

## Local validation requirements

- Any plans or drawings must be drawn to an identified metric scale (showing a scale bar/ruler) and in the case of location and block plans, must show the direction of north.
- The site of the proposed development must be outlined in red including site access arrangements and associated visibility splays.
- Any applications for non-material minor amendments to an approved development should include information in the form of a covering letter listing the proposed changes to the approved scheme.
- For householder applications, the plans should be no larger than standard A3 size.

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Application forms	National requirements	All application types – these must be the current versions of relevant application forms
<p>Plans showing:</p> <p><b>Layout</b> – the location of buildings, internal roads, boundaries and open spaces or other features at a scale of no smaller than 1:500.</p> <p><b>Scale</b> of proposed buildings – to include the upper and lower limits of height, width and length of each building.</p> <p><b>Access</b> – the location and details of proposed access points.</p>	Core Strategy Policy DM2	<p>Outline Planning applications where access, layout and scale <b>have not been reserved</b> (either collectively or individually).</p> <p>Outline planning applications where any matters <b>are reserved</b>, shall include sufficient information (including indicative plans) to enable the LPA to determine the likely effects of the proposal in respect of the matter(s) reserved.</p>
Existing and proposed site sections and finished floor and site levels at a scale of 1:50 or 1:100	Core Strategy Policy DM2	<p>Required in all applications proposing:</p> <ul style="list-style-type: none"> <li>• Changes to land levels.</li> <li>• The winning and working of minerals.</li> <li>• New buildings.</li> </ul> <p>Plans must include scale bars on either side of sections at intervals of 5m (if excavations are below 5m then intervals should be 1m). Plans must show the original ground levels and those proposed, with AOD shown.</p>

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Roof Plans Scale 1:50 or 1:100	Core Strategy Policy DM2	Required for all planning applications involving extensions to buildings existing roofs and for roof details of proposed new buildings.
Phasing plan Scale 1:500 or 1:1000	Core Strategy Policy DM2	<p>Required for all major development.</p> <p>The plan should set out the sequencing of the development of the site, and where necessary should distinguish between the implementation of initial onsite infrastructure (such as drainage and provision of access roads) and the provision of buildings and landscaping.</p> <p>For minerals development, phasing plans should set out the winning, working and restoration phases.</p>
Access visibility sightlines on block plan of site at scale of 1:500 or 1:200	Core Strategy Policy DM2	<p>Required for all applications that propose new or amended access arrangements onto a highway, or where proposals are likely to result in an increase in the traffic generation using existing access points.</p> <p>Where required visibility sightlines fall across third-party land, the applicant must ensure that the correct ownership certificates and notices have been served.</p>
Plans showing details of replacement or new windows and doors for heritage assets.	Core Strategy Policies DM2 and DM11	<p>Required for applications that propose replacement or new windows and doors for buildings located within Conservation Areas, areas covered by an Article 4 Direction that controls replacement or new windows and doors and for Listed Buildings.</p> <p>The plans should include:</p> <ul style="list-style-type: none"> <li>• Details of the windows &amp; doors at a scale of at a scale of 1:10</li> <li>• Sections of typical details of windows and doors at a scale of 1:5</li> <li>• Details of the glazing (identifying clear/obscured/tinted, etc) and the method of fixing (putty or beaded etc)</li> </ul>

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		and a specification of materials and finishes.
Plans showing street scenes at a scale of 1:100	Core Strategy Policy DM2	<p>Required for planning applications that propose new buildings that do not fall into the householder category of development.</p> <p>Street scene drawings should show the appearance of the new building, where it would face onto a public highway and include the existing buildings either side of the application site.</p>
Plan showing all existing on-site habitats within the red line boundary.	National requirements	<p>Required for major and smaller developments, unless exempt from BNG (please see Biodiversity net gain: exempt developments – GOV.UK (<a href="http://www.gov.uk">www.gov.uk</a>)).</p> <p>The plan must be to scale (with North arrow).</p> <p>The habitats shown on the plan should exactly match the pre-development habitats listed in the submitted Statutory Biodiversity Metric and include any irreplaceable habitat.</p>
Statement regarding planning contributions	<p>The NPPF</p> <p>Core Strategy Policies DM4, DM22</p> <p>Relevant Supplementary Planning Documents</p>	<p>All applications when required by the relevant policies of the Development Plan and Supplementary Planning Documents.</p> <p>The following will be required:</p> <ul style="list-style-type: none"> <li>• Information explaining how policy requirements for planning contributions or controls over use (such as affordable housing provision) set out within the Development Plan or planning related guidance would be met.</li> <li>• Where the proposals would not comply with Development Plan policy requirements for contributions, information should be provided to justify a departure from guidance.</li> <li>• In situations where non-compliance is related to project viability, a full open book viability assessment undertaken by a suitably qualified valuer/ surveyor and in accordance with Royal Institution of Chartered Surveyors guidance should be</li> </ul>

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		<p>provided, along with an agreement to fund the Council's costs for evaluating the submitted viability information.</p>
<p>Draft unsigned legal agreement (Unilateral Undertaking, Deed of Variation or s.106 Agreement) , or undertaking to pay the Council's fees to draft the Agreement.</p>	<p>Core Strategy Policies DM4 and DM22</p> <p>Relevant Supplementary Planning Documents</p>	<p>Applications where mitigation is required that cannot be secured by planning conditions. In most cases, this will relate to situations where a financial contribution is required, or where off-site mitigation measures are required in relation to highway &amp; rights of works, ecological measures, biodiversity net gain (to secure any on or off-site gains in the applicant's ownership specifically created to provide gains for the development or where a monitoring fee is required for the Council), or controls over the use of land or buildings.</p> <p>The following will be required:</p> <ul style="list-style-type: none"> <li>• Draft legal agreement (including Unilateral Undertakings) which include as a minimum, the required draft clauses</li> <li>• Proof of title/ ownership and details of any other person(s), companies or other parties who hold an interest in the land/ buildings</li> <li>• Payment of the Council's legal fees</li> <li>• Proof that correct certification has been served in relation to the planning application, or</li> <li>• Where you wish the Council to draft the legal agreement, an undertaking to pay the Council's costs of doing so</li> </ul> <p>It should be noted that the Council can provide copies of precedent legal agreements, via the Planning Services website.</p> <p>Where you wish the Council to draft a Unilateral Undertaking, the Council's standard fee should be paid prior to validation.</p>
<p>Ecology Survey and Report</p>	<p>NPPF</p>	<p>Required for all applications where the proposal:</p>

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	Core Strategy Policies SP5 and DM12	<p>is located within or adjacent to a designated nature conservation site (including local designations) and/or would potentially have an impact on protected habitats or species, where they are known to exist, or if the proposed development site has the potential to support them. The ecology report should as a minimum include:</p> <ul style="list-style-type: none"> <li>• A desk-top study of habitats, designated sites and local species records for the proposal site and surrounding area.</li> <li>• An assessment of the existing on-site habitats (using UKHab classification) and potential impacts of the proposal on habitats and protected species, including a Preliminary Bat Roost Assessment (PBRA) and additional protected species surveys, where required.</li> <li>• Plans to identify and map the location of habitats within or adjacent to the red line boundary (these should match plans submitted for BNG purposes).</li> <li>• Proposals for ecological mitigation, which should align with any BNG proposals submitted.</li> <li>• For applications where there is likely to be a significant ecological impact (e.g major development), this should be presented within an EclA. For proposals that would have a smaller impact, a PEA report would likely be sufficient.</li> </ul> <p>Reports must be produced by a suitably qualified, experienced ecologist. Protected species inspections/surveys must be carried out by a licenced ecologist.</p> <p>Please note that applications will not be determined when the information provided refers to a requirement for further surveys. The application will be returned if the relevant survey cannot take place within the timeframe for determining the planning application (e.g. if it is outside of the relevant survey season). The application should be resubmitted once the survey has taken place.</p>

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Plan to show proposed post-development habitats and on-site biodiversity net gains.	National requirements  NPPF	Required for major and smaller developments, unless exempt (please see Biodiversity net gain: exempt developments – GOV.UK ( <a href="http://www.gov.uk">www.gov.uk</a> ))  Plans should align with the proposed post-development habitats given in the BNG metric and BNG statement, along with any ecology and tree mitigation.
Biodiversity Net Gain Statutory Metric tool	National requirements  NPPF	Required for major and smaller developments, unless exempt (please see Biodiversity net gain: exempt developments – GOV.UK ( <a href="http://www.gov.uk">www.gov.uk</a> )).  Fully completed and dated Statutory Biodiversity Metric to show the pre-development biodiversity value of the site at the date of application (or earlier date) and proposed post-development biodiversity value of the development: <ul style="list-style-type: none"> <li>• Macro disabled version or <a href="#">Small Sites Metric</a> (SSM) must be used (the SSM can only be used if the site and development meets the relevant criteria)</li> <li>• This must be submitted as an Excel document (NOT as a PDF)</li> <li>• The date and value calculated in the metric should match those provided in the planning application form.</li> <li>• Where degradation (e.g via vegetation clearance) has been undertaken prior to the date of application, the metric should show the on-site habitats and pre-development biodiversity value of the onsite habitat on the date immediately before degradation.</li> </ul>
Biodiversity Net Gain (BNG)Statement	National Requirement  NPPF  Core Strategy Policy DM12	Required for major and smaller developments, unless exempt (please see Biodiversity net gain: exempt developments – GOV.UK ( <a href="http://www.gov.uk">www.gov.uk</a> ))  The statement should include the following as a minimum: Where 'degradation' (e.g. via vegetation clearance) has been undertaken on the site between 30 January 2020 and the date of the

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		<p>planning application being submitted a statement is required which must detail what <a href="#">degradation</a> of habitats has taken place, the date it occurred, and any supporting evidence.</p> <p>Where Irreplaceable Habitat exists on the site:</p> <ul style="list-style-type: none"> <li>• Description of any irreplaceable habitat (set out in column 1 of the <a href="#">Schedule of the Biodiversity Gain requirements</a> (Irreplaceable Habitat) Regulations [2024]) on the application site that exists on the application date (or earlier where justified)</li> <li>• Details of how BNG would be delivered for the development: either via on-site gains, an off-site gain site specifically created to provide gains for the development, purchase of off-site units on the market or purchase of statutory credits (or a combination), including evidence for how the BNG mitigation hierarchy has been considered.</li> <li>• A draft compensation plan for any impacted irreplaceable habitats.</li> </ul> <p>Where an offsite gain site is to be created specifically for the development, details of location and suitability of site for the proposed habitats will be needed.</p> <p><b>Some details will not be required until the Biodiversity gain plan is approved (post permission):</b></p> <ul style="list-style-type: none"> <li>• <b>Completed metric showing final values</b></li> <li>• <b>Final details of off-site units purchased</b></li> <li>• <b>Proof of registration of the gains site on the Biodiversity Gains Register</b></li> <li>• <b>Allocation of gains to the development on the Biodiversity Gains Register</b></li> </ul> <p>Where a development would deliver BNG requirements in a phased manner, the BNG net gain statement and associated ecology reports should demonstrate how BNG requirements would be met at each stage.</p>

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Draft Habitat Management and Monitoring Plan (HMMP)	Local requirement	<p>Required for any application that includes off-site habitat creation as part of its Biodiversity Net Gain or ecological mitigation or compensation strategy, or 'significant' on-site enhancements as part of a development's on-site biodiversity net gain proposals.</p> <p>The plan should include how habitats will be created, retained, managed to meet the condition required (as shown within the biodiversity metric) and monitored for 30 years. This is likely to result in the requirement for a legal agreement.</p>
Self-Build/ Custom Build Dwellings confirmation form.	NPPF	<p>Applicants will need to complete the Council's <a href="#">Self-build/ Custom Build form</a> and submit it to the LPA for planning applications that propose dwellings to be classed as self-build or custom build* in accordance with the Self Build and Custom Housebuilding Act 2025.</p> <p>*Self-build and custom build dwellings are currently exempt from the requirement to demonstrate Biodiversity Net Gain (BNG). Any subsequent application to remove or vary this condition may need to be accompanied by appropriate information to demonstrate the required level of BNG in line with the requirements of Schedule 7A of the Town and Country Planning Act 1990.</p>
Flood Risk Assessment (including sequential and exceptions tests, as necessary)	NPPF Core Strategy Policy DM14	<p>Required for all Planning applications for development proposals of 1 hectare or more in Flood Zone 1 and all proposals for new development or changes of use located in Flood Zones 2 and 3 based on the modelled extents of these Flood Zones in the Council's published SFRA and the latest flood risk information issued by the Environment Agency.</p> <p>The Assessment should include as a minimum:</p>



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		<ul style="list-style-type: none"> <li>• Identify and assess the risks of all forms of flooding to and from the development and identify how flood risks will be managed, taking climate change into account.</li> <li>• Set out how the Sequential and Exceptions Tests set out within the NPPF have been considered, where necessary</li> <li>• Include the design of surface water management systems for the development taking into account the drainage hierarchy.</li> <li>• Plans showing existing and proposed land levels, and the flood zones across the site</li> </ul> <p>The FRA should take account of the Council's most up to date Strategic Flood Risk Assessment, the Shoreline Management Plan and relevant Environment Agency guidance.</p>
<p>Drainage Strategy (including the requirements for sustainable drainage systems under the Flood and Water Management Act 2010 and in line with our SuDS SPD) and a Foul Sewage and Utilities Assessment</p>	<p>NPPF Core Strategy Policies DM14 and DM21</p>	<p>Required for all non-householder planning applications requiring new or changed foul or surface water drainage systems on sites over 0.25 hectares in Flood Zone 1, and for all sites within flood zones 2 &amp;3</p> <p>The Strategy should include the following information as a minimum:</p> <ul style="list-style-type: none"> <li>• Plans showing existing drainage infrastructure for the site.</li> <li>• Plans showing proposed drainage infrastructure for the site, setting out details of foul and surface water infrastructure, and whether the site would be connected to mains sewers or not.</li> <li>• A management strategy for new drainage infrastructure.</li> <li>• If necessary due to the scale of the development, details of decontamination equipment such as hydrocarbon interceptors and silt traps/trash screens.</li> </ul>

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		<p>For major developments, an assessment of pre and post development flow rates for surface water, taking account of climate change and ground conditions. This information should also explain mitigation measures to ensure suitable flow rates, such as storage tanks, use of landscaping/ Sustainable Urban Drainage systems (SUDs), hydrobrakes etc and plans detailing the infrastructure. The SuDS hierarchy set out in our SuDS SPD should be followed when preparing a drainage strategy.</p>
Nitrates Mitigation Strategy	Isle of Wight Council Position Statement: Nitrates	<p>Required for all developments that would result in a net increase in dwellinghouses or tourism accommodation within the <a href="#">nitrate neutrality catchment</a> area on the island.</p> <p>The Strategy should include the following information as a minimum:</p> <ul style="list-style-type: none"> <li>• Confirmation of the means of foul drainage for the development (whether connecting to mains sewerage system or relying on an onsite solution).</li> <li>• Where connected to mains sewerage system, copies of correspondence from the Statutory Sewerage Provider confirming which Wastewater Treatment Works wastewater would be directed to.</li> <li>• Details of the type of onsite sewerage treatment solution to be delivered, including technical information and evidence provided by the manufacturer, that sets out any nitrate efficiency rating and a completed nutrients budget, utilising the relevant Natural England nutrient calculator.</li> </ul>
Draft Construction Environmental Management Plan	Core Strategy Policies SP5, DM2, DM12	<p>Required for major developments. The draft CEMP should set out measures to control issues such as:</p> <ul style="list-style-type: none"> <li>• Noise and vibration disturbance</li> <li>• Dust management</li> <li>• Location of temporary construction and storage compounds</li> <li>• Parking areas for construction staff</li> </ul>

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		<ul style="list-style-type: none"> <li>• Protection of retained environmental features such as marine environments, watercourses, hedgerows, trees, woodland and other land to be retained for biodiversity reasons</li> <li>• Mud and debris on the adjacent highway network</li> <li>• Protection of wildlife and habitats</li> </ul>
Ground Stability / Behaviour Assessment	Core Strategy Policy DM2	<p>Applications for operational development located in an area of known ground instability. The Council's maps relating to areas of known instability can be seen via the <a href="#">Coastal management</a> webpages.</p> <p>The assessment should be carried out by a competent person and be in line with best practice guidance.</p>
Heritage Statement	NPPF Core Strategy Policy DM11	<p>All applications, including demolition which affect, or have the potential to affect, a designated or non-designated heritage assets, including their setting.</p> <p>Where an application site includes, or is considered to have the potential to include, features of archaeological interest.</p> <p>The Statement should include as a minimum the following information:</p> <ul style="list-style-type: none"> <li>• A statement or impact assessment that should consider and describe the significance of the Heritage Asset(s), including their setting.</li> </ul> <p>The statement can be provided as a separate statement or as part of the Design and Access Statement. However, if included within the Design and Access Statement it should be clearly labelled.</p>
Hydrogeological Risk Assessment	Core Strategy Policies SP5, SP9, DM12 & DM20	Required for applications that propose the winning and working of minerals and proposals that may affect groundwater quality and supplies.

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		<p>The Assessment will require the following information:</p> <ul style="list-style-type: none"> <li>• A desk top study showing the geographical and hydrological characteristics for the area.</li> <li>• The results of intrusive ground investigations and groundwater monitoring undertaken as a result of the desk top study.</li> <li>• Geotechnical recommendations regarding ground water levels and mitigation measures to prevent impacts on ground water quality and supplies.</li> </ul> <p>The risk assessment should be carried out by a suitably qualified person.</p>
Land Contamination Assessment	<p>NPPF</p> <p>Core Strategy Policy DM2</p>	<p>Required for all applications where:</p> <ul style="list-style-type: none"> <li>• Contamination is known or suspected to exist on site;</li> <li>• Proposed uses are likely to be sensitive to known contaminants;</li> <li>• The site is on the Council's list of contaminated sites (maintained in accordance with Part IIA of the Contaminated Land (England) Regulations 2006).</li> <li>• The site is within 250 metres of a licensed or historic landfill site</li> </ul> <p>The Assessment should include the following information:</p> <ul style="list-style-type: none"> <li>• A Phase 1 report with a desk study listing current and historic uses of the site and adjoining land, together with a site reconnaissance shall be provided, to determine the likelihood of contamination.</li> <li>• A preliminary conceptual site model (showing all potential pathways between contaminants and receptors – known as pollutant linkages) together with a preliminary risk assessment of these pollutant linkages.</li> </ul>

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		<ul style="list-style-type: none"> <li>• Unless this initial assessment clearly demonstrates that the risk from contamination can be satisfactorily reduced to an acceptable level, further site investigations and risk assessment will be needed before the application can be determined.</li> </ul> <p>Reports must not be more than five years old and shall be undertaken by a competent person.</p>
Lighting Assessment	Core Strategy Policies SP5, DM2, DM11 & DM12	<p>Required for major development or for those developments that would result in additional external lighting or glazing within the National Landscape (AONB).</p> <p>The Assessment should include the following information:</p> <ul style="list-style-type: none"> <li>• Details of proposed external lighting</li> <li>• Details of the light output of the proposed lighting</li> <li>• Lighting measures adopted to prevent light spillage or glare and to protect the character of the area and amenity of nearby properties and uses</li> </ul>
Landscape and Visual Impact Assessment	<b>Core Strategy Policies SP5, DM2, DM11 &amp; DM12</b>	<p>Required for developments listed within schedules 1 of 2 of the Town and Country Planning (Environmental Impact Assessment) Regulations, and/ or that would be likely to have a significant impact on the surrounding landscape, surrounding settlements or the character of the site.</p> <p>The Assessment should include the following information:</p> <ul style="list-style-type: none"> <li>• A desk top assessment of National and Local Character Assessments for the relevant area</li> <li>• Set a zone of theoretical visual influence for the development</li> <li>• A detailed assessment of the landscape and visual impacts of the proposed development, taking into account existing characteristics of the site and</li> </ul>

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		surrounding area, based on the Guidelines for Landscape and Visual Impact Assessment
Retail Impact Assessment (including, when necessary, a sequential assessment for main town centre uses)	NPPF Core Strategy Policies SP1, SP3, DM9, and DM10	<p>Required for applications for retail uses where the retail element exceeds 2,500 square metres (or the most recently adopted figures set out in the Development Plan) and would not be located within a defined town centre boundary.</p> <p>The Assessment should include the following:</p> <ul style="list-style-type: none"> <li>• An assessment of the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal.</li> <li>• The impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and the wider retail catchment (as applicable to the scale and nature of the scheme).</li> </ul>
Transport Assessment / Statement (to include travel plans as necessary)	NPPF Core Strategy Policy SP7	<p>Required for all applications where proposals would lead to significant transport implications as outlined within the NPPF.</p> <p>The Assessment should be undertaken by a suitable, qualified transport consultant.</p>
Telecommunications Development Supplementary Information	NPPF Core Strategy Policy DM2	Required for all planning applications involving the proposed installation of telecommunications equipment. Information shall comprise a statement setting out dimensions, location and justification of the telecommunications equipment.
Tree Survey/ Arboricultural Statement? Hedgerow Assessment	NPPF Core Strategy Policies SP5, DM2, DM12	Required for applications where trees or hedgerows within the site are likely to be lost, impacted upon or where the proposal would lead to an increased pressure to remove trees or hedgerows.

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		<p>In situations where hedgerows are to be removed, a Hedgerow Assessment will be required to establish whether it is protected based on the length of the hedgerow, its location and importance. Government guidance on this issue can be found at <a href="https://www.gov.uk/guidance/countryside-hedgerow-protection-removing-hedgerows">Countryside hedgerow protection: removing hedgerows - GOV.UK</a></p> <p>Where an applicant considers that trees will not be affected by proposals, a statement stating this should be provided.</p> <p>The Survey/ Statement should include the following information:</p> <ul style="list-style-type: none"> <li>• A tree survey that includes plans that identifies the position of the trees and schedule that describes them (see part 4 of BS 5837). The information should accurately show the canopy of trees and their Root Protection Area (RPA).</li> <li>• An assessment of how trees have been accounted for in respect of the layout and design of the scheme, taking into account issues such as shade patterns, RPAs and landscaping of the site, a justification for any trees that would be removed and mitigatory planting.</li> <li>• Arboricultural Method Statement that demonstrates how trees will be protected in relation to the finalised design. It may be as simple as a position and specification for tree protection fencing or contain complicated method statements and engineering drawings (see section 7 of BS 5837).</li> <li>• Photographs of the trees are also useful.</li> <li>• Tree information should align with information submitted in relation to Biodiversity Net Gain (BNG). For example, pre-development metric calculations must include all existing trees, and proposals for on-site BNG and tree information should align.</li> </ul>

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Ventilation/ Extraction Statement	<p>NPPF</p> <p>Core Strategy Policy DM2</p>	<p>Required for all applications for:</p> <ul style="list-style-type: none"> <li>• uses involving hot food preparation including restaurants, cafes, takeaways and pubs</li> <li>• for proposals involving light industrial and general industrial uses likely to generate odours.</li> </ul> <p>The statement shall include details including scaled drawings of the proposed means of extraction and technical specification of the equipment intended to be installed, noise and odour abatement measures.</p>
Agricultural Land Assessment	NPPF	<p>Required for major developments that would result in the loss of best and most versatile (BMV) land (grades 1 to 3a).</p> <p>The Assessment should include the following:</p> <ul style="list-style-type: none"> <li>• Evidence of soil classification for the land based on information provided by DEFRA or the British Geological Survey. Where this information is inconclusive, the results of field and laboratory testing should be provided, to demonstrate the likely soil classification of the land</li> <li>• Evidence of yield rates for the land</li> <li>• Justification for the loss of BMV</li> </ul>