

RH Cambridge
c/o Amy Henson
Beech House
Achorage Avenue
Shrewsbury Business Park
Shrewsbury
Shropshire
SY2 6FG

Date: 22nd September 2023

Our Ref: PREAPP/23/00660

Your Ref:

Dear Sirs

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

PLANNING REFERENCE:	PREAPP/23/00660
DEVELOPMENT PROPOSED:	Proposed residential development following the removal of existing bungalow
LOCATION:	Caradoc Bungalow, Kinnerley, Oswestry, Shropshire, SY10 8DH.

Thank you for your recent request for advice on the above proposal prior to submitting a planning application. I have considered your proposal and consulted with the relevant Planning Consultees and can provide the following guidance in relation to a follow-on application:-

Proposed Development

The pre-application enquiry seeks advice for the proposed residential development following the removal of existing bungalow. The indicative plans show the proposal for three, four bedroom dwellings in the place of the existing bungalow known as Cradoc Bungalow, Kinnerley.

The site is located outside of the development boundary of Kinnerley which is identified as a community cluster within the SAMDev and as such is considered open countryside with regard to the settlement policies of the Local Plan. The site outlined is formed of a triangular corner plot which is bound by the highway to the north west and south east, whilst to the south west is Willow Grove Housing Estate.

Current Planning Policies

Policy CS5 does allow for new development in the open countryside where it maintains and enhances countryside vitality and character and improves the sustainability of rural communities. While Policy CS5 sets out a list of types of development that it particularly relates to, it does not explicitly restrict market housing in open countryside. However, CS5 is supported by Policy MD7a of the SAMDev, which does include strict control against market housing development in areas defined as countryside.

Within the SAMDev Plan, Kinnerley has been identified as a Community Cluster and able to accommodate additional sustainable housing growth, to a housing guideline figure of 50, provided through infilling, conversions and small groups of houses as found at S14.2(vii) of the SAMDev Plan. Furthermore, Kinnerley has been identified with a development boundary, found at S14 Inset 2(vii), however as stated, the development site is located outside of the development boundary and is separated from the development boundary by the highway.

When considering those existing commitment within Kinnerley, as is required, it is evident that the Cluster, as a whole, has experienced a strong focus on new housing early on into the plan, with data collected in March 2022 and published within Shropshire Council's Five Year Housing Land Supply totalling the number of commitments at 85 - 57 completions and 28 sites with permission. Whilst the housing guideline figures should not be considered as a strict upper limit, consideration must be given to the extent of the delivery of housing above this figure and the potential resultant impact on services in the area. The unplanned delivery of housing above the housing guideline figure could lead to undue stress on local services and infrastructure. Cumulatively, this could lead to significant harm despite the relatively minor scale of the proposed development.

Consideration can also be given to Policy MD3: Delivery of Housing Development. Policy MD3 states that;

Delivering housing: In addition to supporting the development of the allocated housing sites set out in Settlement Policies S1-S18, planning permission will also be granted for other sustainable housing development having regard to the policies of the Local Plan, particularly Policies CS2, CS3, CS4, CS5, MD1 and MD7a.

1. Residential proposals should:

- i. meet the design requirements of relevant Local Plan policies; and*
- ii. on sites of five or more dwellings, include a mix and type of housing that has regard to local evidence and community consultation.*

Settlement housing guidelines:

2. The settlement housing guideline is a significant policy consideration. Where development would result in the number of completions plus outstanding permissions providing more dwellings than the guideline, decisions will have regard to:

- i. The increase in number of dwellings relative to the guideline; and*
- ii. The likelihood of delivery of the outstanding permissions; and*
- iii. The benefits arising from the development; and*
- iv. The impacts of the development, including the cumulative impacts of a number of developments in a settlement; and*
- v. The presumption in favour of sustainable development.*

3. Where a settlement housing guideline appears unlikely to be met, additional sites outside the settlement development boundaries that accord with the settlement policy may be acceptable subject to the considerations in paragraph 2 above.

It is the case that the housing guideline for the cluster which extends up to 2026 has been significantly surpassed and regarding MD3, there is no expectation that there would be a need to allow new housing development outside of the development boundary to meet the housing guidelines

It is therefore established that the erection of 3x homes in this location would not be compliant with the settlement strategy of the Local Plan. It is acknowledged that where a development is policy compliant then a development of 3x homes would not be expected to make an affordable housing contribution in light of para 64 of the NPPF (2021). In this case where the development would not be compliant with settlement policies, it is deemed that weight can be given to Policy CS11 which seeks to secure affordable housing; for developments of less than 5x homes then a payment toward affordable housing would be required and to be secured by a S106.

The cumulative impact of a further three dwellings in this location when the number of homes already built/permitted to be built is considered, would be such to raise concern regarding local infrastructure provisions. The housing guideline for the cluster reflects detailed consideration by the local planning authority and the community on what level of development is sustainable and appropriate during the plan period. Development going beyond it by too great a degree could result in unsustainable development that stretches infrastructure and community goodwill towards breaking point and be contrary to the settlement strategy of Local Plan which is up to date and the social dimension of sustainable development.

Draft Shropshire Local Planning Policy

The supporting information accompanying the pre-application enquiry refers to the draft Shropshire Local Plan, however limited weight can be given to the draft Shropshire Local Plan at this time.

It is noted that around 60 dwellings are proposed for the community hub settlement of Kinnerley within the draft plan. The policy also goes on to state that;
Development in the proposed Community Hubs responds to the scale and character of each area, as well as the availability of suitable development options. Where it has been appropriate to allocate land to deliver the local housing guideline the development guidelines reflect this in Schedule S14.2. There are no allocations identified for Kinnerley or Trefonen, and instead the development of suitable infill development along with affordable exception and cross-subsidy sites in appropriate locations outside of the development boundary, will be supported where they help deliver housing which meets identified local needs.

The draft Shropshire Local Plan identifies that there have been 7 completions between 2016-2019, and as of the 31st of March there are 32 sites with planning permission. It is considered that there is capacity for further residential development in Kinnerley based on the figures referred to above.

Policy SP8 of the draft Shropshire Local Plan seeks to control development within Community Hubs as follows;

1. Community Hubs are considered significant rural service centres and the focus for development within the rural area. As such appropriate development will be permitted on allocated sites and other sustainable sites within the development boundary of Community Hubs, as identified on the Policies Map, where it complies with all the following considerations:

- a. It is of a scale, design and layout that is appropriate to the site and its surroundings, respects natural and heritage assets, safeguards residential amenity and is responsive to and in keeping with the character and identity of the settlement and its environs, consistent with relevant policies of this Local Plan.*
- b. The design and layout of development positively responds to our changing climate by taking opportunities to maximise energy efficiency (including maximising opportunities for solar gain), minimise carbon emissions and makes efficient use of water, in accordance with relevant policies of this Local Plan;*
- c. It maintains the integrity of strategically important gaps between settlements.*
- d. There is sufficient infrastructure capacity to support the development, or any infrastructure capacity constraints can be addressed through the development, consistent with relevant policies of this Local Plan.*
- e. Any residential development provides an appropriate mix of dwelling types, tenure and affordability in accordance with relevant policies of this Local Plan.*
- f. The granting of permission would not result in the settlement's residential guideline being exceeded, taking into consideration completions since the start of the plan period and outstanding commitments (including site allocations). If it does, regard will be given to policy requirements identified within Paragraph 3 of Policy SP7 and any other relevant policies of this Local Plan.*
- g. Cumulatively, any employment development and other non-residential development, in combination with completions since the start of the plan period and any outstanding commitments (including site allocations), is considered appropriate and complements the size, character and identity of the settlement.*
- h. All necessary supporting studies in relation to site constraints, infrastructure and other development requirements specified by the policies in this Local Plan have been undertaken by a suitably qualified individual and the specified requirements can be provided and any identified adverse impacts satisfactorily mitigated through the development.*
- i. It positively responds to design criteria and policies identified within relevant Neighbourhood Plans and Community Led Plans.*

2. Development proposals outside the development boundary of Community Hubs will be managed in accordance with Policy SP10 and any other relevant policies of this Local Plan.

3. Community Hubs are identified within Schedule SP2.2 of Policy SP2 of this Local Plan.

The draft map for Kinnerley identifies the site as being within the proposed development boundary and therefore further residential development within the site would comply with draft planning policy. Within the Draft Shropshire Plan it is stated that there are no allocations identified for Kinnerley, and instead the development of suitable infill development along with affordable exception and cross-subsidy sites in appropriate locations outside of the development boundary, will be supported where they help deliver

housing which meets identified local needs. It is considered that the proposed proportions of the homes and amenity space could be acceptable, however consideration will need to be given to comments raised by the consultees which can be found at the end of this report. Consideration will also need to be given to the design of the proposed homes in order to complement and enhance the surrounding area.

Please note that the draft Shropshire Local Plan may be subject to change and the advice given above is based on the information currently to hand.

Conclusion

Considering current adopted planning policies, the application is considered to be an open countryside location where open market housing would not be supported. The Community Cluster has been identified as able to accommodate additional sustainable housing growth throughout the plan period, with a guideline figure of 50, across the whole Cluster, with this being provided through infilling, conversions and small groups of houses - S14.2(vii). However, as of March 2022 the Cluster has received 57 completions, with 28 sites having permission, totalling the deliverable commitments to 85, as evidenced within Shropshire Council's Five Year Housing Land Supply Statement. Whilst the guideline figure is not a strict upper limit, the cumulative impact of this increase against the additional impacts of the development must be considered. On this occasion, the proposed development is considered to exacerbate both infrastructure and community goodwill, whilst causing adverse impacts on local amenities. For this reason the development is considered unsustainable and fails to comply with local policies Shropshire Core Strategy CS1, CS4 and CS6, SAMDev Plan MD1, MD2 and MD3 and the overall aims and objectives of the NPPF.

Consultee Comments

SC Ecology

Additional information is required in relation to Bats. In the absence of this additional information (detailed below) I recommend refusal since it is not possible to conclude that the proposal will not cause an offence under the 2017 Conservation of Habitats and Species Regulations (as amended).

Specific species/areas of concern;

Bats

On review of the site plans this application appears to meet the trigger point for requiring a bat survey in accordance within the 2016 Bat Conservation Trust; Good Practice Guidelines, since the works will involve the modification of existing roof structures.

The bat survey should be carried out as follows:

A Phase 1 Preliminary Roost Assessment is to be carried out on the trees and buildings that are to be affected by the proposed works. The survey shall include a thorough internal and external inspection of the building and an assessment of the potential for bat roosts to be present.

Depending on the outcome of the Phase 1 Preliminary Roost Assessment, it may be recommended that Phase 2 Bat roosting surveys are carried out.

Phase 2 Presence/Absence Surveys should be carried out in all cases where the Phase 1 Preliminary Roost Assessment finds evidence of bats, potential for bats or where a complete and thorough inspection cannot be carried out. This survey can involve dusk

emergence and/or pre-dawn re-entry surveys to aid identification of the species of bats present and estimation of the numbers of individuals. The emergence/re-entry surveys should follow the guidance on survey effort and frequency in the Bat Conservation Trusts Good Practice Guidelines (3rd edition, 2016) and will comprise between 1-3 emergence and/or pre-dawn re-entry surveys* between May and September (optimum period is between May to August). The emergence/re-entry surveys will allow the surveyor to consider the need for mitigation, enhancements and compensation, to assess the likelihood of an offence being committed and to make a decision as to the need for a European Protected Species Mitigation Licence from Natural England.

*Note multiple surveys should be spread across the bat breeding season (May-August inclusive) and should be carried out at least 14 days apart in accordance with the current best practice guidelines (BCT, 2016) It should also be noted that during the Preliminary Roost Assessment, the ecologist should also record any evidence of nesting wild birds.

A Roost Characterisation Survey should be carried out in cases where an offence is considered likely to occur, where mitigation is required and where a European Protected Species Mitigation Licence from Natural England will be required. The Roost Characterisation Survey is intended to establish number of bats in the colony, access points used, temperature and humidity regime in the roost, aspect and orientation of the roost, size and perching points, lighting and a surrounding habitat assessment.

For any planning application triggering the need for a bat survey, the following documents should be submitted to allow determination of the application:

1. A Preliminary Roost Assessment and any further surveys recommended by the licensed ecologist (e.g. Presence/Absence Survey and Roost Characterisation Survey).
2. A site plan showing any mitigation and enhancements being offered for bats (e.g. bat box locations, bat loft locations with measurements and internal details).
3. A lighting plan showing location and specification for any proposed lights on the site. The lighting plan should reflect the Bat Conservation Trusts Bats and Lighting in the U.K. guidance.

All bat surveys should be carried out by an experienced, licensed ecologist and in accordance with the Good Practice Guidelines. Mitigation should be designed in line with Natural England's Bat Mitigation Guidelines.

Any deviation from the methods, level or timing of surveys set out in the Good Practice Guidelines should be accompanied by a reasoned evidence statement from the licensed ecologist carrying out the survey clarifying how the sub-optimal survey is ecologically valid.

FINDING AN ECOLOGICAL CONSULTANT

A list of ecological consultants who work in Shropshire is available on request. This list is by no means exhaustive and contains information on other ways of finding a consultant. Shropshire Council cannot recommend any consultant or guarantee their work.

You should always check that the ecologist you select has the relevant protected species survey licences issued by Natural England. Without a valid survey licence, the report provided by an ecologist may not be considered adequate by the Local Planning Authority.

It is always wise to seek several quotes since prices can vary. I am happy to be contacted by the appointed ecologist to discuss the application prior to survey work being carried out if that is helpful.

It is essential that the presence or otherwise of protected species, and the extent that they may be affected by the proposed development, is established before the planning

permission is granted, otherwise all relevant material considerations may not have been addressed in making the decision (Government Circular 06/2005).

For more information about ecological survey requirements, please refer to Shropshire Council's Guidance Note 1: When is an Ecological Assessment required?

<https://shropshire.gov.uk/media/1871/guidance-note-1-when-is-an-ecological-assessment-required-april-2014.pdf>

Please note: This pre-application advice does not constitute a formal decision of Shropshire Council in respect of any future planning application(s). No guarantee of a particular decision or even recommendation can be given as any application will contain additional information and will have to undergo a process of consultation which may raise new issues.

Please contact me, or one of the other Ecology team members, if you have any queries on the above.

Demi Cook

Planning Ecologist

Shropshire Council

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Email: demi.cook@shropshire.gov.uk

SC Highways

The enquiry refers to the potential development of three houses served off a Class III Road on the southern limit of the village. The principle of the development is acceptable from a highways perspective, subject to the access, visibility, parking and turning facilities being commensurate with the local conditions and highway safety.

The principle of a proposed single point of access serving a private drive onto the Class III Road is welcomed and supported. The proposed layout of the scheme is not however considered to be acceptable from a highway perspective and these include but are not limited to the following matters to address as part of any further formal submission.

It is noted that the development is proposed to be served via a private drive. The layout of the drive as sketched is not in line with adoptable standards. The Highway Authority has no specific concerns over the unadopted road, but measures will need to be put in place for its future maintenance and clarified as part of the application.

Visibility splays of 2.4 metres by 43 metres from the private drive junction with the Class III Road will need to be demonstrated and detailed.

The junction visibility of 2.4 metres by 43 metres of the Class III Road with the Class III Road running through the village should be clearly detailed and shown along the eastern boundary of the application site. Any retained hedge, or replacement hedge planting should be at least 1 metre behind the visibility splay line.

The sketch has indicated a potential layout. As part of the formal submission a fully detailed and dimensioned block plan should be submitted. The initial length of the private drive should be a minimum of 4.5 metres for the first 10 metres and 4.5 metres radii to provide simultaneous movement.

Internal dimensions of the private drive should be given. Tracking should also be given to demonstrate that vehicles such as removal vans, delivery vehicles and fire tenders can access the properties. A formal turning head layout should also be provided at the end of the private drive, which is not compromised by the adjoining property drives.

A refuse collection strategy should be provided with any application submission. The strategy should be in accordance with Shropshire Councils domestic refuse and recycling collection guidance.

The parking provision currently indicated is unsatisfactory. A minimum of 2 spaces clear of the garage provision for each property plus visitor parking should be provided. Each parking space should be a minimum of 2.5 metres by 5 metres. Single garages should have a minimum internal dimension of 7 metres by 3 metres and double garages 7 metres by 5.5 metres. Again, all these measurements should be dimensioned on an appropriately scaled block plan.

Pedestrian connectivity to the site should be improved by the provision of a footway along the site frontage that links into the existing and proposed footway provision opposite the site and along the Class III Road opposite the school.

The application should consider the sustainable credentials of the sites location, linking these to the local services, amenities and available public transport services. These matters should be included as part of a Design and Access Statement or separate Transport Statement.

A Construction Management Plan will be required for the development.

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

Informative notes:

Any future planning application should provide any and all details necessary to assist with the appropriate determination from a Highways and Transport perspective. As well as demonstrate that the proposed new vehicular access, associated visibility splays, parking and turning facilities are commensurate with the prevailing local highway conditions, in accordance with Manual for Streets 1 & 2.

Protection of Visibility Splays on Private Land

The applicants 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 anew 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-network-management/application-formsand-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, 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>

SC Affordable Housing

If this development is considered to be acceptable, then in accordance with the adopted Policy at the time of submission of any application it may need to contribute to affordable housing. Currently this is dependent on the location of the site, the number of units and the size of the site. If a contribution is payable then it will need to accord with the requirements of the SPD Type and Affordability of Housing and will be set at the prevailing percentage target rate at the date of a full application or the Reserved Matters application

SC SUDS and Drainage

The technical details submitted for this Planning Application have been appraised by WSP UK Ltd, on behalf of Shropshire Council as Local Drainage Authority.

All correspondence/feedback must be directed through to Shropshire Councils Development Management Team.

Comments

The proposed development site is not in pluvial or fluvial flood zones but is shown to be at risk of groundwater flooding. The ground may be suitable for soakaway, although percolation tests in accordance with BRE 365 must be carried out.

In order to develop the surface and foul water designs to satisfy the LLFAs requirements, reference should be made to Shropshire Councils SuDS Handbook which can be found on the website at <https://shropshire.gov.uk/drainage-and-flooding/development-responsibility-andmaintenance/sustainable-drainage-systems-handbook/>

The Appendix A2 - Surface Water Drainage Proforma for Minor Developments must also be completed and submitted with the application.

The following SUDS subject areas should be addresses for the planning application:

1. Soakaways:

The use of soakaways should be investigated in the first instance for surface water disposal.

Percolation tests and the sizing of the soakaways should be designed in accordance with BRE Digest 365 to cater for a 1% AEP storm event plus an allowance of 40% for climate change. Flood water should not be affecting other buildings or infrastructure. Full details,

calculations and location of the percolation tests and the proposed soakaways should be submitted for approval.

If soakaways are not feasible, drainage calculations to limit the discharge rate from the site equivalent to a greenfield runoff rate should be submitted for approval. The attenuation drainage system should be designed so that storm events of up to 1% AEP storm event + 40% for climate change will not cause flooding of any property either within the proposed development or any other in the vicinity.

2. Urban Creep:

Urban creep is the conversion of permeable surfaces to impermeable over time e.g. surfacing of front gardens to provide additional parking spaces, extensions to existing buildings, creation of large patio areas.

The appropriate allowance for urban creep must be included in the design of the drainage system over the lifetime of the proposed development. The allowances set out below must be applied to the impermeable area within the property curtilage:

Residential Dwellings per hectare Change allowance % of impermeable area

Less than 25 ==10

30 ==8

35 ==6

45 ==4

More than 50==2

Flats & apartments ==0

3. Exceedance Flow:

Shropshire Councils Local Standard D of the SUDS Handbook requires that exceedance flows for events up to and including the 1% AEP plus CC should not result in the surface water flooding of more vulnerable areas (as defined below) within the development site or contribute to surface water flooding of any area outside of the development site.

Vulnerable areas of the development are classed by Shropshire Council as areas where exceedance flows are likely to result in the flooding of property or contribute to flooding outside of the development site. For example, vulnerable areas may occur where a sag curve in the carriageway vertical alignment coincides with lower property threshold levels or where ground within the development slopes beyond the development boundary.

Contour and/or exceedance route plans should be submitted for approval demonstrating that the above has been complied with and that there is sufficient provision to remove surface water from the highway to the underground piped system.

4. SuDs Maintenance:

In accordance Shropshire Councils Local Standard L of the SUDS Handbook, a maintenance schedule to include activities and timings of the routine maintenance of the SuDs feature and details of who will carry out the works should be submitted for approval.

5. Driveways

If non permeable surfacing is used on the driveways and parking areas and the driveways slope towards the highway, the applicant should submit for approval a drainage system to intercept water prior to flowing on to the public highway.

6. Foul Drainage:

The proposed method of foul water sewage disposal should be identified and submitted for approval, along with details of any agreements with the local water authority and the foul water drainage system should comply with the Building Regulations H2.

If main foul sewer is not available for connection, full details, plan and sizing of the proposed package sewage treatment plant including percolation tests for the drainage field 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 and the sizing of the package sewage treatment plant and drainage fields should be designed to cater for the correct number of persons and in accordance with the Building Regulations H2.

SC Tree Officer

Comments from the SC Tree Officer have not yet been received and will be forwarded in due course. However it is noted that there are a number of trees and mature hedgerows surrounding the site and consideration should be given to the impact of the proposed development upon existing and mature trees.

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:-

- SUDS & Drainage details
- Construction Management Plan
- Visibility Splays
- Phase 1 Preliminary Roost Assessment

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

✓ **Design and Access Statement**

A written report supporting the proposed development and should include a written description and justification of the proposal, show that the proposal is based on a thoughtful design process and a sustainable approach to access. The level of detail required depends on the scale and complexity of the application, and the length of the statement varies accordingly.

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 faithfully

Sara Robinson

Sara Robinson
Area Planning and Enforcement Officer

Shropshire Council, planning.northern@shropshire.gov.uk - 01743 258940