LC1 (substantive benchmark range)
8	£25,992	£13.47	£26,824	£13.90	LC1 (substantive benchmark range)
9	£26,409	£13.69	£27,254	£14.13	LC1 (substantive benchmark range)
10	£26,835	£13.91	£27,694	£14.35	LC1 (substantive benchmark range)
11	£27,269	£14.13	£28,142	£14.59	LC1 (substantive benchmark range)
12	£27,711	£14.36	£28,598	£14.82	LC1 (substantive benchmark range)
13	£28,163	£14.60	£29,064	£15.06	LC1 (above substantive range)
14	£28,624	£14.84	£29,540	£15.31	LC1 (above substantive range)
15	£29,093	£15.08	£30,024	£15.56	LC1 (above substantive range)
16	£29,572	£15.33	£30,518	£15.82	LC1 (above substantive range)

17	£30,060	£15.58	£31,022	£16.08	LC1 (above substantive range)
18	£30,559	£15.84	£31,537	£16.35	LC2 (below substantive range)
19	£31,067	£16.10	£32,061	£16.62	LC2 (below substantive range)
20	£31,586	£16.37	£32,597	£16.90	LC2 (below substantive range)
21	£32,115	£16.65	£33,143	£17.18	LC2 (below substantive range)
22	£32,654	£16.93	£33,699	£17.47	LC2 (below substantive range)
23	£33,366	£17.29	£34,434	£17.85	LC2 (below substantive range)
24	£34,314	£17.79	£35,412	£18.35	LC2 (substantive benchmark range)
25	£35,235	£18.26	£36,363	£18.85	LC2 (substantive benchmark range)
26	£36,124	£18.72	£37,280	£19.32	LC2 (substantive benchmark range)
27	£37,035	£19.20	£38,220	£19.81	LC2 (substantive benchmark range)
28	£37,938	£19.66	£39,152	£20.29	LC2 (substantive benchmark range)
29	£38,626	£20.02	£39,862	£20.66	LC2 (above substantive benchmark range)
30	£39,513	£20.48	£40,777	£21.14	LC2 (above substantive benchmark range)
31	£40,476	£20.98	£41,771	£21.65	LC2 (above substantive benchmark range)
32	£41,511	£21.52	£42,839	£22.20	LC2 (above substantive benchmark range)
33	£42,708	£22.14	£44,075	£22.85	LC3 (below substantive range)
34	£43,693	£22.65	£45,091	£23.37	LC3 (below substantive range)
35	£44,711	£23.17	£46,142	£23.92	LC3 (below substantive range)
36	£45,718	£23.70	£47,181	£24.46	LC3 (below substantive range)
37	£46,731	£24.22	£48,226	£25.00	LC3 (substantive benchmark range)
38	£47,754	£24.75	£49,282	£25.54	LC3 (substantive benchmark range)
39	£48,710	£25.25	£50,269	£26.06	LC3 (substantive benchmark range)
40	£49,764	£25.79	£51,356	£26.62	LC3 (substantive benchmark range)
41	£50,788	£26.32	£52,413	£27.17	LC3 (substantive benchmark range)
42	£51,802	£26.85	£53,460	£27.71	LC3 (above substantive benchmark range)
43	£52,805	£27.37	£54,495	£28.25	LC3 (above substantive benchmark range)
44	£54,071	£28.03	£55,801	£28.92	LC3 (above substantive benchmark range)
45	£55,367	£28.70	£57,139	£29.62	LC3 (above substantive benchmark range)
46	£56,708	£29.39	£58,523	£30.33	LC4 (below substantive range)
47	£58,064	£30.10	£59,922	£31.06	LC4 (below substantive range)
48	£59,300	£30.74	£61,198	£31.72	LC4 (below substantive range)
49	£60,903	£31.57	£62,852	£32.58	LC4 (below substantive range)
50	£62,377	£32.33	£64,373	£33.37	LC4 (substantive benchmark range)
51	£63,881	£33.11	£65,925	£34.17	LC4 (substantive benchmark range)
52	£65,943	£34.18	£68,053	£35.27	LC4 (substantive benchmark range)
53	£68,000	£35.25	£70,176	£36.37	LC4 (substantive benchmark range)
54	£70,065	£36.32	£72,307	£37.48	LC4 (substantive benchmark range)
55	£72,145	£37.39	£74,454	£38.59	LC4 (above substantive benchmark range)
56	£74,198	£38.46	£76,572	£39.69	LC4 (above substantive benchmark range)
57	£76,277	£39.54	£78,718	£40.80	LC4 (above substantive benchmark range)
58	£78,315	£40.59	£80,821	£41.89	LC4 (above substantive benchmark range)
59	£80,247	£41.59	£82,815	£42.93	LC4 (above substantive benchmark range)

60	£82,221	£42.62	£84,852	£43.98	LC4 (above substantive benchmark range)
61	£84,243	£43.67	£86,939	£45.06	LC4 (above substantive benchmark range)
62	£86,319	£44.74	£89,081	£46.17	LC4 (above substantive benchmark range)

Share your thoughts and shape the future of local government in Southern and Mid Staffordshire

Overview

Central Government wants to see all councils in shire areas including Staffordshire replaced with fewer councils known as unitary councils, which are responsible for all services in their area. This is known as Local Government Reorganisation.

This is a unique opportunity to rethink how local government can best meet your future needs and aspirations in Staffordshire. Local Government Reorganisation gives us the opportunity to innovate and create effective, high-quality public services for the people of Southern and Mid Staffordshire.

If you want more information on Local Government Reorganisation please visit your council website.

Why your views matter

We want to make sure your council works better for you and your community. To do that, we need to hear what's important to you.

Your feedback will help us shape a new plan for how local government works in Staffordshire. Over the autumn, we'll use what you tell us to build a clearer picture and prepare a final proposal to share with the Government later this year.

We want to hear what's important to you

What are the most pressing issues you face, and how can local government help create the future you deserve? This is where your voice matters.

Although many of us use council services daily, we might not often think about how local government is organised - and that's perfectly okay! Whether you're an expert on local government or just learning about it, we want to hear from everyone.

The survey will take approximately 10 minutes to complete.

If you would like an alternative format of the survey please contact your local district or borough council.



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Your local council

1. From which local council do you get services such as waste and recycling, planning and council tax?

- | | |
|---|--|
| <input type="checkbox"/> Cannock Chase Council | <input type="checkbox"/> Stafford Borough Council |
| <input type="checkbox"/> East Staffordshire Borough Council | <input type="checkbox"/> Tamworth Borough Council |
| <input type="checkbox"/> Lichfield District Council | <input type="checkbox"/> Another Staffordshire Council |
| <input type="checkbox"/> South Staffordshire Council | <input type="checkbox"/> Other council |

2. Are you responding as a... (please tick all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Resident | <input type="checkbox"/> Councillor |
| <input type="checkbox"/> Business owner | <input type="checkbox"/> Council staff |
| <input type="checkbox"/> Community group member | <input type="checkbox"/> School/Education provider |
| <input type="checkbox"/> Stakeholder | <input type="checkbox"/> Other |

Please explain other



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3. What council services have you had contact with over the last 12 months? (please tick all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Adult education, training and apprenticeships | <input type="checkbox"/> Leisure Centres |
| <input type="checkbox"/> Benefits | <input type="checkbox"/> Libraries |
| <input type="checkbox"/> Building and development control | <input type="checkbox"/> Licensing |
| <input type="checkbox"/> Bus passes and blue badges | <input type="checkbox"/> Museums and records |
| <input type="checkbox"/> Buses, and school transport | <input type="checkbox"/> Parks and open spaces |
| <input type="checkbox"/> Caring for children including fostering and adoption | <input type="checkbox"/> Planning applications |
| <input type="checkbox"/> Caring for older people and vulnerable adults | <input type="checkbox"/> Registration of birth, marriage or death |
| <input type="checkbox"/> Council tax | <input type="checkbox"/> Schools |
| <input type="checkbox"/> Environmental health | <input type="checkbox"/> Trading standards |
| <input type="checkbox"/> Highways | <input type="checkbox"/> None of these |
| <input type="checkbox"/> Household waste and recycling | <input type="checkbox"/> Other |
| <input type="checkbox"/> Housing and homelessness | |

Please explain other

4. What feedback or suggestions would you like to share on the services provided by your current council?
(characters left 1000)



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Future Structure

Local Government Reorganisation will change how your local services are delivered.

The new council will take on all responsibilities currently split between the county council and the district or borough councils. This means there will be one council delivering all public services, from Education, Health & Social Care, to Waste Collections and Council Tax.

This reorganisation is designed to make things clearer, easier and better for everyone.



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5. Thinking about the future what would be your top priorities be for a new council? Please select up to 4 options

- | | | |
|---|--|---|
| <input type="checkbox"/> Saving money while keeping local services running smoothly | <input type="checkbox"/> Having a simpler council system | <input type="checkbox"/> Making sure the council has enough money |
| <input type="checkbox"/> Continuing local events and traditions | <input type="checkbox"/> Keeping services that are based on local needs | <input type="checkbox"/> Easy to contact |
| <input type="checkbox"/> Keeping what makes our area special | <input type="checkbox"/> Having local Councillors that listen to residents | |

6. Continuing to think about a new council what is most important to you around how services are delivered? Please select up to 4 options

- | | | |
|---|---|--|
| <input type="checkbox"/> Working better and faster | <input type="checkbox"/> Value for money | <input type="checkbox"/> Environmentally friendly |
| <input type="checkbox"/> Delivered local | <input type="checkbox"/> Listen to feedback | <input type="checkbox"/> Improved infrastructure (roads, health and schools) |
| <input type="checkbox"/> Services are accessible to all | <input type="checkbox"/> Able to change to fit what local people need | |



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7. What services do you think your new council should improve to better help residents and businesses? Please explain your answer (characters left 1000)



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8. Thinking about your earlier answers, would you rather the new area of Southern and Mid Staffordshire be made up of:

- ☐ A council covering all of the current six district and borough areas
- ☐ Two councils consisting of (1) Cannock Chase, South Staffordshire and Stafford Borough council areas and (2) East Staffordshire, Lichfield and Tamworth council areas
- ☐ No view on the size of the future council/(s)



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9. Please share any comments or concerns you may have about the reorganisation of councils in Southern and Mid Staffordshire *(characters left 1000)*

10. Please share any comments you may have around the opportunities regarding the reorganisation of councils in Southern and Mid Staffordshire *(characters left 1000)*



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11. How confident are you that Local Government Reorganisation will provide good public services that last and meet your needs?

- ☐ Very confident
- ☐ Somewhat confident
- ☐ Not confident



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12. To help shape future engagement, which of these formats would you like to see more of? (please tick all that apply)

☐ Council website

☐ E-bulletins

☐ Local forums

☐ Social media

☐ Face-to-face

☐ Other

Please explain other



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About you

We are collecting the following information to help us understand more about our respondents and their views and ensure our work is representative of everyone in Southern and Mid Staffordshire. We will not use this information to identify respondents.

13. What best describes your gender?

☐ Male

☐ Other

☐ Female

☐ Prefer not to say

Please explain other

14. Which age range do you fall into?

☐ Under 18

☐ 46-59

☐ Prefer not to say

☐ 18-30

☐ 60-64

☐ 31-45

☐ 65 or over



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15. Do you consider yourself to have a disability or long-standing illness?

☐ Yes

☐ No

☐ Prefer not to say

16. What is your ethnicity?

☐ White

☐ Asian or Asian British

☐ Other

☐ Black or Black British

☐ Mixed or Multiple Ethnic Groups

☐ Prefer not to say

Please explain other

17. Do you own or rent your current home?

☐ Own

☐ Rent from housing association/trust

☐ Other

☐ Rent from council

☐ Rent from private landlord

☐ Prefer not to say

Please explain other



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Your data:

We will comply with the Data Protection Act 2018 and Council rules to keep your data safe and ensure it's only used for the purposes set out in this survey. You can find a copy of the privacy statement on your local council's website.

Data will be kept for 5 years.

If we have to share your data more widely, because of laws like Freedom of Information Act 2004, we will ensure it is done legally.



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Thank you for taking the time to complete this survey. Please click below to submit your survey



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From: [REDACTED]
Subject: Stafford Borough Council Planning Application Validation Criteria - Consultation
Date: 20 August 2025 10:37:11
Attachments: [image768775.png](#)
[image260910.png](#)

Good Morning,

We are updating our Planning Application Validation Criteria document and it is now out for consultation for 8 weeks ending **17 October 2025**. The document sets out the information that we need to assess planning applications.

The document can be found at this link [Local Validation Criteria - Consultation | Stafford Borough Council](#) . Please submit any comments via the survey link by **17 October 2025**.

Thanks,



[REDACTED] | Development Business Manager
Stafford Borough Council | Civic Centre | Riverside | Stafford | ST16 3AQ
01785 619327 | [REDACTED] | www.staffordbc.gov.uk

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[LGR Survey](#)



Planning application validation guidance and local validation criteria

December 2025 (DRAFT)

Development Management

To be used for all planning applications

Annex 1: Description of development guide

Annex 2: Checklist for householder planning applications

Annex 3: Guidance for applications for listed building consent

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1 Introduction

- 1.1 Before we can consider your planning application, you need to provide us with forms, plans and other supporting information. The information that you need to provide depends on the type of application that you're making.
- 1.2 These validation criteria explain the information that we need for all applications (known as the national validation requirements) and the information that we ask for at Stafford Borough Council (known as the local validation requirements). Additional information is only requested if we really need it. The amount of information that we normally need depends on the scale of the proposal. Once we have all of the information, your application can be registered as valid and consideration of the application may begin.
- 1.3 The Plan for Stafford Borough 2011 - 2031 sets out the policy context for the local validation criteria.

2 Returning applications

- 2.1 If the information required for your application type is not submitted, we will not be able to validate and consider your application. If we receive your application and some information is missing, we will contact you.
- 2.2 Where any outstanding information is not submitted within the timescales requested your application will be returned.

3 Legislation

- 3.1 The following legislation is relevant to the validation of planning applications:
 - 3.1.1 The Town and Country Planning Act 1990 (as amended by the Planning and Compulsory Purchase Act 2004)
 - 3.1.2 The Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO)
- 3.2 The Regulation that we work to, when asking for further information is:
 - 3.2.1 Regulation 4 of the Town and Country Planning (Applications) Regulations 1988. This enables a Local Planning Authority to direct applicants to supply any further information, plans and drawings that are necessary to make a decision. Applications for outline consent are slightly different - for more information see section 9.
- 3.3 This includes providing any reasonable evidence to answer any queries.

- 3.4 If you are not happy with the information that we are asking for, you can challenge the request (details of how to appeal non-validation of an application are set out in the DMPO).

4 Policy

- 4.1 Each piece of information that we ask for is justified by national or local policy which explains why we are asking for that particular detail.
- 4.2 **These policies are for the validation of an application. Please note that further national and local policies may be relevant when considering a planning application.**

5 Pre-application discussions

- 5.1 The National Planning Policy Framework (NPPF) states that the Local Planning Authority have a key role to play in encouraging applicants (and their agents) to take advantage of the pre-application stage of the planning process.
- 5.2 If we can identify any potential issues with your application before it is submitted this can help to avoid delay in making a decision.
- 5.3 If you are thinking about submitting a planning application and would like some advice before you apply, please contact Development Support on 01785 619 327 or via email at planning@staffordbc.gov.uk.
- 5.4 More information on the Council's pre-application service can be found online at www.staffordbc.gov.uk/pre-application-advice.

6 How to use the validation criteria

- 6.1 If you are making a householder application for development within the curtilage of a dwellinghouse (things like an extension, conservatory, or outbuilding to a dwellinghouse) our quick guide for householders can be found in annex 2.
- 6.2 For other applications, you will need to make sure that you provide all of the information in the national requirements (see section 11). You then need to identify the additional information needed within the local requirements. The local requirements are listed alphabetically, but the column headed 'Types of application that require this information' will tell you whether your application type is included.

7 Photographs

- 7.1 Whilst photographs are not required for validation, providing photographs and a plan showing where the photographs were taken from and their direction can help us to spot anything on site that you might need to supply more information on.

8 Making an application valid

- 8.1 Where an application is registered as valid, this will be acknowledged in writing.
- 8.2 If we consider that the application is invalid, we will let you know what additional information we need.
- 8.3 All plans/drawings must contain a specific drawing number, revision where relevant, and title.
- 8.4 In order to save time in validating applications it would be helpful should all drawings submitted electronically or via the Planning Portal include the drawing number, revision, and title within the file name. For example, a file containing revision A of drawing '001' and showing proposed floor plans would have a file name which includes the text '001-A-proposedfloorplans'.
- 8.5 Please note that if the details shown on submitted plans are not consistent and we cannot reasonably assess the proposal, the application will not be registered as valid.
- 8.6 Please note that documents should not be submitted in draft format and all 'draft' annotations and watermarks should be removed before submission.
- 8.7 All major applications shall be supported by a document schedule which clearly lists all documents as well as their references (and revisions) which are submitted for consideration.

9 Guidance for outline applications

- 9.1 Applications for outline planning permission generally don't need to include details of any proposed 'reserved matters' unless the matters include access, appearance, landscaping, layout, or scale.
- 9.2 If we receive an application for outline planning permission but decide that the application should not be considered separately from all or any of the reserved matters, we must notify the applicant within one month from the receipt of the application that further details are needed.

- 9.3 Information must include:
- 9.3.1 Use - the use or uses proposed for the development and any distinct development zones within the site identified.
 - 9.3.2 The amount of development proposed for each use (for retail this should be the gross retail floorspace expressed as square metres).
 - 9.3.3 Indicative access points.
- 9.4 In addition, major applications for outline permission should also include a design and access statement.
- 9.5 Any application for outline consent which includes any other matters must include details which accord with the definition of such matters as set out within Part 1 Section 2 'Interpretation' of The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) or any subsequent legislation.
- 9.6 **Please note that an application for outline consent can only be submitted for the erection of a building(s). An application for outline consent can not be made for householder development.**

10 Guidance for applications made pursuant to s73 or s73a of the Town and Country Planning Act 1990

- 10.1 Any application made under section 73 or section 73a shall be made in writing on a form published by the Secretary of State (or a form to substantially the same effect).
- 10.2 Any amended plans or drawings should include annotations to clearly identify the amendments; revision bubbles/clouds are recommended.

11 Guidance for applications made pursuant to s96a of the Town and Country Planning Act 1990

- 11.1 Any application made under section 96a of the Town and Country Planning Act 1990 shall be made in writing on a form published by the Secretary of State (or a form to substantially the same effect).
- 11.2 The application shall be supported by any other plans, drawings, or information necessary to describe the subject of the application.
- 11.3 Any amended plans or drawings must include annotations to clearly identify the amendments; revision bubbles/clouds are recommended.

12 Guidance for applications for prior approval

- 12.1 Validation of applications for prior approval is determined in accordance with the requirements of the relevant Class within the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).

National requirements

13 Application forms

- 13.1 All planning applications need to be made using a standard application form. Each application type has its own standard form, which can be found on our website (which links to the Planning Portal) www.staffordbc.gov.uk/planning-application-forms.
- 13.2 Applications can be submitted electronically through the Planning Portal, via email to planningtechnicians@staffordbc.gov.uk, or as hard copy.

Description of development

- 13.3 The description of development provided within an application form should be accurate, clear, and precise; and identify the key parts of the proposed development which require planning permission and their location.
- 13.4 Where it is considered that a description does not accurately or concisely describe the proposed development, we reserve the right to seek an amendment prior to publicising the application.
- 13.5 Guidance on how to write a good description of development is set out in annex 1.

Ownership certificates

- 13.6 All applications for planning permission, except for approval of reserved matters, must include the appropriate certificate of ownership. The certificates are included in the standard application forms.
- 13.7 An ownership certificate provides certain details about the ownership of the application site and confirms that any appropriate notice has been served on any other owners (and agricultural tenants).
- 13.8 For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest, the unexpired term of which is not less than 7 years.
- 13.9 Please note that it is an offence to complete a false or misleading certificate, either knowingly or recklessly.

- 13.10 Certificate A (sole ownership and no agricultural tenants) should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.
- 13.11 Certificate B (shared ownership - all other owners and/or agricultural tenants known) should only be completed if the applicant is not the sole owner, or if there are agricultural tenants, and the applicant knows the names and addresses of all the other owners and/or agricultural tenants.
- 13.12 Certificate C (shared ownership - some other owners and/or agricultural tenants known) should only be only completed if the applicant does not own all of the land to which the application relates and does not know the name(s) and address(es) of all of the owners and/or agricultural tenants.
- 13.13 Certificate D (shared ownership - none of the other owners and/or agricultural tenants known) should only be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the other owners and/or agricultural tenants.

Notice

- 13.14 Where an application is for land that is not wholly owned by the applicant, it will be necessary to serve notice on any other owners of the application site and subsequently complete Certificate B (or on occasion Certificate C or D). Copies of notices can be found online at www.staffordbc.gov.uk/information-needed-for-a-planning-application

Agricultural holdings certificate

- 13.15 An agricultural holdings certificate is required whether or not the site includes an agricultural holding. It is included in the standard application forms.
- 13.16 All agricultural tenants must be notified prior to the submission of the application.
- 13.17 An agricultural holdings certificate is not required for applications for listed building consent.

14 Design and access statement

- 14.1 A design and access statement must accompany the following applications:

- 14.1.1 Applications for major development as defined in article 2 of the Town and Country Planning (Development management Procedure) (England) Order 2015 (as amended). For example, 10 houses or more, floorspace of 1,000sqm or more, or a site area of 1 hectare or more, where the application is for outline consent or full planning permission.
- 14.1.2 Applications for development in a conservation area, where the proposed development comprises:
- One or more dwellings; or
 - A building or buildings with a floor space of 100sqm or more.
- 14.1.3 Applications for listed building consent.
- 14.1.4 Major applications for the approval of reserved matters where appearance, layout, and/or scale have not been approved at outline stage.
- 14.2 A design and access statement is a concise report supporting a planning application that should explain how the proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users. Design and access statements can enable the Local Planning Authority and third parties to better understand the analysis that has underpinned the design of a development proposal.
- 14.3 The level of detail in a design and access statement should be proportionate to the complexity of the application but should not be long.
- 14.4 For listed buildings, the statement should address the following elements.
- 14.4.1 The special architectural and historic interest of the building
- 14.4.2 The particular physical features of the building that justify its designation as a listed building.
- 14.4.3 The setting of the building(s).
- 14.5 The legislative requirements are set out in Regulation 3A of the Planning (Listed Buildings and Conservation Areas) Regulations 1990.
- 14.6 It may help to review Design Council/CABE guidance document Design and Access Statements: How to write, read and use them.

15 Fee

- 15.1 An application cannot be made valid without the correct fee.
- 15.2 Fees are set nationally and vary depending on the type and size of the application. The full list of charges can be found online at www.ecab.planningportal.co.uk/uploads/english_application_fees.pdf
- 15.3 Fees can be paid in the following different ways:
 - 15.3.1 Over the phone – 01785 619337
 - 15.3.2 By cheque payable to 'Stafford Borough Council'
 - 15.3.3 BACS payment to Stafford Borough Council. BACS details are available on request and a relevant reference should be given.
- 15.4 Please note, if your application is approved subject to conditions which require the submission of additional details a further application to discharge these conditions, which will incur a fee, will need to be submitted.

16 Plans

- 16.1 Drawing numbers, revision numbers, and an appropriate name must be provided for each plan.
- 16.2 Plans sent electronically must be submitted as a PDF document to enable electronic measurement of plans.
- 16.3 We cannot accept "do not scale" on any plans and if this is present you will be asked for it to be removed before the application can be validated.
- 16.4 All plans must include a scale bar.
- 16.5 Plans need to show the right amount of detail and should therefore be drawn to a suitable scale. Recommended scales are 1:1, 1:2, 1:5, 1:10, 1:20, 1:50, 1:100, 1:200, 1:500, 1:1000, 1:1250, and 1:2500; suggested scales are noted below for each type of plan.

17 Location plan

- 17.1 All applications must include a location plan based on an up to date map. The proposed development should not be included on a location plan.
- 17.2 The scale should typically be 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A3 or A4 size paper. Very occasionally we might need a different scale plan but we will let you know if this is the case.

- 17.3 A location plan must identify sufficient roads and/or building on land adjoining the application site to ensure that the exact location is clear. Generally a location plan should show at least two named roads and surrounding buildings should be named or numbered.
- 17.4 In most cases the application site should be edged clearly with a single solid red line. The red line must include all land necessary to carry out the proposed development - for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking, and open areas around buildings.
- 17.5 A blue line must be drawn around any other land owned by the applicant, close to or adjoining the application site.
- 17.6 If the location plan that you provide uses an Ordnance Survey map base, the plan must include your Ordnance Survey copyright licence. Please note we are unable to accept HM Land Registry Plans due to copyright.

18 Site plan

- 18.1 A site plan should be drawn to a suitable scale, typically 1:100, 1:200 or 1:500 are appropriate.
- 18.2 Site plans must include the following elements where relevant.
 - 18.2.1 The direction of north.
 - 18.2.2 The proposed development in relation to all of the site boundaries as well as all other existing buildings on the site (including where a building is to be demolished).
 - 18.2.3 The position of all buildings, roads, and footpaths on land adjoining the site, including access arrangements.
 - 18.2.4 All public rights of way crossing or adjoining the site (including footpaths, bridleways, restricted byway or byway open to all traffic).
 - 18.2.5 The position of all trees and hedgerows on the site, and those on adjacent land that could influence, or be affected by, the development.
 - 18.2.6 The extent and type of any hard surfacing.
 - 18.2.7 Details (type and height) of all boundary treatments (walls, fences, railings, hedges, landscaping) and where this is existing or proposed.

- 18.2.8 All car parking provision should be shown if there are any changes proposed or required in support of the proposed development. Details of local parking standards can be found within The Plan for Stafford Borough at appendix B.

For further information on applying to divert a footpath please use this link www.staffordshire.gov.uk/environment/RightsofWay/Legal/Advice-for-Applicants-wanting-to-submit-a-Public-Path-Diversion-Order.aspx

19 Existing and proposed elevations

- 19.1 Elevation drawings should be drawn to a suitable scale, typically 1:50 or 1:100.
- 19.2 All sides of the proposed development must be shown. Blank (featureless) elevations must also be shown.
- 19.3 They must clearly show the proposed works in relation to what is already there. Elevation drawings must include the full elevation of any existing building to be altered or extended.
- 19.4 The property boundary must be shown clearly where the property or the proposed development attaches to another house or building not within the boundary.
- 19.5 Elevations must include reference to the proposed building materials.
- 19.6 For applications within a conservation area the style, materials and finish of all windows and doors must be shown.
- 19.7 Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.
- 19.8 Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development.

20 Existing and proposed floor plans

- 20.1 Floor plans should be drawn to a suitable scale, typically 1:50 or 1:100.
- 20.2 Floor plans must demonstrate the proposed development in detail and include the following elements.
- 20.3 Full internal layouts where car parking provision may be affected.

- 20.4 The position of all doors, windows, and roof lights.
- 20.5 The outline of any element of the building on lower floors must be outlined on upper floor plans.
- 20.6 Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development.

21 Existing and proposed site sections; site levels; and finished floor levels

- 21.1 In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels, to include details of foundations and eaves, and how encroachment onto adjoining land is to be avoided.
- 21.2 Any application which involves the erection of a new building must be supported by full information to demonstrate how the proposed building(s) relates to existing site levels and adjacent development. The plans must show existing site levels and finished floor levels (with levels related to a fixed offsite datum point) and also show the proposals in relation to adjoining buildings.
- 21.3 For all major development, site level plans must be based on topographic survey.
- 21.4 Site sections should be drawn at a suitable scale, typically 1:50, 1:100, or 1:200.
- 21.5 Site sections should show a cross section(s) through the proposed development.
- 21.6 Site levels and finished floor plans should be drawn at a suitable scale, typically 1:100, 1:200, or 1:500.
- 21.7 For householder development, the levels may be clear from floor plans and elevations, but particularly in the case of sloping sites, you will need to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.

22 Roof plan

- 22.1 A roof plan is required when not all of a roof is visible on the elevation drawings and must show the shape of the proposed roof.

- 22.2 Roof plans should be drawn at a suitable scale, typically 1:50, 1:100, or 1:200.
- 22.3 A roof plan must include the following elements where relevant.
 - 22.3.1 Roofing materials
 - 22.3.2 Roof lights / vents and their location
 - 22.3.3 Any overhang should be shown so measurements are consistent across plans

23 Biodiversity net gain

- 23.1 Planning permission, where not exempt, is subject to the general biodiversity gain condition. All applications shall be supported by a statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition and, if so, the following information as a minimum:
 - 23.1.1 The pre-development biodiversity value of the onsite habitat on the date of application (or an earlier date) including the completed metric calculation tool used showing the calculations, the publication date, and the version of the biodiversity metric used to calculate that value
 - 23.1.2 Where the applicant wishes to use an earlier date, the proposed earlier date and the reasons for proposing that date
 - 23.1.3 A statement confirming whether the biodiversity value of the onsite habitat is lower on the date of application (or an earlier date) because of the carrying on of activities ('degradation') in which case the value is to be taken as immediately before the carrying on of the activities, and supporting evidence of any degradation which has taken place
 - 23.1.4 A description of any irreplaceable habitat (as set out in column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations [2024]) on the land to which the application relates, that exists on the date of application, (or an earlier date)
 - 23.1.5 A plan (drawn to an identified scale) to include the direction of north, onsite habitat existing on the date of application (or an earlier date), and any irreplaceable habitat
- 23.2 The small sites metric may be used for small-scale developments, where your application:

- 23.2.1 Is for either residential development with fewer than 10 dwellings (or if the number of dwellings is unknown the site area is less than 0.5ha), or non-residential development with a total floorspace of less than 1,000sqm
 - 23.2.2 Has a site area less than 1ha
 - 23.2.3 Is not exempt from BNG
 - 23.2.4 Is not on a site where priority habitats, protected sites, or European protected species are present.
- 23.3 Guidance on the small sites metric can be found online at www.gov.uk/guidance/biodiversity-metric-calculate-the-biodiversity-net-gain-of-a-project-or-development#the-small-sites-metric

24 Local requirements

Policy drivers:

NPPF: National Planning Policy Framework (December 2024); PSB: The Plan for Stafford Borough 2011-2031 (Parts 1 and 2)

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
1.	Affordable housing statement	NPPF: Paragraph 64, 65, 66, 67, 68, 69 Circular 6/1998 Planning and Affordable Housing PSB: Policy C2	When 10 or more dwellings are proposed	<p>New residential development of 10 or more dwellings at Stone, Eccleshall, Gnosall, Woodseaves, Barlaston, Tittensor, and Yarnfield to provide 40% affordable dwellings</p> <p>New residential development of 10 or more dwellings at Stafford, Hixon, Great Haywood, Little Haywood/Colwich, Haughton, and Weston to provide 30% affordable dwellings</p> <p>New residential development of 10 or more dwellings elsewhere to provide 30% affordable housing</p> <p>The statement must include the following:</p> <ul style="list-style-type: none"> • Demonstration that the proposed development addresses the relevant policy requirements with regard to tenure type, house type, and location • Details of any Registered Provider associated with the application • An independent economic viability assessment where a lower figure is being proposed as part of a new development <p>Further advice Stafford Borough Council Health and Housing Group: 01785 619 000</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
				Stafford Borough Strategic Planning and Placemaking Team: 01785 619 000
2.	Agricultural land classification statement	NPPF: Paragraph 187 PSB: Policy E2	Any major application (outline or full) for non-agricultural development on existing agricultural land	<p>The statement must:</p> <ul style="list-style-type: none"> • Include a plan to show the extent of land within the application site and how the land is classified with regard to the grades of the Agricultural Land Classification • Demonstrate how the development would protect soil, which may include: <ul style="list-style-type: none"> ○ Management of soil in a sustainable way during construction ○ Avoidance of peat extraction ○ Protection of soils from contamination ○ Reclamation of land after mineral working or landfilling <p>Further advice</p> <p>consultations@naturalengland.org.uk</p> <p>www.gov.uk/government/publications/agricultural-land-assess-proposals-for-development/guide-to-assessing-development-proposals-on-agricultural-land</p> <p>www.publications.naturalengland.org.uk/publication/35012</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
3.	Agricultural need statement	NPPF: Paragraph 89, 187 PSB: Policy E2	New and/or replacement agricultural buildings and agricultural workers dwellings	<p>The statement must include:</p> <ul style="list-style-type: none"> • The size of the agricultural holding • Details of any additional rented land and duration of the rental agreement • Details of any other buildings used on the land, including floorspace and current use • Details of what the building will be used for, including floorspace • Number of animals kept (where relevant) • Number of employees and their hours worked <p>Further advice</p> <p>Stafford Borough Council Development Management: 01785 619 337</p>
4.	Air quality assessment	NPPF: Paragraph 199 PSB: Policy N5	<p>All applications for new housing development, industrial, commercial and leisure development in (or adjacent to) an Air Quality Management Area</p> <p>Where the development could</p>	<p>Applications must be supported by information that enables full consideration of the impact of the proposal on the air quality of the area. This may relate to agricultural applications such as livestock buildings due to Habitat Regulations Assessment (HRA) requirements</p> <p>Where Air Quality Management Areas cover regeneration areas, developers should provide an Air Quality Assessment as part of their planning application</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			<p>itself result in the designation of an Air Quality Management Area</p> <p>Where the grant of planning permission would conflict with, or render unworkable, elements of a local authority's Air Quality Action Plan</p> <p>Development within 50m of the edge of M6 carriageway</p>	<p>Further advice</p> <p>Stafford Borough Council Pollution Control Officer: 01785 619 402</p>
5.	Biodiversity net gain information	<p>Environment Act 2021</p> <p>NPPF: Paragraph 8, 187, 193</p>	Applications which are exempt from the biodiversity gain condition	<p><u>De minimis exemption</u></p> <p>A plan to show the habitats on site and how these would be affected.</p> <p><u>Self-build exemption</u></p> <p>Self-build and custom housebuilding declaration form (www.staffordbc.gov.uk/self-build-and-custom-housebuilding-declaration-form)</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
				Further advice Stafford Borough Council Biodiversity Officer: 01785 619 676 Government Guidance: www.gov.uk/government/collections/biodiversity-net-gain Biodiversity Metric: www.gov.uk/guidance/biodiversity-metric-calculate-the-biodiversity-net-gain-of-a-project-or-development
6.	Business case	PSB: Policy E6	Opportunities for new visitor accommodation	<p>Demonstration that the financial viability of the use can be sustained in the long term</p> <p>The business case should identify a local need for the facility and include:</p> <ul style="list-style-type: none"> • Costings of the initial set up including property acquisition where relevant • Projected net profits after deducting overheads
7.	Cannock Chase Special Area of Conservation (SAC) statement of willingness	NPPF: Paragraph 44, 192, 193, 194, 195 PSB: Policy N6 ODPM Circular 06/2005	Applications within 15km of Cannock Chase Special Area of Conservation which would result in a net increase in: - Dwellinghouses	A statement of willingness to provide a proportional financial contribution towards the Strategic Access Management and Monitoring Measures (SAMMM) for Cannock Chase Special Area of Conservation (SAC)

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			<ul style="list-style-type: none"> - Units within housing in multiple occupation (HMOs) - Permanent pitches on Gypsy and Traveller sites 	<p>To provide for the SAMMM, a proportional financial contribution (up to date figure available at www.staffordbc.gov.uk/cannock-chase-special-area-of-conservation-sac) shall be collected from all applications which result in a net increase in dwellings where the development lies within 15km of Cannock Chase SAC (whole or in-part)</p> <p>For those applications where a financial contribution is to be provided towards the Cannock Chase SAMMM the 'Statement of Willingness Document' should be completed and submitted as part of the planning application. A template of the Statement of Willingness is available at www.staffordbc.gov.uk/cannock-chase-special-area-of-conservation-sac</p> <p>Further advice</p> <p>Cannock Chase SAC Team; SAC Project Officer: 07971 031493</p> <p>www.staffordbc.gov.uk/cannock-chase-special-area-of-conservation-sac</p>
8.	Coal mining risk assessment (CMRA)	NPPF: Paragraph 196, 197, 224	All non-householder applications for operational development within the Coal Mining Development High Risk Area as defined by the Mining Remediation	<p>A Coal Mining Risk Assessment must be prepared by a suitably qualified and competent person. It should:</p> <ul style="list-style-type: none"> • Include site specific coal mining information (including past / present / future underground mining, shallow coal workings, mine entries (shafts or adits), mine gas, within an area which has a current licence to extract coal, geological features, any recorded surface hazards, or within a former or present surface mining (old opencast) area)

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			<p>Authority and held by Stafford Borough Council, unless it falls on the Mining Remediation Authority published exemptions list (www.gov.uk/guidance/planning-applications-coal-mining-risk-assessments)</p>	<ul style="list-style-type: none"> Identify what risks these coal mining issues, including cumulative effects, pose to the proposed development Identify how coal mining issues have influenced the proposed development, and whether any other mitigation measures are required to manage those issues and / or whether any changes have been incorporated into the development <p>Any development involving intrusive activities which intersect, disturb, or enter any coal seams, coal mine workings, or mine entries will require the prior written permission of the Mining Remediation Authority</p> <p>If an Environmental Statement is required by the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended), it is suggested that the CMRA is included within the Environmental Statement</p> <p>Further advice</p> <p>The Mining Remediation Authority Planning and Local Authority Liaison Department: 01623 637 119 / planningconsultation@miningremediation.gov.uk www.coal.gov.uk/services/planning</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
9.	Construction transport management plan	PSB: Policy T1	All major applications	A management plan to minimise and mitigate impacts on the public highway network during development. The plan should include details relating to construction access; hours of construction; routing of HGVs; delivery times; the location of the contractors' compounds, cabins, material storage areas, and contractors' parking; and a scheme for the management and suppression of dust and mud from construction activities
10.	Custom/self-build declaration form	Self-Build and Custom Housebuilding Act 2015 NPPF: Paragraphs 71, 73	All applications for custom or self-build dwellinghouses	The self-build and custom housebuilding declaration form shall be completed. Further advice www.staffordbc.gov.uk/self-build-and-custom-housebuilding-declaration-form Stafford Borough Strategic Planning and Placemaking Team: 01785 619 000
11.	Design review	National Design Guide 2019 NPPF: Paragraph 84, 102, 109, 117, 125, 129, 131-	Large scale major development (not including applications for reserved matters): <ul style="list-style-type: none">• 200 or more dwellings (or a site area of 4ha	The full response of an independent design review panel and any further review that has been undertaken. A written statement setting out how the comments received during the design review process have been addressed within the submitted planning application Further advice Stafford Borough Design Advisor 01785 619 337

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
		141, 164, 166, 187 PSB: Policy N1, N2, N4, N7, N8, N9 Design Supplementary Planning Document 2018	or more where no number is given). <ul style="list-style-type: none">10,000sqm floor space or a site area of 2ha or more Applications for solar farms Applications for isolated dwellings reliant upon paragraph 84(e) of the NPPF	Stafford Borough Council Design SPD 2018: https://www.staffordbc.gov.uk/adopted-design-supplementary-planning-document Planning Practice Guidance: www.gov.uk/guidance/design Secured by Design: www.securedbydesign.com/guidance/design-guides Planning Practice Guidance: http://planningguidance.communities.gov.uk/blog/guidance/design/
12.	Economic statement	NPPF: Paragraph 8, 9, 85, 87, 88, 89 PSB: Policy E1, E2, E3, E6, E7	All major applications that include a commercial element	A supporting statement of any regeneration and economic benefits and costs from the proposed development The statement must include: <ul style="list-style-type: none">Details of new jobs provided or supportedRelative floorspace for each proposed use (where known)Any community benefitsReference to any regeneration strategies that might lie behind or be supported by the proposal

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
				Further advice Economic Growth and Strategic Projects Manager: economy@staffordbc.gov.uk
13.	Environmental statement / Environmental impact assessment (EIA)	NPPF: Paragraph 44 The Town and Country Planning (Environmental Impact Assessment) Regulations 2017	Where an Environmental Impact Assessment is needed Where the local planning authority has given a screening opinion which confirms the requirement submission of an Environmental statement.	Schedule 4 of The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 sets out the information required in an environmental statement It may be helpful for a developer to request a screening opinion from the Local Planning Authority before submitting a planning application to determine whether an EIA is required In cases where a full EIA is not required, the Local Planning Authority may still require environmental information to be provided An applicant may request a scoping opinion (to determine the issues that need to be addressed in an EIA) before submitting the application. In addition, pre-application discussions will assist in identifying the issues that need to be addressed in an EIA Further advice Stafford Borough Council Development Management: 01785 619 337
14.	Flood risk assessment (FRA)	NPPF: Paragraph 44, 172, 173, 181 PSB: Policy N1, N2	In flood zone 1 any development site of 1 hectare or above All developments where flood zones 2	The flood risk assessment must: <ul style="list-style-type: none"> Be specific to the site and development proposal

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			<p>or 3 encroach into the application site</p> <p>Any development other than minor development in a designated critical drainage area which has been notified to the Local Planning Authority by the Environment Agency (Rising Brook)</p>	<ul style="list-style-type: none"> • Identify and assess the risks of all forms of flooding to and from the development, and demonstrate how these flood risks will be managed, taking climate change into account • Include the estimated flood level for your development, taking into account the impacts of climate change over its lifetime • Include details of the finished floor levels where relevant • Include details of any flood resistance and resilience measures • Include any supporting plans and drawings • Include any other information as required by the relevant standing advice • Identify opportunities to reduce the probability and consequences of flooding • Include the design of surface water management systems including Sustainable Drainage Systems (SUDs), and address the requirement for safe access to and from the development in areas at risk from flooding • Include a surface water construction management plan to outline how surface water will be managed throughout the construction phase • Be prepared by the developer in consultation with the Local Planning Authority with reference to their published local plan documents and any Strategic Flood Risk Assessment

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
				<ul style="list-style-type: none"> Form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 as amended <p>In preparing a flood risk assessment the developer will be required to demonstrate that a sequential approach to site selection has been undertaken, and that there are no other more suitable sites available</p> <p>For householder development a simplified procedure is available in the Environment Agency Standing Advice: www.environment-agency.gov.uk/research/planning/82584.aspx</p> <p>Further advice</p> <p>www.gov.uk/guidance/flood-risk-assessment-standing-advice</p> <p>Criteria for acceptable drainage strategies are laid out in full in the Staffordshire County Council SUDs Handbook which is available at: www.staffordshire.gov.uk/environment/Flood-Risk-Management/Information-for-Planners-and-Developers.aspx</p>
15.	Garden areas plan	Design Supplementary Planning Document 2018	All major applications for residential development where details of dwellings are given	A plan to show all private garden areas with individual areas to be annotated in square metres

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
16.	Great Crested Newt assessment	<p>NPPF: Paragraph 44, 187, 193</p> <p>PSB: Policy N1, N4, N5</p> <p>Wildlife and Countryside Act 1981</p> <p>Conservation of Habitats and Species Regulations 2017</p> <p>Environment Act 2021</p>	<p>All applications within the higher risk areas for Great Crested Newts (amber or red) (www.naturespaceuk.com/district-licensing/impact-map/) except where the proposal only relates to the material change of use of an existing building</p>	<p>No detailed surveys are required if the district licensing scheme option is chosen</p> <p>An assessment should include the following information:</p> <ul style="list-style-type: none"> • Waterbodies and habitats within 500m of the application site (including Habitat Suitability Index assessment of ponds wherever possible) shall be identified • Where suitable waterbodies and/or habitat are identified, further information (presence/absence surveys such as eDNA of ponds) will be required in order to rule out impacts to great crested newts • If impacts to ponds or habitat are identified the statement must demonstrate how these impacts can be mitigated through one of the licensing options available. If impacts to habitat are low and the risk to individual great crested newts is considered low, then a non-licensed method may be suitable consisting of Reasonable Avoidance Measures (RAMs) or a Precautionary Working Method Statement (PWMS) <p>Where any survey is more than two years old, an addendum report or further survey will be required.</p> <p>If there are no ponds within 250m of the application site, no suitable habitat is likely to be impacted by the proposal, and there is no habitat connectivity between the site and nearby ponds a statement</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
				<p>to set out the following should be submitted in lieu of a full assessment:</p> <ul style="list-style-type: none"> • The location of nearby ponds or wet ditches (within 500m). • Any suitable habitat within the site • Surfacing of the site • Any suitable habitat between the site and nearby ponds. • Any significant barriers between the site and nearby ponds (e.g. rivers, main roads, etc.) <p>Further advice</p> <p>Stafford Borough is now participating in the Great Crested Newt (GCN) District Licensing Scheme delivered through the NatureSpace Partnership. See www.naturespaceuk.com for further information</p> <p>Great crested newts: District Level Licensing for development projects, Natural England, March 2021: www.naturespaceuk.com/wp-content/uploads/2021/06/DLL-Guidance-Document-for-LPAs-NatureSpace-Partnership_March2021.pdf</p> <p>Natural England's Great Crested Newts: Surveys and mitigation for development projects: www.gov.uk/guidance/great-crested-newts-advice-for-making-planning-decisions</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
17.	Habitat regulations statement	Conservation of Habitats and Species Regulations 2017	<p>All applications for planning permission (except householders) for development within 15km of the Cannock Chase Special Area of Conservation (SAC) or within 5km of any other Habitat site</p> <p>Note: A habitat regulations statement is not required with regard to Cannock Chase SAC where a 'Statement of willingness' (validation reference 7) is provided.</p>	<p>A statement to assess whether there would be a likely significant effect on any Habitat site as a result of the proposed development</p> <p>The statement must include:</p> <ul style="list-style-type: none"> • Identification of relevant Habitat sites and their reason(s) for designation • An acknowledgement of any likely significant effects • An assessment of any alternative locations or designs of development • An assessment of any avoidance or mitigation measures to be taken with regard to any likely significant effects <p>Further advice</p> <p>www.magic.defra.gov.uk/MagicMap.aspx</p> <p>www.gov.uk/government/organisations/natural-england</p> <p>www.publications.naturalengland.org.uk/category/5134123047845888</p> <p>www.jncc.gov.uk/</p>
18.	Heritage statement	NPPF: Paragraph 207, 210, 218	Any application which may affect a heritage asset or its setting	The statement should be proportionate in detail to the importance of the heritage asset and no more than is sufficient to understand the potential impact of the proposal on the significance of the heritage asset

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
		<p>PSB: Policy N8, N9</p> <p>Conservation Area Character Appraisals and Documents</p> <p>Design Supplementary Planning Document 2018</p> <p>The Hedgerow Regulations 1997</p>	<p>Heritage Assets include:</p> <ul style="list-style-type: none"> Listed Buildings Conservation Areas Scheduled Monuments Archaeological sites Registered parks and gardens Registered Battlefields <p>Applications which will impact or have the potential to impact upon sites (below and above ground) as recorded on the Staffordshire Historic Environment Record (HER)</p>	<p>The statement must:</p> <ul style="list-style-type: none"> Include a description of the significance of the heritage assets affected and the contribution of their setting to that significance Set out the level of harm likely to occur Detail avoidance/mitigation measures to overcome the harm As a minimum, refer to the Staffordshire Historic Environment Record Assess the heritage assets themselves, using appropriate expertise where necessary given the impact of the proposal <p>Where an application site includes, or is considered to have the potential to include, heritage assets with an archaeological interest, a full Historic Environment Desk-based Assessment (DBA) should be submitted (where a Heritage Statement is deemed to be insufficient to adequately address historic environment concerns). The requirement for a full DBA should be discussed at an early stage and where considered an appropriate response, the DBA should consider all aspects of the historic environment (archaeology, built environment and historic landscape character). The DBA should be undertaken by an appropriately experienced organisation and should follow the guidance laid out in the relevant Chartered Institute for Archaeologists (CIfA) standard and guidance. Where a DBA is deemed insufficient to properly assess the archaeological potential/interest, a field evaluation may be required. An assessment of the impact of the proposal should be set out in the application</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			<p>Major applications or significant infrastructure works (including all solar farm proposals) where archaeological remains may survive</p> <p>Hedgerow removal within a significant historic landscape or an area of archaeological potential</p>	<p>(within the design and access statement when this is required) as part of the explanation of the design concept. It should detail the sources that have been considered and the expertise that has been consulted</p> <p>Further advice</p> <p>Stafford Borough Council Conservation Officer: conservation@staffordbc.gov.uk</p> <p>Staffordshire County Council: 0300 111 8000</p> <p>Staffordshire County Archaeologist: her@staffordshire.gov.uk</p> <p>www.historicengland.org.uk/listing/the-list/</p> <p>www.historicengland.org.uk/advice/planning</p> <p>www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment</p> <p>www.staffordshire.gov.uk/environment/Environment-and-countryside/HistoricEnvironment/Historic-environment-record.aspx</p> <p>It may be helpful engage in pre-application consultation with Historic England www.historicengland.org.uk/services-skills/our-planning-services/charter/our-pre-application-advisory-service/ For information as to whether a Heritage Statement may be required in or around the principal historic settlements please search the Staffordshire County Council website for 'Historic Environment Assessments' and 'Extensive Urban Survey'</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
				To discuss the potential for development to impact upon archaeological deposits please contact the Staffordshire County Council Historic Environment Team: her@staffordshire.gov.uk
19.	Joinery details	PSB: Policy N9	All applications affecting a listed building or within a conservation area where new or replacement doors, windows, or roof lights are proposed	Details to of all new and replacement doors, windows, and roof lights to include elevation drawings at 1:10 and sections at 1:1 or 1:2, materials, colour finish, and details of any recesses, cills and headers, transoms, mullions, glazing, and glazing bars.
20.	Land contamination assessment (phase 1)	NPPF: Paragraph 187, 196 PSB: Policy N2	All applications (excluding Householders) where new development is proposed on land that is, or may have been, affected by contamination. All applications to convert agricultural buildings for other uses.	The assessment must include: <ul style="list-style-type: none"> • An extended assessment of contamination in line with National Planning Policy Framework: Section 11 • Enough information to determine the existence or otherwise of contamination, its nature and the risks it may pose, and whether these can be satisfactorily reduced to an acceptable level Where contamination is known or suspected, or the proposed use would be particularly vulnerable (e.g. residential use) the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed Where an assessment is more than two years old, an addendum report or further assessment will be required.

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			All applications for solar farms	Further advice Stafford Borough Council Pollution Control Officer: 01785 619 402 Environment Agency www.environment-agency.gov.uk
21.	Landscape visual impact assessment (LVIA)	NPPF: Paragraph 165 PSB: Policy N8	<p>All applications for wind turbines</p> <p>All applications for polytunnels and solar farms with a site area 1ha or greater.</p> <p>All large scale major applications:</p> <ul style="list-style-type: none"> • 200 or more dwellings (or a site area of 4ha or more where no number is given). • 10,000sqm floor space or a site area of 2ha or more 	<p>An assessment in accordance with current best practice and guidance, in particular GLVIA3 published by the Landscape Institute and the Institute of Environmental Management and Assessment</p> <p>Further advice</p> <p>Guidelines for LVIA 3rd Edition 2013 published by the Landscape Institute and the Institute of Environmental Management and Assessment</p> <p>Cannock Chase AONB Views and Setting Guide:</p> <p>www.cannock-chase.co.uk/wp-content/uploads/2020/07/Cannock-Chase-AONB-Design-Guide-Jul-2020.pdf</p> <p>www.cannock-chase.co.uk/wp-content/uploads/2020/07/Cannock-Chase-AONB-Views-and-Setting-Guide-Rev.-03-low-res-FINAL-1.pdf</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
22.	Landscaping details	NPPF: Paragraph 135 PSB: Policy N1	All major applications (except for outline consent where landscaping is a matter to be reserved)	<p>A landscaping scheme must:</p> <ul style="list-style-type: none"> • Be drawn to scale (usually 1:100 or 1:200) • Show full details of proposed landscaping • Include details of proposed species, height at planting, spacing and densities • Include measures for the ongoing protection and maintenance of landscaping <p>Further advice</p> <p>Stafford Borough Council Development Management: 01785 619 337</p>
23.	Lighting assessment	PSB: Policy N1	All commercial, industrial, and leisure applications where external illumination is proposed	<p>The assessment must include:</p> <ul style="list-style-type: none"> • A layout plan with beam orientation and light spillage • A schedule of the equipment used in the design • The hours of use (when the lighting will be switched on) • Details of future maintenance <p>Further advice</p> <p>Lighting in the countryside: Towards good practice (1997)</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
				Cannock Chase AONB Design Guide: www.cannock-chase.co.uk/wp-content/uploads/2020/07/Cannock-Chase-AONB-Design-Guide-Jul-2020.pdf
24.	Mineral safeguarding statement	Staffordshire Minerals Local Plan: Policy 3	<p>All major applications outside of a defined settlement boundary and within Mineral Safeguarding Areas (MSAs) identified in the Staffordshire Minerals Local Plan</p> <p>Applications for mineral infrastructure sites permitted by Staffordshire County Council or Stafford Borough Council</p>	<p>A mineral safeguarding statement to demonstrate that the implications of the proposals on existing permitted mineral reserves and mineral infrastructure, and on mineral resources identified for future working and areas safeguarded in the Minerals Local Plan have been addressed</p> <p>Further advice</p> <p>www.staffordshire.gov.uk/environment/planning/policy/mineralslocalplan/mineralsLocalPlan.aspx</p>
25.	Noise and vibration assessment	Noise Policy Statement for England (March 2010)	All applications likely to have an impact on existing noise or vibration sensitive developments	The assessment must consider the advice, recommendations or requirements contained in British Standards BS6472: 2008 Guide to Evaluation of Human Exposure to Vibration in Buildings Part 1 and Part 2 and BS7385-2: 1993 Evaluation and Measurement for Vibration in Buildings Part 1

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
		<p>NPPF: Paragraph 187, 198</p> <p>PSB: Policy N1</p> <p>Environmental Protection Act 1990</p> <p>Clean Neighbourhoods Act 2005</p> <p>Licencing Act 2003</p> <p>Noise Act 1996</p>	<p>All applications which may introduce or expose noise or vibrations into an area where it would have an adverse impact, e.g. changes of use within town centres</p> <p>All applications for uses which may be sensitive to existing nearby sources of noise or vibration.</p>	<p>Further advice</p> <p>Applicants are advised to seek specialist expertise and to discuss their proposals in the first instance with Stafford Borough Council's Environmental and Health Service to find out whether a noise and vibration assessment is needed</p> <p>Stafford Borough Council Environmental and Health Service: 01785 619 402</p> <p>World Health Organisation Guidelines for Community Noise</p> <p>World Health Organisation Night Noise Guidelines for Europe</p> <p>British Standards: BS4142, BS8233, BS7445</p>
26.	Open space assessment	<p>NPPF: Paragraph 98</p> <p>National Planning Policy Guidance</p> <p>PSB: Policy C7</p>	When 10 or more dwellings are proposed	<p>Developments within open spaces</p> <p>Applications must include plans showing any areas of existing or proposed open space within or adjoining the application site</p> <p>If the proposed development will result in the open space being reduced or built upon applications must include an assessment which:</p> <ul style="list-style-type: none"> Clearly shows the open space, buildings or land to be surplus to requirements; or

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
				<ul style="list-style-type: none"> • The loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or • The development is for alternative sports and recreational provision, the benefits of which clearly outweigh the loss of the current or former use <p>Developments proposing on-site or off-site provision</p> <p>Where open space and/or associated facilities and/or sport facilities are proposed to be provided on-site or off-site the application must define them and provide a statement which includes:</p> <ul style="list-style-type: none"> • Maintenance specification for the works • How the facility will be initially installed and maintained to that specification for at least 10 years <p>Developments proposing financial contributions</p> <ul style="list-style-type: none"> • Where open space and/or associated facilities and/or sport facilities cannot be entirely provided on site, a financial contribution will be required through a Planning Obligation (Section 106 Agreement) <p>Further advice</p> <p>Stafford Borough Council Strategic Planning and Placemaking: 01785 619 000</p> <p>The Plan for Stafford Borough (appendix G)</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
27.	Parking and access arrangements	NPPF: Paragraph 109, 114, 115, 117 PSB: Policy T2 Appendix B: Car Parking Standards	All applications (including householders) which involve new, or alterations to existing, access and parking arrangements	<p>The proposed site layout plan must include:</p> <ul style="list-style-type: none"> • Details of proposed parking provision and access, including any existing provision to be retained. • Details of the level of provision (including cycles) <p>Details about any access works should include:</p> <ul style="list-style-type: none"> • Information about how that supports the design • Include micro-modelling analysis and a Stage 2 Safety Audit where access is served via a traffic signalled junction, roundabout or priority junction, with right turn facility <p>For access only, simple priority junctions or dropped crossings, details must include:</p> <ul style="list-style-type: none"> • Details of existing and proposed visibility splays • Details of speed surveys where proposed visibility splays do not meet the recommendations set out within Manual for Streets 2 <p>Details of proposed visibility splays must be provided where any application involves intensification or changes to the access</p> <p>Further advice</p> <p>Manual for Streets 2 (March 2007)</p> <p>Staffordshire County Council Roads and Highways Standing Advice: 0300 111 8000 / highways@staffordshire.gov.uk</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
28.	Planning obligations / Unilateral undertakings (Section 106 agreements) / Draft heads of terms	Circular 05/2005: Planning Obligations NPPF: Paragraph 56, 59 PSB: Policy C2, C7, I1	All major applications unless trigger points are not hit. See 'What information is required' column for trigger points Other developments where a Section 106 agreement can make an otherwise unacceptable proposal acceptable in planning terms	<p>The application must include either:</p> <ul style="list-style-type: none"> • A draft planning obligation / unilateral undertaking (Section 106) based on Stafford Borough Council's standard template, or • A statement of the proposed heads of terms, a location plan and Land Registry details, solicitor details, and confirmation that Stafford Borough Council's legal fees will be met <p>Further advice Stafford Borough Council Legal Services: 01785 619 220</p> <p>Trigger Points: Affordable housing: When 10 or more dwellings are proposed Housing development will be required to provide contributions for new infrastructure, either on site or off site, as set out in the Infrastructure Delivery Plan including for open space, sport and recreation in line with the Local Space Standards (appendix G of The Plan for Stafford Borough)</p> <p>For the Cannock Chase SAC a planning obligation / unilateral undertaking is required for 1 or more (net) new dwellings within 15km of Cannock Chase Special Area of Conservation For education (primary and secondary school levels) triggers please contact Staffordshire County Council Education and Learning: 0300 111 8000</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
29.	Preliminary ecological assessment	<p>NPPF: Paragraph 44, 187, 193</p> <p>PSB: Policy N1, N4, N5</p> <p>Wildlife and Countryside Act 1981</p> <p>Conservation of Habitats and Species Regulations 2017</p> <p>Protection of Badgers Act 1992</p> <p>Environment Act 2021</p>	<p>Where a proposed development may have possible impacts on wildlife and biodiversity</p> <p>Renewals of existing consents should include an update on any information provided with the original application</p> <p>All major applications</p> <p>Applications for listed building consent where works may impact protected species.</p>	<p>Information must be provided on existing biodiversity interests and possible impacts on them</p> <p>Where further surveys are required these must be provided in support of the application before the application is validated.</p> <p>Assessment should first be made with regard to how harm to species and habitats can be avoided</p> <p>Any unavoidable harm must be justified and where proposals are being made for mitigation and/or compensation measures, information to support those proposals will also be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features, and the location of any habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation of Habitats and Species Regulations 2017, e.g. bats</p> <p>Applications for development that will affect areas designated for their biodiversity interests are likely to need to include assessments of the impacts and proposal for long term maintenance and management. This information might form part of an Environmental Statement, where one is necessary</p> <p>Certain proposals which include work such as the demolition/conversion of buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
				<p>Stafford Borough is now participating in the Great Crested Newt (GCN) District Licensing Scheme delivered through the NatureSpace Partnership. See www.naturespaceuk.com for further information on the scheme. A GCN assessment is required under validation reference 14</p> <p>Advice should include a requirement for a Staffordshire Ecological Records search of the application site and a minimum 500 metre buffer, and presentation of this information</p> <p>Validity of ecological reports and surveys can be compromised over time due to being out of date. If the data is 12-18 months old, the ecologist should provide an addendum to highlight whether they consider it likely to be necessary to update surveys; if the data is 18-36 months old an updated survey and report will be required; if the date is more than 3 years old the report is unlikely to be valid and most, if not all, of the surveys will need to be updated.</p> <p>Further advice</p> <p>Stafford Borough Council Biodiversity Officer: 01785 619 676</p> <p>Where to expect protected species and when to survey https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications</p> <p>British Standard 42020 Biodiversity</p> <p>Natural England Standing Advice www.naturalengland.org.uk/</p> <p>CIEEM Guidelines for Ecological Report Writing (CIEEM, 2017)</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
30.	Retention of local community facility or service statement	NPPF: Paragraph 88 PSB: Policy SP7, E8, SB2	Applications for redevelopment or change of use of any premises outside of the settlements of Stafford or Stone which are currently, or last, used for social or community uses (defined in paragraph 2.29 of The Plan for Stafford Borough: Part 2)	<p>The statement must demonstrate:</p> <ul style="list-style-type: none"> • A viability test that the use concerned is no longer economically viable, that all reasonable efforts have been made to sell or let the property in its current use at a realistic price for a period of at least 12 months, that the use cannot be provided by some other means, or that it is genuinely redundant • That the premises or site, or an unused part of the building, cannot be readily used for or converted to another community facility • That the facility which will be lost will be adequately supplied or met by an easily accessible existing or new facility in the local area or the settlement concerned, unless it has been accepted as redundant as part of a viability test • That the facility is not required to be provided and/or retained as part of a planning permission, or as a new development <p>Further advice Stafford Borough Council Development Management: 01785 619 337</p>
31.	Statement of community involvement	NPPF: Paragraph 40, 41 Stafford Borough Statement of	All major applications	<p>The statement must:</p> <ul style="list-style-type: none"> • Set out how the applicant has undertaken pre- application consultation with the community

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
		Community Involvement		<ul style="list-style-type: none"> Demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals <p>Further advice Stafford Borough Council Development Management: 01785 619 337</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
32.	Structural survey	NPPF: Paragraph 84, 88, 187 PSB: Policy E2, C5	<p>All proposals for the conversion of rural buildings, except where the building has already been fully converted</p> <p>Applications involving the demolition of a Listed Building or Listed structure or unlisted building in a Conservation Area</p> <p>Applications for a replacement dwelling, outside of a settlement boundary, which involves the demolition of the existing dwelling</p>	<p>Structural surveys must be carried out by qualified structural surveyors, and detail:</p> <ul style="list-style-type: none"> • The existing structural condition of the building • Any recommended remedial works to improve its condition, if possible <p>For residential conversions, the survey must also detail:</p> <ul style="list-style-type: none"> • That the existing building is capable of conversion without significant rebuilding • The nature, type and amount of work required to allow the proposed use to take place <p>Where any survey is more than two years old, an addendum report or further survey will be required.</p> <p>Further advice</p> <p>Stafford Borough Council Development Management/Conservation Officer: 01785 619 337</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
33.	Telecomms development supplementary information	Code of Practice on Mobile Network Development in England (2016) NPPF: Paragraph 122 PSB: Policy E1	All telecommunications applications	<p>Applications must include the following:</p> <ul style="list-style-type: none"> • The area of the search • Details of any consultation carried out • Details of the proposed structure • The technical justification and information about the proposed development • A signed declaration that the equipment and installation has been designed in full compliance of the radio frequency exposure guidelines of the International Commission of Non-Ionizing Radiation Protection (ICNIRP) <p>Further advice</p> <p>Code of Practice on Mobile Network Development (2002)</p>
34.	Town centre use / Retail impact assessment	NPPF: Paragraph 91, 92, 93, 94 PSB: Policy E8	<p>All applications for main town centre uses that are not in an existing defined centre and are not in accordance with the Plan for Stafford Borough</p> <p>Applications for retail, office and</p>	<p>Retail Impact Assessments for town centre uses in an edge or out-of-centre location as part of development proposals greater than 1000sqm gross floorspace at Stafford, greater than 500sqm gross floorspace at Stone and greater than 300sqm gross floorspace at local centres must assess:</p> <ul style="list-style-type: none"> • The impact on existing investment within centres • The impact on the vitality and viability of town centres <p>The assessment must detail:</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			<p>leisure developments, which are not in accordance with the Plan for Stafford Borough, at:</p> <ul style="list-style-type: none"> • Stafford (over 1,000sqm gross floorspace) • Stone (over 500sqm gross floorspace) • Local centres (over 300sqm) <p>Applications in an existing centre, not in accordance with the Plan for Stafford Borough, which would substantially increase the attraction of the centre to an extent that the development could</p>	<ul style="list-style-type: none"> • The impact on the vitality and viability of town centres • The impact of the proposal on in-centre trade / turnover and trade in the wider area • The current and future consumer expenditure capacity in the catchment area • Whether the proposal is of an appropriate scale and what impact it may have on locally important centres <p>Further advice</p> <ul style="list-style-type: none"> • Stafford Borough Council Strategic Planning and Placemaking: 01785 619 000

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			impact on other centres	
35.	Transport statement / Transport assessment	NPPF: Paragraph 118 PSB: Policy T1	All applications likely to generate significant traffic movements	<p>For guidance on indicative thresholds for transport statements and transport assessments please see appendix B of 'Guidance on Transport Assessment' (March 2007)</p> <p>Where an assessment is considered to be necessary, these should be submitted to, and considered by Staffordshire County Council Highways Authority, prior to the submission of the planning application</p> <p>The application must include a 'Transport Assessment Validation Form', signed by the applicant and a representative of Staffordshire County, which states that either:</p> <ul style="list-style-type: none"> (a) A Transport Assessment (TA) or Transport Statement (TS) is required, and that the assessment accompanying the planning application, including its conclusions, have been agreed with Staffordshire County Council Highways Authority (b) A TA or TS is required, and that the assessment accompanying the Planning Application, including its conclusions, have been discussed but the applicant and Staffordshire County Council Highways Authority are in dispute, or (c) An assessment is not required <p>Further advice</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
				<p>Department for Transport: www.gov.uk/government/organisations/department-for-transport Manual for Streets 2 (March 2007) Circular 02/2007: Planning and the Strategic Road Network Council</p>
36.	Travel plan	NPPF: Paragraph 118 PSB: Policy T1	All applications likely to generate significant traffic movements	<p>For guidance on indicative thresholds for transport statements and transport assessments please see appendix B of 'Guidance on Transport Assessment' (March 2007)</p> <p>A draft travel plan must:</p> <ul style="list-style-type: none"> • Be agreed in principle with Staffordshire County Council Highways before the application is submitted • Outline how the transport implications of the development are going to be managed to ensure minimal environmental, social and economic impacts • Detail how the traffic implications of the development will be managed, including details of the travel plan co-ordinator, the management arrangements for the plan and the development timetable • Include activities for marketing and promotion of the plan to occupiers, users, visitors and residents of the site. <p>Please note that a travel plan may require a monitoring agreement secured through a legal obligation</p> <p>Further advice</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
				<p>Staffordshire County Council Highways: 0300 111 8000 / highways@staffordshire.gov.uk</p> <p>Department for Transport: www.gov.uk/government/organisations/department-for-transport</p> <p>Department for Transport Good Practice Guidelines: Delivering Travel Plans Through the Planning Process (April 2009).</p> <p>Department for Transport: Making Residential Travel Plans Work (2007)</p>
37.	Tree survey / assessment	NPPF: Paragraph 187	<p>Any site where there are trees which are the subject of a Tree Preservation Order on, or overhanging, the site</p> <p>Any application where there are trees or hedgerows on the application site, or on land adjacent to it (including street trees) which could be affected by or</p>	<p>Information must be provided that details which trees are to be retained and how they will be protected during construction works</p> <p>Full guidance on the survey information, tree protection plan, method statement and other information which should be provided with an application is set out in the current British Standard 5837 'Trees in relation to design, demolition and construction – Recommendations'. Using the methodology set out in the British Standard will help to ensure that development is suitably integrated with trees and that potential conflicts are avoided</p> <p>The information should be prepared by a suitably qualified and experienced arboriculturist</p> <p>Where any survey is more than two years old, an addendum report or further survey will be required.</p> <p>Further advice</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			influence the development.	Stafford Borough Council Tree Officer: 01785 619 000
38.	Ventilation and extraction statement	Noise Policy Statement for England March 2010 NPPF: Paragraph 187, 198 PSB: Policy N1	All applications for the use of premises for the following purposes: <ul style="list-style-type: none"> • Restaurants and cafes – use for the sale of food and drink for consumption on the premises (use class E). • Drinking establishments – use for the sale of alcoholic drink for consumption on the premises (sui generis). 	<p>The statement for the method of ventilation / extraction must include:</p> <ul style="list-style-type: none"> • Elevations to show the position, location, and height of any external equipment • Proposed external finishes and fixings • Manufacturers specifications, including maintenance requirements • Silencing arrangements • Means of vibration isolation • Extraction fan acoustic performance, including noise emissions of sound power, and sound pressure levels, and narrow band and / or one third octave band frequency spectra • Predicted odour and / or particulate concentration <p>Further advice</p> <p>Stafford Borough Council Environmental and Health Services: 01785 619 402</p> <p>Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust Systems (DEFRA) January 2005 amended 05/09/2018 by update to the 2004 report prepared by NETCEN for the Department for Environment, Food and Rural Affairs</p>

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
			<ul style="list-style-type: none"> Hot food takeaways - use for the sale of hot food for consumption off the premises (Sui generis). General industrial (use class B2). 	
39.	Viability assessment	NPPF: Paragraph 59	Where developers state that standard planning obligations as set out in The Plan for Stafford Borough will not be met	<p>The assessment should be based on an 'open book' approach and include the following:</p> <ul style="list-style-type: none"> Purchase cost of the application site and when it was purchased Detailed cost of construction, including any abnormal costs and off-site infrastructure Predicted sale value / income from the finished site Cost of section 106 including affordable housing costs Percentage profit on cost both with and without the full section 106 obligations

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
				Further advice Stafford Borough Council Development Management: 01785 619 337
40.	Visual effects assessment	NPPF: Paragraph 165 PSB: Policy N3	All applications for solar farms and wind turbines	As assessment of glint and glare is required for all applications for solar farms. An assessment of shadow flicker is required for all applications for wind turbines. Further advice Stafford Borough Council Development Management: 01785 619 337
41.	Water quality statement	NPPF: Paragraph 187 PSB: Policy N1, N2 Habitat Directive 92/43/EEC Conservation of Natural Habitats of Wild Fauna and Flora Water Environment	All planning applications which are likely to, or might, have a detrimental impact on water quality	The statement must explain how the development will not have a detrimental impact on water quality, either directly through pollution of surface water or indirectly through overloading of Wastewater Treatment Works Further site-specific analysis of any development proposals located in proximity or upstream of environmentally significant sites, including Special Areas of Conservation (SACs), Sites of Special Scientific Interest (SSSIs) and European Sites, will be required to demonstrate that the development will not have an adverse effect on environmentally significant sites Further advice Section 4.3 of the Southern Staffordshire Outline Water Cycle Study and the Strategic Flood Risk Assessment update 2014 www.staffordbc.gov.uk/water-management-and-flooding

Validation reference	Document	Policy driver	Types of application that need this information	What information is required and where to look for more advice
		(Water Framework Directive) Regulations 2017 Habitat Regulations 2012		

Annex 1 - Description of development guide

The description of proposed development provided within an application form should be **accurate, clear, and precise**. A description should identify the key parts of the proposed development which require planning permission and their location.

A description should not include irrelevant details or set out a justification; any justification for the proposed development should be set out in a separate supporting document or planning statement.

For example: “*We want to build a rendered 3m x 3m extension to the back of the house to extend our kitchen*” should be changed to “*Single-storey rear extension*”.

Where it is considered that a description does not accurately or concisely describe the proposed development, we reserve the right to seek an amendment prior to publicising the application.

Householder applications

Extensions

Include the key elements, scale, and location of the proposal:

- Two-storey rear extension and single-storey side extension.
- First-floor side extension.
- Dormer window extension to front.
- Hip to gable extension with dormer windows to rear.
- Conversion of integral garage to habitable living space, single-storey side extension to provide garage, and new dropped kerb to High Street.
- Single-storey side extension to provide residential annexe.

Outbuildings

State the scale, purpose, and location of the building:

- Detached double garage to side of dwelling.
- Detached single-storey residential annexe.

Access

State the type of access and location:

- New vehicular/pedestrian access to High Street.

Walls, fences, and gates

State the type of boundary treatment, location, height, and materials:

- 1.8m high timber close-boarded fence to side boundary.
- 1.2m high brick wall to front boundary.

Residential development

Full applications

State the type and number of units:

- Two detached dwellings with integral garages.
- 23 dwellings and associated infrastructure.

Demolition works

Demolition works require planning permission so where the demolition of an existing building is proposed this should be included in the description:

- Demolition of existing dwelling and construction of detached two-storey dwelling.

Outline applications

State the number of units proposed (where known), the size of the site, and the matters to be considered:

- Outline application for residential development of land (2.5ha) with all matters reserved.
- Outline application for residential development land for up to 23 dwellings to include access with all other matters reserved.
- Outline application for 23 dwellings to include details of access, appearance, landscaping, layout, and scale. (*delete as applicable)

Reserved matters applications

Include the relevant outline consent and the matters to be considered:

- Reserved matters application for 23 dwellings pursuant to 25/16180/OUT including details of access, appearance, landscaping, layout, and scale. (*delete as applicable)

Self and custom build developments

The description of development must clarify the self-build or custom-build nature:

- Self-build detached dwelling with detached garage.

Change of use applications

State both the existing and proposed use, including the relevant use class as set out within the Town and Country Planning (Use Classes Order) 1987 (as amended). Guidance on use classes can be found online via the [Planning Portal](#). Other significant external alterations and extensions should also be included:

- Change of use of first floor from retail shop (E(a)) to two flats (C3).
- Change of use of warehouse (B8) to restaurant (E(b)), installation of external plant, and reconfiguration of car park.
- Change of use from shop (E(a)) to drinking establishment (sui generis) and single-storey rear extension.

Industrial, commercial, and other premises

State the scale of the proposed building/extension/works and its purpose (including use class where this relates to a new use):

- Two single-storey buildings, each comprising five units, for purposes falling within use classes E(g) and B8) with ancillary office space, and associated car parking.
- New agricultural building for livestock.
- Community sports centre with floodlit artificial pitch, car park, and vehicular access.
- Extension to warehouse.
- Alterations to shopfront.
- Air handling unit to rear elevation.
- Black metal roller shutters to openings on front elevation.

Listed building consent

Where proposed development includes works to a listed building, the description should include reference to external and internal alterations and/or extensions which require listed building consent, as well as any demolition works which require listed building consent:

- Single-storey rear extension.
- Internal alterations including replacement staircase and removal of load-bearing wall.
- External and internal alterations including replacement windows and external doors and changes to the internal layout.

Where elements of the work have already been carried out but have not received listed building consent these should be clearly referenced within the description:

- Retention of unauthorised replacement timber windows to rear elevation.

Advertisements

State the type of signage, their position on the building or within the site, and details of their illumination:

- Internally illuminated fascia sign and projecting sign on front elevation of shop.
- Externally illuminated totem sign in forecourt and two internally illuminated signs on the front elevation.
- Three freestanding flag advertisements on the forecourt.

Retrospective applications

All parts of a proposal which have already been built but have not received planning permission should be clearly referred to as being 'retrospective'. Failure to do this can often frustrate local residents and increase opposition:

- Retrospective application for a detached single garage to the side of the dwelling.

Applications to amend an existing planning permission

Variation or removal of conditions and minor material amendments

Specify the number of the relevant conditions(s) and extant permission, briefly describe the nature of the conditions, and include the original description of development:

- Removal of condition 4 (restricted use of garages) of permission 25/16180/FUL: 23 dwellings and associated infrastructure.
- Variation of condition 7 (hours of operation) of permission 25/31416/FUL to allow operation until 10pm Monday to Friday: Floodlit artificial pitch with security fencing and associated car park.
- Minor material amendment of permission 25/16180/FUL to change house types: 23 dwellings and associated infrastructure.

Non-material amendments

Specify the relevant planning permission and the nature of the proposed amendment(s):

- Non-material amendment to permission 25/16180/FUL to reduce the number of rooflights to each dwellinghouse.

Applications to discharge conditions

Specify the original planning permission and relevant conditions:

- Discharge of conditions 3, 5, 6, 7, and 10 of permission 25/16180/FUL.

Applications for certificates of lawfulness

The description should include whether the development is proposed or existing and the nature of the works (to be) carried out:

- Lawful development certificate proposed - Single-storey rear extension.
- Lawful development certificate existing - Confirmation that permission 25/16180/FUL remains extant.
- Lawful development certificate existing - Use of the land edged red for the siting of one mobile home and garden incidental to the residential occupation of the mobile home.

Annex 2 - Householders Quick Guide

Checklist for householder planning applications

Before you send us your application, make sure the following checklist is complete.

Type of Information	What you need to do	Have you done this? (Yes, No or Not Applicable)
Application form	<ul style="list-style-type: none"> • Complete all sections • Accurately describe what you are applying for • Complete the Declaration 	
Certificates	<ul style="list-style-type: none"> • Complete Certificate A if you are the owner of the land • Complete Certificate B and Notice 1 if someone else owns all or part of the land • Complete the Agricultural Holdings certificate 	
Fee	<ul style="list-style-type: none"> • Pay the relevant fee to Stafford Borough Council (unless an exemption applies - see our Fees guide for more information). 	
Location Plan	<ul style="list-style-type: none"> • Use a scale of 1:1250 or 1:2500 • Make sure it's up to date, if it's Ordnance Survey based it must display a copyright license • Draw a red line around the edge of all the land affected by the development (including access to the public highway) • Draw a blue edge around all other land that you own 	
Site/Block Plan	<ul style="list-style-type: none"> • Use a scale of 1:100, 1:200 or 1:500 • Make sure the direction of North is shown 	

Type of Information	What you need to do	Have you done this? (Yes, No or Not Applicable)
	<ul style="list-style-type: none"> • Show the development in relation to property boundaries • Show the car parking layout, if this is new or changes to what's there now • Show any trees within the site boundary or next to it 	
Floor Plans	<ul style="list-style-type: none"> • Use a scale of 1:100 or 1:50 • Include existing plans and what is proposed. • Full existing and proposed plans are needed for applications outside of the settlement boundaries. • If existing car parking is affected, full floor plans of the whole property need to be shown 	
Elevations	<ul style="list-style-type: none"> • Use a scale of 1:100 or 1:50 • Include all the elevations (sides) of what you want to do • Include what the elevations look like now and what is proposed • If not all of a roof is visible on the elevation drawings, provide a roof plan 	
Flood Risk Assessment	<ul style="list-style-type: none"> • Include an assessment if the property is within Flood Zone 2 or 3 • Complete the Environment Agency template: www.environment-agency.gov.uk 	
Ecological Report	<ul style="list-style-type: none"> • Include a report on bats if a building likely to house bats is going to be demolished or a tree likely to provide foraging for bats is to be removed • Include a report on Great Crested Newts if ponds are involved 	

Type of Information	What you need to do	Have you done this? (Yes, No or Not Applicable)
Heritage statement	<ul style="list-style-type: none"> • Include a heritage statement if the proposed development may affect a heritage asset or its setting • The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance 	
Trees	<ul style="list-style-type: none"> • Information is needed where there are trees on the application site or on land adjacent to it (including street trees) that could be affected by or that influence the development. The information that must be provided should detail which trees are to be retained and how they will be protected during construction works, in accordance with British Standard 5837 'Trees in relation to design, demolition and construction - Recommendations'. The information should be prepared by a suitably qualified and experienced arboriculturist (tree specialist) 	

Further information will be required where the proposal is within the curtilage of a Listed Building or involves demolition within a Conservation Area.

If you have any questions or need any help with your application for Householder development, please call our Validation Officers on 01785 619 337 or email planningtechnicians@staffordbc.gov.uk.

Annex 3 - Listed Building Consent Quick Guide

Guidance for applications for listed building consent

Type of information	When is it required?	What you need to do
Application form	All applications	<p>Complete all sections.</p> <p>Accurately describe the proposed works.</p> <p>Complete the declaration.</p> <p>Complete the relevant ownership certificate.</p>
Location plan	All applications	<p>Use a scale of 1:1250 or 1:2500.</p> <p>Make sure it's up to date, if it's Ordnance Survey based it must display a copyright license.</p> <p>Draw a red line around the edge of all the land affected by the development (including access).</p> <p>Draw a blue edge around all other land that you own.</p>
Site or block plan	All applications	<p>Use a scale of 1:100, 1:200 or 1:500.</p> <p>Make sure the direction of North is shown.</p> <p>Show the development in relation to property boundaries.</p> <p>Show any trees within the site boundary or on adjacent land.</p>
Existing and proposed floor plans	All applications where extensions or alterations which would affect architectural elements are proposed.	<p>Use a scale of 1:50.</p> <p>Show any walls to be demolished.</p> <p>Show the uses of existing and proposed rooms.</p> <p>Show the position of all existing and proposed windows, doors, roof lights, and other openings.</p>

Type of information	When is it required?	What you need to do
		Show the position of floor and ceiling joists and structural beams where they may be affected by the proposed works.
Existing and proposed elevations	All applications where extensions of external alterations are proposed	<p>Use a scale of 1:50.</p> <p>Include full elevation drawings of every side of the building.</p> <p>Include what the elevations look like now and what is proposed.</p> <p>Include details of proposed building materials.</p> <p>Show the style and materials of all windows, doors, roof lights, and other openings.</p>
Existing and proposed sections	<p>All applications which include:</p> <ul style="list-style-type: none"> • Alterations to the roof, ceiling, or floor. • Internal wall, roof, or floor insulation. • A new staircase. • Alterations to the foundations of a building. 	<p>Use a scale of 1:20 or 1:50.</p> <p>Show the alterations proposed.</p>
Existing and proposed roof plans	<p>All applications which include alterations to any roof which is not adequately demonstrated on the elevation drawings.</p> <p>All applications for roof mounted solar panels</p>	<p>Use a scale of 1:50</p> <p>Include the shape of the roof and show any roof lights, roof dormers, sun tubes, flues, parapets, terraces, etc.</p> <p>Show the position of all roof mounted solar panels</p>

Type of information	When is it required?	What you need to do
Site sections / levels	<p>All applications where a change in levels is proposed (e.g. on a sloping site)</p> <p>All applications where a change in levels is proposed (e.g. on a sloping site)</p>	<p>Use a scale of 1:50 or 1:100</p> <p>Show the existing and proposed site levels and finished floor levels.</p> <p>Levels must relate to a defined datum point.</p>
Detailed drawings of doors windows, mouldings, etc.	All applications where new (or replacement doors, windows, or other features are proposed	<p>Use a minimum scale of 1:20 to provide a general view.</p> <p>Include large scale drawings of individual architectural details.</p> <p>Include detailed scale drawings to show elevations, sections, mouldings, profiles, and materials.</p> <p>Include window and door details (elevations at 1:10 and sections at 1:1 or 1:2) to include colour finish, recesses, cill and header details, transoms, mullions, glazing, and glazing bars</p>
Design and access statement (including heritage statement)	All applications	<p>The design principles and concepts applied to the works and how these take account of the following:</p> <ul style="list-style-type: none"> • The special architectural or historic importance of the building • The particular physical features of the building which justify its designation as a listed building • The setting of the building

Type of information	When is it required?	What you need to do
		Include an assessment of the impact of the proposed works on the significance of the listed building and those areas affected by the works, including any steps to be taken to avoid or minimise any adverse impacts
Structural survey	<p>All applications where structural changes are proposed, to include demolition, removal of a staircase, removal of a chimney, alterations to the roof, structural reinforcement of existing elements, insertion of new floors or ceilings, cutting of beams, replacement of any exiting structural element, new openings in historic fabric</p> <p>Any application where structural defects are identified and which require rectification as part of any proposed works</p> <p>Any application involving enabling works</p>	<p>The survey must be carried out by a qualified structural engineer.</p> <p>Include the existing structural condition of the building.</p> <p>Include any recommendations for remedial works to improve its condition.</p> <p>Address how the proposed works would affect the structural integrity of the building.</p>
Ecological assessment and surveys	<p>Applications which include substantial alterations to the roof or re-roofing</p> <p>Conversion schemes</p>	<p>The assessment and subsequent surveys must be carried out by a suitably qualified individual.</p> <p>The assessment and subsequent surveys must be carried out by a suitably qualified individual.</p> <p>A phase 1 ecological assessment.</p>

Type of information	When is it required?	What you need to do
	<p>Applications where the building is derelict, dilapidated, or there are clear points of access for birds or bats</p> <p>Where proposals have the potential to impact on protected species</p>	Further surveys, if required by the phase 1 assessment.

Descriptions guidance

Where proposed development includes works to a listed building, the description should include reference to external and internal alterations and/or extensions which require listed building consent, as well as any demolition works which require listed building consent:

- Single-storey rear extension.
- Internal alterations including replacement staircase and removal of load-bearing wall.
- External and internal alterations including replacement windows and external doors and changes to the internal layout.

Where elements of the work have already been carried out but have not received listed building consent these should be clearly referenced within the description:

- Retention of unauthorised replacement timber windows to rear elevation.

If you have any questions or need any help with your application for listed building consent, please email conservation@staffordbc.gov.uk

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Stone Town Council - Payments

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The table below lists payments made by the Council in the period identified, for the Committee's information.

The table includes payments by cheque, direct debit, payment card, telephone banking and online banking. It excludes salary and related payments, payments from the Mayor's Charity, and transfers between the Council's bank accounts. All amounts exclude VAT.

Payment Date From : 01/06/2025

Payment Date To : 31/07/2025

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
02/06/2025	8078	Prism Solutions	Leased line rental - May 25	49.99
02/06/2025	8078	Prism Solutions	Leased line rental - May 25	60.90
02/06/2025	8078	Prism Solutions	Leased line rental - May 25	59.90
04/06/2025	RIUNOZHY-0001	A Little Bit of Stone	Crown Meadow Article in ALBOS	150.00
05/06/2025	STC/DL020625	The Puppet Tree	Puppet Event 29.05.25	1,250.00
05/06/2025	5572	Christmas Plus	Dismantle VE Day bunting	665.00
05/06/2025	7070296869	Stafford Borough Council	Office Annual Service Charge 2024/2025	5,156.85
05/06/2025	BXP-000002294	Broxap	Plastic Bollard for High Street	378.00
05/06/2025	476012	KSV Vending	Clean Chamber Vending Machine	202.00
06/06/2025	V02353247424	EE	EE Mobiles - 29 May - 28 June	15.74
06/06/2025	V02353247424	EE	EE Mobiles - 29 May - 28 June	15.74
06/06/2025	11208247	British Gas	Elec Supply Ampitheatre 20.04 to 23.05.25	17.62
06/06/2025	INV-11175	EDG Security Limited	HC - Intruder Alarm Maint and Monitoring to 04.06.26	348.00
09/06/2025	220460	Prism Solutions	Set up new user - L Fleetwood	112.35
09/06/2025	192855749	TV Licensing	TV License Station Road 2025/26	174.50
09/06/2025	01352639	VALDA ENERGY	SSTN Elec Usage adjustment 09.06.25	42.04
10/06/2025	201615202580798	Pozitive Energy	Gas Usage - Heritage Centre 01.05 to 31.05.25	66.51
10/06/2025	11242286	British Gas	Elec Usage 61 High Street 26.04 to 26.05.24	20.29

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<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
10/06/2025	11242287	British Gas	Elec Usage - Feeder Pillar 1, 30 High Street 26.04 to	15.43
11/06/2025	444008-041	Virgin Media Business	Telephone Rental & Calls - 22 May - 21 June 25	90.00
12/06/2025	XX5000SQFFG77T	Amazon	CM - No parking sign	11.49
13/06/2025	INV5003172	MEB Total Ltd	FJC - Boiler repairs	906.24
13/06/2025	DS-AEU-INV-GB-20	Amazon	CM - No Parking signs	13.44
16/06/2025	INV309524262	Zoom Video Comm Inc	ZOOM Subscription June 14 to Jul 13 2025	25.98
18/06/2025	INV0004674107	Eurooffice Ltd	Copier paper, file dividers, pens	64.09
18/06/2025	CD-243939857	Culligan	Water Cooler Rental - June 25	23.06
18/06/2025	7070296959	Stafford Borough Council	Road Closure Notice - Civic Sunday	139.05
18/06/2025	16842	All Print Equipment Ltd	Copier usage - May 25	28.03
19/06/2025	197014962	Paul Castrey Expenses	HC - Items for VE 80 exhibits	60.12
19/06/2025	01352640	VALDA ENERGY	SSTN Gas Usage 01.06 to 30.06.25	63.59
19/06/2025	01352639	VALDA ENERGY	SSTN Elec Usage adjustment 09.06.25	278.88
19/06/2025	01352640	VALDA ENERGY	FJC Elec Usage - 01.06 to 30.06.25	292.80
19/06/2025	01352640	VALDA ENERGY	FJC Gas Usage 01.06 to 30.06.25	156.73
19/06/2025	01352640	VALDA ENERGY	SSTN Elec 1/06 to 30/06	308.51
23/06/2025	wp-INV09430487	Water Plus	FJC Water Usage - 06.05-06.06.25	91.95
24/06/2025	wp-INV09465049	Water Plus	Water Usage - Mount Road - 09.05 to 09.06.25	9.91
24/06/2025	743014903/001/0	Virgin Media Business	Broadband Usage - 6 Jun - 5 Jul 25	50.00
24/06/2025	5813476/CE/5313	The Arch Rent Collectors	SSTN Rent 24.06 to 28.09.25	1,550.00
25/06/2025	11551179	British Gas	Elec usage Feeder Pillar 1 26.04-25.06.25	15.43
25/06/2025	DS-AEU-INV-GB-20	Amazon	Network Cable Tester	31.65
25/06/2025	220526	Prism Solutions	Prism IT Managed Service - July 25 - inc annual licence	1,697.67
27/06/2025	11423938	British Gas	Elec Usage-HC-09.05 to 09.06.25	150.23
30/06/2025	SOT1148608	Veolia ES (UK) Ltd	Waste Collection - SSTN - May 2025	78.63

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<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
30/06/2025	SBC Rates June 25	Stafford Borough Council	SBC Rates HC - 25.04.24-31.03.25	2,597.54
30/06/2025	SBC Rates June 25	Stafford Borough Council	SBC Rates HC - June 2025	381.40
30/06/2025	0001	Miscellaneous	Flowers for M Gale and S C-Kelly	70.00
30/06/2025	SBC Rates June 25	Stafford Borough Council	SBC Rates Mkt Sq - June 2025	21.00
30/06/2025	7070297005	Stafford Borough Council	Install/Remove Bollards - Apr-June 2025	485.15
30/06/2025	SI-28522	Signs 2000	Update chamber honours board - JM	30.00
30/06/2025	7070297003	Stafford Borough Council	Emptying bins Ampitheatre Apr - Jun	55.94
30/06/2025	SBC Rates June 25	Stafford Borough Council	SBC Rates FJC - June 2025	279.00
30/06/2025	7070297004	Stafford Borough Council	Emptying bins T&M Canal & towpath Apr - Jun	166.53
30/06/2025	SOT1148607	Veolia ES (UK) Ltd	Waste Collection FJC - May 2025	113.82
30/06/2025	SBC Rates June 25	Stafford Borough Council	SBC Rates STN - June 2025	180.00
01/07/2025	wp-INV09550880	Water Plus	Water Usage Newcastle Road 15.05 to 15.06	16.45
01/07/2025	8264	Prism Solutions	Leased line rental - June 25	49.99
01/07/2025	8264	Prism Solutions	Leased line rental - June 25	60.90
01/07/2025	8264	Prism Solutions	Leased line rental - June 25	59.90
02/07/2025	2506-026904	Mr David Littlehales	FJC-repairs to ceiling in the Hub	31.01
02/07/2025	025920	R Mountfords	FJC - gate padlock and keys	39.92
02/07/2025	025935	R Mountfords	FJC - items to repair ceiling in the Hub	11.59
02/07/2025	025925	R Mountfords	SSTN - lightbulbs	6.66
02/07/2025	INV3001870	MEB Total Ltd	FJC - repair to broken socket	96.58
03/07/2025	SBC	Stafford Borough Council	SBC Rates FJC - Jul 2025	279.00
03/07/2025	SBC	Stafford Borough Council	SBC Rates Mkt Sq - Jul 2025	21.00
03/07/2025	SBC	Stafford Borough Council	SBC Rates STN - Jul 2025	180.00
03/07/2025	5591	Christmas Plus	Festive display hire 2025/26	7,650.00
03/07/2025	SBC	Stafford Borough Council	SBC Rates HC - Jul 2025	379.00

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Stone Town Council - Payments

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<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
03/07/2025	222059	Prism Solutions	Replacement laptop and installation	845.06
04/07/2025	80	MJ Plant	Marquee setup - June 25	800.00
04/07/2025	79	MJ Plant	Marquee Set up - May 25	1,310.00
04/07/2025	75	MJ Plant	CM-clean, sand and paint bridge at CM	600.00
04/07/2025	77	MJ Plant	CM - Coppice willows Scrape 1	300.00
04/07/2025	74	MJ Plant	MR - replace tap	70.42
04/07/2025	76	MJ Plant	MR - Hedgecutting	110.00
04/07/2025	71	MJ Plant	Grounds Maint June of Amp, Cm, MR, Abbey St and	1,784.00
04/07/2025	70	MJ Plant	Grounds Maint May of Amp, Cm, MR, Abbey St and	1,784.00
04/07/2025	68	MJ Plant	Grounds Maint Mar of Amp, Cm, MR, Abbey St and	1,784.00
04/07/2025	73	MJ Plant	MR/NR Allotment Skip hire	580.00
04/07/2025	69	MJ Plant	Grounds maint - Apr- Amp, CM, MR, Abbey St	1,784.00
04/07/2025	22099	ABSOLUTE MUSEUM AND GALLERY	HC - H Track rail hooks	371.45
04/07/2025	78	MJ Plant	Marquee setup - Apr 25	837.50
06/07/2025	wp-INV09698612	Water Plus	Water Usage SSTN - 05.06 to 05.07.25	1.51
07/07/2025	11512198	British Gas	Gas Usage - Ampitheatre- 23.05-21.06	15.31
07/07/2025	200246238	Miscellaneous	Office Stamps	13.92
07/07/2025	V02363388319	EE	EE Mobiles - 29 Jun - 28 Jul	15.74
07/07/2025	V02363388319	EE	EE Mobiles - 29 Jun - 28 Jul	15.74
08/07/2025	133872	B Hygienic Ltd	FJC - Toilet rolls	78.57
08/07/2025	52810	Panda Press (Stone) Ltd	Civic Order of Service 2025	289.00
08/07/2025	GB50007LNKWC3I	Amazon	HC - Printer Ink	130.83
09/07/2025	201615202582442	Pozitive Energy	Gas Usage - HC 01.06 to 30.06.25	43.17
09/07/2025	200246244	JB Window Cleaner	Window Cleaning Jun 25	65.00
09/07/2025	200246244	JB Window Cleaner	Window Cleaning Jun 25	25.00

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<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
09/07/2025	RIUNOZHY-0002	A Little Bit of Stone	Crown Meadow Article in ALBOS	150.00
09/07/2025		Information Commissioner's Office	ICO Annual fee 2025/26	47.00
09/07/2025	200246244	JB Window Cleaner	Window Cleaning Jun 25	30.00
09/07/2025	11547859	British Gas	Elec Usage 61 High St - 26.05-25.06.25	20.88
09/07/2025	11551179	British Gas	Elec usage Feeder Pillar 1 26.04-25.06.25	20.66
10/07/2025	Inv2031	The Secret Kitchen	Catering for Civic Sunday 2025	1,350.00
14/07/2025	SRD/00101160	Mr David Littlehales	FJC - Paint for general use	50.00
14/07/2025	198378018	Trudy Williams	Refreshment for Civic Sunday	2.30
14/07/2025	198378018	Trudy Williams	Refreshment for Civic Sunday	32.91
14/07/2025	198378018	Trudy Williams	Refreshment for Civic Sunday	90.00
14/07/2025	444008-042	Virgin Media Business	Telephone Rental & Calls - 22 Jun - 21 Jul	89.27
15/07/2025	1331	NEWTONNEWTON FLAG MAKERS LTD	VJ 80 Flag	25.50
15/07/2025	CD-243989396	Culligan	Water Cooler Rental - July 25	43.06
15/07/2025	INV313483365	Zoom Video Comm Inc	ZOOM Subscription Jul 14 to Aug 13 2025 13 2024	25.98
16/07/2025	141826	Royal British Legion	HC - VJ80 Flag	19.98
16/07/2025		Stafford Borough Council	Temp Event licence - Stonefield Park	21.00
16/07/2025	SI-248314	Mailing room	Franking machine rental 01.08.25-30.10.25	60.00
17/07/2025		Stone Scouts & Guides Brass Band	Donation to S&G Band for Civic Sunday 25	100.00
17/07/2025	16954	All Print Equipment Ltd	Copier usage - June 25	14.48
17/07/2025		Martin Robinson	Donation for Civic Sunday photos 25	125.00
17/07/2025	SIN3087231	PPL PRS Music Rights	PPL PRS Music licensing 2025/26	1,654.54
17/07/2025	SIN3087231	PPL PRS Music Rights	PPL PRS Music licensing 2025/26	231.58
21/07/2025	01396308	VALDA ENERGY	FJC Elec Usage - 01.07 to 30.07.25	361.18
21/07/2025	01396308	VALDA ENERGY	FJC Gas Usage 01.07 to 31.07.25	16.67
21/07/2025	01396308	VALDA ENERGY	SSTN Elec 1.07 to 31.07.25	328.35

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<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
21/07/2025	wp-INV09698612	Water Plus	Water Usage SSTN - 05.06 to 05.07.25	108.28
21/07/2025	01396308	VALDA ENERGY	SSTN Gas Usage 01.07 to 31.07.25	94.09
22/07/2025	wp-INV09714784	Water Plus	Water usage - FJC 06.06 to 06.07.25	89.12
23/07/2025	10515	Bates Drains Limited	FJC - Unblock drains	120.00
23/07/2025	WB121797498	Travelodge	Whale Event - hotel costs for performers	182.55
23/07/2025	WB121797498	Travelodge	Whale Event - hotel costs for performers	17.85
24/07/2025	INV3002143	MEB Total Ltd	FJC -repair floodlights	106.23
24/07/2025	52979	Panda Press (Stone) Ltd	Music event banners	185.00
24/07/2025	52980	Panda Press (Stone) Ltd	Whale at Westbridge banners	185.00
24/07/2025	743014903/001/0	Virgin Media Business	Broadband Usage - 6 Jul - 5 Aug 25	50.00
24/07/2025	wp-INV09761310	Water Plus	Water Usage - Mount Road - 09.6 to 09.07.25	48.93
24/07/2025	INV3002145	MEB Total Ltd	FJC - 6 month emergency lighting test 23.06.25	115.89
25/07/2025	7070297158	Stafford Borough Council	SBC Qtr office rent to 19.10.25	150.00
25/07/2025	222261	Prism Solutions	Prism IT Managed Service - Aug 25	1,421.17
28/07/2025	SOT1149828	Veolia ES (UK) Ltd	Waste Collection FJC - June 25	113.30
28/07/2025	SOT1149829	Veolia ES (UK) Ltd	Waste Collection - Jun 25	78.25
28/07/2025	11734054	British Gas	Elec Usage-HC 09.06 to 09.07.25	131.64
30/07/2025	wp-INV09835181	Water Plus	Water Usage - Newcastle Road - 15.06 to 15.07	16.18
31/07/2025	200246569	Trudy Williams	Cleaning table cloths after Civic Sunday event	81.00
				54,942.46