APPENDIX 2: Council Officer Checklists

This Appendix is intended for use by council officers when assessing planning applications and discharge of conditions.

Before using these checklists:

1) **Please be satisfied that the planning application is not exempt from mandatory BNG.**
2) **If the applicant is using the SSM, please check for error messages which indicate that the main metric should be used.**

A checkbox has been provided where the information is required. Some rows may not be applicable, for example if there are no irreplaceable habitats, in which case a checkbox is available in the N/A column. If the information is not required, the cell is grey. If the information is always applicable regardless of the application, the N/A column is grey.

Validation Checklist

Submission For Validation	Yes	N/A
Confirmation that the development is subject to the Biodiversity Gain Condition	☐	
Date of BNG baseline calculation	☐	
Details of site degradation	☐	☐
Description of any irreplaceable habitats	☐	☐
Baseline habitat map	☐	
Completed baseline metric, using the Main Metric or SSM if applicable	☐	
Additional Information		
Draft Biodiversity Gain Plan	☐	
Plans showing all proposed habitats	☐	
Draft Habitat Management and Monitoring Plan	☐	☐
Completed BNG metric with proposed biodiversity gain	☐	
Bespoke mitigation plans for on-site irreplaceable habitats	☐	☐

Metric Checklist

BNG CHECKLIST	Main Metric	SSM	N/A
Site Information			
Has the 'Start' page been completed?	☐		☐
Have the 'Site details' and 'Desktop Assessment' pages been completed?		☐	☐
Habitat Recording and Mapping			
Are irreplaceable habitats appropriately recorded?	☐		☐
Is there an accurate map showing baseline habitats, a north arrow, clear key, and scale?	☐	☐	
Are photos provided that match the baseline habitat map?	☐	☐	
Do habitat types in the metric match the habitat map?	☐	☐	
Do conditions within the metric match the condition assessment sheets?	☐		
Are any watercourses located within 10m of the site (5m for a ditch) included within the metric?	☐	☐	☐
If a watercourse (excluding ditches) is included within the metric, has a River MoRPh survey been completed?	☐	☐	☐
Has strategic significance been accurately assigned?	☐	☐	
Has tree data been entered?	☐	☐	☐
Metric Error Checking			
Does the 'Headline results' tab contain no errors messages?	☐	☐	
Does the site area and habitat area match?	☐	☐	
Are all required cells filled out?	☐	☐	
Have correct units been used?	☐	☐	
Habitat Creation and Enhancement			
Does habitat enhancement and creation follow the trading rules?	☐	☐	
Does the baseline habitat area match the post-development habitat area?	☐	☐	
Off-Site Information			
Is off-site information attached if a SSM doesn't reach 10% gain on site?		☐	☐
Is the off-site tab completed correctly with the required number of habitat units?	☐	☐	☐

Pre-commencement Checklist

Requirements Pre-Commencement	Yes	N/A
Biodiversity Gain Plan		
Have all required fields in the Biodiversity Gain Plan been completed?	☐	
Does it follow the mitigation and biodiversity gain hierarchy?	☐	
Has a valid reason been provided for using off-site units or statutory credits?	☐	☐
Are pre-development and post-development maps accurate and consistent with each other and the metric calculations?	☐	
Habitat Management & Monitoring Plan		
If significant gains have been proposed, has a Habitat Management and Monitoring Plan been completed? If yes:	☐	☐
Is the correct baseline and environmental Information completed?	☐	
Are feasible targets for habitat creation/enhancement and condition set?	☐	
Are planned management and monitoring activities provided for each habitat type?	☐	
Have appropriate time frames been set for habitat management?	☐	
Has an appropriate monitoring time frame been specified?	☐	
Have the gains been secured through condition, section 106 or conservation covenant?	☐	
Irreplaceable habitats		
Has a bespoke mitigation plan for irreplaceable habitats been created?	☐	☐