

## Biodiversity Checklist

- The below is intended as a guide to determine which ecological survey will be required to support your planning application. If professional ecological advice has identified further surveys are required, these should always be undertaken before the application is submitted to the Planning Authority.
- The checklist will be reviewed by the validation team and your planning case officer. Where the checklist indicates that no surveys are required, further evidence such as photographs may be requested to enable this review. Incorrect information provided or a failure to provide necessary surveys is likely to cause delays to your planning application.
- If the checklist indicates that surveys are required, but you believe this to be incorrect, please contact the Dorset Natural Environment Team at [biodiversityprotocol@dorsetcouncil.gov.uk](mailto:biodiversityprotocol@dorsetcouncil.gov.uk)
- In most cases, the results of the surveys indicated by the checklist should be compiled into an Ecological Impact Assessment (EclA), which is proportionate to the scale of the project.
- **Where a survey identifies an impact on biodiversity, a standardised Biodiversity Plan is required to be submitted with your application in addition to the EclA / ecology report. We also strongly recommend you follow the [Dorset Biodiversity Appraisal protocol](#) and submit your Biodiversity Plan to Dorset Council Natural Environment Team (DC NET) for review.**

## Planning Portal applications

**We are working with the Planning Portal to improve our validation process. As part of this the biodiversity check list must now be completed for all online portal applications.**

Questions		
<b>Question 1</b>		
Is the proposal on any of the following designated wildlife sites? <ul style="list-style-type: none"> <li>• Special Area of Conservation (SAC), Special Protection Area (SPA) or Wetlands of International Importance (Ramsar)</li> <li>• Site of Special Scientific Interest (SSSI)</li> <li>• Local Nature Reserve (LNR)</li> <li>• Site of Nature Conservation Interest (SNCI)</li> </ul>	<b>Yes</b>	<p>The application must include an <b>Ecological Impact Assessment (EclA)</b> and a <b>Biodiversity Plan (BP) OR Landscape Ecology Management Plan (LEMP)</b>.</p> <p>This must be carried out by a suitably qualified ecological consultant. We strongly recommend you follow the <a href="#">Dorset Biodiversity Appraisal Protocol</a>, and submit your Biodiversity Plan to Dorset Council Natural Environment Team (DC NET) for review in order to receive a Certificate of Approval.</p> <p>All ecological information must be uploaded and submitted with the application.</p> <p><b>Complete the outcome section at the bottom of the form.</b></p>
	<b>No</b>	Proceed to Question 2
<b>Question 2</b>		
Is the red-line site boundary 0.1 hectares or over?	<b>Yes</b>	Proceed to Question 3
	<b>No</b>	Complete the Biodiversity Checklist below
<b>Question 3</b>		
Will the proposal have an impact on an area 0.1 hectares or above?	<b>Yes</b>	<p>The application must include an <b>Ecological Impact Assessment (EclA)</b> and a <b>Biodiversity Plan (BP) OR Landscape Ecology Management Plan (LEMP)</b>.</p> <p>This must be carried out by a suitably qualified ecological consultant. We strongly recommend you follow the <a href="#">Dorset Biodiversity Appraisal Protocol</a>, and submit your Biodiversity Plan to Dorset Council Natural Environment Team (DC NET) for review in order to receive a Certificate of Approval.</p> <p>All ecological information must be uploaded and submitted with the application.</p> <p><b>Complete the outcome section at the bottom of the form.</b></p>
	<b>No</b>	Complete the Biodiversity Checklist below

<b>Biodiversity Checklist</b>			
<b>Biodiversity features</b>	<b>Yes</b>	<b>No</b>	<b>Information required (if answer is yes)</b>
<b>HABITATS</b> <b>Are any of the following habitats present and likely to be affected by the proposal?</b> <b>(This is not limited to loss of habitat, but includes other effects including from increased lighting, dust deposition, siltation etc.)</b>			
<ul style="list-style-type: none"> <li>Shrubs, bushes, climbing plants, non-native hedgerow</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	No survey required.  Avoid the nesting bird season, a pre-works nesting bird check will be required if the nesting bird season cannot be avoided.
<ul style="list-style-type: none"> <li>Field hedgerows comprising mostly native species</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Ecological Appraisal (PEA) including Hedgerow Regulations Assessment.
<ul style="list-style-type: none"> <li>Ponds on site or within 100m, including ornamental or garden ponds</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Ecological Appraisal (PEA).
<ul style="list-style-type: none"> <li>Mature, urban, veteran and notable trees, areas of woodland or scrub, orchards</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Streams, rivers or lakes on or within 25m of the application site that would be affected (including their banks and adjacent habitat)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Species-rich meadows or grassland</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Mature or overgrown garden, rough grassland, derelict land, brownfield, railway sidings, allotments</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Habitat not listed above</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	Contact DC NET to discuss further.

Biodiversity features	Yes	No	Information required (if answer is yes)
<p><b>BUILDINGS AND STRUCTURES</b></p> <p><b>Will the proposal affect, or require conversion, modification, demolition, or removal of, any of the following features or structures?</b></p> <p><b>(This includes work that in some circumstances may not require planning permission such as reroofing, repointing, internal modifications etc.)</b></p>			
<ul style="list-style-type: none"> <li>• Existing enclosed roof space or other enclosed voids</li> <li>• Chimney / chimney stack</li> <li>• Gaps, cracks, crevices or voids within:               <ul style="list-style-type: none"> <li>○ Roof tiles, lead flashing, sarking</li> <li>○ Stonework, brickwork</li> <li>○ Timber building frames</li> <li>○ Timber cladding, hanging tiles</li> <li>○ Timber framed windows</li> <li>○ Soffits, fascias, bargeboards, eaves</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Roost Appraisal (PRA).
<ul style="list-style-type: none"> <li>• Structures where there is known current or historic bat use</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Garage, outbuilding, derelict building</li> <li>• Underground structures, cellar</li> <li>• Tunnel, bridge, culvert</li> <li>• Stable, barn or other agricultural building, particularly those of traditional construction</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Roost Appraisal (PRA) in all circumstances. PRA and Barn Owl Survey if in a rural location.
<ul style="list-style-type: none"> <li>• Single skinned building (such as steel prefabricated, wooden shed, concrete blockwork), prefabricated cabins/caravans, conservatory or flat roof building with <b>none</b> of the features listed above. Also, if in a rural location, no openings or cavities.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	No ecological survey required.

**OUTCOME**

Choose one option:

**For sites less than 0.1 ha: I have completed Sections 1 and 2 above and the answers indicate that I do not need a survey.**

**I have prepared a Biodiversity Plan but have not yet submitted it to the Council's Natural Environment Team.**

**I have submitted a Biodiversity Plan to the Council's Natural Environment Team and I am waiting for a certificate of approval.**

**I have a Natural Environment Team certificate of approval and I am submitting this with my application along with my approved Biodiversity Plan.**

**The checklist indicates that I need to prepare a survey and a Biodiversity Plan, but I am not submitting them.**  
 Please explain why:

**CONFIRMATION**

I confirm that I have completed this checklist and the information contained within is accurate to the extent of my knowledge. Failure to supply necessary information or surveys may delay registration/consideration of your application.

Site Address	
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Name	
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Date	
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