

Item	Required by the LVR	YES/NO	Additional Comment
1	Affordable Housing Statement	NO	
2	Draft Planning Obligation	NO	
3	Biodiversity Survey & Report	YES	
4	Land Contamination Assessment (LCA)	NO	
5	Economic Development Statement	NO	
6	Retail Impact Assessment (RIA)	NO	
7	Flood Risk Assessment	NO	
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	

Updated 08/05/2014

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