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## 1. Introduction

What is the local information requirements list?

- 1.1 The local information requirements list sets out the information that Birmingham City Council will require to be able to register, assess and determine planning applications. The information required will vary depending on the type, scale and location of the proposed development. Not all the local information requirements will apply to every planning application. The City Council will only ask for what is required to determine the planning application.
- 1.2 The Growth and Infrastructure Act (2013) requires that local information requirements must be:
  - Reasonable, having regard, in particular to the nature and scale of the proposed development; and
  - A matter that it is reasonable to think will be a material consideration in the determination of the application
- 1.3 This reflects the Town and Country Planning (Development Management Procedure) Order 2015, the Planning Practice Guidance and Paragraph 44 of the National Planning Policy Framework (NPPF) (2019). Each local information requirement set out in the list is considered to meet the above statutory tests.

Why is the list being updated?

- 1.4 According to national planning policy, the list should be reviewed at least every 2 years and updated as necessary to reflect changes to statutory requirements, policies in the National Planning Policy Framework (NPPF) or development plan, or published guidance explaining how adopted policy should be implemented.
- 1.5 The list was last reviewed in March 2020. Since then, the Development Management in Birmingham Development Plan Document (DMB) has been adopted by the City Council on 7<sup>th</sup> December 2021.

## 2.0 Information Requirements

2.1 The information required to make a valid application consists of mandatory national information and local information requirements. Birmingham City Council will not be able to process an application unless all the appropriate information listed has been provided.

2.2



3	Agricultural holdings certificates	The Town and Country (Development Management Procedure) (England) Order 2015 Articles	All applications for which an application form is required	This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application and their details must be included on the relevant certificate.
4	Location plan	The Town and Country (Development Management Procedure) (England) order 2015 Article 7	All applications (except applications for Non-Material Amendments and discharge of condition applications)	<p>All applications must include a location plan which should:</p> <ul style="list-style-type: none"> <li>Be at a scale of 1:1250 or 1:2500;</li> <li>Show the direction of North and identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application is clear</li> <li>Show the application site outlined in red, which includes all land necessary to carry out the proposed development including means of access to public highway</li> <li>Show any other land owned by the applicant, close to or adjoining the application site, outlined in blue.</li> </ul> <p>All plans should contain an individual reference that identifies the individual plan, the version number and date of production (any amended plans submitted at a later date should follow the same reference format).</p>

5 Any other plans,



	7 Environmental Statement	Town and Country Planning (Environmental Impact Assessment) Regulations 2017		<p>The document should normally include visual material such as photographs, sketches, cross-sections and diagrams clearly annotated to show their relevance to the scheme design.</p> <p>Listed Building Consent applications must explain how the design principles and concepts that have been applied to the works take account of:</p> <ul style="list-style-type: none"> <li>a. The special architectural or historic importance of the building;</li> <li>b. The particular physical features of the building that reflect and illustrate the significance of the building;</li> <li>c. u</li> </ul> <p>Further Advice National Planning Practice Guidance Design and Access Statements: How to read, write and use them (CABE) <a href="#">Design and Access Statements</a></p>
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		Regulations 2012 (as amended)	needed solely for a disabled person.	
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Local Requirements

1	Aerodrome Safeguarding Assessment	NPPF Aviation Policy Framework	All buildings and structures over 90	
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				<p>contribution being provided. The statement should include the number and mix of units and floor space of habitable areas of residential units. Plans showing the location and floorspace of units and the number of habitable rooms including bedrooms.</p> <p>Further Advice BDP Policy TP31 Affordable Housing</p>
3	Air Quality Assessment	<p>NPPF</p> <p>DMB Policy DM1 Air quality</p>		

			include discharge stacks that may result in adverse impacts on local air quality.	
4	Archaeological Assessment	NPPF  BDP Policy TP12 Historic Environment	When any proposed development includes new	

Natural Environment  
and Rural  
Communities Act  
2006

considered valid for approximately two years. Older surveys may be accepted where it can be demonstrated that impacts are unlikely or very limited in scale. Surveys for more mobile species (such as bats and badger), or where there have been significant changes to the site or the proposed development, will generally need to be updated more regularly. Planning applications that are not supported by adequate survey effort or do not demonstrate adherence to the mitigation hierarchy are likely to be refused.

A protected species is one which receives legal protection through UK or European legislation, including:

[The Conservation of Habitats and Species Regulations 2017](#) (as amended).

European protected species of animals are listed on [Schedule 2](#); European protected species of plants are listed on [Schedule 5](#).

[Wildlife and Countryside Act 1981](#) (as amended). Bird species protected by special penalties are listed on [Schedule 1](#). Protected animal species are listed on



			<p>fall within a Coal Mining Referral Area</p>	<p>license to extract coal, geological features, any recorded surface hazards, or within a former or present surface mining [old opencast] area). 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. Any development that involves intrusive activities which intersect, disturb or enter any coal seams, coal mine workings or mine entries will require the prior written permission of The Coal Authority.</p> <p>Further Advice  The Coal Authority website: <a href="#">Planning Applications Coal Mining Risk Assessments</a>  The Coal Authority Planning and Local Authority Liaison Department: Telephone 01623 637 119 (direct) or email <a href="mailto:planningconsultation@coal.gov.uk">planningconsultation@coal.gov.uk</a>  The Local Planning Authority has been provided with Development High Risk Areas by The Coal Authority.</p>
8	Daylight/ Sunlight Assessment	DMP nBT/FSMBT/F2 11		

BDP Policy TP4 Low  
and zero carbon  
energy generation

The purpose of an Energy Statement is to explain the approach to be followed



Methodology and approach

Outputs and results

Sensitivity analysis

Concluding statement

Any costs incurred as a result of



			<p>any development proposals within 250m of an historic flooding location</p> <p>any development proposals defined by the Surface Water Management Plan</p>	<p>zone 2</p> <p>Use the <a href="#">advice for minor extensions</a> to complete an assessment for a minor extension in flood zone 2 or 3. A minor extension is a household or non-domestic extension with a floor space of no more than 250 square metres.</p> <p>Developers should contact the Environment Agency for pre-application advice when developing within the floodplain or within 8m of a Main River. The Environment Agency can support your application by provision of advice regarding issues to be considered for each site, and information that may be available for use within your FRA. More detailed review of reports and plans may be subject to a fee. Contact <a href="mailto:swmplanning@environment-agency.gov.uk">swmplanning@environment-agency.gov.uk</a> for further information.</p>
13	Flues & Ventilation extraction details	NPPF  BDP Policy PG3 Place making	All applications relating to the sale or preparation of cooked food, laundrettes, business, industrial, leisure and other uses where air conditioning or extraction equipment is required.	<p>The submitted plans should include details of the external appearance and written details outlining the technical specification of the proposed plant. The technical specifications shall include:-</p> <ul style="list-style-type: none"> <li>arrangements for removal of grease from the extraction system</li> <li>design of the extraction system including extraction volume rates and input air supply</li> <li>odour control equipment specification and layout (dwell time in filters etc)</li> <li>detailed layout drawings of the extraction and odour control equipment indicating equipment layout and extraction ductwork and stack locations in both plan and elevation</li> </ul>

				<p>specifications and acoustic details of fans and silencers including a noise impact assessment at the nearest noise sensitive premises method of isolation of fans, equipment and ductwork from the building (such as anti-vibration mounts, ductwork isolation to avoid vibration transmission).</p> <p>The aim should be to discharge at a high level so as to aid odour dispersion and reduce the noise impact.</p>
14	Health Impact Assessment	NPPF BDP Policy TP37 Health	All planning applications requiring an EIA.	The assessment should consider the environmental impact upon health of the development, as well as the wider impact upon healthy living and the

Where potential harm will be caused, the nature and degree of impact should be explained. The proposed work must be justified in terms of need and public benefits. The scope and degree of detail necessary in the written justification will vary according to particular circumstances of each application. The impact of the development must be justified the public benefits clearly set out. Where harm is caused appropriate mitigation must be offered.

A specialist archaeological assessment should also be undertaken where known or potential archaeology is anticipated.

Applicants are advised to discuss proposals with either a planning officer or a

BDP Policy TP7 Green  
infrastructure

		BDP Policy TP11 Sports Facilities	<a href="#">nature conservation value</a> (SSSI, LNR, SINC, SLINC, PSI) or area which is currently unlit and contributes to the wider network of dark corridors for wildlife.	Further Advice <a href="#">Lighting Places SPD, Floodlighting of Sports Facilities, Car Parks and Secure Areas SPG (to be replaced by the Birmingham Design Guide)</a>
20	Loss of Industrial Land Statement	NPPF  BDP TP 20 Protection of Employment Land	All planning applications, which include employment uses and developments which would result in the loss of employment floor space	Proposals for redevelopment of employment sites should include details of existing employment that will be lost. The statement should include justification for the proposals in accordance with Policy TP20 and the Loss of Industrial Land to Alternative Uses SPD.  Further Advice <a href="#">Loss of Industrial Land to Alternative Uses SPD</a>





			<p>any application for an entertainment and licensed premise</p> <p>Other developments (including day nurseries, sports facilities, smoking areas, places of worship) can generate noise and may warrant a noise impact assessment / noise mitigation scheme, this will be determined on a site to site basis.</p>	
23	Open Space/ Playing Fields/ Sports and Physical Facilities Assessment	<p>NPPF</p> <p>BDP Policy TP9 Open space, playing fields and allotments</p> <p>BDP Policy TP11 Sports Facilities</p>	Development involving the loss of open space, playing fields, and sports and recreation facilities.	Open space is all open land of recreational or public value. It may or may not have public access. Playing fields are taken to mean both public, private and educational playing fields. Sports and recreational facilities will include a wide

DMB Policy DM15  
Parking and servicing

the number of car club spaces and both active and passive electric

BDP Policy PG3 Place  
making

Town and Country  
Planning  
(Development  
Management  
Procedure (England)  
(Order) 2015 article



28	Planning Obligations Draft Heads of Terms	NPPF BDP Policy TP31 Affordable housing TP47 Developer Contributions	Where relevant the City Council requires that a statement of proposed obligations and draft Heads of Terms, be submitted at the time of making a planning application.	<p>Where a Section 106 is required, Draft Heads of Terms should be submitted. This should include details of the financial and non-financial offer and details of your solicitor who will deal with the drafting of the Legal Agreement.</p> <p>Further Advice Further information on Section 106 obligations can be found on the City Council website. Applicants should speak to the Local Planning Authority in pre-application discussions and confirm any planning obligations that may apply. <a href="#">Planning obligations useful documents and advice for developers</a></p>
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outdoor amenity space. A template has been created to assist in providing this information and can be accessed here: [Local Information Requirements](#)  
Compliance with the standards should also be shown on submitted plans.

Policy DM10 requires housing developments of 15 or more dwellings to provide at least 30% as accessible and adaptable dwellings in accordance with Building Regulation Part M4(2) unless financially unviable. Where the policy requirement cannot be met, a financial viability assessment must be submitted to the Council.

Further advice

Full details of how to assess units in relation to NDSS can be found [here](#).

Detailed guidance on how to meet the Part M4(2) requirement is set out in [the guidance on how to meet the Part M4\(2\) requirement](#)

		<p>Management Procedure) (England) order 2015 Article 7(1)(c)(ii)</p>	<p>condition applications and outline applications, where siting is a reserved matter)</p>	<p>Show the direction of North and proposed development in relation to the site boundaries and other existing buildings, both on the site and adjacent to it, with dimensions including those to the boundaries.</p> <p>The plan should also include the following, unless these would not influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> <li>All buildings, roads and footpaths on land adjoining the site including access arrangements;</li> <li>All public rights of way crossing or adjoining the site;</li> <li>The position of all trees on the site and those on adjacent land;</li> <li>The extent and type of any hard surfacing; and</li> <li>The type and height of any boundary treatment including walls or fencing where proposed.</li> </ul> <p>All plans should contain an individual reference that identifies the individual plan, the version number and date of production (any amended plans submitted at a later date should follow the same reference format).</p>
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Detailed advice on what should be included in a Sustainable Construction  
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				<p>be accompanied by a statement that the proposal, when operational, will meet the ICNIRP (International Commission on Non-Ionizing Radiation Protection) guidelines. Also see section on photomontages. Where new base stations are proposed on non-established telecoms sites, a list of alternative sites considered for the development is also required.</p> <p>Further Advice  <a href="#">Code of Best Practise on Mobile Phone Network Development</a>  <a href="#">Telecommunications Development: Mobile Phone Infrastructure SPD (to be superseded by the Birmingham Design Guide SPD)</a></p>
40	Transport Assessment and Statements (including Travel Plans)	<p>NPPF</p> <p>DMB Policy DM15 Transport access and safety</p> <p>BDP Policy TP44 Traffic and congestion management</p> <p>TP45 Accessibility standards for new development</p>	<p>All major applications</p> <p>All development which generates significant amounts of transport movement.</p>	<p>These documents will allow the transport implications of proposed development to be properly considered and, where appropriate, will help identify suitable measures to achieve a more sustainable outcome. The information will include analysis of all existing and proposed trips by all modes of travel generated by the proposal. It should illustrate accessibility to the site by all modes and the likely modal split of journeys to and from the site. The document should also give details of proposed measures to improve access by public transport, walking and cycling to reduce the need for parking associated with the proposal, and to mitigate transport impacts. It should describe and analyse existing transport conditions, how the development would affect those conditions and any measures proposed to overcome any problems. Loading areas and arrangements for manoeuvring, servicing and parking of vehicles should also be clearly identified. Proposals for major development should aim to provide the accessibility requirements set out in BDP Policy TP45.</p> <p>A Travel Plan should be submitted in order to outline the way in which the transport implication of the new development will be managed in order to ensure the minimum environmental, social and economic impacts. Developers should state how new occupiers or customer of the development will use alternative means of travel, which do not involve private car use, and identify</p>



Applicants are encouraged to discuss proposals with an Arboricultural Officer before submission.

#### Further Advice

Other sources of information are Arboricultural Practice Note 12 (APN 12)

Through the Trees to Development [www.treesource.co.uk](http://www.treesource.co.uk) and NJUG10

[Guidelines for the Planning, Installation and Maintenance of Utility Services in Proximity to Trees](#)

[trees.org website](#)

[chartered foresters website](#)

