# **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? |[ ] [ ]