

REPORT FOR DECISION

DECISION OF:	PLANNING CONTROL COMMITTEE
DATE:	15th MARCH 2016
SUBJECT:	DEVELOPMENT MANAGEMENT VALIDATION CHECKLIST CRITERIA
REPORT FROM:	HEAD OF DEVELOPMENT MANAGEMENT
CONTACT OFFICER:	DAVID MARNO
TYPE OF DECISION:	COUNCIL
FREEDOM OF INFORMATION/STATUS:	This paper is within the public domain
SUMMARY:	The report outlines the updated checklists that are required for the validation process of planning applications submitted
OPTIONS & RECOMMENDED OPTION	The Committee is recommended to note and approve the report.
IMPLICATIONS:	
Corporate Aims/Policy Framework:	Do the proposals accord with the Policy Framework? YES
Statement by the S151 Officer: Financial Implications and Risk Considerations:	Executive Director of Resources to advise regarding risk management N/A
Statement by Executive Director of Resources:	N/A
Equality/Diversity implications:	N/A
Considered by Monitoring Officer:	N/A
Wards Affected:	ALL
Scrutiny Interest:	N/A

TRACKING/PROCESS**DIRECTOR:**

Chief Executive/ Strategic Leadership Team	Executive Member/Chair	Ward Members	Partners
Scrutiny Committee	Committee	Council	

1.0 Background

- 1.1 The Town & Country Planning (Development Management Procedure)(England)(Amendment) Order 2013 at that time required validation checklist criteria, required in connection with the documents that would be needed to be submitted with planning applications, to be kept up to date and reviewed every two years. This order has since been withdrawn and replaced by the Town & Country Planning (Development Management Procedure)(England) Order 2015.
- 1.2 The regulations introduced are set out in the Article 12 - Validation Dispute and enacted through Article 34 – Time Periods for Decisions, that validation checklists should be updated every two years and that they are published on the Council’s website, require information for applications that are commensurate with the scale of development proposed and require *material* planning information in relation to a scheme.
- 1.3 Bury’s checklists are now due for review and renewal and they are duly attached to this report.

2.0 Bury’s Checklists

- 2.1 Bury has always acted in a reasonable way in terms of validating applications and it has not insisted on reports being submitted for submitting sake, simply because an item is on a checklist. Instead, the Local Planning Authority has always been reasonable, and always considered what a development is and whether the proposals can reasonably be consulted upon and determined with the submitted information. Where it was considered that information was required, this is requested. Where an agent or applicant disagreed, an application will be validated and will be considered on its merits, taking on board the representations made by an applicant or their agent.
- 2.2 It is reasonable that all participants in the planning process are operating on a level playing field with no ambiguity over what is needed to accompany a development proposal, so that all who are involved, including the public during consultation, can see and understand a development proposal.
- 2.3 The validation checklist criteria sets a local standard by which information accompanying planning applications can start and ensure that applications are reasonably standardised when submitted.
- 2.4 It must be noted that the process of validation is not a judgement on the merits of a scheme. Validation is about whether there is sufficient information to understand a proposal and consult upon it. The assessment process is then carried out by the team, who then determines the acceptability of a proposal,

following the usual steps of consultation and consideration and where required, referral to the planning committee for determination.

3.0 Conclusion

3.1 The attached validation checklists attached have been updated to reflect the current requirements for planning applications, particularly in light of various changes to legislation and of course the introduction of the NPPF. These include:

- Advertisement Consent
- Householder development
- Prior Notifications
- Wind Turbine developments
- SuDS advice note (AGMA note)
- Local Requirements – All Applications
- Waste applications

3.2 It is therefore requested that the Committee endorse and accept the validation lists.

List of Background Papers:-

SI. 2015 - No. 595 - Town & Country Planning (Development Management Procedure)(England) Order 2015

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ADVERTISEMENT CONSENT APPLICATIONS VALIDATION CHECKLIST 15 March 2016

Please note that if the application is submitted electronically via the Planning Portal your application will be processed quicker. Please only submit the application as a last resort and if you have any doubts about what is needed, please contact us before you submit your application.

Your application MUST include the following:	
2 copies of the completed planning application form, signed and dated (unless submitted electronically)	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:	Yes/No
The correct fee can be found on the planning portal website.	Yes/No
The following plans <u>will</u> be required: (all dimensions must be metric)	
<p>2 copies of an Ordnance Survey based location plan. It should</p> <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 (named and numbered) and • show the direction of North. <p>The application site should clearly be edged with a red line and any other land you own should be edged with a blue line.</p>	Yes/No
<p>In the case of advertisements to be erected on land - 2 copies of the existing and proposed site layout or block plan (where changes are proposed) at a scale of 1:100 or 1:200 or 1:500. This should include:</p> <ul style="list-style-type: none"> • direction of north • all buildings and structures, property/ownership boundaries, gardens, walls, hedges and fences, open spaces, roads, footpaths, access and car parking at your property: • position of all trees on Land adjoining the site: • hard and soft landscaping details: and • adjacent houses and buildings including the location of any windows <p>In the case of advertisements on buildings – 2 copies of the existing and proposed relevant elevations drawn at a scale of not less than 1:100</p>	Yes/No
<p>2 copies of the Advertisement drawings at a scale of not less than 1:100 showing – Size, siting, materials, colour, height above ground level, extent of projection and details of method and colours of illumination</p>	Yes/No
The following information may assist your application, if in doubt please check with us at the number below or via email.	
Photographs and montage	Yes/No
A Tree Survey if any trees are to be removed, lopped or topped	Yes/No

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

If you are in any doubt about the information you are submitting please email the Development Management team on development.control@bury.gov.uk or phone them on 0161 253 5432.

HOUSEHOLDER APPLICATIONS VALIDATION CHECKLIST 15 March 2016

Please note that if the application is submitted electronically via the Planning Portal your application will be processed quicker. Please only submit the application as a last resort and if you have any doubts about what is needed, please contact us before you submit your application.

Your application MUST include the following:	
2 copies of the completed planning application form, signed and dated (unless submitted electronically)	Yes/No
A signed Certificate of Ownership and Agricultural Holdings Certificate (or declaration made if submitted electronically) <ul style="list-style-type: none"> The Certificates of Ownership are at the end of the application form. If you own the application site complete Certificate A. If not, you will need to complete Certificate B and notify the owner that you are making a planning application (or C or D if you do not know who the owner is – please seek advice if this applies) 	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:	Yes/No
The correct fee can be found on the planning portal website.	Yes/No
The following plans <u>will</u> be required: (all dimensions must be metric)	
2 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 (named and numbered) and show the direction of North. The application site should clearly be edged with a red line (including all the necessary land and land required for access to/from the adopted highway) and any other land you own should be edged with a blue line.	Yes/No
2 copies of the existing and proposed site layout or block plan (where changes are proposed) at a scale of 1:100 or 1:200 or 1:500. This should include: <ul style="list-style-type: none"> direction of north all buildings and structures, property/ownership boundaries, gardens, walls, hedges and fences, open spaces, roads, footpaths, access and car parking at your property: position of all trees on Land adjoining the site: hard and soft landscaping details: and adjacent houses and buildings including the location of any windows 	Yes/No
2 copies of the existing and proposed relevant elevations at a scale of not less than 1:100	Yes/No
2 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.	
Details of any new or altered access to any, Public Highway, access ways or a Public Right of Way inc. footpaths	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
Listed Building Character Assessment/Conservation Area Appraisal if applicable	Yes/No
Ecological Assessment/survey where protected species may be affected by the development	Yes/No

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

If you are in any doubt about the information you are submitting please email the Development Control team on development.control@bury.gov.uk or phone them on 0161 253 5432.

PRIOR APPROVAL FOR TELECOMMUNICATIONS EQUIPMENT VALIDATION CHECKLIST 15 March 2016

Please note that if the application is submitted electronically via the Planning Portal your application will be processed quicker. Please only submit the application as a last resort and if you have any doubts about what is needed, please contact us before you submit your application.

Your application MUST include the following:	
2 copies of the completed planning application form, signed and dated (unless submitted electronically)	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:	Yes/No
The correct fee can be found on the planning portal website.	Yes/No
Ownership certificates	Yes/No
Evidence that the developer has given notice of the development	Yes/No
The following plans <u>will</u> be required: (all dimensions must be metric)	
2 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 (named and numbered) 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
2 copies of the existing and proposed site plans of the equipment showing: <ul style="list-style-type: none"> • Siting and layout (with dimensions) at a scale of 1:100 or 1:200 or 1:500 • direction of north • all buildings and structures, property/ownership boundaries, gardens, walls, hedges and fences, open spaces, roads, footpaths and access: • position of all trees on Land adjoining the site: • hard and soft landscaping details: and • adjacent houses and buildings including the location of any windows • accurate and dimensioned siting/position of any free standing equipment 	Yes/No
2 copies of all elevation plans at a scale of not less than 1:100	Yes/No
2 copies of the supporting statements including: <ul style="list-style-type: none"> • ICNIRP certificate • Evidence of the need for the facility • Evidence of alternative locations, areas of search and alternative solutions • Map showing relationship to schools and other telecommunications equipment in the vicinity • Supplementary information template (Annex F of the Code of best practice) 	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 e-mail	Yes/No
Environmental pollution Statement of community involvement Photographs and montage Tree survey Listed building character assessment/conservation area appraisal Visual impact assessment	

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

If you are in any doubt about the information you are submitting please email the Development Management team on development.control@bury.gov.uk or phone them on 0161 253 5432.

Wind Turbine Validation Checklist

15 March 2016

Document or information required	Description
Application form/Certificate of ownership/Fee	Complete all questions Check declaration and appropriate certificate signed.
Location plan	To a scale of 1:1250 or 1:2500 with a north point. All development must be within a red edge shown on the location plan and to include any ancillary equipment and access to an adopted highway. Show 2 named roads Show the position of public roads, footpaths and bridleways
Site layout plan/block plan/levels plan	To a scale of 1:500 or 1:250 showing position of wind turbine and related ancillary equipment. Provide a six figure easting and northing grid reference for the equipment.
Elevation plans	To a scale of 1:100 or 1:50 for the turbine/s and ancillary equipment
Design and access Statement	Consider – Use – why this particular site, for what means Amount – why the quantity/type of turbine/s applied for Layout – explain chosen position and a site sequential approach if taken. Annotate to scale the proximity of nearest properties. Scale – details of the wind turbine/s height, blade length, numbers of blades, output, power connections. Landscaping – if to be provided Appearance – type and colour Access – explain chosen access route for construction, service or dismantle. Inclusive access – if accessed publically provide details.
Planning Statement	To demonstrate how the proposed scheme fits into current national and local planning policy context.
Landscape and Visual Impact Assessment	Demonstrate how visual impacts have been minimised/mitigated and how the proposal will fit into the landscape. A clear demonstration should be provided of how the chosen arrangements represent the best options. Cumulative visual impacts with other existing operational or permitted turbines should be addressed.

	<p>Reference should be made to the Landscape Capacity Study for Wind Energy Developments on the South Pennines (Julie Martin Associates 2010). An assessment of the impacts of the proposed turbine/s on cultural, recreational or heritage assets should be included.</p> <p>Provide a Zone of Theoretical Visibility Study and photomontages from the 4 cardinal direction points provided by a suitably qualified person.</p>	
Public Rights of Way	Identify on a scaled plan within a radius of 10 times turbine height from the base of the turbine.	
Ecological Assessment	A clear methodology/evidence of a desk based study at the least should be provided detailing any ecological investigations, to include impact on nesting birds, bats, hedgerow and any other relevant wildlife consideration.	
Noise and Shadow Flicker	<p>Site specific noise assessments/surveys shall be provided, carried out by a suitable qualified person or organisation and full details and recommendations included within a report accompanying the application. The report should demonstrate that any noise is compliant with ETSU-R-97. Submission of a manufacturer's standard noise output specifications for a given turbine model is not sufficient.</p> <p>A report should be submitted which demonstrates that any properties within a radius of 10 times the turbine height will not be subject to any shadow flicker effect. Again, to be carried out by a suitably qualified person and set out clear recommendations.</p>	
Peat and hydrology Assessment	Identify whether peat exists on site and include details of any mitigation measures if required.	
Coal Mining Risk Assessment	If any part of the development is located within a Coal Mining Referral Area, the applicant should contact the Coal Authority for advice.	
Community Benefits	Consider the provision of a community benefit scheme. However, this is not a material consideration in the determination of planning applications.	
Community Engagement	To be carried out for 3 or more turbines OR any turbine with a hub height which exceeds 15m.	
Environmental Impact Assessment	Some developments of a certain size or in certain locations may need to be accompanied by an	

	Environmental Statement/Environmental Impact Assessment. Applicants are advised to contact the Council to seek a screening opinion as to whether this is required, prior to submission of an application.	
Electro Magnetic Interference	Provide evidence the proposed turbine/s will not cause any interference to the operation of any communications or broadcast equipment through consultation with operators of any masts or antennae which may be subject to adverse effects.	

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

1. Supporting Planning Policy 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.

Threshold:

- All "major" developments
- Developments not in accordance with the development plan
- And other developments if specified in pre-application advice.

The Town & Country Planning (General Development Procedure)(England) Order 2015 Article 9 sets out the requirements for a Design and Access Statement. These should genuinely add value to the application. This includes major development, listed building consents and developments in conservation areas where one or more dwellings are proposed or the floor space to be created would exceed 100m².

2. 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 planning obligation.

Threshold:

- 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;
- Other developments if specified in pre-application advice; and in all cases
- The submission of a proforma stating contact details of the acting solicitor including title documents and deed plans (to be no older than 6 months from the submission date).

Examples of such requirements include: -

- recreation provision for future residents of a housing development or in the local area (see 5)
- the provision of affordable housing (see 3)
- Employment land contributions (see 24)

- Canal improvements as required by UDP policies R4/7, EN1/7, EN10/2 and OL5/3

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.

3. 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.

Threshold:

- All applications providing 25 or more dwellings,
- Other cases where the proposal specifically provides for affordable housing.

Furthermore, a pro-forma is available on request and should be completed and accompany any application where there is an intention to complete a s106 Agreement concerning affordable housing provision.

4. Sunlighting/Daylighting Assessment

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

Threshold:

- All applications involving new buildings of four or more storeys in height, where adjoining other developed land,
- Situations where the application site is itself subject to significant shading from adjoining buildings or trees.
- And other developments if specified in pre-application advice.

5. Amenity Space/ Recreational Provision

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

Threshold:

- A new residential development of 10 units with a maximum combined floorspace exceeding 1000 square metres; and
- All new residential proposals of 11 dwellings or more; and
- Any other developments if specified in pre-application advice.

Applications involving 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 and Supplementary Planning Document1 – Open Space, Sport and Recreation provision in New Housing Development (adopted June 2015 or as subsequently amended) 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.

6. Heritage Statements/ Listed Building Character Assessment/Conservation Area Appraisal

Applications for listed building consent will be required to be accompanied by a heritage - design and access statement. 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 and its fabric have been considered. 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 contextual 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.

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.

Any proposals that involve a Listed Building or may affect the setting of a Listed Building, scheduled monument or conservation area will be required to be accompanied by a statement of any impact. Any statements, assessments or appraisals submitted should reflect the content of "A Charter for English Heritage Advisory Services" produced by Historic England.

Any Design and Access Statement or Conservation Area Appraisal should be accompanied by appropriate photographs.

7. Transport Assessment/Transport Statement

A Transport Assessment will be required for developments likely to have significant transport impacts. It should quantify and assess the impact of the proposals on traffic movement and highway safety; the availability of alternative transport modes and how 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.

Thresholds:

Land use	No assessment	Transport Statement	Transport Assessment and Travel Plan
A1 Food Retail	<250m ²	>250 <800m ²	>800m ²
A1 Non-Food Retail	<800m ²	>800 <1500m ²	>1500m ²
B1 Business	<1,500m ²	>1,500 <2,500m ²	>2,500m ²
B2 General Industrial	<2,500m ²	>2,500 <4,000m ²	>4,000m ²
B8 Storage or Distribution	<3,000m ²	>3,000 <5,000m ²	>5,000m ²
C1 Hotels	<30 beds	>30 <50 beds	>50 beds
C3 Dwelling Houses	<50 units	>50 <80 units	>80 units

The above requirements are not exhaustive and there may be a need for additional information and assessments, depending on local circumstances. The key issue is that the scope of any Transport Statement or Transport Assessment should be agreed at the pre-application stage between the appropriate authorities and the developer. In addition to the thresholds which relate to the size of the development, there are also a number of other factors which would indicate that a development may require a full Transport Assessment. These include any development:

- That does not conform to the local development plan
- Generating 30 or more two-way vehicle movements in any hour
- Generating 100 or more two-way vehicle movements per day
- Proposing 100 or more parking spaces
- That is likely to increase accidents
- Generating significant freight movements
- Proposed in a location where local transport infrastructure (including public transport, walking/cycling facilities) is inadequate
- Proposed in a location within or adjacent to an Air Quality Management Area

8. Parking and Servicing Details

Details of existing and proposed parking provision, including cycle parking, and to justify the level of provision.

Thresholds:

- All non householder applications
- 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.
- And other developments if specified in pre-application advice.

9. Environmental Pollution

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.

Thresholds:

- **A) 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.

- **B) 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.

- **C) 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.

10. 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, in accordance with the NPPF and Local Plan.

Thresholds:

- Assessments will be required in respect of all proposals resulting in significant changes in the level of retail floor space on site.
- Retail developments of over 2,500 sq metres gross floor space (if there is no locally set floorspace threshold).
- and other developments if specified in pre-application advice.

11. Flood Risk Assessment

A food risk assessment (FRA) should address the issue of flood risk to both property and people. The NPPF Chapter 10 – Meeting the challenge of climate change, flooding and coastal change, and its accompanying technical notes, provides 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.

Thresholds:

- Development within in flood zone 2 or 3 including minor development and change of use;
- Development of more than 1 hectare (ha) in flood zone 1;
- Development of less than 1 hectare in flood zone 1, including a change of use in development type to a more vulnerable class (eg from commercial to residential), where they could be affected by sources of flooding other than rivers and the sea (eg, surface water drains, reservoirs)
- in an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency

11 (b) Sustainable Urban Drainage Systems (SuDS)

From April 2015 planning applications relating to major development will ensure that Sustainable Urban Drainage systems (SuDs) for the management of run-off are put in place, unless demonstrated to be inappropriate for reasons of ground suitability, safety or viability. Alongside the legislative changes to implement SuDs through the planning process, the Lead Local Flood Authorities (LLFAs) are now

statutory consultees to Planning Authorities in the role of providing technical advice with regard to local flood risk.

The legislation is aimed at major developments to promote good practice for a SuDS approach to be considered on all development sites, whilst it is acknowledged that each site may present constraints and may limit the potential for a solution to achieve maximum benefits for all functions, it is important that it can be demonstrated that consideration has been given to the hierarchy of drainage techniques and run-off destinations in all instances and opportunities to incorporate SuDS measures into drainage schemes maximised.

To support the design and delivery of sustainable drainage the Government have published Non-Statutory Technical Standards¹ which should be used in conjunction with the National Planning Policy Framework (NPPF), and the associated National Planning Practice Guidance (NPPG).

Thresholds:

Major Developments

- A Residential Development consisting of 10 dwellings or more or residential development with a site area of 0.5 hectares or more where the number of dwellings is not yet known.
- A Non-Residential Development with provision of a building or buildings where the total floor space to be created is 1000m² or more where the floor area is not yet known, a site area of 1 hectare or more.

Planning applications for major development shall be accompanied by a site-specific drainage strategy or statement that demonstrates that the drainage scheme proposed is in compliance with the both the NPPF / NPPG and the Non-Statutory Technical Standards.

Minor Developments

- A residential development where the number of properties to be constructed is between 1 and 9 inclusive or where the number of properties to be constructed is not given in the application, a site area of less than 0.5 hectares.
- For all other uses, the floor space to be built is less than 1,000 square metres or where the site area is less than 1 hectare. The density, topography and site history of a proposed development can impact on the types of SuDS features that would be applicable due to previous use and pressures on the area available, often set aside for other uses such as public open space and recreational activities. For this reason it is really important that early consideration and integrated design with respect to

SuDS is given which can promote innovative, sustainable and cost effective schemes delivering multiple benefits.

Within Appendix 1 is the full technical guidance note to accompany this section on the provision of SuDS within development that should form part of applications subject to the stated thresholds and details expected.

12. Archaeology

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

Thresholds:

- Development involving the disturbance of ground in areas that are the subject of major development proposals or significant infrastructure works, where archaeological remains may survive, or where archaeological remains may survive as identified in the Sites and Monuments Register.
- And other developments if specified in pre-application advice.

13. Ecology Assessment

An ecological impact report shall be provided to assess the impacts up on protected flora and fauna and potential impacts and the mitigation for such impacts.

Thresholds:

- 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 or remove a building, roof 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.
- 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.

14. Tree Surveys

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.

Thresholds:

- 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,
- 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.

15. 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.

Thresholds:

- 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.
- And other developments if specified in pre-application advice.

16. Ventilation/Extraction Details

Details are required for the position and design of ventilation and extraction equipment, including elevational plans of the ducting, odour abatement techniques and acoustic (Noise) characteristics.

Thresholds:

- All applications for the use of premises for purposes within Use Classes A3, A4 and A5.
- This information should be accompanied with HVAC compliance specialist confirmation of acceptability (excluding odour abatement techniques unless specifically required) and 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.

17. Refuse Disposal Details

Details of proposed facilities for the storage and collection of refuse, including recycling facilities and access for refuse collection vehicles.

Thresholds:

- All proposals involving the creation of new dwellings or new retail, business, industrial or leisure or other similar developments; and
- And other developments if specified in pre-application advice.

18. External Lighting Details

Details of any external lighting and the proposed hours when the lighting would be switched on will be required where they are proposed. 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.

Thresholds:

- 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,
- And other developments if specified in pre-application advice.

19. Statement of Community Involvement

This will be required where proposals are likely to generate significant public interest and the statement shall include the views of the local community, and where appropriate the views of Statutory Consultees have been sought and taken into account in the formulation of development proposals.

Thresholds:

- All major planning applications
- And other developments if specified in pre-application advice.

20. Structural Survey

This will be required 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.

21. 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 land and buildings. Levels should also be taken into account in the formulation of design and access statements.

Thresholds:

- All applications involving new buildings or extensions.

22. Crime Impact Statements

A statement of how the application has taken into account existing crime in the area and how the development has been designed to both address issues of crime and minimise its impact on the safety and security of the area.

Thresholds:

- **All major planning applications**
- **Residential**
 - Residential Development (new or conversions) where ten or more units are created
 - New build or conversion to student accommodation where six or more units are created
 - New build schemes or conversions for supported housing e.g. rest homes, nursing homes and hostels

- **Office/ Industrial / Warehousing**
 - Any scheme where 500sqm gross or more of floor space is created
- **Retail**
 - Any retail scheme where 500sqm gross or more of floor space is created
- **Community facilities**
 - All schools new or significant extensions thereof where 500sqm gross or more of floor space is created
 - All health facilities new or significant extensions thereof where 500sqm gross or more of floor space is created
 - Community centres / meeting halls
 - Religious buildings
 - Day nurseries / crèches
- **Leisure / Recreation**
 - All new leisure/recreation facilities, both public and private, or significant extensions thereof where 500sqm gross or more of floor space is created
 - New Public open space, canal developments
 - New Hotels
 - Licensed premises
 - Clubs/discos

Transport Infrastructure

- New train /tram stations or significant alterations / extensions to existing facilities.
- New bus / coach stations or significant alterations / extensions to existing facilities.
- All free standing and multi storey car parks.
- And other developments if specified in pre-application advice.

23. Employment Land

In situations where permission is proposed to develop existing employment land for an alternative use (eg residential) a report will be required justifying the proposals in the context of UDP policy EC2/2 where the Council are seeking to retain existing employment land and premises. The report will need to demonstrate that the site is no longer suited to employment use and further satisfy the requirements of the Development Control Policy Guidance Note 14 – Employment land and Premises.

24. Coal Mining Reports

All new developments will need to have regard to previous or current mine workings and features. For the majority of the Borough, standing advice will suffice. In some instances there may be a higher level of risk and in these instances, a coal mining report assessing the proposal and the ground will be required.

Thresholds

- All development that breaks the ground within areas of pre-identified area of high risk (using Coal Authority mapping),
- Areas of land subject to development that have known mine shafts or capping.

25. TV Impact Assessment

To assess the impact of proposals on adjoining properties in respect of TV reception.

Threshold:

- All applications involving new buildings of four or more storeys in height, where adjoining other developed residential land,
- And other developments if specified in pre-application advice.

APPENDIX 1

Sustainable Drainage Pre-application Standing Advice Bury Council

From April 2015 planning applications relating to major development will ensure that Sustainable Urban Drainage systems (SuDs) for the management of run-off are put in place, unless demonstrated to be inappropriate for reasons of ground suitability, safety or viability.

Alongside the legislative changes to implement SuDs through the planning process, the Lead Local Flood Authorities (LLFAs) are now statutory consultees to Planning Authorities in the role of providing technical advice with regard to local flood risk.

The legislation is aimed at major developments to promote good practice for a SuDS approach to be considered on all development sites, whilst it is acknowledged that each site may present constraints and may limit the potential for a solution to achieve maximum benefits for all functions, it is important that it can be demonstrated that consideration has been given to the hierarchy of drainage techniques and run-off destinations in all instances and opportunities to incorporate SuDS measures into drainage schemes maximised.

To support the design and delivery of sustainable drainage the Government have published Non-Statutory Technical Standards² which should be used in conjunction with the National Planning Policy Framework (NPPF)³, and the associated National Planning Practice Guidance (NPPG).

² The Non-Statutory Technical Standards provided by Government relate to the design, construction, operation and maintenance of sustainable drainage systems (SUDS) and have been published as guidance for those designing schemes.

³ The NPPF (and associated PPG) related to Government policy on the provision and long term maintenance of sustainable drainage systems.

Major Developments

- A Residential Development consisting of 10 dwellings or more or residential development with a site area of 0.5 hectares or more where the number of dwellings is not yet known.
- A Non Residential Development with provision of a building or buildings where the total floor space to be created is 1000m² or more where the floor area is not yet known, a site area of 1 hectare or more.

Planning applications for major development should be accompanied by a site-specific drainage strategy or statement that demonstrates that the drainage scheme proposed is in compliance with the both the NPPF / NPPG and the Non-Statutory Technical Standards.

Minor Developments

- A residential development where the number of properties to be constructed is between 1 and 9 inclusive or where the number of properties to be constructed is not given in the application, a site area of less than 0.5 hectares.
- For all other uses, the floor space to be built is less than 1,000 square metres or where the site area is less than 1 hectare.

The density, topography and site history of a proposed development can impact on the types of SuDS features that would be applicable due to previous use and pressures on the area available, often set aside for other uses such as public open space and recreational activities. For this reason it is really important that early consideration and integrated design with respect to SuDS is given which can promote innovative, sustainable and cost effective schemes delivering multiple benefits.

The benefits of sustainable drainage systems (SuDS)

Development can harm water resources if a traditional approach to drainage is adopted. Removing water from site too quickly through piped systems can increase flood risk downstream and reduce infiltration impacting on ground water levels. Surface water run off can also contain contaminants such as oil, toxic metals etc. and can affect water quality in rivers and streams.

SuDS mimic natural drainage processes to reduce the effect on the quality and quantity of run-off from developments. This approach uses a range of techniques including swales, permeable paving and green roofs to mimic the natural drainage of a site. They increase infiltration of water where it lands and reduce the speed of run-off and in addition can provide amenity and

biodiversity benefits. When specifying SuDS, early consideration of the potential multiple benefits and opportunities will help deliver the best results.

Hierarchy of drainage techniques

A prioritised order of methods for management of surface water, which is to be considered at all stages of design. Wherever possible the natural drainage of surface water from new developments into the ground will be preferred. Surface water runoff should be managed as close to its source as possible in line with the following drainage hierarchy

The hierarchy of techniques to be used is:

- Prevention of runoff by good site design and reduction of impermeable areas.
- Source control, dealing with water where and when it falls (e.g. infiltration techniques).
- Site control, management of water in the local area (e.g. swales, detention basins).
- Regional control, management of runoff from sites (e.g. balancing ponds, wetlands).

Developers should demonstrate how they have considered and used these techniques.

Runoff Destinations

Surface water runoff not collected for use must be discharged to one or more of the following in the order of priority shown:

- Ground (infiltration),
- Surface water body,
- Surface water sewer, highway drain or other drain,
- Combined sewer.

All SuDS feature design should be completed in accordance with the SuDS Manual (CIRIA C697) with consideration of CIRIA C609B, Sustainable drainage systems: hydraulic, structural and water quality advice.

Pre-application engagement

National Planning Practice Guidance stresses the importance of pre-application engagement with stakeholders to improve efficiency and effectiveness of the planning application system, the planning applications

and likelihood of success. Drainage systems considered at the earliest stages of site selection and design are easier to integrate into developments influencing other aspects of the site (i.e. design, layout and function) and reducing impermeable areas wherever possible.

Evidence from case studies suggests that SuDS are cheaper to install and maintain for many new developments. Where SuDS are predominantly green landscaped SuDS measures such as swales and basins much of the maintenance forms part of the site landscaping and is at little or no extra cost.

Effective early engagement can also help deliver SuDS as part of a developments core green infrastructure e.g. in multi-functional spaces such as car parks, landscaped areas, communal spaces etc. and improve cost effectiveness and integration within the development.

Bury Council encourages prospective developers to first contact the local planning authority as in doing so it can help to determine whether your development proposal is acceptable in principle and reduce the likelihood of submitting invalid applications.

The following points should be noted:

- Pre-application advice may be charged for..
- The Environment Agency will continue to provide pre-application advice for developments within Flood Zone 2 or 3; however this is chargeable and needs to be addressed separately.
- The likely drainage method should be identified as early as possible to ensure appropriate drainage can be delivered through sustainable development.
- Bury Council have UDP planning policies which should be taken into account and identified at pre-application stage.

Contact Details

Development Management Section

Planning Services | Department for Resources and Regulation | Bury Council
3 Knowsley Place, Duke Street, Bury BL9 0EJ

Tel: +44 (0) 161 253 5432

Email to: development.control@bury.gov.uk

Web site: www.bury.gov.uk/e-planning

Outline Planning Application

An application for outline planning permission allows for a decision on the general principles of how a site can be developed. Outline planning permission will be granted subject to conditions requiring subsequent approval of one or more reserved matters.

The applicant should include the following information as a minimum to enable the LLFA to provide an informed substantive response when advising applicants and when consulted by Local Planning Authorities on planning applications in their role as a statutory consultee.

Outline Planning Application
<i>Compulsory information required to validate the applications.</i>
Drainage statement which includes:
Outline Drainage Assessment to incorporate the following: <ul style="list-style-type: none">• Topography of the development site, showing existing surface water flow routes, drains, sewers and watercourses• Geological and soil types.• Initial scoping of flood risk issues to inform where applicable the flood risk assessment which may include any of the following:<ul style="list-style-type: none">• Flood risk from main river• Surface water• Groundwater flood risk
Indicative Site Drainage Strategy, including: <ul style="list-style-type: none">• Preliminary sustainable drainage proposals• Outfall locations• Discharge rates• On-site storage requirements
Further information that may be required to validate the application.
An appropriate/proportionate site-specific flood risk assessment where one is required. Guidance can be found: <ul style="list-style-type: none">• https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications• https://www.gov.uk/guidance/flood-risk-assessment-standing-advice• http://planningguidance.planningportal.gov.uk/blog/guidance/flood-risk-and-coastal-change/site-specific-flood-risk-assessment-checklist/
A flood risk assessment (FRA) will be needed for developments in:

- flood zone 2 or 3 including minor developments and change of use
- more than 1 hectare in flood zone 1
- less than 1 hectare in flood zone 1, including change of use in development type to a more vulnerable class (e.g. commercial to residential), where they could be affected by sources of flooding other than rivers (e.g. surface water, drains, reservoirs)
- in areas within flood zone 1 which has critical drainage problems as notified by the Environment Agency.

The information provided in the flood risk assessment should be credible and fit for purpose. Site-specific flood risk assessments should always be proportionate to the degree of flood risk and make optimum use of information already available, including information in a Strategic Flood Risk Assessment for the area, and the [interactive flood risk maps](#) available on the Environment Agency's web site.

Full Planning Application, Reserved Matters, Discharge of Conditions

Full Planning Application, Reserved Matters (in addition to the information required at Outline stage)
Site and Drainage Layout
Proposed site plan showing exceedance flow routes and identification of catchment area(s)
Drainage layout plan, to include: <ul style="list-style-type: none"> • Sustainable drainage system • Sewers • Drains • Watercourses
Site investigation report, including the results for each sustainable drainage system feature of: <ul style="list-style-type: none"> • Boreholes or Trial Pits • Infiltration (Permeability) Testing • Factual Ground Investigation Report (GIR) • Geotechnical Design Report (GDR)
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"> • 1 in 1 year; • 1 in 2 year; • 1 in 30 year, and; • 1 in 100 year + 30% climate change

<p>Discharge of Conditions <i>(in addition to the information required at Full/Reserved Matters)</i></p>
<p>Drawings and Calculations</p> <p>Detailed design drawings, including:</p> <ul style="list-style-type: none"> • Details of inlets, outlets and flow controls • Long and cross section drawings of proposed drainage system(s), including design levels • Details of appropriate water quality treatments
<p>Construction</p> <ul style="list-style-type: none"> • Specification of materials • Phasing of development including Construction Management Plan • Construction phase Surface Water Management Plan • Construction details • Operational Maintenance Plan • Location plan and as built drawings to be provided (Flood Risk Asset Register – Flood and Water Management Act 2010).
<p>Operation and maintenance plan for a full planning application.</p> <ul style="list-style-type: none"> • Whole life cycle costing for the SuDS including replacement cost. • Details of funding arrangements for SuDS maintenance. • Details of the party / organisation responsible for, and maintenance of, each feature. • Specification for inspection and maintenance, including frequency of maintenance tasks required for each proposed SuDS, setting out a minimum standard to which the SuDS system must be maintained an estimate of the expected useful life of the suds provision before replacement required. • Details of additional cleansing, repair and maintenance following flooding events where SuDS features are located in a designated flood zone. • Where SuDS features are attached to private property, confirmation of any associated maintenance / adoption / ownership requirements should be provided. For example, if SuDS features are to be included in property deeds, or if householders are required to pay into a communal fund to fund ongoing maintenance. • Details of proposed contingency plans for failure of any part of the drainage system that could present a hazard to people.
<p>Adoption</p> <ul style="list-style-type: none"> • Proposed arrangements for adoption / ownership to secure the operation of the scheme throughout its lifetime, including physical access arrangements for maintenance and establishment of legal rights of access in perpetuity.

Safety and Access

Consideration should always be given to safety in design and appropriate consideration of access during the design of SuDS. CDM Regulations 2015 must also be considered and applied to the planning, design and construction and long term maintenance of SuDS systems.

GUIDANCE NOTES FOR WASTE PLANNING APPLICATIONS

WASTE PLANNING APPLICATION GUIDANCE NOTE

Detailed Checklist of Mandatory and Additional Information to Assist with the Preparation of Applications for Waste Management Facilities

Pre-Application Discussions - In light of the rapidly evolving policy context and the legislative, commercial and timetabling drivers that affect Greater Manchester, and of course the complex nature of proposals in these categories, **all applicants are encouraged to seek pre-application discussions with the relevant LPA and WDA.**

WASTE PLANNING APPLICATION GUIDANCE NOTE INTRODUCTION

All decisions on waste planning applications in Greater Manchester are made by the relevant local planning authority (referred to in this document as the 'Waste Planning Authority' (WPA)).

To determine applications for waste development, the WPA must have sufficient information and clarity on which to base their development control decisions, and therefore will require submission of a full planning application for any such development. Developers should ensure that they have submitted alongside their applications any additional information which will support their application.

Pre-application consultation with the WPA is essential in terms of establishing what supporting information is likely to be required and as such is strongly encouraged as an important element of applying for permission for waste development. Such liaison will also help ensure that planning applications are processed efficiently and effectively. In line with good practice, it is strongly encouraged that developers consult on their proposals with the local community at the earliest stage.

INFORMATION REQUIRED

The SI 2015 No. 595 - Town & Country Planning (Development Management Procedure)(England) Order 2015, sets out the scope of information nationally required prior to validation of an application for planning permission.

The list includes both compulsory requirements and additional information. Where the required information is not submitted the application will be declared invalid by the WPA unless the applicant can provide written justification as to why it is not appropriate to submit additional information in the particular circumstances.

COMPULSORY REQUIREMENTS

The Submission - Agree with the WPA the way in which the application shall be submitted i.e. through the planning portal or directly to the WPA.

The application should be in digital format and should not contain any reports exceeding 10Mb. If any documents do, then break the report down accordingly into separate files.

Unless the authority states otherwise, **2 hard copies** of the application form and **one electronic copy** are required to be submitted.

1 The completed application form

2 The correct fee

3 Ownership Certificates

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with section 5 of the Town and Country Planning (General Development Procedure) Order 1995 (GDPO), WPAs cannot entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been correctly completed.

All applications **except** for approval of reserved matters, discharge or variation of conditions, tree preservation orders and express consent to display an advertisement must include the appropriate certificate of ownership.

An ownership certificate must be completed stating the ownership of the property (Certificates 2 A, B, C and D). 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.

4 Agricultural Holdings Certificate

This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. This certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, or express consent to display an advertisement.

5 Part 1 Notice – Requirements to serve notice before submitting

A notice to owners of the application site must be used if Certificate B has been completed and may be required if Certificate C has been completed. A copy should be served on each of the individuals identified in the relevant certificate.

6 The location plan

All applications must include copies of a location plan based on an up-to date Ordnance Survey map at a scale of 1:1250 or 1:2500.

Plans should where ever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site must be edged clearly with a **red** line. It should include all land necessary to carry out the proposed development for example, land required for access to the site from a public highway, visibility spays, landscaping, car parking and open areas around buildings.

A **blue** line must be drawn around any other land owned or controlled by the applicant, close to or adjoining the application site.

7 Site Plan - Copies of the site plan should be submitted. This should be drawn at a scale of 1:500 or 1:200 and should accurately show:

- The direction of North;

- The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those of the boundaries outlined in red;
- 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 works;
- The extent and type of any hard surfacing;
- Boundary treatment including walls or fencing where this is proposed.

8 Drawings (including Floor Plans) These should be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in detail. Where existing features, such as buildings, walls or hedges are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building (s) and features as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).

9 Elevations These should be drawn to a scale of 1:50 or 1:100 or as appropriate and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case. Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

10 Section drawings drawn at a scale of 1:50 or 1:100 or as appropriate showing a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels. On sloping sites, full information is required concerning alterations to levels, the way in which a proposal sits within the site and in particular the relative levels between existing and proposed buildings. The drawings may take the form of contours, spot levels or cross or long sections as appropriate.

11 Flood Risk Assessments - A flood risk assessment will be required in all cases.

12 Noise Impact Assessments - Almost all minerals and waste applications have potential for generating noise, either through the operation of plant and machinery or from vehicle movements. Therefore unless otherwise agreed in writing by the WPA, all applications should be accompanied by a Noise Impact Statement prepared by a suitable qualified acoustician.

13 Transport Assessment - The nature of waste applications are such that the impact upon and effects of traffic movement serving the site will require assessment. As such, the scope of a Transport Assessment should be first discussed with the Waste Planning Authority and any other required consultees.

ADDITIONAL INFORMATION

Where appropriate the Planning Application should be supported with the following additional information:

1 Supporting Planning Statement

Information will include how the proposed development accords with policies in the development plan and the National Planning Policy Framework. It should include details of consultations with the Waste Planning Authority and wider community/statutory Consultees undertaken prior to submission.

The statement should also include section on community involvement

The supporting planning statement could include information about the following:

- Site assessment - location and setting including physical features and surroundings, as well as planning history (including details of previous planning permissions, applications and appeals and current planning permission).
- Need assessment in response to the Greater Manchester Joint Minerals and Waste Plan, as amended.
- Full description of the development and how it will operate - development proposals including time-scale, types of waste to be managed, quantities of waste to be managed
- Development plan assessment – planning policy context (national and local level) taking into account any provisions set out in the GMJMWP
- Restoration and aftercare proposals including timing for implementation.

2 Transport Assessment

Information will include all existing and proposed commercial and residential vehicular and pedestrian movements to and from the site. Loading areas and arrangements for manoeuvring, servicing and parking of vehicles should also be clearly identified. It should describe and analyse existing transport conditions, how the development would affect those conditions and any measure proposed to overcome any problems.

3 Travel Plan

In certain instances it may be appropriate to submit a travel plan which outlines 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.

4 Planning Obligations

This could include brief draft heads of terms for a section 106 agreement or unilateral undertaking. Applicants should clarify the WPA requirements in pre-application discussions and confirm any planning obligations that they agree to provide in brief heads of terms.

5 Listed Building appraisal and Conservation Area appraisal (Heritage Statement)

A written statement which includes a schedule of works to the listed building(s) and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed

buildings may be required.

The scope and degree of detail necessary in the written justification will vary according to particular circumstances of each application.

Applicants are advised to discuss proposals with either a planning officer or conservation officer before any application is made.

6 Sustainability Statements

A sustainability statement should outline the elements of the scheme that address sustainability issues, including the positive environmental, social and economic implications.

7 Landscaping

Applications may be accompanied by landscaping details and include proposals for long term maintenance and landscape management.

8 Tree Survey/Arboriculture Statements

Where the application involves works that affect any trees within the application site, the species, spread, roots and position of trees should be illustrated accurately on the site plan. This must indicate any trees which are to be felled or affected by the proposed development. The location of any trees within adjacent properties that may be affected by the application should also be shown. A statement in relation to the measures to be adopted during construction works to protect those trees shown to be retained on the submitted drawings may also be necessary.

9 Historical Archaeological Features and Scheduled Monument information

Supporting information may include plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, and historic battlefields. If an application affects such a site an applicant may need to commission an assessment of existing information and submit the results as part of the application in accordance with advice which should include discussions with the Greater Manchester Archaeological Advisory Service.

10 Nature Conservation/Ecological Assessment/Natural Beauty information

Plans should show any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, Conservation (Natural Habitats etc) Regulations 1994 or Protection of Badgers Act 1992. Applications for development in the countryside that will affect sensitive areas must be accompanied by ecological assessments and include proposals for long term maintenance and management. This information might be incorporated into an Environmental Statement, if one is necessary.

11 Surface Water Drainage Strategies

This should include measures to show how surface water runoff will be dealt with within the application site area and the provisions for SUDS. The all applications checklist includes an appendix in relation to SuDS which should be referred to.

12 Air Quality Assessments

Application proposals that impact upon air quality or are potential

pollutants should be supported by an air quality assessment indicating the change in air quality resulting from the proposed development and outlining appropriate mitigation measures as necessary.

13 Assessments for the Treatment of Foul Sewage

This should include a description of the type, quantities and means of disposal of any trade waste or effluent.

14 Utilities Statement

This should include how an application connects to existing utility infrastructure systems.

15 Energy Statements

The statement should show the predicted energy demand of the proposed development and the degree to which the development meets current energy efficient standards.

16 Sound Insulation Requirements

Advice should be sought from the local Environmental Health Service through a planning pre-application discussion for individual Council requirements for sound insulation in residential and commercial developments and from Building Control about the need to submit either a 'Full Plans' application under the building regulations or a Building Notice for the erection of most types of buildings, material alterations to existing buildings. Works will need to be inspected on site during the construction process.

17 Source of waste/details of plant capacity (minimum and maximum)/emergency storage capacity/destination of final endproduct (where appropriate)

Details of the likely sources of waste to be received at the proposed development, together with details of the plant capacity, and the destination of any end product from the site, should be submitted.

18 Lighting Scheme/Light Pollution Assessment

Details of the method of lighting/illumination at the site, together with measure to minimise/avoid light pollution should be submitted.

19 Photographs/Photomontages

These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or listed building.

ENVIRONMENTAL IMPACT ASSESSMENT

Environmental Impact Assessment (EIA) is a means of drawing together in a systematic way an assessment of a project's likely significant effects. The result of an EIA is an Environmental Statement.

For planning applications, the EIA process is governed by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011. The WPA will refer to these Regulations and the National Planning Practice Guidance notes deciding whether an Environmental Statement should be submitted alongside a planning application for waste development. Planning applications falling within the scope of the Regulations will not be determined until a

satisfactory Environmental Statement has been submitted and its information taken into consideration.

Where an EIA is required, developers are encouraged to ask the WPA for an opinion as to what should be included in its scope, prior to submitting any application for planning permission. The WPA will consult other relevant conservation and information-holding bodies (including the Environment Agency) before an opinion is given to ensure that all relevant environmental issues are identified and addressed.

The Regulations prescribe two schedules of development that will either always require an EIA (Schedule 1 development) or may require an EIA if they are likely to have significant effects on the environment by virtue of factors such as their nature, scale or location (Schedule 2 development).

Waste developments that fall under Schedule 1 include proposals for:

- waste disposal installations for the incineration, chemical treatment or landfill of hazardous waste; and
- waste disposal installations for the incineration or chemical treatment of non-hazardous waste with a capacity exceeding 100 tonnes per day.

Waste developments that fall under Schedule 2 include installations for the disposal of waste (unless included in Schedule 1) where:

- the disposal is by incineration; or
- the area of the development exceeds 0.5 hectare; or
- the installation is to be sited within 100 metres of any controlled waters.

There are also circumstances concerning sensitive locations that are not identified in either Schedules 1 or 2 but which may be significantly affected by waste development. In such circumstances the waste planning authority will ask that an EIA be carried out as part of an application for development at that location.

Sensitive locations include Sites of Special Scientific Interest (SSSIs), Areas of Outstanding Natural Beauty (AONBs), locations in or near a designated area of nature conservation value, major or minor aquifers or locations in close proximity to drinking water supplies. The regulations provide further guidance and criteria to assess whether a development requires an EIA.

The 2011 Regulations require an outline of the main alternatives studied by the applicant, and an indication of the main reasons for the final choice taking into account the environmental effects, to be included in an Environmental Statement.

RELATIONSHIP WITH POLLUTION CONTROL MATTERS

Pollution control matters cover a range of issues that are of interest to the WPA and other agencies (in particular the Environment Agency (EA)), and it is important that the roles of each other are not confused. Decisions on land use planning matters are the responsibility of the WPA, not the EA. The WPA should, however, take the EA's advice into account when developing their policies and taking decisions.

The EA, as Waste Regulatory Authority (WRA), is concerned with controlling the pollution aspects of new waste facilities through waste management licensing and issues policy on the location of new waste treatment facilities. The EA is required to consult the WPA when waste management licence applications are being considered.

Where a waste management licence is sought for use of land for which planning permission is required, planning approval has to be obtained before the EA can grant a licence. This is also the case if the waste management facility is to be regulated through the Integrated Pollution Prevention and Control (IPPC) or Local Air Pollution Control (LAPC) regimes. All landfill sites will require an IPPC permit by 2007. The role of the WPA and the EA in the regulation and enforcement of waste management are therefore separate, but complementary. The Environment Agency also controls the aftercare of waste sites to prevent pollution at this stage.

The WPA works closely with the EA, and with other bodies responsible for pollution control, to ensure that best use is made of their expertise and information, and to avoid unnecessary duplication between the planning and pollution control systems. It is important to be aware however that both a planning permission and a waste management licence or PPC permit could legitimately address some of the same issues, although for different reasons.

WASTE PLANNING APPLICATION GUIDANCE NOTE Content of Supporting Statements

WASTE PLANNING APPLICATION GUIDANCE NOTE INTRODUCTION

All decisions on waste planning applications in Greater Manchester are made by the relevant local planning authority (referred to in this document as the 'Waste Planning Authority' (WPA)).

To determine applications for waste development, the WPA must have sufficient information and clarity on which to base their development control decisions, and therefore will require submission of a full planning application for any such development. Unfortunately, the application form only provides space for brief details of the proposed development. How much information will be needed will depend on the scale, nature and location of the proposal. For all but the most minor of developments, it is strongly advised that additional detail is provided in the form of a supporting statement.

GENERAL CONTENT OF A SUPPORTING STATEMENT

The information set out below provides guidance on the type of information that is often needed in support of a planning application, including:

- Site assessment;
- Need assessment;
- Full description of the development and how it will operate;
- Development plan assessment;
- Restoration and aftercare; and,
- Other information.

It is important to note that not all of the issues listed will be required in every instance, and similarly some proposals will require information not mentioned. Where a supporting statement is used, the applicant is requested to reply to each question on the application form by stating the page or paragraph number in the statement where the answer is given.

Pre-application consultation with the WPAs is essential in terms of establishing what supporting information is likely to be required and as such is strongly encouraged as an important element of applying for planning permission for waste development. Such liaison will also help to ensure that planning applications are processed efficiently and effectively. In line with good practice, the WPA's would strongly

encourage developers to consult on their proposals with the local community at the earliest stage.

1 Site Assessment

Site Description - Description of the physical features of site and its surroundings. Description of any Constraints – Land-use planning designations or physical constraints.

Geological Assessment – Where relevant include details of the geology and topography of the site including spot heights. Where necessary include an assessment of land stability on the site and its environs.

Relevant Site History - including details of previous planning permissions, applications, appeals and current planning permission.

2 Needs Assessment

You should refer to the Greater Manchester Joint Waste Development Plan Document which it may prove be useful to describe the benefits brought by the proposed development.

Applicants are advised to describe how the proposals will contribute to the relevant provisions of the Joint GMMWP. In particular it will be necessary to demonstrate existing and projected future demand as well as markets served. The latest position Statement will provide further assistance on this matter.

3. Full description of the development, how it will operate and its effects

Time-scale – lifespan of the operation and its days and hours of operation.

Types and quantities of waste to be managed - including the daily throughput for which planning permission is being sought, estimated annual quantity of each waste type to be received, and estimated total capacity where relevant. Detail arrangements for the disposal of residues and any hazardous materials to be used or stored on the site.

Design, layout, buildings and plant – a full description of the proposed development including the processes involved, layout and design of buildings, plant, operational areas, haul roads and external lighting.

Details on landfill gas and leachate control infrastructure, and measures to control energy efficiency and recovery, should be included where relevant.

A design and access statement will be required in all cases.

Land and soil assessment and techniques of soil stripping, placement and storage – including the impact on the best and most versatile agricultural land (grades 1, 2 and 3a).

Method of working, filling and phasing, plant and machinery to be used - where relevant.

Hydrology and hydro-geology – geological and hydrogeological suitability of the site and its environs. The impacts of the development (including post restoration) on watercourses, water resources, abstraction rights, flood prevention and drainage on the site and the surrounding area.

A flood risk assessment will be required if a development falls within an Indicative Flood Plain or 'Flood Zone' – these maps are available from the Environment Agency. The EA provides comprehensive guidance for both WPA and applicants 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.

Amenity and Nuisance – The compatibility of the proposed development with existing or neighbouring land uses. Measures to prevent and control land contamination, light pollution, noise, smell, dust, birds and vermin, litter, and any emissions associated with the proposed operations. Details of landscaping management of existing screening, fencing, new planting and maintenance proposals. Where appropriate, the impact of the development on aircraft movements by virtue of bird strikes hazard.

Landscaping management of existing screening, fencing, new planting and maintenance proposals.

Application proposals that raise issues of noise disturbance or are considered to be a noise sensitive development should be supported by a Noise Impact Assessment prepared by a suitably qualified acoustician.

Air pollution – The impact of emissions to atmosphere of any product gasses resulting from specialist treatment/recovery processes.

Application proposals that impact upon air quality or are potential pollutants should be supported by an air quality assessment indicating the change in air quality resulting from the proposed development and outlining appropriate mitigation measures as necessary.

Access, Highways and Traffic – The transport arrangements for waste to be received by the site; including mode of transport, the number of traffic movements per day and per week to be generated by the proposal, access and routing and the impact of such journeys upon the existing highway network.

Transport assessment - may be required if considered necessary by the Highways Authority.

Effect on rights of way – The impact of the proposed development on public rights of way and access to the countryside.

Effect on landscape – The impact of the development on the landscape, including visual amenity.

Effect on Ecology – The impact of the development upon existing features of nature conservation, geological and wildlife value on the site and the surrounding area.

Plans should show any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, Conservation (Natural Habitats etc) Regulations 1994 or Protection of Badgers Act 1992.

Effect on Historic Environment and archaeology – The impact of the development on areas of historical importance including listed buildings and structures, historic parks and gardens, historic battlefields, conservation areas, scheduled ancient monuments and their settings, and areas of archaeological interest.

Economic and social implications – including employment opportunities arising from the development.

Environmental capacity – an assessment of the environmental capacity of the site to accommodate the proposal.

4 Development Plan Assessment

Planning policy context including relevant Development Plan policies, other policy guidance issued by the Department for Communities and Local Government (and its predecessors, where documents still represent current policy) and current best practice. Within this context applicants need to consider the provisions set out in the latest JGMMWP Position Statement.

5 Restoration and Aftercare

(for waste disposal to land and temporary waste use proposals only)

A detailed restoration scheme addressing, where appropriate, measures taken and infrastructure to be provided to control and manage gas and leachate production; soil storage and handling methods; pre and post settlement levels, final contours and the relationship of any final landform with the surrounding area.

The planned after-use of landfill sites, including a 5-year aftercare scheme. Landfill sites are normally subject to two forms of control after waste disposal has ceased: -

- Under conditions attached to the planning permission there is likely to be a 5-year aftercare period, during which actions taken to restore the completed site are monitored. This work focuses upon the after-use and appearance of the site and covers such matters as restoration to agriculture and tree planting;
- Under the controls exercised by the Environment Agency the licence has to be retained by the site operator until the EA is satisfied that the site is stabilised and that there will be no pollution resulting from the breakdown of waste. The operator may not be able to surrender the licence for many years.

6 Other Information Included in the Supporting Statement

Data – any survey data collected or other information used to support the proposal, e.g. data to calculate volumes, flows, inputs, etc. should be supplied with references as to their source and year of sample.