

Item	Required by the LVR	YES/NO	Additional Comment
1	Affordable Housing Statement	NO	
2	Draft Planning Obligation	NO	
3	Biodiversity Survey & Report	NO	Check list submitted
4	Land Contamination Assessment (LCA)	NO	
5	Economic Development Statement	NO	
6	Retail Impact Assessment (RIA)	NO	
7	Flood Risk Assessment	NO	Zone one
8	Foul & Surface Water Drainage Statement	NO	
9	Land Engineering Works Statement	NO	
10	Landscaping Strategy	NO	
11	Lighting Assessment	NO	
12	Noise/Extraction Assessment	NO	
13	Bin Storage & Collection Provision	NO	
14	Parking Plan	NO	
15	Planning Application Summary	NO	
16	Street Scene	NO	
17	Structural Survey & Conversion Method Statement	NO	
18	Telecommunications Development Statement	NO	
19	Transport Assessment (TA)/Travel Plan (TP)	NO	
20	Transport Statement (TS)	NO	
21	Tree Survey & Arboricultural Implications	NO	
22	Lidsey Foul Water – Environmental Assessment Statement	NO	
23	Validation Checklist	YES	
24	Plan & Drawing Requirements	YES	
25	Historic Environment Records Search	NO	

Guidance Notes for Completion of the Biodiversity Checklist

1. Introduction

Planning guidance and legislation means there is a need to ensure that adequate ecological information accompanies planning applications. Failure of the Council to consider an appropriate level of information about ecology could result in decisions being open to challenge.

The biodiversity checklist and these associated guidance notes are intended to address these requirements through a proactive approach that will not only ensure that sufficient ecological information accompanies an application, but which will also be transparent and offer assistance to applicants to help them determine what will reasonably be required to accompany their submission. This should help to allow a planning decision to be made in a timely manner, which is beneficial for both the planning applicant and the planning authority. The requirements set out in the Local Validation Requirements (LVR) and the Biodiversity Checklist has been designed to comply with the requirements of the Policy INF2 of the Development Management Policy Annex (CLG 2010).

2. Who should complete the biodiversity checklist and what sort of applications will it be required for?

The submission of the biodiversity checklist is required with every application for planning permission, conservation area and listed building consent. It is not required for applications for advertisement consent or any form of notification with the exception of notification of demolition of a building. It is also not required for householder applications.

It should be possible for a non specialist member of the public, planning agent or developer to complete the biodiversity checklist. However once the need for an ecological survey has been identified this must be undertaken by a suitably qualified ecologist. Where a specialist piece of design to retain a feature has been identified it is expected that this would be informed through the involvement and input of a suitably qualified ecologist.

3. Completing the Biodiversity Checklist

Prospective applicants and their agents should complete the Biodiversity Checklist. It must be submitted with all applications (see paragraph 2 for exceptions). This is because the Council has a duty to consider all biodiversity impacts in respect of all the planning decisions it makes. The Council cannot do this effectively unless surveys are provided to quantify any harm and propose mitigation or evidence is provided that such surveys are not necessary. If the Biodiversity Checklist is not included with an application, even if the Local Validation Checklist has been submitted, the application will be made invalid and no further checking will be undertaken until the Biodiversity Checklist is received.

Example

In the case of Bats the Biodiversity Checklist asks whether a survey has already been undertaken; if it has tick the 'yes' box and include the survey with your application. Details of the location of the documentation should be included on the Local Validation Checklist. If no survey has been undertaken then tick the 'no' box.

The Biodiversity Checklist then asks "Are there any structures on the site which have the

BIODIVERSITY CHECKLIST

Please complete this form having regard to the Biodiversity Checklist Notes, which can be found at:
<http://www.arun.gov.uk/documentHandler.cfm?dld=20118&pflag=docm93jijm4n20118>.

If you tick Yes, you must provide supporting information/statement with the application. If you do not the application will be held as invalid until you do so.

Site Address/Application Reference Number:

Bats

YES

NO

Has the site been surveyed for bats?

☐
☐
☒
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Are there any structures on site which have the potential to support roosting bats?

Structures with high potential include all agricultural buildings, buildings with weather boarding, tunnels, mines, ice houses, bridges, cliff faces with crevices and woodland. Further guidance can be found in 'Bat Surveys: Good Practice Guidelines' available from www.bats.org.uk and the Bat Mitigation Guidelines available from:

<http://www.naturalengland.org.uk/ourwork/regulation/wildlife/species/bats.aspx>

Are there any trees on the site which have the potential to support roosting bats?*

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Trees with high potential to support roosting bats include old and veteran trees and any tree with cracks or crevices. Where appropriate, foraging and commuting routes should be incorporated into the design of the scheme. Further guidance can be found in 'Bat Surveys: Good Practice Guidelines'

Barn Owls

YES

NO

Has the site been surveyed for barn owls?*

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Is there any evidence of barn owls nesting on or near the site or are there suitable nesting areas on the development site?*

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Barn owls often nest in farm buildings, dovecotes, bale stacks, hollow trees and a wide variety of derelict buildings. Barn owls require habitat which supports high number of small mammals including pasture, hedgerows and woodland. Further information can be found in 'Barn Owls On Site: A guide for developers' available at:

<http://publications.naturalengland.org.uk/publication/76007?category=40030>

Breeding birds

YES

NO

Has the site been surveyed for breeding birds?*

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Will areas of hedgerow/scrub/woodland/trees or other features likely to be used by nesting birds be affected by the proposal?*

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☒

If 'Yes' then mitigation measures to ensure occupied nests are protected should be included with the application.

Badgers

YES

NO

Has the site been surveyed for badgers?*

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Is there any evidence of badgers on or near the application site?*

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Are badgers commuting through the site to foraging areas?*

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Badgers use a wide variety of habitats and setts can be found in hedgerows, woodlands, scrub and field margins. Where appropriate, safe routes to foraging areas should be incorporated into the development proposals. Further information can be found in 'Badgers and Development' available at:

<http://www.naturalengland.org.uk/ourwork/regulation/wildlife/species/badgers.aspx>

Dormice

Has the site been surveyed for dormice?*

YES

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NO

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Is there suitable habitat for dormice on, or close to the application site?*

☐☒

Dormice are found in a variety of habitats including ancient semi-natural woodland, scrub, young plantations (both broadleaved and coniferous) and hedgerows. Occasionally they are recorded in gorse scrub, heathland and alder trees in reedbeds. Further information can be found in The Dormouse Conservation Handbook available at:

<http://publications.naturalengland.org.uk/publication/80018?category=32020>

Great crested newts

Has the site been surveyed for great crested newts?*

YES

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NO

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Is there suitable habitat for great crested newts on, or close to the application site?*

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Great crested newts are often recorded in ponds, reedbeds, ditches and mineral workings. Terrestrial habitat used by newts is varied and includes semi-natural grassland, woodland, hedgerows and pasture and are often found in urban sites including gardens. Further guidance on great crested newts can be found in the Great Crested Newt Mitigation Guidelines from:

<http://publications.naturalengland.org.uk/publication/810429?category=30014>

and the Great Crested Newt Conservation Handbook available from:

<http://www.froglife.org/animals/greatcrestednewt.htm>

Reptiles

Has the site been surveyed for reptiles?*

YES

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NO

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Is there suitable habitat on the site for reptiles?*

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Reptiles use a variety of habitats including rough grassland, heathland, allotments, scrub, brownfield sites, field margins and abandoned gardens. Further information can be found at:

http://www.naturalengland.org.uk/Images/Reptiles_tcm6-21712.pdf