



Mr B Smyth And Ms K Petherbridge
White Feathers Cottage
2 Sandford
Prees
Whitchurch
SY13 2AW

Date: 14th September 2021

Our Ref: PREAPP/21/00390

Your Ref:

Dear Mr B Smyth And Ms K Petherbridge

TOWN AND COUNTRY PLANNING ACT 1990
Town and Country Planning (Development Management Procedure) (England) Order 2015

PLANNING REFERENCE:	PREAPP/21/00390
DEVELOPMENT PROPOSED:	Proposed barn conversion
LOCATION:	Barn Adj To Evenwood, 10 Lacon Holdings, Soulton Road, Soulton, Wem.

I refer to your request for advice on the above proposals prior to considering whether to progress with a formal planning application.

Having reviewed the planning history and undertaken relevant internal consultations within the Council, the advice is set out below. Apologies for the delay.

Relevant planning history:

Under application reference 21/02032/PMBPA prior approval was refused on 18th June 2021 for the conversion of this building range. The reasons for refusal were as follows:

'Under Class Q.2 (e) it is considered by the Local Planning Authority that the location and siting of the application building range in such close proximity to the adjacent working farm renders the proposed change of use to a residential unit undesirable. The application building range is very close to the neighbouring operational farm and noise, disturbance and odour from activities at the neighbouring farm is likely to have an unacceptable and detrimental impact on the amenity of the proposed residential use. This is a significant consideration of concern. Whilst it is acknowledged that some mitigation is put forward in the form of a proposed 2.4 m high concrete panel and timber clad boundary wall/fence, the proposed wall/fence is not considered sufficient to satisfactorily address or mitigate against all potential and adverse amenity impacts that arise from a working farm in such close proximity to an acceptable degree. In any event the

proposed wall/fence detailed within the application submission would in itself require planning permission as it is not development covered as permitted development by Class Q.1 (i). The wording of Class Q is restricted to what is reasonably necessary for the building to function as a dwelling house and is limited to the installation or replacement of windows, doors, roofs, exterior walls, water, drainage, electricity, gas or other services. Therefore the erection of the proposed boundary wall/fence would not be considered building operations necessary to facilitate the conversion for the purposes of Class Q.1 (i). Accordingly and overall it is considered that the proposal fails and is unacceptable development.'

Hence, this current enquiry therefore seeks further advice prior to the submission of a full planning application for the conversion of the building range to residential.

Policy and Principle of development

The proposal seeks advice in relation to the conversion of an existing building to create a new dwelling within a rural location and outside any defined development boundary within the development plan for the area. The site therefore lies in the countryside for planning policies purposes.

As such the proposal falls to be assessed in principle against adopted policies CS5 of the Shropshire Core Strategy and MD7a and MD13 of the SAMDev Plan; together with the Councils adopted Supplementary Planning Document on (SPD) on The Type and Affordability of Housing and the National Planning Policy Framework (NPPF).

In combination this suite of policies strictly control new housing development in the countryside and only permit the conversion of buildings to open market dwellings where the building concerned is of merit for its heritage/ landscape value*. It is a further policy requirement that minimal alteration or rebuilding is required to achieve the development** and that the conversion scheme would respect the significance of the heritage asset, its setting and the local landscape character***. Further, this is subject to compliance with a range of additional adopted planning policies in relation to general development management criteria and environmental expectations; matters surrounding which are additionally discussed later below.

* It is confirmed that the existing building is considered to be a non designated heritage asset and as such of heritage value.

** This is required to be demonstrated via a structural report and by plans as existing and as proposed. It is noted that existing and proposed floor and elevation plans have been included with this enquiry (as for the refused prior notification application) but that a structural report has not. A structural report was included with the refused prior notification application which concluded that the building range is generally sound. Likewise, it is advised that a structural report should accompany any future planning application.

*** To inform this requirement and to accord with policy MD13 a proportionate heritage impact assessment should accompany any future planning application.

Having regard to the adopted development plan context referred to the above, in brief there is a policy framework in place that supports the conversion of heritage assets within the countryside to market residential use; but only subject to the provisos discussed above.

Further, in establishing whether or not conversion to residential use is actually acceptable in principle the proposal should additionally be given consideration against the three dimensions of sustainability of the NPPF ie the social, economic and environmental dimensions. Officers are satisfied that the proposal has the 'in principle' potential to restore an undesignated heritage asset in a sensitive manner whilst bringing it back into a viable new use that will contribute to the housing stock and economy locally. These factors are to be balanced against the countryside location of the building. The NPPF indicates that to promote sustainable development in rural areas, housing should be located where it will enhance or maintain the vitality of local communities. It explains that new isolated homes in the countryside should be avoided unless special circumstances exist. Such examples include where the development would represent the optimal viable use of a heritage asset, or the re-use of redundant or disused buildings would lead to an enhancement of the immediate setting.

Impact on historic environment, character, appearance and setting

A key issue surrounding any proposal is the potential impact of the development on the historic environment and the character and appearance of the locality. The national guidance contained in the National Planning Policy Framework (NPPF) and the requirements set out in Shropshire Core Strategy Policies CS6 and CS17 and SAMDev Plan policies MD2, MD7a and MD13 all seek to ensure that all development protects and enhances the historic environment and is appropriate in siting, layout, scale and design, taking into account the local context and character. The development should also ensure sustainable design and construction principles are incorporated within the new development.

Regarding the historic environment, as the building range is considered to be a non designated heritage asset, then it is reiterated that conversion to residential use is generally supported in principle, as per the advice set out in the preceding section above. However, as also previously mentioned above, there is the need for any future planning application to be accompanied by a proportionate heritage assessment, in line with the requirements of local and national policies. Adopted planning policy MD13 specifically seeks to ensure (at point 2) that:

'... proposals which are likely to affect the significance of a designated or non-designated heritage asset, including its setting, are accompanied by a Heritage Assessment, including a qualitative visual assessment where appropriate.'

The explanation attached to the policy further enlarges that:

'3.136 In order that the degree of impact of a development proposal can be fully assessed it is essential that the significance of heritage assets including their setting, is fully understood. A Heritage Assessment is therefore required for any development proposals which is likely to affect the significance of a heritage asset, including its setting. Where necessary, the Heritage Assessment should include a qualitative visual assessment to show how the proposal affects the heritage significance of its surroundings. Heritage Assessments will be needed for any proposals within or affecting; ... all non-designated heritage assets.'

3.137 ... the level of detail that should be provided in a Heritage Assessment ... will be in proportion to the significance of the heritage asset and the scale of any impacts upon it. ... Such assessments should be carried out well in advance and must be submitted with the planning application.'

Whilst no overarching design concerns are raised to the proposed conversion plans as submitted at this stage, the heritage assessment would assist in informing and ensuring that the design of the scheme is sensitive and planning policy compliant. Further, any matters of detail not provided in any subsequent submission (such as joinery, windows/doors, external materials/finishes, external services, roof lights, brickwork repair and pointing, head and sills etc) could be secured by planning condition for later approval.

Boundary wall

- There's also the impact of the boundary wall/fence to consider that will separate the building from the adjoining working farm. In design and appearance terms there is concern over the impact of the proposed 2.5m high wall/fence. As reported on in the case of the prior notification application *'The view at this time is that a planning application for the fence/wall is unlikely to be supported by officers not only on residential amenity grounds but due also to concerns over its visual appearance and impact on character, particularly if the wall/fence at the height proposed was to protrude beyond the elevations of the building along the boundary line.'*

A noise report has since been undertaken and submitted with this enquiry. Currently, the boundary barrier with the farm is a 1.5 m high concrete precast panel wall. The mitigation measures include increasing the height of the wall along the boundary to 2.5 m. The proposed plans detail a wall, raised to 2.5 m along the length of the eastern boundary of the site with the farm and show it faced with waney edge boarding.

There remains concern over the visual impact of this proposed wall/fence. As previously discussed waney edge boarding is not considered appropriate. Straight edged boarding is preferable and details of the colour and finish of the timber need to be provided, as this will also have an impact on visual appearance. Further, as mentioned in the noise report, planting could be placed in front of the wall. No planting or landscaping is shown on the submitted plans which would assist in lessening and softening the visual impact and appearance of the wall/fence. A planting and landscaping scheme is therefore considered required in this respect for consideration, as for the site overall. Otherwise, there is no mention of mitigating the appearance of the raised height of the wall from the farm side view.

New build garage?

- Whilst not mentioned in the submitted description of development, nor included in the proposed floor plans and elevations it is noted that a new build detached garage footprint is indicated on the site plan. As discussed above, adopted planning policy in relation to conversion proposals generally requires all accommodation, including ancillary residential uses such as storage and garaging to be included within the existing building to be converted. A new build garage could therefore raise concerns. If pursued, supporting justification would therefore need to accompany any future application for a detached new build garage, together with detailed floor plans and elevations of the height, scale, design and external appearance, for assessment and consideration if such

an additional proposal was to be included within any future planning application alongside the conversion proposals.

Landscaping

- No landscaping scheme accompanies this enquiry. Boundary treatments, hard surfacing and soft landscaping all have implications for the overall character, appearance and setting of the development proposed. In addition to the comments made specifically in relation to the eastern boundary wall above, in the absence of a fully detail landscaping scheme, then landscaping details can be secured by planning condition for prior approval.

Impact on residential amenity

Policies CS6 and CS17 of the Core Strategy refer to the need to safeguard residential and local amenity and recognise the importance of ensuring that developments do not have unacceptable consequences for neighbours and residents.

As per the refusal of the prior notification application, there is a concern that given the close proximity of the neighbouring working farm then this will give rise to amenity issues for future occupants of the proposed residential unit. In response to advice that should you wish the Council to give this matter further consideration then you have provided an Acoustic Survey and Assessment and an Odour Assessment, both undertaken by Martin Environmental Solutions.

I have undertaken consultation with SC Regulatory Services upon the noise and odour assessments who have consequently provided the following comments:

'The proposed new dwelling is very close to an existing operational farm, noise, dust and odour from the activities in and around the neighbouring barns has potential to cause a detriment to the amenity of the property. The design of the barn does provide significant protection to the proposed dwelling from the impacts of the neighbouring farm and should an application be submitted the mitigation measures recommended in the noise and odour reports should be conditioned if consent is given.'

'Whilst these mitigation measures will reduce the impact of the farm there will still be some impact on the amenity of the property particularly in the external areas.'

The submitted noise report concludes:

'4.1 On-site monitoring has identified existing background sound levels will result in an adverse impact on the proposed properties. As such additional mitigation measures are required.'

4.2 This has been identified as an increased barrier along the boundary with the farm to a height of 2.5m. This increased barrier, which can then have planting placed in front of it will be sufficient to protect the property from the adverse sound levels both internally and externally.'

4.3 It is however recommended that standard double-glazing units with trickle window vents are fitted to all habitable rooms to guarantee a suitable internal sound level can be achieved.'

4.4 The inclusion of the above mitigation measures to all habitable rooms will ensure that the internal and external sound levels are acceptable and will result in a No Observe Effect on the future residents in line with the Noise Policy Statement for England.

4.5 As such the development will meet the objectives of the National Planning Policy Framework in ensuring that no significant adverse impact is experienced by the future residents. The development is therefore considered to be acceptable in terms of noise.'

The submitted odour report concludes:

'7.1 A consideration of the potential of odour impacting on the development has been undertaken. While no odour has been observed on site the potential for an adverse impact on the proposed development has been identified.

7.2 As such proposed mitigation measures are recommended to minimise the impact from the farm on the property and to ensure that in line with the National Planning Policy Framework no significant adverse impact is experienced.

7.3 These include the provision of a PIV system with filtration to the properties to prevent the ingress of odour.

7.4 As such the development will meet the objectives of the National Planning Policy Framework in ensuring that no significant adverse impact is experienced by the future residents. The development is therefore considered to be acceptable in terms of odour.'

Therefore, taking into consideration the comments of SC Regulatory Services and the findings and recommendations of the submitted noise and odour reports, then providing the mitigation measures are secured by condition the noise and odour concerns are considered to have been satisfactorily addressed.

Impact on ecology and natural environment

The NPPF, Core Strategy Policies CS6 and CS17, together with SAMDev policies MD12 state that all development should protect the natural environment whilst enhancing environmental assets.

This enquiry is accompanied by the ecology report provided with the previous prior notification. With this in mind the comments of the Council's Planning Ecologist as provided in respect of the prior notification application are repeated here:

'Recommendation:

Conditions and informatives have been recommended to ensure the protection of wildlife and to provide ecological enhancements under NPPF, MD12 and CS17.

I have reviewed the Preliminary Roost Assessment (Greenscape, Environmental, May 2021) and plans submitted in association with the application.

The ecology survey carried out by Greenscape Environmental (May 2021) found no signs of bats in the building and no further surveys were recommended, but work will be precautionarily timed to ensure no transitory bats are disturbed. In the event a bat is found during works, works must stop and NE or a licensed ecologist must be contacted for advice on how to proceed (if not already present on site).

Any external lighting to be installed on the building should be kept to a low level to allow wildlife to continue to forage and commute around the surrounding area.

SC ecology require biodiversity net gains at the site in accordance with the NPPF and CS17. The installation of bird boxes and a bat box/integrated bat tube will enhance the site for wildlife by providing additional roosting habitat.

I recommend that the following conditions and informatives are included on the decision notice:

Ecological Clerk of Works condition

Prior to first occupation / use of the building, an appropriately qualified and experienced Ecological Clerk of Works (ECW) shall provide a report to the Local Planning Authority demonstrating implementation of the Bat Working Method Statement and compliance with the other mitigation and enhancement recommendations as set out in Section 6 of the Preliminary Roost Assessment (Greenscape, Environmental, May 2021). This shall include photographs of installed wildlife enhancement features such as the bat and bird boxes.

Reason: To ensure the protection of and enhancements for bats, which are European Protected Species and birds which are protected under Section 1 of the 1981 Wildlife and Countryside Act (as amended).

Bat and bird boxes condition

Prior to first occupation / use of the buildings, the makes, models and locations of bat and bird boxes shall be submitted to and approved in writing by the Local Planning Authority. The following boxes shall be erected on the site:

- A minimum of 1 external woodcrete bat boxes or integrated bat bricks, suitable for nursery or summer roosting for small crevice dwelling bat species.*
- A minimum of 4 artificial nests, of either integrated brick design or external box design, suitable for Sparrows (32mm hole, terrace design), swallows (swallow nesting cups), small birds (32mm hole, standard design) and/or House Martins (House Martin nesting cups) shall be erected on the site prior to first use of the development.*

The boxes shall be sited in suitable locations and at suitable heights from the ground, with a clear flight path and where they will be unaffected by artificial lighting. The boxes shall therefore be maintained for the lifetime of the development.

Reason: To ensure the provision of roosting opportunities for bats and nesting opportunities for birds, in accordance with MD12, CS17 and section 175 of the NPPF.

Lighting Plan condition

Prior to the erection of any external lighting on the site, a lighting plan shall be submitted to and approved in writing by the Local Planning Authority.

The lighting plan shall demonstrate that the proposed lighting will not impact upon ecological networks and/or sensitive features, e.g. bat and bird boxes, trees, and hedgerows. The submitted scheme shall be designed to take into account the advice on lighting set out in the Bat Conservation Trust's Guidance Note 08/18

Bats and artificial lighting in the UK. The development shall be carried out strictly in accordance with the approved details and thereafter retained for the lifetime of the development.

Reason: To minimise disturbance to bats, which are European Protected Species.

Bats informative

All bat species found in the U.K. are protected under the 2017 Conservation of Habitats and Species Regulations (as amended) and the 1981 Wildlife and Countryside Act (as amended).

It is a criminal offence to kill, injure, capture or disturb a bat; and to damage, destroy or obstruct access to a bat roost. There is an unlimited fine and/or up to six months imprisonment for such offences.

If any evidence of bats is discovered at any stage then development works must immediately halt and an appropriately qualified and experienced ecologist and Natural England (0300 060 3900) contacted for advice on how to proceed. The Local Planning Authority should also be informed.

Any chemical treatment of timbers should not take place between the beginning of October and the end of March and no pointing or repairs of any gaps or crevices which cannot be easily seen to be empty should take place between the beginning of October and the first week in April, to minimise the possibility of incarcerating bats.

If timber treatment is being used then the Natural England's Technical Information Note 092: Bats and timber treatment products (2nd edition) should be consulted and a suitable 'bat safe' product should be used (see <http://webarchive.nationalarchives.gov.uk/20160913000001/http://publications.naturalengland.org.uk/publication/31005>).

Breathable roofing membranes (also called non-woven textiles) should not be used as it produces extremes of humidity and bats can become entangled in the fibres. Traditional 1F bitumen felt that is of hessian matrix construction should be chosen instead (BCT, 2020).

Landscaping informative

Where it is intended to create semi-natural habitats (e.g. hedgerow/tree/shrub/wildflower planting), all species used in the planting proposal should be locally native species of local provenance (Shropshire or surrounding counties). This will conserve and enhance biodiversity by protecting the local floristic gene pool and preventing the spread of non-native species.'

Taking into consideration the above and with the imposition of relevant conditions of approval and informatives on any favourable decision issued then the proposal is considered capable of meeting with ecology and biodiversity policies.

Drainage

The NPPF and Core Strategy Policy CS18 state that development should integrate measures for sustainable water management to reduce flood risk and avoid an adverse impact on water quality.

I have undertaken consultation with the Council's Flood Risk and Water Management Team who have provided the following response:

'1. A sustainable drainage scheme for the disposal of surface water from the development should be designed and constructed in accordance with the Council's Surface Water Management: Interim Guidance for Developers document. It is available on the council's website at: <https://www.shropshire.gov.uk/media/5929/surface-water-management-interim-guidance-for-developers.pdf>

The provisions of the Planning Practice Guidance, Flood Risk and Coastal Change, should be followed.

Preference should be given to drainage measures which allow rainwater to soakaway naturally. Soakaways should be designed in accordance with BRE Digest 365. Connection of new surface water drainage systems to existing drains / sewers should only be undertaken as a last resort, if it can be demonstrated that infiltration techniques are not achievable.

2. Full details and sizing of the proposed package sewage treatment plant including percolation tests for the drainage fields should be submitted for approval including the Foul Drainage Assessment Form (FDA1 Form). British Water 'Flows and Loads: 4' should be used to determine the number of persons for the proposed development i.e. for a 4 bedroom dwelling, the population equivalent should be 6 and the sizing of the package sewage treatment plant and drainage fields should be designed to cater for a minimum of 6 persons and in accordance with the Building Regulations H2 Paragraph 1.18. These documents should also be used if other form of treatment on site is proposed.

If existing foul water drainage fields are to be used, full details, location and sizing of the existing drainage fields should be provided including previously carried out percolation tests to ensure that it can cater for the new development.'

Additional drainage information is therefore in need of accompanying any subsequent planning application submitted in response to the above and in order to demonstrate that the proposal is capable of complying with Core Strategy Policy CS18 and the NPPF in relation to drainage matters.

Highways - Access/parking/turning

Core Strategy policy CS6 indicates that proposals likely to generate significant levels of traffic should be located in accessible locations where there are opportunities for walking, cycling and use of public transport can be maximised and the need for car based travel to be reduced. This policy also indicates that development should be designed to be safe and accessible to all.

The proposal will utilise and modify an existing access, involving the removal and replanting of the roadside boundary hedge.

As to the technical aspects of highway and access matters, I have undertaken consultation with the Council's Highway advisor on your pre-application enquiry and received the following response:

'Observations/Comments: It is considered that the principle of the development is likely to be acceptable from a highways perspective, subject to the access, visibility, parking and turning facilities being commensurate with the local conditions and highway safety.

The current enquiry was the subject of an earlier application under reference 21/02032/PMBPA.

The proposed visibility improvement by the provision of the splay across the frontage of the proposal. The layout of the access tight to the lateral boundary does not however provide the 45 degree access splay on the western side of the access and should ideally be provided by relocating the access slightly further to the east. The internal layout of the site in terms of indicating the driveway in relation to the access and parking area has not been detailed and should be included on any further plans should a formal application be submitted.

Any future planning application should include all details necessary to assist with the appropriate consideration and determination of the proposals, from a Highways & Transport perspective. Including an appropriate Transport Statement, Travel Plan and any other information necessary. Demonstrating that the proposed development and any proposed new, modified or existing vehicular access, together with the associated visibility splays, driveway, parking and turning facilities are commensurate with the prevailing local highway conditions, in accordance with 'Manual for Streets 2" and any appropriate Shropshire Council's design guidance & construction specifications.

The following informative notes may also provide information useful to the developer in progressing their proposals/

Informative notes:

Protection of Visibility Splays on Private Land

The applicant's attention is drawn to the need to ensure that the provision of the visibility splay(s) required by this consent is safeguarded in any sale of the application site or part(s) thereof.

Works on, within or abutting the public highway

This planning permission does not authorise the applicant to:

- construct any means of access over the publicly maintained highway (footway or verge) or*
- carry out any works within the publicly maintained highway, or*
- authorise the laying of private apparatus within the confines of the public highway including any a new utility connection, or*

- undertaking the disturbance of ground or structures supporting or abutting the publicly maintained highway

The applicant should in the first instance contact Shropshire Councils Street works team. This link provides further details

<https://www.shropshire.gov.uk/roads-and-highways/road-networkmanagement/application-forms-and-charges/>

Please note: Shropshire Council require at least 3 months' notice of the applicant's intention to commence any such works affecting the public highway so that the applicant can be provided with an appropriate licence, permit and/or approved specification for the works together and a list of approved contractors, as required.

Mud on highway

The applicant is responsible for keeping the highway free from any mud or other material emanating from the application site or any works pertaining thereto.

No drainage to discharge to highway

Drainage arrangements shall be provided to ensure that surface water from the driveway and/or vehicular turning area does not discharge onto the public highway. No drainage or effluent from the proposed development shall be allowed to discharge into any highway drain or over any part of the public highway.

Waste Collection

The applicant's attention is drawn to the need to ensure that appropriate facilities are provided, for the storage and collection of household waste, (i.e. wheelie bins & recycling boxes).

Specific consideration must be given to kerbside collection points, in order to ensure that all visibility splays, accesses, junctions, pedestrian crossings and all trafficked areas of highway (i.e. footways, cycle ways & carriageways) are kept clear of any obstruction or impediment, at all times, in the interests of public and highway safety.

<https://shropshire.gov.uk/media/2241/supplementary-planning-guidance-domestic-waste-storageand-collection.pdf>

Community Infrastructure Levy (CIL)

In accordance with Core Strategy Policy CS9, all new open market residential development in Shropshire (with certain exceptions) is liable to a payment under the Community Infrastructure Levy (CIL) introduced by the Council on 1st January 2012. The purpose is to ensure that development contributes proportionately to the cost of infrastructure upon which it would be dependent.

All planning applications for new dwellings should be accompanied by a completed CIL Form O to determine the levy payable. Information regarding CIL is available via the following link: <http://www.shropshire.gov.uk/planning-policy/community-infrastructure-levy-cil/>

Conclusion: Additional information is needed to support and inform the proposed development more fully for assessment.

On balance, officers consider that there is scope to support the conversion of the original building to a residential dwelling in principle and subject to recommended planning conditions of approval but that there are some matters still in need of addressing with the submission of further information for consideration, including the need for any subsequent planning application to be accompanied by:

- A structural report
- A heritage impact assessment
- A noise assessment (as included with this enquiry)
- An odours assessment (as included with this enquiry)
- Amendments and further details in relation to the proposed 2.5m high boundary wall
- Landscaping/planting scheme
- Foul and surface water drainage details in response to the above drainage comments
- Highway and access amendments and additional information in relation to the above highway comments
- A completed CIL Form O

Local List Validation Requirements

Providing that the information detailed in the above section is provided within the following list of documents, it will enable the application to be registered and validated against the Council's local list validation requirements:-

- A structural report
- A heritage impact assessment
- A noise assessment (as included with this enquiry)
- An odours assessment (as included with this enquiry)
- Amendments and further details in relation to the proposed 2.5m high boundary wall
- Landscaping/planting scheme
- Foul and surface water drainage details in response to the above drainage comments
- Highway and access amendments and additional information in relation to the above highway comments
- A completed CIL Form O

National List Validation Requirements

I can also confirm the application will need to comply with National submission requirements in order to be validated and for this particular proposal I recommend that you also submit the following

✓ **Completed Application Form**

Where possible please submit using the online [Planning Portal](#) however if you wish to download and submit a paper application, please submit a total of 2 sets of all documents. Please also ensure that the **Ownership Certificate (A,B, C or D as applicable)** and the **Agricultural Land Declaration** sections are completed in all instances

✓ **Location Plan**

Based on an up-to-date map at an identifiable metric scale (1:1250 or 1:2500). The plan should identify sufficient roads, buildings, adjoining land etc. to ensure that location of the site is clear. The site should be edged clearly in red line and include all that is within the proposal; including any access from a highway, landscaping, parking, open areas around building etc. A blue line should be drawn around any other land owned or controlled by the applicant if close to or adjoining the site.

✓ **Site Plan (existing and proposed)**

Applications should normally include existing and proposed plans at a standard metric scale (1:100 or 1:200 for householder applications and 1:500 otherwise). All site plans should be numbered and versioned if the drawing is subsequently amended.

All site plans should accurately show:-

- Direction of North and an indication of scale
- The footprint of all existing buildings on site with written dimensions and distances to the site boundaries or a scale bar appropriate to the building scale. If using more than one scale on a drawing please clearly indicate so.
- The paper size that the drawing should be printed at
- Building, roads and footpaths on adjoining land to the site including access
- Any public Rights of Way
- The position of all existing trees on and adjacent to the site
- The extent and type of hard surfacing
- Boundary treatment including type and height of walls or fencing

Types of existing and proposed site plans include:-

- Block plan of site (e.g. at 1:100 or 1:200) showing site boundaries
- Existing and proposed elevations (e.g. at 1:50 or 1:100)
- Existing and proposed floor plans (e.g. at 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (e.g. at 1:50 or 1:100)
- Roof plans (e.g. at 1:50 or 1:100)

As all application are stored electronically and made available via the Shropshire Council website, applicants are asked to ensure that documents and drawings are of a sufficient quality and that their clarity is such that the documents can be viewed accurately after being scanned.

✓ **The correct planning fee**

Most applications incur a fee. The on-line Planning Portal includes a fee calculator for applicants, however you can also contact Shropshire Council Planning Validation Team for clarification on the correct fee to submit:-

Email: planning.validation@shropshire.gov.uk

✓ **Summary of application documents (major or complex schemes only)**

This should not exceed 20 pages and should include an overview of the proposal and a clear description of its impacts. The aim is to introduce the scheme to parties who are not familiar with the details of the proposed development

I trust the above is helpful, but please note that it is an informal opinion based on the information you have provided at this stage. Any planning application submitted will be determined taking into account the details contained in the application; the policy of the Development Plan; Government planning policy; the outcome of any consultation with statutory or other consultees; any representations received and any other material

consideration. Any expenditure incurred in preparing plans or making the application must be entirely at their own risk.

For further information regarding validation requirements for Planning applications, please visit the Shropshire Council website, [Planning pages](#).

When submitting your follow on application, please ensure that you clearly state the Pre-Application 'Planning Reference' number that is provided at the top of this letter.

If your proposed project requires **Building Regulations Approval** or you are unsure whether it does please contact us on **01743 258710**, email buildingcontrol@shropshire.gov.uk or visit our website <https://www.shropshire.gov.uk/building-control/> for pre-application advice and a competitive fee.

Yours sincerely

Jane Preece

Jane Preece

Technical Specialist Planning Officer

Development Management Team – Northern - Shropshire Council

planning.northern@shropshire.gov.uk - 01743 258940