

BURY METROPOLITAN BOROUGH COUNCIL

VALIDATION CHECKLISTS FOR NON-HOUSEHOLDER PLANNING APPLICATIONS

Introduction

The Council has produced this Validation Checklist following guidance published by the Office of the Deputy Prime Minister (ODPM) (now Department for Communities and Local Government – DCLG) in March 2005 (“Best Practice Guidance on the Validation of Planning Applications”). The Guidance outlines the benefits of a validation checklist in helping authorities to achieve good standards of performance, and providing planning authorities and applicants with greater certainty as to the nature and extent of information required in order to validate applications. The checklist is effective in relation to applications received on and after 16th April 2007.

If the information that is required by the checklist is not included with an application, the authority will be entitled to declare the application invalid and not register or process it. Conversely, applications which are validated are likely to contain sufficient information for a decision to be made and this should enable the Council to achieve a greater percentage of decisions within government timescales. However, it must be recognised that there may still be situations arising where a validated application will not contain all of the information required for making a decision and the Council reserves the right to ask for additional information within one month of the date of receipt.

It should be noted that the checklists are liable to be subject to amendment as and when there occur changes to planning requirements.

Notes on Use for Applicants

The Detailed Validation Checklists are in two parts. Part One sets out minimum requirements for all applications including relevant forms and plans. Part Two provides a list of additional information requirements which will be required in certain circumstances, dependant on factors such as the location or characteristics of the site and the scale and nature of the development. In addition, there is a simplified checklist.

There are notes accompanying the checklists to clarify when specific requirements are likely to apply. However, the Council’s expectation is that applicants will seek to take advantage of their pre-application advice service. Additional information requirements falling within Part Two of the Checklist will be identified through this service. If the applicant properly addresses all the matters listed in Parts One and Two, the application will be validated.

Conversely, applications will not be validated where a requirement is indicated in the notes but is not provided with the application.

If the Council declares an application invalid, it will normally set out its reasons in writing to the applicant within 5 working days of receipt of the application. Applications which have been declared invalid will be returned if all the items and/or information which is lacking has not been provided within 28 days of receipt of the invalid application. If all of the required information has been received the application will be validated as per the date of its receipt.

General Points

- (1) Plans and elevations will be checked for consistency. Any significant discrepancies will result in the application being invalid.
- (2) Bury Metro welcomes the submission of planning applications via the Planning Portal at www.planningportal.gov.uk. When applications are submitted via the Planning Portal we prefer the plans and any supporting documents to be in PDF format and no larger than 1mb.

We can accept plain text, word, jpg/jpeg and tiff formats. If it is not possible to restrict the file size to 1mb please call 0161 253 5432 to discuss other options that may be available.

We welcome pre-application discussions for all applications and if you have any doubts about what an electronic submission should include, this can be clarified at this stage.

If an application is submitted on paper three copies of application forms and all plans listed under part one above will be required for a valid advertisement consent application and four copies in the case of all other types of application. Additional copies may be requested if needed for consultation purposes, and the Council's officers will endeavour to indicate any such requirements at pre-application stage.

- (3) Plans that are marked "do not scale" or with similar disclaimers will not be accepted and will result in the application being invalid.
- (4) For householder applications see separate validation checklist.

PLANNING APPLICATION VALIDATION - DETAILED CHECKLIST 1

FULL, OUTLINE AND RESERVED MATTERS APPLICATIONS

Part One – Compulsory Requirements

	FULL APPLICATION: New building, extension or engineering works or for change of use with external building/ extension/engineering works	FULL APPLICATION: Change of use with no external building/ extension/ engineering works	OUTLINE OR RESERVED MATTERS APPLICATION (See footnote)
1 Completed planning application form signed and dated (See Note 1)	Yes	Yes	Yes
2 Correct fee (See Note 2)	Yes	Yes	Yes
3 Correctly completed Certificates A, B, C or D, inc Agricultural Holdings Cert. (See Notes 3, 4 and 5)	Yes	Yes	Yes for outline No for reserved matters
4 Location plan to scale not smaller than 1:1250 Application site edged red and any other land in applicant's ownership edged in blue (See Note 6)	Yes	Yes	Yes
5 Site plan of the site to a scale not smaller than 1:500 (See Note 7)	Yes	Yes	Yes
6 Existing and proposed floor plans at a scale not smaller than 1:100 (See Note 8)	Yes	Yes	Only if layout, scale or appearance are for approval.

	FULL APPLICATION: New building, extension or engineering works or for change of use with external building/extension/engineering works	FULL APPLICATION: Change of use with no external building/extension/engineering works	OUTLINE OR RESERVED MATTERS APPLICATION (See footnote)
7 Existing and proposed elevations at a scale not smaller than 1:100 (See Note 9)	Yes	Only when specified. Please ask before submission.	Only if appearance is for approval
8 Existing and proposed site sections and finished floor levels at a scale not smaller than 1:100	See Notes 10 and 35	No	Only if layout, scale or appearance are for approval
9 Design and Access Statement (where required)	See Note 11	See Note 11	See Note 11

Part Two – Additional Required Information

	FULL APPLICATION: New building, extension or engineering works or for change of use with external building/extension/engineering works	FULL APPLICATION: Change of use with no external building/extension/engineering works	OUTLINE OR RESERVED MATTERS APPLICATION (See footnote)
10 Details of any pre-application discussion	Yes	Yes	Yes
11 Environmental Impact Assessment	See Note 12	Unlikely, but See Note 12	See Note 12 for outline No for reserved matters
12 Site survey plan at a scale not smaller than 1:200 showing existing and proposed features eg. Roads, parking areas, footpaths, landscaping, walls, fences, trees, buildings and other structures (See Note 7)	Yes	No	Yes for outline if any of the following details are submitted for approval – layout, scale, appearance access or landscaping. Yes for reserved matters

	FULL APPLICATION: New building, extension or engineering works or for change of use with external building/extension/engineering works	FULL APPLICATION: Change of use with no external building/extension/engineering works	OUTLINE OR RESERVED MATTERS APPLICATION (See footnote)
13 Supporting Planning Policy/ Guidance Statement	See Note 13	See Note 13	See Note 13
14 Planning Obligations Statement/ draft heads of terms	See Note 14	See Note 14	See Note 14
15 Affordable Housing Statement	See Note 15	See Note 15	See Note 15
16 Sunlighting/ daylighting Assessment	See Note 16	No	See Note 16
17 Amenity space/recreational provision details	See Note 17	See Note 17	See Note 17
18 Listed Building /Conservation Area Appraisal	See Note 18	See Note 18	Outline applications not normally acceptable.
19 Transport Assessment/Transport Statement	See Note 19	See Note 19	See Note 19
20 Parking and servicing details	See Note 20	See Note 20	See Note 20
21 Environmental Pollution Statement	See Note 21	See Note 21	See Note 21
22 Retail Impact Assessment	See Note 22	See Note 22	See Note 22
23 Flood Risk Assessment	See Note 23	See Note 23	See Note 23
24 Archaeological Assessment	See Note 24	No	See Note 24
25 Ecological Assessment	See Note 25	No	See Note 25
26 Tree Survey	See Note 26	No	May be required particularly if layout or landscaping are for approval.

			See Note 26
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	FULL APPLICATION: New building, extension or engineering works or for change of use with external building/extension/Engineering works	FULL APPLICATION: Change of use with no external building/extension/engineering works	OUTLINE OR RESERVED MATTERS APPLICATION (See footnote)
27 Hard and soft landscaping details	See Note 27	No	Outline – See Note 27 Reserved matters – landscaping will not normally be considered separately from layout and scale – see Note 27
28 Ventilation/ extraction details Environmental Performance Statement	See Note 28	See Note 28	See Note 28
29 Refuse Disposal details Utilities Statement	See Note 29	See Note 29	Outline – may be required. See Note 29 Reserved matters – See Note 29 See Note 29
30 External lighting details Ventilation/ extraction details	See Note 30	See Note 30	See Note 30
31 Statement of Community Involvement Refuse Disposal details	See Note 31	See Note 31	See Note 31
32 Structural Survey External lighting details	See Note 32	See Note 32	See Note 32
33 Public Art Statement Statement of Community Involvement	See Note 34	See Note 33	See Note 33
34 Approximate location of buildings, routes and open spaces	Not applicable	Not applicable	For outline – if scale is a reserved matter (see footnote) Not for reserved matters
35 Indication of upper and lower limits for	Not applicable	Not applicable	For outline – if scale is a reserved matter

the height, width and length of each building,			(see footnote) Not for reserved matters
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An **outline application** may seek approval for one or more of the following details: layout, scale, appearance, access and landscaping. These are defined as follows:

Layout – the way in which buildings, routes and open spaces are provided within the development and their relationship to buildings and spaces outside the development.

Scale – the height, width and length of each building proposed in relation to its surroundings.

Appearance – the aspects of a building or place which determine the visual impression it makes. This includes the external built form of the development, its architecture, materials, decoration, lighting, colour and texture.

Access – the accessibility to and within the site for vehicles, cycles and pedestrians in terms of the positioning and treatment of access and circulation and how these fit into the surrounding network.

Landscaping – this is the treatment of private and public space to enhance or protect the amenities of the site through hard and soft measures. This may include, for example, planting of trees or hedges, screening by fences or walls, the formation of banks or terraces, or the layout of gardens, courts or squares.

An application for **approval of reserved matters** may relate to one or more of the following: layout, scale, appearance, access and landscaping. (NB. For applications for approval of reserved matters pursuant to outline permissions where the outline application was submitted prior to 10 August 2006, the relevant reserved matters are siting, design, external appearance, means of access and the landscaping of the site).

PLANNING APPLICATION VALIDATION - DETAILED CHECKLIST 2

LISTED BUILDING AND CONSERVATION AREA CONSENT

Part One – Compulsory Requirements

	LISTED BUILDING CONSENT	CONSERVATION AREA CONSENT
1 Completed planning application form signed and dated (See Note 1)	Yes	Yes
2 Completed copies of certificates A, B, C or D (See Note 3)	Yes	Yes
3 Location plan to scale not smaller than 1:1250. Application sit edged red and any other land in applicant's ownership edged in blue (See Note 6)	Yes	Yes
4 Site plan to a scale not smaller than 1:200 (See Note 7)	Yes	Yes
5 Existing and proposed floor plans at a scale not smaller than 1:50 (See Note 8)	Yes	May be required. Please ask before submission
6 Existing and proposed elevations at a scale not smaller than 1:100 (See Note 9)	Yes	Yes
7 Design and Access Statement	Yes, see Notes 11 and 18	See Notes 11 and 18

LISTED BUILDINGS AND CONSERVATION AREA CONSENT

Part Two – Additional Required Information

		LISTED BUILDING CONSENT	CONSERVATION AREA CONSENT
8	Sections through the building (See Note 10)	May be required. Please ask before submission	May be required. Please ask before submission
9	Detailed plans to a scale not smaller than 1:20 showing all new doors, windows, shopfronts, panelling, fireplaces, plaster moulding and other decorative details.	May be required. Please ask before submission.	Not normally required. Please ask if uncertain.
10	Details of any pre-application discussion	Yes	Yes
11	Structural survey of the building (See Note 34)	May be required. Please ask before submission	May be required. Please ask before submission
12	Supporting Planning Policy/Guidance Statement	Yes	May be required. Please ask before submission
13	Conservation Area Appraisal	See Note 18	See Note 18
14	Photographs	See Note 18	See Note 18

PLANNING APPLICATION – DETAILED CHECKLIST 3

ADVERTISEMENTS

Compulsory Requirements

1	Advertisement application form signed and dated (See Note 1)	Yes
2	Correct fee (See Note 2)	Yes
3	Location plan to scale not smaller than 1:1250. Application site edged red and any other land in applicant's ownership edged in blue (See Note 6)	Yes
4	Plans to a scale of 1:50 or 1:100, showing size of advertisements and position on building or land, height above ground level, amount of projection, sections, materials, colours, method of fixing	Yes
5	Details of method of illumination	For illuminated advertisements
6	Supporting statement addressing amenity and public safety	Yes

HOUSEHOLDER APPLICATIONS - Checklist

Your application MUST include the following:	
3 copies of the completed planning application form, signed and dated	Yes/No
A signed Certificate of ownership <ul style="list-style-type: none"> • Certificate A is on the back of the application form • Complete the Agricultural Holdings and tenancy statement (i.e. cross out 2a or b) • Please contact us if other ownership is involved and Certificates B, C or D are needed 	Yes/No
Have you spoken about the scheme with any planning staff before? Please tell us who you spoke to and send in any copies of letters or emails you have received: Date:	Yes/No
The correct fee: £135 (If no fee is required please explain why together with any supporting documents)	Yes/No
The following plans <u>will</u> be required: (all dimensions must be metric)	
3 copies of an Ordnance Survey based location plan. It should <ul style="list-style-type: none"> • be at a scale of 1:1250 or 1:2500 • show at least two (if practicable) named roads • show surrounding buildings and • show the direction of North. The application site should clearly be edged with a red line and any other land you own should be edged with a blue line.	Yes/No
3 copies of the existing and proposed site layout (where changes are proposed) at a scale of not less than 1:200 or 1:500. This should include: <ul style="list-style-type: none"> • all buildings and structures, property/ownership boundaries, gardens, walls, hedges and fences, open spaces and car parking at your property: and • adjacent houses and buildings including the location of any windows 	Yes/No
3 copies of the existing and proposed relevant elevations at a scale of not less than 1:100	Yes/No
3 copies of the existing and proposed relevant floor plans at a scale of not less than 1:100	Yes/No
The following information may be needed to validate your application, if in doubt please check with us at the number below or via email.	
Existing and proposed sections at a scale of not less than 1:100	Yes/No
Supporting Planning Statement to describe the proposals and a Design Statement discussing the details of proposed materials to be used for walls, roofs, windows, doors, hardstanding and boundary treatments such as walls, fences and hedges.	Yes/No
Details of any new or altered access to any, Public Highway, access ways or a Public Right of Way inc. footpaths	Yes/No
Drainage Strategy or Flood Risk Assessment in locations subject to flooding	Yes/No
A Tree Survey if any trees are to be removed, lopped or topped.	Yes/No
Details of any works that need to be taken in the proposed development to prevent any risk from land contamination . i.e. gas protection membranes (to prevent ingress of landfill gas or other gases) and garden cover systems (to prevent contact with contaminated soils).	Yes/No

All sections must be answered for an application to be valid.

PLANNING APPLICATION VALIDATION CHECKLISTS

Clarification notes to be read in association with the checklists

1. Completed Application Form

All of the relevant questions should be responded to and if not relevant to the application, then the words “not applicable” should be inserted for clarity. See also ownership certificates below

2. Correct fee

Where it is necessary to pay a fee for the application this can be paid by cheque, credit/debit card or on-line. Cheques should be made payable to Bury Metropolitan Borough Council and should solely cover the planning fee. Fees can be paid online via the Council’s web site www.bury.gov.uk

3. Ownership Certificates

Under the 1990 Town and Country Planning Act all applications for planning permission must be accompanied by the relevant certificates concerning the ownership of the application site.

For this purpose an ‘owner’ is anyone with a freehold interest or a leasehold interest the unexpired term of which is not less than 7 years.

Certificate A must be completed when the applicant is the sole owner of the site

Certificate B must be completed when the owner of the site is known to the applicant

Certificate C or D must be completed when some or none of the owners of the site are known

4. Agricultural Holdings Certificate

This certificate is required to state whether or not the site includes an agricultural holding and all agricultural tenants must be notified prior to the submission of an application for planning permission.

5. Notice No.1

If Certificate B has been completed (see Note 3 above) a completed copy of Notice No. 1 must be served on all of the owners of the site in question. This will also be required where Certificate C has been served and some of the owners are known.

For this purpose an ‘owner’ in anyone with a freehold interest or a leasehold interest the unexpired term of which is not less than 7 years.

6. Location Plan

All applications must be accompanied by an up to date Ordnance Survey standard location plan at a scale of 1:1250 or 1:2500. The location should show at least two named roads and surrounding buildings. The surrounding buildings should be named or numbered to ensure that it is clear where the exact location of the application is.

On the location plan the application site must be clearly edged with a red line and should include all of the land required to carry out the proposed development. On the location plan, any other land within the control or ownership of the applicant that is adjacent or close to the application site should be edged with a blue line.

Ordnance Survey plans to be used for the purpose of a planning application can be provided by the Development Control Section. There is a set charge for this service.

7. Site Plan

All applications should include a site plan at a scale of either 1:500 or 1:200. This should accurately show:

- The direction of north.
- The proposed development in relation to the site boundaries and other existing buildings on site.
- All the buildings, roads and footpaths on land adjoining the site including access arrangements.
- The species, position and spread of all trees within 12 metres of any proposed building or engineering works.
- Any parking facilities.
- Boundary treatment including walls/fencing where this is proposed.

8. Detailed Plan Drawings

The submitted drawings should be at a scale of 1:50 or 1:100 and should explain the proposal in detail. They should show details of the existing buildings and those for the proposed floor including each floor and roof plan. The proposed development should be shown in context with the site boundary and any existing adjacent buildings including property numbers/names where appropriate.

9. Elevations

The drawings of the elevations should be at a scale of 1:50 or 1:100 and all external sides of the proposal must be shown. Where a proposed elevation adjoins another building or is in close proximity the drawing should clearly show the relationship between the two structures and detail the positions of any openings on each property.

10. Section Drawings

Section drawings should be drawn at a scale of 1:50 or 1:100 showing cross sections through the proposed buildings and must be submitted in the following cases:

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

Wherever possible the drawing should contain details of existing site levels and finished floor levels with the levels relate to a fixed datum point off-site and also need to show the proposals in relation to adjoining buildings.

Section drawings may also be requested in other cases by the planning officer. The drawings may take the form of contours, spot levels or cross/long sections.

11. Design and Access Statement

As a result of legislative changes which took effect on 10 August 2006, planning applications (other than specified types of application as indicated below will be required to be accompanied by a Design and Access Statement. Article 4C of the General Development Procedure Order (as amended) sets out the details requirements for such statements. Broadly, the statements should explain the design principles and concepts that have been applied to the development and how issues relating to access to the development have been dealt with. The Statement should address the following aspects:

Amount of development;
Layout;
Scale;
Landscaping; and
Appearance.

The statement should also demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account.

Statements will be required in support of all applications, other than:

- engineering or mining operations,
- development within the curtilage of a dwelling house (unless in a Conservation Area or other “designated area)
- changes of use.

However, a change of use likely to involve access for disabled people may require a statement dealing with access matters.

With outline applications, a statement will be required, which should clearly explain and justify the design and access principles that will be used to develop future details of the scheme. As a minimum, outline applications should always include information on use, amount of development, scale parameters, indicative layout and indicative access points.

Applications for the approval of reserved matters need to include a statement to demonstrate that the principles and concepts set out in the Design and Access

Statement at outline stage have been adhered to in the preparation of the details the subject of the reserved matters application.

The Council also requires the statement to demonstrate how crime prevention measures have been considered in the design of the proposal and how the design reflects the attributes of safe, sustainable places. In this respect, regard should be had to the ODPM publication “Safer Places – the Planning System and Crime Prevention” and the Council’s Development Control Policy Guidance Note 3 – Planning Out Crime in New Development available on the e-planning pages of the Council’s web site www.bury.gov.uk

Account should be taken of access issues arising from changes of levels within the site boundaries.

A planning advice note available on the e-planning pages of the Council’s web site www.bury.gov.uk provides a brief guide on Design and Access Statements.

Also a Guide has been produced by the Commission for Architecture and the Built Environment (CABE) entitled “Design and Access Statements – How to write, read and use them”. The guide is commended to prospective developers for use in connection with applications to be submitted to the Council. It can be found on CABE’s web site www.cabe.org.uk.

See also note 8 relating to Listed Building Design and Access Statements and Conservation Area Appraisals.

12. Environmental Impact Assessment

The Town and Country Planning (Environmental Impact Assessment) Regulations set out the circumstances in which an Environmental Impact Assessment (EIA) would be required. A “screening opinion” can be obtained from the Council as to whether the development proposed comprises development falling within the scope of the regulations.

13. Supporting Planning Policy/Guidance Statement

To explain how the proposal relates in policy terms to national and regional planning guidance, the development plan and adopted Supplementary Planning Guidance; and as they emerge, the Local Development Framework (LDF) and Supplementary Planning Documents.

Statements will be required in support of all “major” developments, developments not in accordance with the development plan/LDF, and other developments if specified in pre-application advice.

14. Planning Obligations/Draft Heads of Terms

To explain how the applicant proposes to resolve planning requirements in relation to infrastructure and service provision made necessary by the development, and any other matters which it is anticipated would need to be the subject of a s106 planning agreement or obligation.

Statements will be required in support of all applications which generate requirements for planning obligations in accordance with the Council's adopted Unitary Development Plan and the associated Supplementary Planning Guidance Notes on specific topics and if specified in pre-application advice. Examples of such requirements include recreation provision for future residents of a housing development (see note 7), the provision of affordable housing (see note 5), and the provision of public artwork. (see note 26). Where there is to be a s106 Agreement an application should be accompanied by a completed pro-form which will be provided on request.

One of the reasons for delays on major applications is the failure to reach completion on a s106 Agreement without which the proposal would be unacceptable. The complex nature of legal agreements means that it can lead to a lengthy process for drafting them. It is, therefore, a requirement that all such legal agreements and their contents should be discussed with the Council as fully as possible during pre-application discussions and that all applications where such an agreement is required shall include with them Heads of Terms and all the required information required via the s106 pro-forma in order to make the application valid. Where this information is not submitted the application will be considered to be invalid.

The legal agreement will be expected to have been agreed by both the applicant and the Council before the application is considered by Committee and the agreement signed, sealed and executed at least 2 days before the expiry of the 13 week target date for decision. If the agreement is not agreed by both parties prior to the agenda deadline for the Committee meeting this could result in the application being recommended for refusal and if, ultimately, the agreement is not sealed this could result in the application being refused.

15. Affordable Housing Statement

To explain what, if any provisions are to be made for affordable housing, including size and tenure of dwelling units and arrangements with social housing providers. Statements should take into account the Council's adopted Supplementary Planning Guidance contained in Development Control Policy Guidance Note 5 – Affordable Housing Provision in New Residential Developments.

Statements will be required in support of all applications providing 25 or more dwellings, and in other cases where the proposal specifically provides for affordable housing. Furthermore, a pro-forma available on request should be completed accompany any application where there is an intention to complete a s106 Agreement concerning affordable housing provision.

16. Sunlighting/Daylighting Assessment

To assess the impact of proposals on adjoining properties, including associated gardens or amenity space, in respect of daylighting and sunlighting.

Statements will be required in support of all applications involving buildings exceeding four storeys in height, where adjoining other developed land, and other proposals if specified in pre-application advice. Statements may also be required in situations where the application site is itself subject to significant shading from adjoining buildings or trees.

17. Amenity Space/ Recreational Provision

All applications involving new residential development will be required to show amenity space to be associated with the development, or to justify lack of provision or under provision.

Applications involving 10 or more dwellings will be required to make provision for the recreation needs of the prospective residents in accordance with Policy RT2/2 of the Bury Unitary Development by either on site provision or by providing a commuted sum to the Council for the equivalent enhancement of public open space or recreational provision in the nearby area. The provision through a commuted sum will require a s106 Agreement and the application needs to be accompanied by a completed pro-forma which will be provided on request.

18. Listed Building Character Assessment/Design and Access Statement/Conservation Area Appraisal

As a result of legislative changes which took effect on 10 August 2006, applications for listed building consent will be required to be accompanied by a design and access statement. Regulation 3A of the Listed Buildings Regulations (as amended) sets out the detailed requirements for such statements. Broadly, the statements should indicate the design principles and concepts that have been applied to the proposed works, and (other than in the case of works only affecting the interior of the building) how issues relating to access to the building have been dealt with. The statement should explain how the principles and concepts referred to have been applied to the aspects of scale, layout and appearance, and have taken account of

- (i) the special architectural or historic interest of the building;
- (ii) the particular physical features of the building that justify its designation as a listed building; and
- (iii) the building's setting.

A Conservation Area Appraisal will be required for applications for planning permission (apart from change of use) on sites within conservation areas, or affecting the setting of a conservation area, and applications for conservation area consent. The appraisal should address how the proposal has been designed to have regard to the character and/or appearance of the conservation area and to explain how the proposal enhances or preserves the character or appearance of the conservation area. The appraisal could form part of a Design and Access Statement.

It is recommended that any Design and Access Statement or Conservation Area Appraisal should be accompanied by appropriate photographs.

19. Transport Assessment/Transport Statement

A Transport Assessment will be required for developments likely to have significant transport impacts. Its purpose would be to quantify and assess the impact of the proposals on traffic movement and highway safety; to quantify and assess how the development could be accessed by alternative transport modes and how such alternative modes would be promoted, including, where

appropriate, green travel plans; and providing details of any proposals for access or transport improvements.

A Transport Statement will be required when the development is expected to generate relatively low numbers of trips or traffic flows with minor transport impacts. Its purpose would be to cover matters such as trip generation resulting from the development, improvements to site accessibility, car parking provision and internal vehicular circulation, traffic impacts of servicing requirements and the net level of change over any current development within the site.

The need for a Transport Assessment or Transport Statement should be ascertained in pre-application advice.

20. Parking and Servicing Details

All non-householder applications will be required to provide details of existing and proposed parking provision, including cycle parking, and to justify the level of provision.

For major applications, applicants will be required to justify proposals which exceed the Council's maximum parking standards. In the case of householder applications, details of existing and proposed parking details may be required for proposals where existing parking would be lost.

21. Environmental Pollution

Note 12 above refers to situations where Environmental Impact Assessments are required in accordance with EIA Regulations.

In situations not covered by the Regulations, Environmental Assessments may nevertheless be required, to explain how the proposal addresses and mitigates against issues such as air quality, external noise and contaminated land.

Air Quality – To cover where a development because of its scale and nature is likely to have significant impacts on air quality particularly where such impact is likely to be particularly important, for example as follows:

- Where the development is being proposed inside or adjacent to an Air Quality Management Area (AQMA)
- Where it could in itself result in the designation of an AQMA
- Where a development would conflict with or render unworkable elements of the Council's Air Quality Action Plan.

Noise – For developments that could lead to a noise nuisance to nearby occupiers and/or amenity users and for development close to a permanent source of noise e.g. a main road or motorway.

During pre-application discussions advice should be sought from both the planning officer and the environmental health officer about requirements for sound insulation in residential and commercial developments.

Sound insulation issues should be covered in the supporting statement for applications for change of use of premises under, over or adjacent to residential development or which propose noise sensitive uses adjacent to sources of noise

or for uses that would in themselves be a noise source adjacent to noise sensitive uses such as houses, hospitals or schools.

Contaminated Land – For all new development with a sensitive end use (e.g. residential, nurseries, schools) a minimum of a Preliminary Risk Assessment (PRA) will be required regardless of the history of the site, contaminated or otherwise. Also, for all new developments on land which has the potential to be affected by contamination a PRA will be required as a minimum.

Dependent on the site and end use and the potential for contamination to affect the development proposals, it may be a requirement that a PRA, Site Investigation and Risk Assessment and Remediation Strategy need to be submitted with the application.

In regard to householder applications it will not be a requirement to for a PRA to accompany these. However, in cases where the property is within 250m of a known landfill site then remediation/precautionary measures may be required.

It is essential for applicants to address potential pollution matters early in pre application discussions with planning officers. Also, additional technical advice should be sought from Environmental Services or, in the case of water environment pollution concerns, from the Environment Agency.

22. Retail Impact Assessment

To assess the impact of a retail development on the vitality and viability of the town centre and other local shopping centres, and to address tests applied by PPS6 in relation to the location of, and need for, proposed retail development.

Assessments will be required in respect of all proposals resulting in significant changes in the level of retail floorspace on site. The level and nature of information required will be indicated in pre-application advice.

23. Flood Risk Assessment

A food risk assessment (FRA) should address the issue of flood risk to both property and people. PPG25 – Development and Flood Risk provides comprehensive guidance in relation to the undertaking of flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.

An FRA will be required for all proposals which fall within an Indicative Flood Plain or 'Flood Zone', as identified by the Environment Agency.

24. Archaeological Assessment

To address issues relating to archaeological investigation of the site and the preservation and/or recording of archaeological deposits.

Statements providing an archaeological field evaluation will be required in respect of proposals involving the disturbance of ground in areas that are the subject of major development proposals or significant infrastructure works, where

archaeological remains may survive, as may be specified in pre-application advice.

25. Ecological Assessment

To assess the ecological impact of proposals on wildlife and biodiversity, including any proposals for mitigating and compensating for such effects.

Statements will be required in respect of proposals on sites within or adjacent to Sites of Biological Importance, Local Nature Reserves and Wildlife Links and Corridors as identified in the Unitary Development Plan. Proposals to demolish an older building or roof space, remove trees, scrub, and hedgerows or alter water courses will need to include information on species present and potential impacts and the mitigation for such impacts. Statements and surveys will also be required in respect of sites with known protected or priority species and habitats. Further information can be accessed through www.bury.gov.uk/Environment/LandAndPremises/Conservation/Biodiversity/interest.

26. Tree Surveys

All applications involving new development on sites containing significant tree cover, or individual specimen trees, or trees which are the subject of a Tree Preservation Order, will be required to be accompanied by a tree survey.

The survey should be undertaken by or under the guidance of a qualified arboriculturalist in accordance with the recommendations set out in BS 5837:2005 and should include the positions of all trees of 75mm stem diameter at a height of 1.5 metres within the site and adjoining or overhanging the site boundaries; the canopy spread of such trees; all shrub masses and hedges, and any other relevant features of the site such as banks, slopes, walls and fences and water features. Details of the trees should be recorded and the trees should be categorised in accordance with the tree categorisation method set out in BS 5837:2005.

For householder applications, any proposals involving development within two metres of the canopy spread of any tree(s) should indicate the position and spread of the tree(s) on the application plans.

27. Hard and Soft Landscaping Details

All developments (apart from change of use not involving works) should be formulated with the landscaping of the site in mind. Landscaping should form part of the design concept for the site, and not as a separate process or afterthought after the buildings have been designed. There should be reference to landscaping in the design and access statement and detailed landscaping proposals should be included which follow from the design concept. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development.

Landscaping schemes should include:

- (a) proposed finished ground levels or contours; means of enclosure; car parking layouts; other vehicle and pedestrian access and circulation areas, hard surfacing materials, structures and ancillary objects (refuse bins, lighting columns etc);
- (b) proposed and existing functional services above and below ground (e.g. drainage, power, communications cables, pipelines etc. indicating lines, manholes etc.);
- (c) planting plans; written specifications (including cultivation and other operations associated with plant and grass establishment); schedules of plants, noting species, planting sizes and proposed numbers/planting densities where appropriate;
- (d) existing vegetation to be retained together with measures for its protection during the course of construction.

Applications for full planning permission (apart from change of use) should preferably be accompanied by a fully detailed scheme, as above. There is a minimum requirement for proposals to indicate the intended landscape structure, which should be cross-referenced with the design and access statement.

Applications for reserved matters for landscaping will not normally be considered separately from layout and scale.

Householder applications should be accompanied by landscaping proposals, in circumstances where the proposal would be particularly prominent or result in the loss of significant existing landscape features.

28. Ventilation/Extraction Details

Details of the position and design of ventilation and extraction equipment, including elevational plans of the ducting, odour abatement techniques and acoustic (Noise) characteristics, will be required to accompany all applications for the use of premises for purposes within Use Classes A3, A4 and A5. 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 is proposed to be installed.

29. Refuse Disposal Details

All proposals involving the creation of new dwellings or new retail, business, industrial or leisure or other similar developments will be required to be accompanied by details of proposed facilities for the storage and collection of refuse, including access for refuse collection vehicles.

Large scale developments may result in requirements for recycling facilities. Pre-application advice can be provided on this point.

30. External Lighting Details

All proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a Listed Building or a Conservation Area, or open countryside, where external lighting would be provided or made necessary by the development, will be required to be accompanied by details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation, a schedule of the equipment in the design, and a lighting diagram showing the intensity of illumination.

31. Statement of Community Involvement

For major development applications only. To demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals.

32. Structural Survey

To support applications for the conversion of a rural building in the Green Belt to demonstrate that it is capable of conversion without major or complete reconstruction.

To support applications for the erection of buildings on sites where there is a possibility of land instability.

In some cases structural information would be required to support applications for listed building consent or conservation area consent.

33. Existing and Proposed Levels

It is necessary for applications to demonstrate how proposed buildings relate to existing site levels and neighbouring development.

Plans should, therefore, show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings. In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

34. Public Art Statement

The Council's Supplementary Planning Guidance in Development Control Policy Guidance Note 4 – Per Cent for Public Art indicates that contributions or provision may be sought for Public Art. The statement should indicate how the proposal addresses this requirement.

A statement will be required in respect of residential development comprising 25 or more dwellings and other development where the gross floor space to be built is 2500 sq m or more or where the site area is 1ha or more, including office and retail developments. If a s106 Agreement is to be made in this regard the

application should be accompanied by completed a pro-form which will be provided on request. Further information will be provided in pre-application advice.

35. Information Requirements for Outline Applications

These are requirements of Article 3(3), (4) and (5) of the Town and Country Planning (General Development Procedure) Order 1995 (as amended by the Town and Country Planning (General Development Procedure) Order 1995 (as amended by the Town and Country Planning (General Development Procedure) (Amendment) (England) Order 2006). They set down the minimum level of detail that must be submitted with outline applications which should include:

- **Use** – the use or uses proposed for the development and any distinct development zones within the site identified.
- **Amount of development** – the amount of development for each use.
- **Indicative layout** – an indicative layout with the approximate location of buildings, routes and open spaces and, where appropriate, separate development zones proposed within the site boundary.
- **Scale parameters** – an indication of the upper and lower limits for height, width and length of each building within the site boundary.
- **Indicative access points** – an area or areas in which the access point to points to the site will be situated.

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NB. *References above to major applications include applications for 10 or more dwellings, or employment development comprising 1000 sq m of floorspace, or the equivalent scale of development for other purposes.*