

# Validation Checklist for Planning and Other Applications

Full Version

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## Introduction

This document is for use by applicants and agents when submitting planning and other related applications. The City Council recognises that different types of application require different levels of information and supporting documentation and this checklist should be used to determine what information is required for each application type.

The checklist is split into two main parts:

1. national requirements – these are mandatory
2. local requirements – these are determined by the City Council and the submission of this information will vary depending on the nature of the proposal.

### **The checklist will:**

- help you to understand the type and extent of information that is required;
- provide greater certainty;
- enable us to have all the information we need in order to determine the application, draft the planning permission and word any planning conditions required; and
- minimise the risk that we will have to go back to you for more information which can result in unnecessary delays.

## Submitting Applications

We welcome the submission of applications electronically via the Planning Portal – [www.planningportal.gov.uk](http://www.planningportal.gov.uk). Payment of application fees can also be made via the Planning Portal or by paying over the phone by credit or debit card (01772 906912).

If you choose to submit a paper copy of your application, you will need to provide two copies (one plus the original) of all documents and forms, unless you have already been advised that more paper copies are required.

### **You can help us to process your application quickly by:**

- Submitting your application online and making payment electronically
- Including all the necessary information
- Avoiding the use of large file sizes
- Including a document schedule
- Agreeing the information requirements with us prior to submission, including the submission of additional copies of documents or CDs if required
- Corresponding with us by email

## The Validation Process

If you do not submit an application in accordance with the requirements of the checklist we are entitled to declare the application invalid. If this happens, we will set out our reasons for doing so and specify the information required in order to make the application valid. Wherever possible we will seek to do this via email and within one working day of receiving your application. If you do

not agree that a particular piece of information is required to accompany your application, please provide written justification with the application and this will be considered. The Town and Country Planning (Development Management Procedure) (England) (Order) 2015 sets out the procedure if there is disagreement regarding the information required to make an application valid.

**We will only ask for information which is genuinely necessary and related to the scale and nature of your application**

The time period from application to decision begins the day after a valid planning application and the correct fee (where a fee is payable) have been received. If the application is submitted electronically it will be treated as having been delivered at 9am on the next working day following the date of its transmission. The day a valid application is received counts as day zero. Applications will be marked with the date of receipt. We will send a letter to you confirming the validity of the application and the start date of the statutory period for determination.

If an apparently valid application is later found to be invalid because of a factual or legal inaccuracy, the original start date for processing the application will be disregarded. The time from application to decision will start again on the revised validation date.

### **Pre-Application Discussions**

We provide a coordinated service for customers requiring pre-application advice for schemes which are considered as 'major' or raise particularly complex issues. Such advice is provided through our Development Team. For further information on the benefits of the Development Team, details of who to contact and the charges for pre-application advice for major schemes please visit the Council's website:

<http://www.preston.gov.uk/yourservices/planning/planning-applications/application-advice/major-development-advice/>

You are also advised to make early contact with statutory consultees, such as the Highways England, Historic England and the Canal and River Trust. Contact details, websites and other useful information can be found in the 'Further information/policy background' parts of the relevant section of this checklist.

## **NATIONAL STATUTORY REQUIREMENTS**

### **All drawings must:**

- Be at a recognised metric scale
- Show a north point
- Include a linear scale bar

All drawings should also include a reference number (and highlight any revisions as applicable) as these are referred to in planning conditions

## 1. The completed standard application form

Required for all applications

This should be submitted electronically, but paper copies will be accepted. For complex applications further copies may be requested to assist in the speed with which applications are dealt with. The number of copies required in such circumstances should be agreed with the LPA at pre-application stage. All relevant questions should be answered and if not relevant to the application, then the words 'not applicable' should be inserted for clarity.

## 2. The correct fee

Required for all applications unless an exemption or concession applies

Where a fee is necessary it must be provided in accordance with the statutory fee scale. If you consider that no fee is necessary, you should specify the reasons for this view. If, however, no fee is required because the application is a resubmission of a previously refused or withdrawn proposal, the planning reference number of the previous application should be provided. An up to date schedule of fees can be viewed on the Planning Portal's website <http://www.planningportal.gov.uk/planning/applications/howtoapply/whatitcosts>

## 3. Ownership Certificates and Agricultural Land Declaration

Required for applications for full or outline planning permission including changes of use and house extensions, listed building consent and conservation area consent

One of the following Certificates A, B, C and D must be completed stating the ownership of the property:

- Certificate A: When the applicant is the sole owner;
- Certificate B: When person(s) other than the applicant are known to own part or all of the application site;
- Certificates C and D: When not all or none of the owners of the site are known.
- For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

A Part 1 notice must be sent by the applicant to any owners of the application site other than the applicant if Certificate B has been completed. It may also be required if Certificate C has been completed. A copy must be served on each of the individuals identified in the relevant certificate.

## 4. Location Plan

Required for all applications

This should:

- Be up to date and of Ordnance Survey quality;
- Be at a scale of 1:1250 or 1:2500;
- Show a north point;

- Show at least two main roads;
- Show surrounding buildings which are named or numbered;
- Clearly identify the application site with a red edge which should include all the land required to carry out the proposed development (such as land required for access to the site from a public highway);
- Show any other land in the control or ownership of the applicant which is close to or adjacent to the application site with a blue edge; and
- Show the exact location of the application site.

## 5. Site Plan/Block Plan

Required for all applications

This should:

- Be at a scale of 1:500 or 1:200;
- Show the direction of North;
- Show the proposed development in relation to the site boundaries and other existing buildings on the site; and
- Include written dimensions including those to boundaries.

It should also include the following, unless these would not influence or be affected by the proposed development

- All the buildings, roads and footpaths on land adjoining the site including access arrangements;
- All public rights of way crossing or adjoining the site;
- The position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- The extent and type of any hard surfacing; and
- Boundary treatment including walls or fencing where this is proposed.

## 6. Existing and Proposed Floor Plans

Required for applications:

- Where new floor space is proposed;
- Where a change in the use of floor space is proposed; or
- For advertisement consent to show the position of proposed advertisements.

These should:

- Be drawn to a recognised metric scale, preferably 1:50 or 1:100;
- Explain the proposal in detail;
- Clearly show any existing walls or buildings to be demolished; and
- Show the development in context with any adjacent buildings (including property numbers where applicable).

## 7. Existing and Proposed Elevations

Required for applications where:

- New elevations are proposed; or
- Existing elevations are altered.

These should:

- Be drawn to a recognised metric scale, preferably 1:50 or 1:100;
- Explain the proposal in detail;
- Show details of the existing building and those for the proposed development;
- Show all sides of the property (including any blank elevations) and indicate where possible the building materials and the style, materials and finish of windows and doors;
- Correspond exactly with the plan drawings; and
- Clearly show the relationship with any adjoining buildings or buildings in close proximity and provide details of the positions of any openings on each building.

They are also required for applications for advertisement consent to show:

- The size and position of the proposed advertisement(s) and any associated illumination in relation to the associated site and buildings;
- The height above ground level;
- The amount of projection;
- Materials and colours; and
- Method of fixing.

## 8. Existing and proposed site sections and finished floor and site levels

Required for applications:

- Where a proposal involves a change in ground levels – drawings should be submitted to show both existing and finished site and floor levels
- On sloping sites – information is required concerning alterations to levels, the way in which a proposal sites within the site and in particular the relative levels between existing and proposed land and buildings.

These should:

- Be drawn to a recognised metric scale, preferably at 1:50 or 1:100;
- Show a cross section through the proposed building(s); and
- Demonstrate how the proposed building(s) relates to existing site levels and to neighbouring development (with levels related to a fixed datum point off site).

## 9. Roof plans

Required for applications where new roof details are proposed

These should:

- Be drawn to a recognised metric scale, preferably at 1:50 or 1:100; and
- Include details of roofing materials, vents etc.

## 10. Design and Access Statements

Required for:

- All major applications;
- All development within a designated area\* where the development consists of the provision of one or more dwellinghouses or the provision of a building or buildings where the floorspace created by the development is 100 square meters or more; and
- All applications for listed building consent.

Design and Access Statements **are not** required for the following:

- a) permission to develop land without compliance with conditions previously attached, made pursuant to Section 73 of the Town and Country Planning Act 1990;
- b) engineering or mining operations;
- c) a material change of use of land or buildings;
- d) development which is waste development;
- e) extensions to the time limits for implementing existing planning permissions;
- f) An application for advertisement consent;
- g) Works to trees;
- h) The storage of hazardous substances;
- i) Prior approval for proposed development;
- j) Non-material amendments to existing planning permissions; or
- k) Reserved matters applications.

*\*For the above purposes, "designated area" means a conservation area or a World Heritage Site.*

The Design and Access Statement should seek to explain and justify your proposal in a structured way. The level of detail required will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. Design and Access Statements should:

- Explain the design principles and concepts that have been applied to the development;
- Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;
- explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account;
- state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and
- explain how any specific issues which might affect access to the development have been addressed.

When a planning application is submitted in parallel with another type of application, for example, an application for listed building consent, a single combined Design and Access Statement should address the requirements of both.

## 11. Environmental Statement

Required for development falling within the provisions of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 (as amended)

Where an EIA is required, an Environmental Statement in the form set out in Schedule 4 of the Regulations must be provided. Where an EIA is not required, the Local Planning Authority may still require environmental information to be provided. You can request a 'screening opinion' (i.e. to determine whether an EIA is required) from the Local Planning Authority before submitting an application.

## LOCAL REQUIREMENTS

We may also require additional information prior to the validation of an application depending on the type of development proposed and the character of the area within which the site is located. You are advised to seek advice on the need for such additional information at pre-application stage.

**The following statements can be combined into one document and do not have to be submitted as separate statements. It is however useful for each statement to be clearly defined under sub-headings or bullet points. In certain circumstances, we may also ask for specific additional supporting information if considered necessary to determine the application.**

### 1. Affordable Housing Statement

Required for applications for residential development for 15 dwellings and above (0.5ha) or 10 dwellings or above in rural areas

Where residential developments of 15 dwellings or more are proposed (or 10 dwellings or more in rural areas), a statement demonstrating how the proposal accords with the Council's Affordable Housing Supplementary Planning Document should be submitted with the application. Applicants are advised to contact the Council's Affordable Housing Officer to discuss type/tenure prior to the submission of a planning application. Details of the affordable type/tenure/number will be required to be submitted as part of the affordable housing statement.

If applicants do not feel that housing schemes would be viable at the levels set out in the Core Strategy, a financial appraisal/viability report (to include such matters as land acquisition costs, build costs, sales values, fees etc) must be submitted with the planning application. In circumstances where an independent consultant is required to appraise and assess the financial appraisal/viability report on the Council's behalf, these fees must be paid for by the applicant. This should be discussed in more detail with the case officer.

#### **Further information/policy background:**

- *Core Strategy Policy 7: Affordable and Special Needs Housing*
- *Local Plan Policy HS4: Rural Exception Affordable Housing*
- *Supplementary Planning Document: Affordable Housing*

### 2. Agricultural Need Statement

Required for applications for agricultural buildings and agricultural workers dwellings

The statement should include the following information:

- Size of the agricultural unit on which the building is to be erected;
- Details of any additional rented land; these details should include the basis on which the land is rented (i.e. how long it has been rented for including start and end contract dates and what type of contract there is for each piece of land;

- A plan to show the location and boundaries of the agricultural holding and any additional rented land (preferably in the form of the Defra map of land registered to the applicant);
- Details of any other buildings used, including those on the rented land (details should include the floor space of the building and what each part of the building is currently used for);
- Precise details of the proposed use of the building, including details of the floor area for each proposed use;
- Details of the number of animals kept at the site (where relevant); and
- For applications for agricultural workers dwellings, details are also required of those employed at the site, and whether this is on a full or part time basis and their only source of income.

**Further information/policy background:**

- Core Strategy Policy 13: Rural Economy
- Local Plan policies HS5: Agricultural Workers Dwellings and EN1: Development in the Open Countryside
- Supplementary Planning Document: Rural Development

### 3. Air Quality Assessment

Required for applications where:

- the development is proposed inside, or adjacent to an Air Quality Management Area (AQMA);
- the development could result in the designation of an AQMA; or
- the grant of planning permission would conflict with, or render unworkable, elements of the Council's Air Quality Action Plan.

Applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area.

**Further information/policy background:**

- Core Strategy Policy 30: Air Quality
- The Council's Air Quality Action Plan and information on the five Air Quality Management Areas in Preston (Lythgate (off Church Street), Blackpool Road/Plungington Road, Broughton, New Hall Lane and London Road) can be found on the Council's web site <http://www.preston.gov.uk/yourservices/environmental-health/pollution--noise-and-other-nuisances/air-quality/>

### 4. Biodiversity Survey and Report

Required for developments which impact upon:

- Biological Heritage Sites
- Geological Heritage Sites
- Wildlife Corridors
- Red Scar & Tun Brook Site of Special Scientific Interest
- Ribble and Alt Estuaries Special Protection Area/Ramsar site, including the Ribble Estuary SSSI and the National Nature Reserve

AND

Development which is likely to affect the habitat of protected species\*, species included on the S41\*\* list and priority habitats and species, including:

- Barn conversions
- Demolition
- Work affecting roof spaces
- Removal of trees and hedgerows

Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of the application. This should take the form of a biodiversity survey/ecological assessment carried out by a qualified ecologist or other suitably qualified professional. The assessment may incorporate a wildlife survey, where there are, or may be, protected species on or adjacent an application site. Where relevant, it should also include the impacts of dust and nutrient inputs on sensitive species.

**Further information/policy background:**

- Core Strategy Policy 22: Biodiversity and Geodiversity
- Natural England offers a pre-application advisory service - [www.gov.uk/discretionary-advice-service-get-advice-on-planning-proposals-affecting-the-natural-environment-in-england](http://www.gov.uk/discretionary-advice-service-get-advice-on-planning-proposals-affecting-the-natural-environment-in-england)
- Check whether a proposal is within close proximity to internationally or nationally designated sites – [www.natureonthemap.naturalengland.org.uk/](http://www.natureonthemap.naturalengland.org.uk/)
- The Bat Conservation Trust – [www.bats.org.uk](http://www.bats.org.uk)
- [www.buglife.org.uk](http://www.buglife.org.uk)

*\*Protected Species are identified in the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats, etc) Regulations 1994, and the Protection of Badgers Act 1992.*

*\*\*This refers to Section 41 of the Natural Environment and Rural Communities Act 2006. Please see Natural England's website for more information*

## 5. Community Infrastructure Levy – Planning Application Additional Information Requirements

Required for all applications

The Community Infrastructure Levy (CIL) is a charge on some forms of development collected to help deliver infrastructure improvements relating to matters such as transport, education, health and leisure. CIL is charged on a £s per square metre basis (gross internal floorspace). The levy was introduced on 30<sup>th</sup> September 2013 and relates to planning permission issued from that date.

The Planning Application Additional Information Form (available from the Planning Portal website, please see below) will assist in determining whether a development may be liable for CIL. Please refer to the City Council's Charging Schedule which sets out which developments are liable for CIL and the rate per square metre.

**Further information/policy background:**

- The Planning Portal – <http://www.planningportal.gov.uk>
- [www.preston.gov.uk/CIL](http://www.preston.gov.uk/CIL)

## 6. Crime Impact Statement

Required for:

- All major developments;
- ATMs; or
- Other minor developments which may increase the risk of crime or which are sited in an area where crime and disorder is a particular issue

A Crime Impact Statement (CIS) can assist in adapting development to avoid/reduce the adverse effects of crime and disorder and can help to allay public fears about a development that could be brought about by lack of information. The CIS can be incorporated into an accompanying Design and Access Statement, but will need to include:

- an assessment of crime and disorder issues in the vicinity of the development site;
- an assessment of the development proposal in terms of its likely impact on crime and disorder;
- suggested design solutions that will reduce the proposal's vulnerability to crime and disorder (for example consideration given to design, layout, and hours of use); and
- information on the consideration of achieving Secured By Design accreditation.

**Further information/policy background:**

- Core Strategy policies 17: Design of New Buildings and 26: Crime and Community Safety
- [www.securedbydesign.com](http://www.securedbydesign.com)
- Lancashire Constabulary Designing Out Crime Officers: <https://www.lancashire.police.uk/help-advice/property-safety/designing-out-crime-secured-by-design/>

## 7. Daylight/Sunlight Assessment

Required for applications proposing development that may cause significant issues of overshadowing of either existing or proposed buildings or adjoining land

**Further information/policy background:**

- Core Strategy Policy 17: Design of New Buildings

## 8. Economic Statement

- a) a Sequential Assessment will be required for all applications for main town centre uses\* that are not in an existing centre and are not in accordance with an up-to-date local plan
- b) an Impact Assessment will be required for all applications for retail, leisure and office development over 2,500sqm that are not in an existing centre and are not in accordance with an up-to-date local plan

\*as defined in Annex 2 to the National Planning Policy Framework

**Further information/policy background:**

- Core Strategy Policy 11: Retail and Town Centre Uses and Business Based Tourism
- Local Plan Policy EP4: Local Centres
- Local Plan (2004) policies W3: Uses falling outside a Use Class Order, S7: New Small Scale Retail Development within and outside Local Centres, S9: Other Shops in the Urban Area

## 9. Flood Risk Assessment (FRA)

Required for:

- All developments within Flood Zones 2 and 3
- Developments on sites of 1 hectare and over within Flood Zone 1
- Developments within areas where there are specific localise flooding issues and where the proposal could contribute to flooding problems within or outside the development site

A FRA should assess risks from all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequence of flooding, including the design of surface water management systems including Sustainable Drainage Systems (SUDS) (see Section 29 below for more information relating to major developments) and address the requirement for safe access to and from the development in areas at risk of flooding. Where flood risk relates to the Lancaster Canal or Millennium Ribble Link, early contact should be made with the Canal and River Trust.

**Further information/policy background:**

- The Environment Agency flood maps can be found at <http://www.environment-agency.gov.uk/homeandleisure/37837.aspx>
- The Environment Agency's Flood Risk Standing Advice can be found at <https://www.gov.uk/flood-risk-assessment-for-planning-applications> Guidance on the use of sustainable drainage systems can be found at [www.environment-agency.gov.uk/suds](http://www.environment-agency.gov.uk/suds)
- Where flood risk is related to sewer flooding and reservoir inundation it is advisable that early contact is made with United Utilities.
- [www.canalrivertrust.org.uk](http://www.canalrivertrust.org.uk)
- Core Strategy Policy 29: Water Management

## 10. Health Impact Assessment

Required for all applications on Strategic Sites or within Strategic Locations\* requiring an Environmental Impact Assessment

*\*as defined in Core Strategy Policy 1: Locating Growth (Cottam and North West Preston)*

It is important that the effect of development proposals on the health of a community is tested through a 'Health Impact Assessment'. Such assessments should identify any adverse impacts of a proposal and how positive impacts can be maximised for all sections of community. They should also provide details of the outcome of discussions with the Primary Care Trust (or other service provider) where new or expanded health care facilities are required.

**Further information/policy background:**

- Core Strategy Policies 1: Locating Growth and 23: Health

## 11. Heritage Statement

Required for applications proposing:

- Alterations to or demolition of a listed building or building(s) within a conservation area;
- Alterations or new development affecting the setting of a listed building
- Works to a historic park or garden
- Works affecting any known or suspected archaeological site
- Works to or demolition of a non-designated heritage asset

The level of detail should be proportionate to the importance of the heritage asset and the significance of the change being applied for, and sufficient to understand the potential impact of the proposal on the significance of the heritage asset. Heritage statements should include:

- A statement of the archaeological, architectural, historical or other significance of the building, its site and setting, including any pre-application research and evaluation;
- A schedule of works affecting the asset, its site and setting;

- An assessment of the impact of the proposals on the special interest and character of the asset, its site and setting and that of any adjacent heritage assets; and
- Justification for the proposals, in terms of the principles applied, together with any mitigation measures proposed.

**Further information/policy background:**

- Lancashire County Archaeology Service website: <http://www.lancashire.gov.uk>
- Archaeology Data Service online search facility: <http://ads.ahds.ac.uk/index.html>
- Core Strategy Policy 16: Heritage Assets
- Local Plan Policy EN8: Development and Heritage Assets

## 12. Land Contamination Assessment

Required for applications where:

- Contamination is known or suspected;
- Development is proposed on previously developed land
- Development is proposed within 250m of a current or former landfill site
- The proposed use would be particularly vulnerable to ground contaminants (for example allotments, residential development, schools or hospitals)

The Council will normally expect a Phase 1 Desk Study to be submitted for any application (full or outline) which would result in a sensitive end use on a contaminated site. If a site is known to have or identified as having high levels of contamination, a Phase II Intrusive Investigation Survey may also be required.

**Further information/policy background:**

- Core Strategy Policy 17: Design of New Buildings

## 13. Landscaping Scheme

Required for all applications (except for changes of use, or for outline applications where layout is not applied for) where existing or proposed landscaping would contribute to the acceptability of the proposed scheme

The landscaping scheme should identify the main areas and types of planting and hard surfaces (existing and proposed). This should be shown on the site layout plan. Existing landscaping should, wherever practicable, be retained and protected during construction of the development. Where no landscaping is proposed, adequate justification should be given as to why a scheme is not required.

Where landscaping is considered to be of material importance to the determination of the proposed development, the Council will require a more detailed scheme, which should include a scaled plan showing hard and soft landscaping details, including details of levels, paving treatment and materials, plant species, position, number and/or densities per square metre with the area given, and the size and specification of the plant material. The details should also include proposals for long-term maintenance and landscape management including the configuration of the planting pits, method of staking or guying, the position of existing and proposed underground services, drainage, overhead services, tree/shrub protection/mulching and a five year planting and maintenance schedule including watering. Details of phasing may be required, particularly for larger sites. For sites that are particularly sensitive in landscape or visual terms (such as large scale developments and developments within or which may affect the setting of areas with a national or international landscape such as Areas of Outstanding Natural

Beauty) a Landscape and Visual Impact Assessment (LVIA) should be undertaken by a qualified landscape professional.

Landscaping proposals should consider what contribution the landscaping of a site can make to reducing surface water discharge. This can include hard and soft landscaping such as permeable surfaces.

**Further information/policy background:**

- BS4428 – Code of practice for general landscape operations (excluding hard surfaces)
- BS3882 – Specification for topsoil and requirements for use
- *Core Strategy Policy 21: Landscape Character Areas*
- *Local Plan policies EN2: Protection of Existing Green Infrastructure and EN3; Future Provision of Green Infrastructure*

## 14. Lighting Assessment

Required for external floodlighting in the vicinity of residential properties, a listed building, a conservation area or open countryside

A lighting assessment should be sufficiently detailed to show how harmful light pollution/light overspill will be avoided, including the type and siting of the lighting and equipment, beam orientation and levels of light spillage on the immediate area and buildings, and the proposed hours when the lighting will be switched on. Consideration should also be given to the potential impacts on wildlife, either within a lighting assessment or a biodiversity survey and report.

**Further information/policy background:**

- The Institution for Lighting Professionals – [www.theilp.org.uk](http://www.theilp.org.uk)
- Core Strategy policies 16: Heritage Assets, 17: Design of New Buildings
- Local Plan policies AD1(a) and (b): Development within (or in close proximity to) the Existing Residential Area and Small scale development within Existing Villages (including the development of brownfield sites) and EN8: Development and Heritage Assets

## 15. Marketing Report

Required for applications proposing residential development on employment sites or premises

The Council expects employment sites and premises to be actively marketed for at least 12 months before a proposal for residential development will be considered. Details of the requirements of a marketing strategy are provided as an appendix to the Council's Supplementary Planning Document: Controlling the Re-use of Employment Premises.

**Further information/policy background:**

- *Core Strategy Policy 10: Employment Premises and Sites*
- *Supplementary Planning Document: Controlling the Re-use of Employment Premises:* [www.preston.gov.uk](http://www.preston.gov.uk)
- *Chorley, Preston and South Ribble Employment Land Review (2009):* <http://www.preston.gov.uk/yourservices/planning/planning-policy/evidence/>

## 16. Mineral Resource Assessment

Required for all applications within a mineral safeguarding area

The Joint Lancashire Minerals and Waste Site Allocation and Development Management Policies Local Plan was adopted by Lancashire County Council in September 2013. The Plan contains, amongst other things, Policy M2 – Safeguarding Minerals. The geographic application of Policy M2 is expressed on the adopted Joint Lancashire Minerals and Waste Policies Map 2: Mineral Safeguarding Areas, and can be viewed on the County Council's interactive mapping website MARIO. The purpose of Policy M2 is to prevent the needless sterilisation of mineral resources from non-mineral development. It does not support any form of development that is incompatible by reason of scale, proximity and permanence with the working of minerals unless certain criteria can be met.

All applications within these areas should include an assessment to specify whether there are minerals present and, if so, whether it is practicable or sustainable to extract them. The assessment should confirm:

- the depth of overburden;
- the quantity and quality of any mineral present;
- the height of the water table;
- the proximity and nature of any surrounding land uses; and
- the size of the site.

The level of detail should be appropriate to the scale and nature of the proposed development, and informed by desk based or intrusive surveys.

**Further information/policy background:**

- <http://mario.lancashire.gov.uk/agsmario/>

Joint Lancashire Minerals and Waste Site Allocation and Development Management Policies Local Plan <http://www.lancashire.gov.uk/council/planning/local-planning-policy-for-minerals-and-waste/>

## 17. Noise Impact Assessment

Required for applications which:

- Introduce a noise source (including vibration) which may cause a loss of amenity
- Introduce a noise sensitive development in an existing noisy area

The noise impact assessment should be prepared by a suitably qualified acoustician and should include details of existing and proposed noise measurements and, where appropriate, mitigation measures.

**Further information/policy background:**

- *Core Strategy Policy 17: Design of New Buildings*
- *Local Plan Policy AD1(a) and (b): Development within (or in close proximity to) the Existing Residential Area and Development within Existing Villages*

## 18. Open Space Assessment

Required for:

- a) Applications relating to the development of existing open space including Areas of Separation, public open space, amenity green space, and school playing fields; and
- b) All residential development (excluding nursing/rest homes, sheltered accommodation and replacement dwellings)

In relation to a) above, you will be required to fully justify the loss of the existing open space having regard to its location, size and quality and its proximity to other similar areas. Where Sport England are involved as a consultee, you will need to submit information to enable them to fully assess the effects of the proposal, as set out in Sport England's Development Control Guidance Note.

In relation to b) you will need to determine whether contributions (on site provision or financial contributions for off-site facilities) towards the different typologies of open space set out in the Open Space and Playing Pitch SPD are required from the development.

**Further information/policy background:**

- Core Strategy policies 18: Green Infrastructure, 19: Areas of Separation and Major Open Space and 24: Sport and Recreation
- Local Plan policies HS3: Green Infrastructure in New Housing Developments, EN4: Areas of Separation, EN5: Areas of Major Open Space, EN2: Protection of Existing Green Infrastructure
- Supplementary Planning Document: Open Space and Playing Pitch
- Sport England Development Control Guidance Note – <http://www.sportengland.org/facilities-planning/planning-for-sport/development-management/>
- Natural England's Accessible Natural Greenspace Standards – [www.naturalengland.org.uk](http://www.naturalengland.org.uk)

## 19. Parking and Access Arrangements

Required for:

- All development requiring the provision of off-street parking or servicing
- All development resulting in the loss of existing parking or servicing provision

All applications requiring the provision of off street parking and servicing will be required to demonstrate adequate on site parking and servicing provision, including mobility spaces and provision for cycling and motorcycles as appropriate. These details should be shown on the existing and proposed site layout plan. The proposed parking provision should be adequately justified and linked to the type of development. The level of information supporting the application should be commensurate with the scale of the development proposed.

**Further information/policy background:**

- Local Plan Policy ST1: Parking Standards and Appendix G: Car Parking Standards

## 20. Planning Obligations/Draft Heads of Terms

Required for all applications which generate requirements for planning obligations

Where guidance notes give details of likely section 106 requirements, either a draft section 106 obligation based on the Local Planning Authority's precedent or a detailed statement of the proposed Heads of Terms should be submitted with the application, together with confirmation that the Local Planning Authority's fees in dealing with the matter will be met.

It is essential that the need for such agreements is identified at an early stage in proceedings in order to avoid any unnecessary delay. The likely content of S106 agreements should be discussed and agreed prior to a planning application being submitted and where Heads of Terms relate to financial payments the exact amounts need to be agreed in advance of a scheme being reported to Planning Committee.

**Further information/policy background:**

- *Supplementary Planning Documents: Affordable Housing and Open Space and Playing Pitch*

## 21. Planning Statement

Required for:

- major developments
- Developments not in accordance with the development plan
- when requested in association with pre-application advice
- other developments which require a detailed understanding of relevant planning policy

The submission of a supporting planning statement provides you with the opportunity to present your case for a proposal to be granted planning permission. The statement should provide an overview of the issues raised and refer to all relevant planning considerations. It should identify the context and need for a proposed development and include an assessment of how the proposed development accords with relevant national, regional and local planning policies, in addition to explaining the benefits of the proposed development, such as job creation, the provision of community facilities or high levels of sustainability.

The Planning Statement can be used to draw together and combine all other statements in one document, as opposed to submitting a series of separate statements. If this approach is taken, for ease of reference it would be useful if each statement is clearly defined under sub-headings or bullet points. In certain circumstances, the Council may also ask for specific additional supporting information if considered necessary to determine the application.

## 22. Public Rights of Way

Required for all proposals affecting a public right of way

A public right of way (PRoW) is a route over which the public has the right to pass and re-pass at any time for the purposes of enjoyment and recreation. The impact of a proposal on a public right of way is a material consideration when a planning application is being decided.

For all proposals affecting a PRoW, the public right of way should be accurately identified on the submitted plans, including details of any proposed diversion.

### **Further information/policy background:**

- Lancashire County Council's Public Rights of Way Team: [www.lancashire.gov.uk](http://www.lancashire.gov.uk)

## 23. Replacement Dwellings and Extensions to Existing Dwellings in the Open Countryside

Required for:

- Applications for replacement dwellings in the open countryside or in the AONB
- Extensions to existing dwellings in the open countryside or in the AONB

Any proposal for replacement dwellings or for extensions to existing residential properties within the Open Countryside or Area of Outstanding Natural Beauty (AONB)\* should be accompanied by a statement setting out how the proposal accords with Supplementary Planning Document 3: Rural Development. The submitted statement shall include full details of the volume calculations

(in cubic metres) of the 'original' property and the volume calculations of the proposal. In the case of extensions to existing dwellings, the volume calculations should be provided of the original dwelling, the proposed extension(s) and any previous extensions that the dwelling may have.

*\*(as identified as 'Open Countryside' (or Area of Separation) or AONB within the policies map).*

**'Original property' refers to the dwelling/property as of 1<sup>st</sup> July 1948, or as first constructed. It does not include the volume of any outbuildings within the curtilage of the property**

**Further information/policy background:**

- *Local Plan EN1: Development in the Open Countryside Supplementary Planning Document: Rural Development*

## 24. Statement of Community Involvement

Required for applications which:

- Involve 'major' development (10 or more houses/1,000sqm floorspace); or
- have generated a significant level of public interest

The statement should set out how the applicant has complied with the guidance for pre-application consultation set out in the Local Planning Authority's adopted statement of community involvement and should demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals.

**Further information/policy background:**

- *Local Development Framework Statement of Community Involvement (2006) (Chapter 6)*

## 25. Structural Survey

Required for applications involving:

- the rebuilding or re-use of buildings, such as barn conversions, or listed buildings and other historic buildings
- substantial or total demolition of listed buildings or buildings within a conservation area

This will be required to demonstrate how the building fabric is capable of adaptation without rebuilding and to ensure that appropriate working methods are employed to safeguard the fabric of the building. The survey should include photographs as appropriate.

**Further information/policy background:**

- *National Planning Policy Framework and National Planning Policy Framework*

## 26. Student Accommodation Statement

Required for all proposals for student accommodation, whether new build or conversion

Applications for \*student accommodation should be accompanied by a letter from the University of Central Lancashire (UCLAN) or other educational establishment supporting the scheme.

Where a letter is not provided, the following information will be required:

- an assessment of the existing supply of student accommodation, including vacancies, gaps in the market and provision for accommodation of students with special needs;
- the type of accommodation to be provided and standard of accommodation i.e. facilities to be provided within the accommodation within the boundary of the property/site and parking and whether these facilities are to be provided for individual students or if they are intended to be shared;
- how the proposed accommodation compares with other student accommodation in the area;
- the educational establishment that the development is designed to support;
- the number of students to be accommodated;
- the distance from the university or college; and public transport provision; and
- the proposed management and supervision of accommodation/occupants.

*\*For the purposes of this checklist, a student is defined as any person enrolled at the University of Central Lancashire or other educational establishment on a full time basis or part time basis whether for a full academic year or for part of a semester (including students temporarily seconded from other universities and overseas students) or, during University vacations only, by delegates attending conferences, exhibitions, courses, training, graduations, conferences and other events which are taking place at the University or other educational establishments.*

**Further information/policy background:**

- *Local Plan Policy HS6: University of Central Lancashire*

## 27. Summary of Application

Required for all applications which are accompanied by supporting documentation exceeding 100 pages in length

Summaries should extend to no more than 20 pages and should provide an overview of the proposal and a clear description of its key impacts. Summaries may also be required for other types of applications where the supporting information exceeds 100 pages in length, particularly where the proposals raise complex or significant issues.

**Further information/policy background:**

- *National Planning Practice Guidance: <http://planningguidance.planningportal.gov.uk/>*

## 28. Sustainability Statement

Required for:

- All full applications for residential development; and
- \*Outline applications for residential development where the level of detail applied for is (for example scale and appearance) is sufficient to calculate energy efficiency.

As a minimum, all new build residential developments should achieve energy efficiency levels equivalent to Level 4 of the Code for Sustainable Homes. Planning applications will need to be accompanied by information to demonstrate compliance with this requirement in the form of Standard Assessment Procedure (SAP) calculations.

*\*For applications where there is insufficient detail to calculate energy efficiency (for example where all matters are reserved, or where access only is applied for), a letter of intent will be required. In these cases, compliance with the required energy efficiency standards will be a condition of any planning permission*

granted and the necessary energy efficiency calculations will need to accompany the relevant reserved matters application.

**Further information/policy background:**

- Core Strategy Policy 27: Sustainable Resources and New Development
- Policy 28: Renewable and Low Carbon Energy Schemes

## 29. Sustainable Drainage Assessment

Required for all major applications

The information required to be included within a Sustainable Drainage Assessment is detailed in the Appendix to this document. In addition, the following information should be taken into account:

The treatment and processing of surface water is not considered to be a sustainable solution. Surface water should be managed at source and not transferred and every option should be investigated before discharging surface water into a public sewerage network. A discharge to a watercourse may require the consent of the Environment Agency. New development should manage surface water in a sustainable and appropriate way in accordance with paragraph 103 of the National Planning Policy Framework.

**Further information/policy background:**

- Core Strategy Policy 29: Water Management
- <http://www.lancashire.gov.uk/council/planning/sustainable-drainage-systems.aspx>

## 30. Tall Building Impact Assessment

Required for applications proposing:

- buildings which would be six storeys or more in height (or the equivalent of)
- buildings which would be significantly higher than surrounding buildings
- structures which could have a significant impact on their surroundings due to their height

This can be incorporated into the design section of the design and access statement or can be a standalone document. The impact assessment should follow the criteria for evaluation of tall building proposals set out in CABI's and English Heritage's revised joint *Guidance on tall buildings* (July 1997) and should fully address:

- the relationship between the building and its context, including natural topography, scale, height, urban grain, streetscape and built form, open spaces, rivers and waterways, important views, prospects and panoramas and the effect on the skyline;
- the effect on the historic context, including the need to ensure that the proposal will preserve and/or enhance historic buildings, sites, landscapes and skylines;
- The relationship to transport infrastructure, aviation constraints and in particular the capacity of public transport, the quality of links between transport and the site and the feasibility of making improvements where appropriate;
- The architectural quality of the building, including its scale, form, massing, proportion and silhouette, facing materials and relationship to other structures;
- The sustainable design and construction of the proposal;
- The credibility of the design, both technically and financially;
- The contribution to public space and facilities, both internal and external, that the development will make in the area, including the provision of a mix of uses, especially on the ground floor, and the inclusion of these areas as part of the public realm;

- The effect on the local environment, including microclimate, overshadowing, night-time appearance, vehicle movements and the environment and amenity of those in the vicinity of the building;
- The contribution made to the permeability of the site and the wider area, opportunities to offer improved accessibility and, where appropriate, the opening up or effective closure of views to improve the legibility of the city and wider townscape;
- The provision of a well designed environment both internal and external that contributes to the quality of life of those who use the building.

**Further information/policy background:**

- *Design Guide Supplementary Planning Document*

### 31. Telecommunications Development Supplementary Information

Required for all applications for telecommunications development

In addition to existing and proposed plans and elevations, all applications for telecommunications equipment should be accompanied by the following:

- A statement of compliance with ICNIRP guidelines
- Evidence of an assessment of alternative sites and/or mast sharing
- An explanation as to why the installation is needed
- The results of pre-application discussions

**Further information/policy background:**

- *Local Plan Policy EP7: Telecommunications*
- <https://www.gov.uk/government/organisations/highways-england> (technical approval from Highways England is required for any telecommunications mast within 15m of a motorway or all-purpose trunk road boundary, in accordance with DMRB Standard BD02 1.1)

### 32. Transport Assessment

Required for:

- All major developments
- Developments which would have significant transport implications

The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. For smaller schemes, the TA should simply outline the transport aspects of the application (unless otherwise previously agreed with the LPA).

Where development proposals require work within the Strategic Highway Network boundary (for example motorways and slip roads) an agreed Stage 1 Road Safety Audit and confirmation from Highways England should also be provided within the application submission.

Pre-application engagement with the highways authority (Lancashire County Council) and, where an application may impact on the Strategic Highway Network, Highways England, is encouraged.

**Further information/policy background:**

- <https://www.gov.uk/government/organisations/highways-england>, including the Department for Transport Circular 02/2013 (or subsequent revision) and the 2007 DfT/DCLG 'Guidance on Transport Assessment' document
- Core Strategy Policy 3: Travel
- Local Plan Policy ST2: General Transport Considerations

### 33. Travel Plan

Required for:

- All major developments
- Developments which would have significant transport implications

A Travel Plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts. The travel plan should have a strategy for its implementation that is appropriate for the development proposal under consideration. A draft Travel Plan would be suitable for speculative development (with a full Travel Plan to follow once occupied), however if the end user is known, the Travel Plan should be suitably robust at application stage. It should identify the Travel Plan coordinator, the management arrangements for the plan, for example a steering group and the development timetable. The strategy should also include activities for marketing and promoting the plan to occupiers, users, visitors and residents of the site.

**Further information/policy background:**

- Local Policy ST2: General Transport Considerations
- <https://www.gov.uk/government/organisations/highways-england>

### 34. Tree Survey/Arboricultural Implications

Required for all developments affecting trees within or adjacent to the application site

All trees and hedges on or adjacent the proposed development site should be identified and appropriately annotated on the Site/Block plan.

Where the development has the potential to adversely affect trees or hedges, both within and adjacent to the application site, a Tree Survey/Arboricultural Assessment should be undertaken by a suitably qualified arboriculturist. For the arboricultural implications and method statements, all sections of the British Standard 5837 should be addressed. A topographical survey should indicate current and proposed levels showing all trees on the plan and all features listed in the latest edition of BS5837 Section 4.1.

Information will be required on which trees are to be retained and on the means of protecting those trees during construction works. For a tree protection plan all temporary fencing, ground protection and other physical means of protection should be identified. The existing and proposed drainage, soakaway and service runs should also be plotted on the tree protection plan, site plan and landscaping plan.

**Further information/policy background:**

- Core Strategy Policy 17: Design of New Buildings
- Local Plan Policy EN9 – Design of New Development
- BS5837 'Trees in relation to construction – Recommendations'.

### 35. Utilities Statement and Foul Sewage Assessment (including Surface Water)

Required for:

- All major applications
- Where there are specific issues relating to capacity
- Developments creating new areas of hardstanding
- Most rural developments
- Development involving the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer. In such instances a more detailed foul drainage assessment will be required

A statement should demonstrate that:

- the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community;
- proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures including proposals for the provision of new utility connections and/or the upgrading of existing utility services in the highway network where development fronts a traffic sensitive route;
- service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains;

Where areas of hardstanding are proposed which do not benefit from permitted development rights, surface water drainage should be adequately addressed. Details to be provided should include the type of permeable surfacing proposed, or if the surfacing is impermeable, where and how the surface water will be directed.

Surface water should be discharged in the following order of priority:

1. an adequate soakaway or some other form of infiltration system
2. an attenuated discharge to watercourse
3. an attenuated discharge to public surface water sewer
4. an attenuated discharge to public combined sewer.

Applications proposing discharge to the public sewer will need to be accompanied by evidence to demonstrate why alternative options are not available.

**Further information/policy background:**

- *Core Strategy policies 17: Design of New Buildings and 29: Water Management*

### 36. Ventilation/Extraction

Required for applications proposing:

- the use of premises for Class A3, A4 and A5 of the Use Classes Order
- Significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed, or will be required to be installed

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises as a restaurant or cafe, public house/wine bar or hot food takeaway.

This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

Plans, elevation drawings and details of external materials will be required for all external flues and equipment.

**Further information/policy background:**

- *Core Strategy Policy 17: Design of New Buildings*
- *Local Plan Policy EN9: Design of New Development*

### 37. Waste Management, Refuse and Recycling Statement

Required for:

- All development with waste arising and refuse collection/disposal requirements
- All major new developments will require a Site Waste Management Plan

Refuse collection/disposal requirements must be clearly identified on the submitted plans. Depending on the scale of the development, the following supporting information may also be required:

- The number, design and location of bin stores and recycling facilities;
- The capacity of the bins and recycling facilities provided and how this has been calculated;
- Details of how refuse vehicles and staff will access and service the site.

The above information can be included within a Design and Access Statement or Planning Statement as appropriate.

Proposed new major development should be supported by a Site Waste Management Plan of the type encouraged by the code of practice published by the DTI in 2004 'Site Waste Management Plans: guidance for construction contractors and clients'. These do not require formal approval by planning authorities, but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed.

A Site Waste Management Plan should include:

- Information demonstrating that consideration has been given to on site segregation and storage of construction and demolition waste;
- Information demonstrating that consideration has been given to the use of recycled materials and the on site re-use of construction and demolition waste;
- A site recycling strategy

**Further information/policy background:**

- Waste Storage and Collection Guidance for Domestic and Commercial Developments:  
<http://www.preston.gov.uk/yourservices/planning/planning-applications/application-advice/planning-new-developments/>
- *National Planning Policy for Waste*

Appendix 1 – Sustainable Drainage Assessment Requirements

To ensure satisfactory consultation by the Lead Local Flood Authority (LLFA) the following information is required:

Outline Planning Application			
LLFA Information Checklist		✓	Explanation as to why the information is not included/needed
a)	Detailed site location and layout plans		
b)	Desktop study to incorporate maps showing: <ul style="list-style-type: none"> <li>• Topography of the development site, with contours at 1m intervals</li> <li>• Existing surface water flow routes, drains, sewers and watercourses</li> <li>• Flood risk from main river and coastal sources<sup>1</sup></li> <li>• Surface water and groundwater flood risk<sup>1</sup></li> <li>• Geological<sup>2</sup> and soil types<sup>3</sup></li> </ul>		
c)	Flood Risk Assessment* <ul style="list-style-type: none"> <li>• As required under NPPF/PPG and the Environment Agency guidelines</li> </ul>		
d)	Indicative Site Drainage Strategy, including: <ul style="list-style-type: none"> <li>• Preliminary sustainable drainage proposals</li> <li>• Outfall locations</li> <li>• Discharge rates</li> <li>• On-site storage requirements</li> </ul>		

*\*indicates this information should be supplied where applicable. This is often on a site-specific basis and the local planning authority or applicant may wish to discuss with the LLFA whether this information is required for the development proposal.*

1 Information available from the Environment Agency website: <http://apps.environment-agency.gov.uk/wiyby/default.aspx>

2 information available from British Geological Survey website: <http://mapapps.bgs.ac.uk/geologyofbritain/home.html>

3 Information available from the Soilscales website: <http://www.landis.org.uk/soilscales/index.cfm>

To ensure satisfactory consultation by the LLFA the following information, in addition to that above, is required:

<b>Full Planning Application, Reserved Matters, Discharge of Conditions</b> <i>(in addition to the information required at Outline stage)</i>			
<b>LLFA Information Checklist</b>		<b>✓</b>	<b>Explanation as to why the information is not included/needed</b>
<b>Site and Drainage Layout</b>			
a)	Proposed site plan showing exceedance routes and identification of catchment area(s)		
b)	Drainage layout plan, to include: <ul style="list-style-type: none"> <li>• Sustainable drainage system</li> <li>• Sewers</li> <li>• Drains</li> <li>• Watercourses</li> </ul>		
c)	Site investigation report, including the results for each SuDS feature of: <ul style="list-style-type: none"> <li>• Boreholes or Trial Pits</li> <li>• Infiltration (Permeability) Testing</li> <li>• Factual Ground Investigation Report (GIR)</li> <li>• Geotechnical Design Report (GDR)*</li> </ul>		
<b>Drawings and Calculations</b>			
d)	Detailed design drawings, including: <ul style="list-style-type: none"> <li>• Details of inlets, outlets and flow controls</li> <li>• Long and cross section drawings of proposed drainage system(s), including design levels</li> <li>• Details of appropriate water quality treatments</li> </ul>		
e)	Sustainable drainage system flow calculations ( <i>PDF files showing the input and output data for flow calculations</i> ) and storm simulation plan for: <ul style="list-style-type: none"> <li>• 1 in 1 year;</li> <li>• 1 in 2 year;</li> <li>• 1 in 30 year, and;</li> <li>• 1 in 100 year + 30% climate change</li> </ul>		

\*indicates this information should be supplied where applicable. This is often on a site-specific basis and the local planning authority or applicant may wish to discuss with the LLFA whether this information is required for the development proposal.

1 Information available from the Environment Agency website: <http://apps.environment-agency.gov.uk/wiyby/default.aspx>

2 information available from British Geological Survey website: <http://mapapps.bgs.ac.uk/geologyofbritain/home.html>

3 Information available from the Soilscales website: <http://www.landis.org.uk/soilscales/index.cfm>