# **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? |  |  |