

Validation checklist requirements for planning applications submitted to Warrington Borough Council

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Section 1: Introduction and Background

Introduction

- 1.1 Warrington Borough Council has produced this Application Validation Checklist in accordance with Planning Practice Guidance and paragraph 44 of the National Planning Policy Framework (NPPF). Paragraph 44 of the NPPF states that local planning authorities should publish a list of their information requirements for applications, which should be kept to the minimum needed to make decisions and should be reviewed at least every two years.
- 1.2 Paragraph 44 states that local planning authorities should only request supporting information that is relevant, necessary and material to the application in question. Planning Practice Guidance states that, in addition to being specified on an up-to-date local list published on the local planning authority's website, information requested with a particular planning application must be:
- Reasonable having regard, in particular, to the nature and scale of the proposed development; and
 - About a matter which it is reasonable to think it will be a material consideration in the determination of the application
- 1.3 This document provides users of Warrington Borough Council's Development Management Service with an overview of all supporting assessments and plans required at the time of submitting a planning application (made under the Town and Country Planning Acts) to make it valid. If an application on receipt has the correct level of supporting information then it is considered to be "valid" and it can progress towards a decision.
- 1.2 The checklist is set out into two main parts:
- Part One** – sets out the national list of requirements which are mandatory for all planning applications.
Part Two – sets out Warrington Borough Council's local list
- Above all the checklist aims to:
- assist in ensuring that your application is valid when submitted;
 - ensure that all applications can be dealt with effectively and efficiently;
 - respond positively to best practice advice issued by government; and,
 - ensure that Warrington Borough Council complies with legislation in relation to planning applications.
- 1.3 The Validation Checklist included within this document is designed to help ensure that your application is valid when we receive it from you. The checklist highlights the relevant local policies and provides links to where you can read and download these.

- 1.4 It is recommended that the content of technical documents supporting your application be informed by pre-application discussions with us and by reference to our planning policies and guidance, particularly Supplementary Planning Documents.
- 1.5 The content and detail of the supporting information we require should be proportionate to the scale of the development. If you are in any doubt about this, please do talk to us further before preparing and submitting your application. If the information required, as set-out in our Validation Checklist, is not submitted with your application then the application will not be valid and it will not start to be progressed towards a decision.
- 1.6 Please read this document carefully before completing your application form and submitting your application. If you intend to submit an application for large-scale development or for a complex proposal, or if you are in any doubt about a specific issue, you should agree these matters with us during pre-application discussions.
- 1.7 Please remember also that planning permission, listed building and advertisement consents may not be the only permissions or consents you need from Warrington Council. Other consents include building regulations, licensing and food safety. More information on these and other consents and services of the Council are available on our website www.warrington.gov.uk

Data protection and the internet

- 1.8 The information provided on your application form and in the supporting documents will, in nearly all cases, be made public because it will be viewable on our website. Given this, if you supply personal information belonging to a third party, please ensure you have their permission to do so. The General Data Protection Regulation was enforceable in the UK from the 25th May 2018.

The validation process

- 1.9 Only valid applications will be progressed toward a decision. “Valid” means that all the information specified by us, in order to determine your application is, from the outset, provided in full. If relevant information or the correct fee is missing, we will not be able to start determining your application and there will be a delay in deciding your application until the appropriate fee and required information is received.
- 1.10 There are different types of applications and some types require more detailed information than others. All information needs to be accurate and some information can be complex and technical. It is required so that all people with an interest in the outcome of your application can accurately assess what the impacts of your planned development will be. For example, neighbours to your site may be interested in the potential impact on them from noise or additional traffic.
- 1.11 You may need to appoint a planner, an architect, surveyor or specialist consultant to prepare information to support your application and in order to make it valid; for example, to undertake an ecology survey and prepare a report.

- 1.12 We want to make the planning process as clear as possible and the Checklist below confirms what information is required for different types of applications. You are required to use our Checklist to ensure that your application is complete when you send it to us.
- 1.13 Upon receipt of your application, we will crosscheck the information submitted against national planning application requirements, together with Warrington Borough Council's local requirements, as set out in this document. If all of the required information is included, your application will be classed as "valid" and it will then progress towards a decision.
- 1.14 If when we receive your application we consider that it is lacking information, it will be held as 'invalid' and it will not start to progress towards a decision until the necessary information is received.
- 1.15 In the event that your application is invalid (because you have submitted insufficient information or an incorrect application fee), we will write to you to tell you what you need to do to make it valid. You must then submit the required information in a timely manner to ensure that your application can progress to a decision. If, within 28 days, you do not provide us with the information we require, we will not be able to deal with your application and it will be treated as Withdrawn. Thereafter, in the event that you wish to progress with your plans you will need to submit your application to us again as we do not keep any documents relating to Withdrawn applications.
- 1.16 If you consider that exceptional circumstances are present such that, in your view, you do not need to comply fully with our Local Validation Checklist you should discuss this with us before you submit your application. You should then tell us in writing in your application why you consider that specific information is not required. The Council will consider such requests on their merits in accordance with the relevant legislation.
- 1.17 One of the exceptional circumstances may be that you provide your written agreement to the use of pre-commencement conditions in lieu of providing the required documents/plans at submission stage. This should form part of your Planning Statement.

Can we require this level of information?

- 1.18 The application fee and some of the information we require when an application is submitted are national requirements set by Government. In addition, the government has empowered us to require applicants to provide additional information in the interests of good and efficient decision making and having regard to local circumstances.
- 1.19 Different types of applications require different levels of information and supporting documentation to be submitted. The Government has published guidance recommending that we specify the scope of information necessary for different types of applications. This is the purpose of this advice note and checklist.
- 1.20 Our Local Validation Checklist has been the subject of public and stakeholder consultation.

Common reasons why applications are invalid

| Reason | Remedy |
|---|---|
| An absence of the Supporting Documents necessary. | Check the national and local validation requirements within this document to see what supporting information is needed with your application. |
| Supporting Documents that omit information specified in the guidance notes accompanying the planning application form and/or set out in national guidance, the statutory development plan or supplementary planning documents | Within the local validation requirements set out in this document, there is a section called, 'what information is required'. This will provide you with useful references about the level of information required with reference to policy and guidance. |
| Drawings with insufficient detail as specified in the guidance notes or containing inconsistencies. | Refer to the local validation requirements below to make sure that the right level of information is submitted and cross-reference your drawings before submitting to ensure consistency in the submission. |
| One or more plans are missing. | If submitting plans through the Planning Portal you should be able to view a list of all plans/ documents you are about to submit. At this time, your list of plans can be checked against your records before you submit. If providing paper copies, you may find it useful to provide a covering letter with a schedule of plans to assist you in identifying any omissions prior to submission. |
| An incorrect description of the development. | Check that the description that you detail on the application form covers <i>all</i> elements of the proposal. |
| An incorrect Certificate of Ownership because plans show that building works will encroaching onto the neighbouring property. | If there is any encroachment outside of your site boundary then you should <i>not</i> sign Certificate 'A'. The applicable certificate will be dependent upon circumstances but alternatives will require you to either serve notice on the landowner that you are encroaching on, or advertise your proposal in the press if it is not possible to identify the landowner. This should occur prior to the submission of your application and confirmation provided that this has been undertaken. The application forms provide further details. |
| Inconsistencies between elevations and floor plans. | Ensure that you cross-reference elevations and floor plans before submission. Amended plans will be required if there are inconsistencies between elevations and floor plans because it needs to be clear what is being applied for so that the impacts can be properly assessed. |

| | |
|--------------------------------|---|
| <p>Incorrect fees enclosed</p> | <p>Fees for the processing of applications are set nationally. You will find a link to them here.</p> <p>Applicants should be aware that when they are submitting an application for multiple uses (for example, use classes B1, B2 and B8), the fee shall be calculated in accordance with the 2012 Regulations (para 10, Part 1, Schedule 1) :</p> <p>(2) <i>Calculations shall be made in accordance with this Schedule of the fee that would be payable in respect of an application for planning permission, or approval of reserved matters (as the case may be), if made in respect of each of the alternative proposals, and the fee payable in respect of the application shall be the sum of—</i></p> <p><i>(a) an amount equal to the highest of the amounts calculated in respect of each of the alternative proposals; and</i></p> <p><i>(b) an amount calculated by adding together the amounts appropriate to all of the alternative proposals, other than the amount referred to in subparagraph (a), and dividing that total by the figure of 2.</i></p> |
|--------------------------------|---|

Validation Dispute

- 1.21 We want to avoid disputes with you about whether your application is, or is not, valid; this is why we have prepared the clear advice provided here. [National legislation](#) provides us with the power to decide whether an application is valid. We consider that the information and evidence we require satisfies legislation because it is:
- reasonable having regard, in particular, to the nature and scale of the proposed development; and,
 - about a matter which it is reasonable to think will be a material consideration in the determination of the application.
- 1.22 Nevertheless, if you disagree with what we are asking you to do (to make your application valid) you should always in the first instance talk to us. If you are unable to achieve agreement with us you have the right to seek a resolution by following national procedures, which can be read [here](#). In these circumstances, you must send a notice to us which:-
- (i) specifies which particulars or evidence you consider do not meet the requirements;
 - (ii) sets out the reasons why you hold that view; and,
 - (iii) requests that we waive the requirement to include those particulars in the application.
- 1.23 We will then send a validation notice or non-validation notice to you.

Pre-application Discussions

- 1.24 We strongly encourage you to discuss your plans with us before submitting a formal application. This can save you both time and money and ensure that your application has the best chance of success because we can agree with you the issues relevant to the consideration of your application and that the information required to make it valid at the outset, thereby avoiding delays in a decision. It is useful to include details of any pre application advice you have had with us within the application form within the relevant section.
- 1.25 Full details of our pre-planning application advice protocol (including charges) can be found [here](#).

Online and electronic submissions

- 1.26 We would prefer to receive your application electronically via the Planning Portal (<http://www.planningportal.gov.uk/>). The following notes should assist you when submitting your application in this way. Following the guidelines will enable us to process your application and publish it more quickly. Please structure your electronic submission in the following way:
- No individual file should be greater than 5MB;
 - Large documents should be broken down into manageable files e.g. in chapters and sections;

- It is important that the naming structure explains the document and chapter (if applicable) in plain English;
- All major dimensions must be specified on drawings. This is necessary for the assessment of drawings. Drawings should include a scale and calibration scale; and,
- Drawings should be orientated so they appear correctly when viewed on screen (i.e. North at the top of the screen).

1.27 The Council will process applications submitted on paper. These require 2 copies of each document, plan and form and can be posted to Development Management, Warrington Borough Council, New Town House, Buttermarket Street, Warrington, WA1 2NH.

Householder Applications

1.28 If you are submitting an application to extend a dwelling, the validation requirements are largely set out with the National Validation Requirements, contained immediately below.

Exceptions to this are if your application relates to a property, which is:

- a nationally listed building;
- located in the green belt or in conservation area; or,
- it would involve works to protected trees or those in a conservation area.

In these instances additional information will be required.

You can check to see whether your property is listed, in the green belt, in the conservation area or has any protected trees that maybe impacted by using our interactive map, which is available on-line [here](#). In such instances, you should refer to the relevant documents within the Local Validation Requirements section below with reference to the 'Householder' information contained within section 3 of this document. If you have any queries, we would be pleased to help you. Email us at devcontrol@warrington.gov.uk

Making Payment on Applications

1.29 A schedule of planning application fees can be found at <https://www.planningportal.co.uk>.

Where possible it is advised that the preferred method of payment is on-line through our website. The link to facilitate this can be found [here](#). Alternatively cheques should be made payable to Warrington Borough Council and cash is accepted at the Planning Reception (New Town House) between the hours of 9.00 am and 5.00pm.

Section 2: Validation Criteria

National Validation Requirements

Applicants are encouraged to supply documentation which has been produced electronically in that format. This applies whether the application is made on-line or whether a paper application is made. This facilitates the transfer of information to consultees and for the public to view planning proposals on-line with the greatest efficiency. It would be appreciated if the scale of the plans and paper size is no larger than is required to illustrate the proposals.

The national standards for on-line submission of electronic planning documents are as follows:

- Maximum single file size is 5 Mbytes;
- Maximum 25 Mbytes file size (the sum of all document file sizes). Where these maxima are exceeded the information should be submitted off-line using CDROM/DVD;
- Portable Document Format (PDF) is the recommended file format to ensure that they are accessible to consultees;
- All drawings shall specify the printing page size for which the scale applies;
- All drawings shall be correctly orientated for on-screen display
- All drawings shall include a scale bar and key dimensions;
- All documents and drawings shall be given a meaningful title and dated with drawings given a unique plan reference. For example: Block Plan drawing v1A.pdf or Design and access statement 28102013.pdf.
- Scanned documents must be a minimum of 200 dots per inch (dpi) resolution for black and white and 100 dpi for colour;
- All photographs in PDF file format and no larger than 15 cm x 10 cm.

In addition:

- Drawings should avoid the use of large areas of unnecessary blocks of colour, for example the sky as this increases printing costs;
- Updated or revised versions of plans or documents should be clearly named to show a change so that the new documents can be easily identified when uploaded. For example Block Plan drawing v1B.pdf or Design and Access Statement 30102013.pdf.
- **Plans should not contain the phrase 'Do not scale'.**

Unless the application is made on-line through the Planning Portal, this authority only wishes to receive **two paper copies** of the following documents but reserves the right to request additional paper copies for consultation. For larger proposals and EIA development one paper copy and two CDROM/DVD is requested:

i. Application form:

The Council's relevant application form(s) are required and these must be signed and dated with all relevant sections completed. When submitting via the planning portal, the Council's application forms will be automatically uploaded. Should you be submitting paper copies then the planning portal has Warrington forms depending on the development, please use the link [here](#).

All the relevant questions should be answered and if not relevant to the application, then the words "not applicable" should be inserted for clarity.

ii. Application Fee:

Planning applications and other submissions cannot be processed without payment of the correct fee. The correct fee, as determined in The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012, where one is necessary. As fees are subject to change, the latest version of these regulations should be checked or the Planning Portal's fee calculator can be used. Please refer to section 1.29 above for methods of payment.

iii. Ownership Certificates:

A completed, signed and dated Ownership Certificate A, B, C or D shall be submitted as set out under Section 65(5) of the Town and Country Planning Act 1990, and Section 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended). The ownership certificate states the ownership of the whole of the application site, including land which gives access to the site from the public highway or where development abuts, crosses or simply overhangs the boundary with the adjoining land or property. 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*".

- **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 and D** must be completed when some or none of the owners of the site are known.

If Certificates B or C are relevant, the applicant must complete and serve notice of the proposals on the owners and /or agricultural tenants of the application site in accordance with Article 13 of the DMPO.

iv. Notices:

Where the applicant is not the sole owner of the land, certificates B, C or D are completed and notice(s) need to be served in accordance with Article 13 of the DMPO, on every owner of any part of the land to which the application site relates giving 21 days notice of the application before it is submitted. The names and addresses on which notice has been served should be provided with the application. Where some or all of the owners of land to which the application relates are unknown, the applicant will need to specify the steps undertaken to find owners, such

as Land Registry enquiries and the date of an advertisement in a newspaper published at least 14 days prior to the submission of the application. A copy of the certificate can be found [here](#)

v. Agricultural Land Declaration:

A completed, signed and dated **agricultural holdings certificate** shall be submitted whether or not the site includes an agricultural holding. All agricultural tenants must be notified **prior** to the submission of the application. The agricultural holding certificate is incorporated into the standard application form for all except applications for approval of reserved matters, renewal of temporary consent, discharge or variation of conditions, listed building consent and lawful development certificate.

vi. Design and Access Statement:

From June 2013, the government amended the DPO, reducing the types of development proposals that require a Design and Access Statement (DAS) to accompany an application to the following:

- Applications for major development, as defined in [article 2 of the Town and Country Planning \(Development Management Procedure \(England\) Order 2015](#);
- Applications for development in a designated area (Conservation Area), where the proposed development consists of:
 - one or more dwellings; or
 - a building or buildings with a floor space of 100 square metres or more.
- Applications for listed building consent.

The statutory requirements for DAS are set out in Article 9 of the Town and Country Planning (Development Management Procedure) (England) Order 2015.

A DAS is a short report accompanying and supporting a planning application to illustrate the process that has led to the development proposal and to explain the proposal in a structured way. The level of detail required in a DAS depends on the level of complexity of the application and the length of the statement should vary accordingly but need not be long. Further advice is contained in DCLG Guidance on information requirements and validation and also from the Design Council. If crime prevention measures for major development are not addressed in a DAS then these should be addressed in a separate document.

Applicants may be required to make provision for access, parking and sanitary conveniences for people with disabilities in applications concerning buildings accessible to the public. Your attention is drawn to legislation to provide access for the disabled. Further guidance by the Commission for Architecture and the Built Environment (CABE) (2006) can be found on the Design Council's website:

<http://www.designcouncil.org.uk/resources/guide/design-and-access-statements-how-write-read-and-use-them>

vii. Location Plan:

- It should be based on an up-to-date map.
- The scale should typically be 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper.
- Plans should be clearly titled, given a unique reference number and dated
- The plans should wherever possible show at least two named roads and surrounding buildings and the properties shown should be numbered or named to ensure that the exact location of the application site is clear.
- The application site should be edged clearly with a solid **red** line.
- It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). The size of the application site can in some cases determine the fee payable for the application and should be carefully drawn.
- A blue line must be drawn around any other land owned by the applicant, close to or adjoining the application site.

vi. Site Plan:

The site plan should be submitted, at an appropriate scale of 1:500 or 1:200.

Plans will **not** be accepted unless the following is accurately shown:

- The direction of North ;
- Scale bar on the plan;
- The scale and specified page size at which the original plan was produced (e.g. 1:1000 at A3).

And the following **unless these would not influence or be affected by the proposed development:**

- All the buildings, roads and footpaths on land adjoining the site including access arrangements.
- All public rights of way crossing or adjoining the site;
- The position of all trees on the site and those on adjacent land;
- The extent and type of any hard surfacing; and .
- Boundary treatment including walls or fencing.

vii. Other Plans

In addition to the location plan and site plan, other plans should be submitted (dependent on the type of application and development proposed) to explain the proposal in detail. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. Where existing buildings and or walls are to be demolished these should also be clearly shown.

Existing and proposed elevations:

All elevations should be submitted drawn to a scale of 1:50, or 1:100 and should show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and orientations labelled. It will not be sufficient to state front, side and rear elevation.

Elevations should indicate 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.

Existing and proposed floor plans:

These should be shown at a scale of 1:50 or 1:100 and be labelled to show the existing and proposed usage. Where buildings or walls are to be demolished these should be clearly shown. New buildings should be shown in relation to adjacent buildings.

Existing and proposed site sections and finished floor and site levels:

In cases where a proposal involves a change in ground levels or is on a sloping site, drawings at a 1:50, 1:100 or 1:200 scale should be submitted showing a cross section through the proposed building or site. Illustrative drawings should be submitted to show both existing and finished levels. The drawings may take the form of contours, spot levels or cross or long sections as appropriate.

Roof Plan

A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for floor plans. Details such as roofing materials, vents and their location are typically specified on a roof plan.

Proposed Landscaping or Restoration Plans

Where a development involves changes to land contours, soils, substrates, waterbodies, vegetation and/or landscape features then a proposed landscaping and restoration concept is expected to be depicted on one or more plans.

Local Validation Requirements

| | Validation Requirement | National & Local Policy Drivers | Types of application that require this information | What information is required? |
|----|-------------------------------------|---|--|--|
| 1. | Affordable Housing Statement | National Planning Policy Framework 2019 Warrington Local Plan Core Strategy July 2014 Policy SN2 – Securing Mixed and Inclusive Neighbourhoods Planning Obligations SPD Jan 2017 | Major applications 10 or more dwellings. | <p>Demonstration that 20-30% of homes within residential sites will be to be available for affordable housing in accordance with planning (Specifically CS policy SN2). With a mix of 50% social rent or 50% intermediate housing.</p> <p>Any variation of this should include an evidence based justification.</p> <p>The statement should include the number and mix of units and floor space of habitable areas of residential units. Plans showing the location, type, floor space of units and number of bedrooms should also be submitted. Any variation from policy should be well justified.</p> <p>Where Vacant Building Credit is being claimed, details of period of vacancy and the last known date of use of the building should be included within the application.</p> <p>Commuted sums in lieu of onsite provision will only be accepted in exceptional, justified circumstances.</p> <p>Affordable housing shall be secured through S106 agreement (see Heads of Terms below).</p> <p>(See Viability Assessment below if applicable).</p> |
| 2. | Agricultural Statement | Warrington Local Plan Core Strategy July 2014 Policy CC2 – Protecting | All types of applications for development on agricultural land for the | Information required: <ul style="list-style-type: none"> • Details of the applicants land holdings (map based) |

| | Validation Requirement | National & Local Policy Drivers | Types of application that require this information | What information is required? |
|----|----------------------------------|--|---|---|
| | | the Countryside | purposes of agriculture and other uses appropriate to the rural area | <ul style="list-style-type: none"> • Detailed description of agricultural activities which take place • A plan accompanied with a schedule of buildings of existing buildings and those proposed • Agricultural land classification • Justification for the proposed development |
| 3. | Air Quality Assessment | National Planning Policy Framework 2019 National Planning Practice Guidance Warrington Local Plan Core Strategy July 2014 policy QE6 – Environmental and Amenity Protection CC2 - Overall Spatial Strategy – Transport Warrington Environmental Protection SPD May 2013 | <p>Developments that would impact upon air quality in areas where air quality objectives are exceeded, within current or potential AQMAs, where people would be exposed for significant periods of the day.</p> <p>Proposals outside of AQMAs for any new developments that could impact upon air quality in areas where currently air quality objectives are not exceeded, but where there would be a significant impact from the development on the pre-development levels, where there are relevant receptors.</p> | <p>Further information can be found at:</p> <p>EPUK & IAQM Land-Use Planning & Development Control: Planning For Air Quality (2017)</p> <p>Local Air Quality Management Technical Guidance (T916).</p> <p>The Council's interactive map, which includes air quality management areas.</p> |
| 4. | Archaeological Assessment | National Planning Policy Framework 2019 | Applications for development known to be | An appropriate desk-based assessment and, where appropriate, a suitable field evaluation to include the |

| | Validation Requirement | National & Local Policy Drivers | Types of application that require this information | What information is required? |
|----|-------------------------------------|---|--|---|
| | | <p>Warrington Local Plan Core Strategy July 2014 Policy QE 8 - Historic Environment</p> <p>Design and Construction SPD (amended 2016)</p> | on or adjacent to a heritage asset of archaeological interest. | <p>assessment of the character, condition and extent of any archaeological remains.</p> <p>Where remains are identified and are considered to be of specific importance, it should be demonstrated how the development has been designed to enable the preservation in situ, or if appropriate arrange for excavation, recording, analysis and reporting of the remains.</p> <p>As a minimum the Council recommends that the Historic Environmental Record is consulted full details of Cheshire Archaeology can be found here.</p> |
| 5. | Coal Mining Risk Assessments | <p>Warrington Local Plan Core Strategy July 2014 Policy QE 6 - Environment and Amenity Protection</p> <p>Warrington Environmental Protection SPD May 2013</p> | <p>Built development in High Risk Referral Areas as notified by the Coal Authority, excluding change of use and Reserved Matters applications.</p> <p>Winning or working of minerals</p> | The Coal Authority has produced guidance for developers in relation to risk assessments which can be found here . |
| 6. | Crime Impact Assessment | <p>Warrington Local Plan Core Strategy July 2014 Policy QE 6 - Environment and Amenity Protection</p> | <p>Where the information is not contained within the Design and Access Statement:</p> <ul style="list-style-type: none"> • Major Residential development of 10 units or more; new Education facilities; • Industrial/Retail/ | <p>The purpose of the Crime Impact Assessment is to ensure that the design of a development proposal fully considers crime, disorder and fear of crime in terms of identifying, predicting, evaluating and mitigating the impacts of a development.</p> <p>It should contain suggested design solutions that will reduce the proposal's vulnerability to crime and disorder with reference to Secured by Design (the</p> |

| | Validation Requirement | National & Local Policy Drivers | Types of application that require this information | What information is required? |
|----|------------------------------|---|---|---|
| | | | <p>Commercial development;</p> <ul style="list-style-type: none"> • Leisure/Recreation and Sport facilities; • Public houses; • Restaurants/takeaway; • HMOs/Student accommodation; • ATMs and other minor developments which may increase the risk of crime or which are sited in an area where crime and disorder is a particular issue. | official UK Police flagship initiative supporting the principles of 'designing out crime'). |
| 7. | Ecological Assessment | <p>National Planning Policy Framework 2019</p> <p>Warrington Local Plan Core Strategy July 2014 Policy QE5 – Biodiversity and Geodiversity</p> <p>Planning Obligations SPD Jan 2017</p> | <p>Any development on or adjacent to designated nature conservation sites (including Local Wildlife Sites) or developments which will result in the disturbance of wildlife habitats including semi-natural open space and buildings with bat roost potential.</p> <p>Key developments:</p> <ul style="list-style-type: none"> • Barn conversions | <p>Ecological survey reports should include a description of the proposal; desk study and field survey (extended Phase 1 habitat survey and detailed species surveys as necessary relating to the site and adjacent area likely to be affected by the proposals).</p> <p>Evaluation of features and assessment of the likely impacts of the proposal; discussion of mitigation, compensation and enhancement measures should be included within the report (with reference to paragraph 170 of the NPPF where appropriate). The mitigation and enhancement strategy should be proportionate to the perceived impacts and should</p> |

| | Validation Requirement | National & Local Policy Drivers | Types of application that require this information | What information is required? |
|----|--|---|---|--|
| | | | <ul style="list-style-type: none"> • Demolition of buildings • Removal of trees and hedgerows • Development within 250m of a pond • Wind turbine applications | <p>include clear, site-specific prescriptions, rather than general or indicative possibilities, and they should be feasible and deliverable.</p> <p>Surveys should be completed at an appropriate time of the year by suitably qualified and experienced ecological consultants and should comply with published guidance and best practice.</p> <p>Applicants should seek further advice from Natural England's standing advice here and a map based search can be carried out using Natural England's Magic Map here</p> <p>Further details on Pre-submission screening service for <u>European Protected Species</u> can be found here.</p> |
| 8. | Energy and Sustainability Assessment | Warrington Local Plan Core Strategy July 2014 Policy CS1- Overall Spatial Strategy – Delivering Sustainable Development | Major applications and all applications for renewable energy production. | <p>In the case of all new, major developments, measures to reduce carbon emissions and adapt to the effects of climate change including contributing to the reduction in carbon dioxide emissions; ensuring and ability to adapt to future changes to national targets for carbon dioxide; and identifying and applying measures to mitigate and adapt to environmental, social and economic impacts of climate change.</p> <p>In the case of all new renewable energy production facilities, information regarding how the local environment will be protected.</p> |
| 9. | Equality and Diversity Impact Statement | Warrington Local Plan Core Strategy July 2014 Policy CS1- Overall | All applications that relate to physical changes to places of employment | Evidence that there is adequate access for the less mobile or those with sensory impairment, and adequate adaptability to ensure inclusive design |

| | Validation Requirement | National & Local Policy Drivers | Types of application that require this information | What information is required? |
|-----|--|--|--|--|
| | | Spatial Strategy – Delivering Sustainable Development | including community facilities and public buildings where a Design and Access Statement is not required. | standards for all other buildings. |
| 10. | Environmental Impact Assessment (EIA) | National Planning Policy Framework 2019 Environmental Impact Assessment) (England and Wales) Regulations 2017 | <p>All applications over 0.5ha in size will be screened by the Local Planning Authority to determine whether an Environmental Statement is required. This screening can be requested prior to an application being submitted.</p> <p>Developments that are likely to have a significant effect on the environment by virtue of their nature, size and location and are listed under Schedule 1 of the EIA Regulations.</p> <p>Those included in Schedule 2 of the EIA Regulations may also require an EIA if the development exceeds the relevant thresholds and is considered to have significant effects on the environment.</p> | <p>Prior to the submission of an application requiring an EIA, it is advised that you write to us to request a scoping opinion to identify the issues that the document will need to include. The request should include as much information as possible, but as a minimum you should include ;</p> <ul style="list-style-type: none"> • A location plan sufficient to identify the land; • a brief description of the nature and purpose of the development, including its location and technical capacity; • an explanation of the likely significant effects of the development on the environment; and • such other information you may wish to provide. |

| | Validation Requirement | National & Local Policy Drivers | Types of application that require this information | What information is required? |
|-----|--|---|---|--|
| 11. | Flood Risk Assessment - Sustainable Urban Drainage and Surface Water Management | <p>National Planning Policy Framework and Technical Guidance</p> <p>Planning Practice Guidance Flood Risk and Coastal Change</p> <p>Planning Obligations SPD Jan 2017</p> | <p>All Major Developments</p> <p>In Flood Zone 1 when:</p> <ul style="list-style-type: none"> - The site is 1 hectare or greater - The site is less than 1 hectare but has critical drainage problems - The site is less than 1 hectare and includes the change of use of development type to a more vulnerable class (for example commercial to residential); where they can be affected by sources of flooding other than rivers and sea (e.g. surface water, drains or reservoirs). <p>All new built development within Flood Zones 2 and 3 (including residential developments).</p> | <p>Site Specific Flood Risk Assessment (FRA) - where one is required under the National Planning Policy Framework. Advice from national government is provided here.</p> <p>Sustainable Drainage Strategy – This will include your overall approach and your rational in terms of preferable alternatives to surface water management having regard to sustainable drainage hierarchy.</p> <p>The Assessment will include supporting evidence including, but not necessarily limited to, plans, drawings and calculations.</p> <p>Flood Zone maps are available here.</p> <p>For flood Zones 2 & 3 applicant must address requirement for Flood Risk sequential test as set out in NPPF & PPG.</p> |
| 12. | Flues & Ventilation extraction details | <p>Warrington Local Plan Core Strategy July 2014 Policy QE6 – Environment and Amenity Protection</p> | <p>All applications relating to the sale or preparation of cooked food, launderettes and other uses where air conditioning or extraction equipment is required.</p> | <p>The submitted plans should include details of the external appearance and written details outlining the technical specification of the proposed plant. The technical specifications shall include:-</p> <ul style="list-style-type: none"> • A schematic of the proposed ducting showing the |

| | Validation Requirement | National & Local Policy Drivers | Types of application that require this information | What information is required? |
|-----|----------------------------|---|--|--|
| | | Warrington Environmental Protection SPD May 2013 | | <p>location of all components (fans, filters, silencers, etc.)</p> <ul style="list-style-type: none"> • The noise levels generated by the fan in decibels (dB) at a specified distance (i.e. 1.0m / 3,0m / etc.) • Details of the means of mounting the ducting to the structure including details of all anti-vibration measures proposed • Location, design and appearance of external flues • An assessment of the potential for smoke, grease and odour from commercial kitchen extracts • The location and specifications of any smoke, grease or odour abatement systems and a schedule of maintenance for those abatement systems. |
| 13. | Heritage Assessment | Warrington Local Plan Core Strategy July 2014 Policy QE8 – Historic Environment National Planning Policy Framework 2019 Design and Construction SPD (as amended 2016) | Development proposals on sites which include or are considered to have the potential to include Heritage Assets, including assets comprising archaeological interest. Relates to designated and non-designated Heritage Assets and their settings (including conservation areas and locally listed buildings). | <p>It should include a schedule of works to the heritage asset(s); an analysis of the significance of the 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 heritage asset, its setting and the setting of adjacent heritage assets may be required. The scope and degree of detail necessary in the written justification will vary according to particular circumstances of each application.</p> <p>To check the Historic Environment Record, contact Cheshire Archaeology. Other useful information can be sources at the Heritage Gateway (refer to point 4, above, as relevant).</p> <p>If a Design and Access Statement is also required,</p> |

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|-----|---|--|--|--|
| | | | | <p>the Heritage Assessment must be included within it.</p> <p>Full listing descriptions can be obtained from Historic England here</p> <p>Historic England have a wide range of useful documents including here</p> <p>Heritage Assets are identified on the Council's interactive map.</p> |
| 14. | Levels survey information and cross sections | Warrington Local Plan Core Strategy July 2014 Policy QE6 – Environment and Amenity Protection | Where a proposal involves a change in ground levels or is on a sloping site | <p>Details of existing and proposed site levels including those to adjacent neighbours for all new housing developments and commercial developments that abut residential properties.</p> <p>Information should include spot levels and cross sections.</p> |
| 15. | Lighting/ Floodlighting schemes | Warrington Local Plan Core Strategy July 2014 Policy QE6 – Environment and Amenity Protection Warrington Environmental Protection SPD May 2013 National Planning Policy Framework 2019 | Schemes involving the provision of floodlighting and lighting to tall buildings. | <p>For all lighting proposals, the applicant should identify the purpose and use of the lights, the potential users of the lighting scheme (e.g. for recreation facilities) and the hours the lights will be in operation (summer-time and winter-time). The hours of operation will be expected to be kept to a working minimum. Keeping the use of the lighting to a minimum will reduce the impact the lighting may have on the environment.</p> <p>For floodlighting schemes, the following is also required: an assessment that will cover such matters as, light spillage, hours of illumination, light levels, column heights, specification and colour, treatment for lamps and luminaries, levels of impact on nearby</p> |

| | Validation Requirement | National & Local Policy Drivers | Types of application that require this information | What information is required? |
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| | | | | <p>dwellings and highways and mitigation of potential impacts, which may include the use of demountable columns; retention of screening vegetation; and the use of planting and bunding to contain lighting effects.</p> <p>Further information can be found via the Institute of Lighting Professionals.</p> |
| 16. | Materials | <p>Warrington Local Plan Core Strategy July 2014 Policy QE6 – Environment and Amenity Protection</p> <p>Design and Construction SPD (as amended 2016)</p> | <p>Details required for:</p> <ul style="list-style-type: none"> • New/altered shop fronts • Development within Conservation Areas or to Listed Buildings • Development within Green Belt. | <p>Specifications including name and manufacturer (samples may subsequently be requested).</p> <p>Materials should have regard to the existing/ surrounding character of the development site.</p> <p>(Note: for developments not listed here, these details may be required by conditions)</p> |
| 17. | Noise and Vibration Impact Assessment | <p>Warrington Local Plan Core Strategy July 2014 Policy QE6 – Environment and Amenity Protection</p> <p>Warrington Environmental Protection SPD May 2013</p> <p>National Planning Policy Framework 2019</p> | <p>Instances where the development would generate significant levels of noise or vibration in relation to residential properties, or it proposes a noise-sensitive use in proximity to a known noise source.</p> | <p>An assessment of the source and the impact together with any necessary mitigation measures to reduce disturbance due to noise or vibration to acceptable levels.</p> <p>The noise assessment should be prepared by a suitably qualified acoustician and demonstrate that there is sufficient sound insulation (or other mitigation) to avoid any harm to the adjacent residents.</p> |
| 18. | Open Space details | <p>National Planning Policy Framework 2019</p> | <p>Major residential development</p> | <p>Development proposals will be expected to make clear what impact they will have, if any, on the level and availability of open space and sport and</p> |

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| | | Design and Construction SPD | | recreation provision within a given locality. Where it is concluded that a proposed development will place additional pressure on existing provision, agreement should be reached with the Council as to whether additional provision should be provided on site, or whether a financial contribution should be provided to aid the delivery of or enhance existing off site provision. Where new provision is to be provided, an appropriate approach to maintaining that provision in the long term will also need to be agreed. |
| 19. | Parking and Access details including provision for cycle storage and electrical charging points | National Planning Policy Framework 2019 Warrington transport planning and design guidance Parking Standards SPD (2015) | All applications where parking / access are required to be part of the proposal. | Should include details of any existing/proposed access and parking provision/layout on a scaled plan including motorcycle and cycle parking as well as provisions for servicing, including refuse collection and tracking diagrams demonstrating the safe collection of refuse. Further guidance is available in Warrington Design Guidance Note DGN1: Parking and Servicing. |
| 20. | Photographs & photomontages | National Planning Policy Framework 2019 | Where the proposal involves the demolition of an existing building in or development affecting a conservation area; a listed building (including internal works to a listed building) and all telecommunication mast applications. Other sensitive sites | Including important views into, within and out of the Conservation Area or towards and from the listed building. |

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|-----|--|--|--|---|
| | | | including the Green Belt and Open Countryside in which a photomontage will assist the assessment of the application | |
| 21. | Planning Statement including Statement of Community Involvement | National Planning Policy Framework 2019 Warrington Borough Council Local Plan Core Strategy July 2014 | All major applications (including change of use), development within the Green Belt and Sustainable Urban Extensions and relating to any Listed Building. | <p>The statement should identify the context and need for a proposed development and should include an assessment of how the proposed development accords with relevant national and local planning policies.</p> <p>Further Advice</p> <ul style="list-style-type: none"> • NPPF paras 188 – 195 • Ensuring a Choice of Travel Supplementary Planning Document • New Residential Development Supplementary Planning Document • Design Quality in New Development Supplementary Planning Document |
| 22. | Playing Pitch/ Sports justification | National Planning Policy Framework 2019 Warrington Borough Council Local Plan Core Strategy July 2014 Play Fields Policy (Sport England) | Any application that: (i) is likely to prejudice the use, or lead to the loss of use, of land being used as a playing field; or (ii) is on land which has been— (a) used as a playing field at any time in the five years before the making of the relevant application and which remains | A written statement identifying and explaining the exceptions Sport England's Playing Pitch Policy to which the application relates, plus supporting information as applicable in accordance with Sport England's requirements as set out below. |

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|--|---|--|---|--|----------|----------------------------|--|--------------------------------------|--|--|---------------------|--|--|--------------------|--|--|---|--|---|--|--|--|---|--|--------------------|---|--|--|--|--|--|--|--|-----------------------|---|--|---|--|---|--|---|--|-------------------|----------|---|----------|-----------------------|---|----------|--|----------|--|----------|---|----------|---|-------|---|---|---|---|
| | | | undeveloped; or (b) allocated for use as a playing field in a development plan or in proposals for such a plan or its alteration or replacement; or (iii) involves the replacement of the grass surface of a playing pitch on a playing field with an artificial, man-made or composite surface.” | <table border="1"> <thead> <tr> <th data-bbox="1373 196 1491 225">Document</th> <th data-bbox="1491 196 2087 225">Presenting details on.....</th> <th data-bbox="2002 196 2087 225"></th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="1373 225 2087 248" style="text-align: center;">Required for all applications</td> </tr> <tr> <td data-bbox="1373 248 1491 288">Consultation Notice</td> <td data-bbox="1491 248 2087 288">1. 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| | 3. Location and nature of existing buildings. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | 6. Existing levels across the site ¹ . | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Proposed site plan | 7. Location and nature of the proposed development. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | 20. How any replacement area of playing field and ancillary facilities will be delivered (including to what timescale). | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 21. How, for any replacement area of playing field, equivalent or better quality will be achieved and maintained, including ³ : a. An assessment of the performance of the existing area; b. The programme of works (including pitch construction) for the creation of the proposed replacement area; c. A management and monitoring plan for the replacement area. | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23. | Refuse Storage facilities | Warrington Borough Council Local Plan Core Strategy July 2014 Design and Construction SPD (as amended 2016) Warrington transport planning and design | New dwellings including apartments schemes Change of use applications Retail and industrial development | <p>Details of the proposed facilities for storage and collection – for requirements please see Design and Construction SPD (as amended 2016).</p> <p>A block plan to show the location and if in a separate buildings then detail elevations of the building/structure.</p> <p>Further guidance is available in Warrington Design</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | Validation Requirement | National & Local Policy Drivers | Types of application that require this information | What information is required? |
|-----|---|--|--|--|
| | | guidance | | Guidance Note DGN1: Parking and Servicing. |
| 24. | Rural Workers Dwellings Statement | National Planning Policy Framework 2019 Warrington Borough Council Local Plan Core Strategy July 2014 | New properties in the greenbelt that are necessary for essential workers | <p>The Statement should demonstrate a functional and financial case to assess:</p> <ul style="list-style-type: none"> • Evidence of the necessity for a rural worker to live at, or in close proximity to, their place of work to ensure the effective operation of an agricultural, forestry or similar land-based rural enterprise. • the degree to which there is confidence that the enterprise will remain viable for the foreseeable future; • whether the provision of an additional dwelling on site is essential for the continued viability of a farming business through the farm succession process; • whether the need could be met through improvements to existing accommodation on the site, providing such improvements are appropriate taking into account their scale, appearance and the local context; and • in the case of new enterprises, whether it is appropriate to consider granting permission for a temporary dwelling for a trial period. <p>Note that: Employment on an assembly or food packing line, or the need to accommodate seasonal workers, will generally not be sufficient to justify building isolated rural dwellings.</p> <p>More information can be found here.</p> |
| 25. | Site Treatment and Management Plan | Warrington Borough Council Local Plan Core | All applications that include demolition works | The Scheme shall include phasing, interim treatment of the site and management plan for maintaining the |

| | Validation Requirement | National & Local Policy Drivers | Types of application that require this information | What information is required? |
|-----|---------------------------------------|--|---|---|
| | | Strategy July 2014 | | vacant land until such time when redevelopment commences. |
| 26. | Structural survey | Warrington Local Plan Core Strategy July 2014 Policy QE8 – Historic Environment National Planning Policy Framework 2019 | <p>A structural survey will be required in the following circumstances:</p> <ul style="list-style-type: none"> i) The demolition, or partial demolition of a Listed building(s), or ii) The conversion of a Listed building. iii) Conversion of Agricultural Buildings | This should demonstrate that they are capable of conversion without major alterations or rebuilding of the property, for example for barn conversion applications. |
| 27. | Street Scene Elevations | Warrington Local Plan Core Strategy July 2014 Policy QE6 – Environment and Amenity Protection | <p>Residential infill sites</p> <p>Major residential developments that employ a variety of house types/ styles</p> <p>New built development in Conservation Areas (excluding minor extensions/ outbuildings).</p> | Proposed street scene, evidencing existing properties adjoining the site where relevant, and taking in to account differences in ground levels and other on-site features. |
| 28. | Telecommunications information | National Planning Policy Framework 2019 Warrington Local Plan Core Strategy July 2014 Policy MP2 - Telecommunications | For all prior approval and full planning applications for telecommunications and mobile phone masts | <p>A statement/ declaration that the proposal, when operational, will meet the ICNIRP (International Commission on Non-Ionizing Radiation Protection) guidelines must also accompany all applications.</p> <p>Where new base stations are proposed on non-established telecoms sites, a list of alternative sites</p> |

| | Validation Requirement | National & Local Policy Drivers | Types of application that require this information | What information is required? |
|-----|--|--|---|---|
| | | | | <p>considered for the development is also required.</p> <p>All full planning applications need to provide evidence of consultation with local schools and day nurseries.</p> <p>Photographs/Photo Montages</p> |
| 29. | Town Centre/ Retail/ Leisure Uses Impact Assessment | <p>National Planning Policy Framework 2019</p> <p>Warrington Local Plan Core Strategy July 2014 Policies PV4, PV5 and SN5</p> | Any town centre uses including commercial, retail or leisure uses located outside of town, district or local centres over 500 square metres of gross floor space | <p>This assessment should include :</p> <ul style="list-style-type: none"> • a sequential test • the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and • the impact of the proposal on the vitality and viability of adjacent centres, including local consumer choice and trade, and the wider retail catchment (as applicable to the scale and nature of the scheme). <p>Useful information is contained within Warrington Retail and Leisure Study Update (2019).</p> |
| 30. | Transport Assessment/ Statement | <p>National Planning Policy Framework 2019</p> <p>Policy MP 7 (Transport Assessments and Travel Plans) Warrington Local Plan Core Strategy</p> <p>Warrington transport planning and design</p> | <ul style="list-style-type: none"> • Major traffic generating development proposals (as defined in Warrington Design Guidance Note DGN3: Transport Assessments) • Proposals which either by themselves or cumulatively with | Information should 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 measures proposed to overcome any problems including the scope for acceptable highway improvement works. Any development |

| | Validation Requirement | National & Local Policy Drivers | Types of application that require this information | What information is required? |
|-----|------------------------|--|--|--|
| | | guidance | <p>development of which the application is part, is likely to cause significant harm as a result of existing road capacity or safety problems in the area</p> <ul style="list-style-type: none"> Proposals that are likely to significantly increase pollution and/or noise as a result of traffic generation; or cause pollution levels in Air Quality Management Areas to exceed guideline levels Proposals that would generate a material increase in traffic entering or using any motorways, trunk roads or other primary routes; and Proposals that would impact on the bus network | <p>must satisfactorily integrate into and coordinate with the highway network.</p> <p>Consultation with the Parking Standards SPD (2015) to inform this requirement is recommended.</p> <p>Further guidance is available in Warrington Design Guidance Note DGN3: Transport Assessments.</p> |
| 31. | Travel Plans | National Planning Policy Framework 2019 Policy MP 7 (Transport Assessments and Travel | <ul style="list-style-type: none"> Major traffic generating development proposals (as defined in Warrington Design Guidance Note DGN3: Transport | <p>A Travel Plan is a package of measures aimed at satisfying transport and other business needs, with an emphasis on securing:</p> <ul style="list-style-type: none"> Reductions in car use; Increases in more sustainable forms of travel |

| | Validation Requirement | National & Local Policy Drivers | Types of application that require this information | What information is required? |
|-----|---|--|---|---|
| | | <p>Plans) Warrington Local Plan Core Strategy</p> <p>Warrington transport planning and design guidance</p> <p>Standards for Parking SPD Appendix C</p> | <p>Assessments), other than housing;</p> <ul style="list-style-type: none"> • Smaller developments which either by themselves, or in conjunction with other proposals, would: <ul style="list-style-type: none"> ○ generate significant amounts of vehicle traffic in or near to Air Quality Management Areas; or would exacerbate an existing traffic problem in the surrounding area | <p>such as walking, cycling and public transport;</p> <ul style="list-style-type: none"> • Reductions in traffic speeds and improved safety; and • More environmentally friendly freight movements <p>Any measures should have defined outputs and arrangements for monitoring.</p> <p>Further guidance is available in Warrington Design Guidance Note DGN2: Travel Plans.</p> |
| 32. | Tree survey with associated Arboricultural Impact Assessment | National Planning Policy Framework 2019 | All planning applications where there are trees either on or adjacent to the site. | <p>A report/drawings in full accordance with the guidance set down in BS 5837:2012 Trees in relation to Design, Demolition and Construction.</p> <p>The Arboricultural Impact Assessment (AIA) considers how a proposed development and the associated/ adjacent trees will co-exist and interact in the present and the future. It should demonstrate how factors such as root protection, changes in levels, installation of services, material storage etc. have been given consideration through the design process and that there will be no significant adverse impacts for important trees. It should also demonstrate consideration for future issues e.g. the long term effect of changing surfacing or levels or the future pressure to prune or remove trees due to shadowing or encroachment.</p> |

| | Validation Requirement | National & Local Policy Drivers | Types of application that require this information | What information is required? |
|-----|---|--|--|--|
| | | | | <p>Items to consider in an AIA:</p> <ul style="list-style-type: none"> • Tree root protection zones (these should be clearly marked on a scale plan) • Likely alteration to site levels • Likely changes to surfacing • Likely locations for the layout of services • Demolition of existing buildings and removal of hardstanding • Exposure due to tree and structure removal • Sunlight and shading • Likely site access and layout during construction • Allocation of a suitable area for plant and material storage • Fruit production (fouling footpaths) • Initial suggestions for additional/replacement tree planting • Birds, bats and other fauna (other ecology/specialist may be required) |
| 33. | Trees - Specification of Works and Photographic Evidence | National Planning Policy Framework 2019 Town and Country Planning Act 1990, (Section 197-198), Design and Construction SPD | Where works are required to a protected tree (TPO or tree in Conservation Area). | <p>Give a detailed description of the proposed works, e.g. crown thinning, reduction/topping, lifting, felling or the removal of dead or dying trees, and the reasons for it. Digital photographs of the existing tree(s) should be provided.</p> <p>A structural engineer's or surveyor's report if the work required relates to subsidence damage and arboriculturist's report if the work required relates to the condition of the tree.</p> |

| | Validation Requirement | National & Local Policy Drivers | Types of application that require this information | What information is required? |
|-----|-----------------------------|--|---|---|
| 34. | Viability Assessment | National Planning Policy Framework 2019 Planning Obligations SPD Jan 2017 | In instances where an applicant is proposing that they cannot provide the full range of policy requirements (including affordable housing), as meeting such requirements would render the proposal not economically viable. | <p>A Viability Assessment (VA) which contains sufficient evidence to enable the Council to properly assess a scheme in accordance with the recommended practice set out in the Royal Institution of Chartered Surveyors (RICS) and the National Planning Policy Framework.</p> <p>Note:</p> <ul style="list-style-type: none"> • it is advised that the scope of any VA should be discussed at pre-application stage • An independent review of the VA will be undertaken at the cost to the applicant in accordance with the Planning Obligations SPD. |

Section 3: Requirements by Planning Application Type

The information below provides a guide to support that within section 2 and serves as an easy reference guide to detail the level of information that may be required for each application site.

Please refer to the detailed advice provided in section 2 in relation to the appropriateness of including these documents with your application submission.

| Type of Application | Planning Document (see above for details and requirements) | Checklist Please complete to assist the validation process |
|---|---|--|
| Changes of Use – No building Work | <ul style="list-style-type: none"> • Planning Statement/ Statement of Community Involvement • Transport Assessment/ Statement • Framework Travel Plan • Town Centre Impact Assessment and Sequential Test • Affordable Housing Assessment • Agricultural Statement • Heads of Terms for S106 • Transport Assessment • Parking/ Access/ Service Arrangements • Flood Risk Assessments/ SUDS/ Water Management Scheme • Odour Assessment • Viability Appraisal • Refuse Storage Facilities • Noise Assessment | |
| Full Building/ Engineering Works * | <ul style="list-style-type: none"> • Flood Risk Assessment/SUDS/ Water Management Scheme • Architectural Assessment • Heritage Statement • Refuse Facilities • Noise and Vibration Impact Assessment • Air Quality Assessment • Retail Assessment. Town Centre Impact Assessment and Sequential Test • Odour Assessment • Affordable Housing Statement • Coal Mining Risk Assessment | |

| | | |
|--------------------------------|--|--|
| | <ul style="list-style-type: none"> • Agricultural Statement • Levels survey information and cross sections • Parking/ Access/ Servicing Arrangements • Planning Statement/Statement of Community Involvement • Structural Survey • Tree Survey • Ecological Survey • Landscape Proposals • Transport Assessment/ Statement • Lighting Scheme • Photographs and Photomontages • Energy Statement • Viability Appraisal • Heads of Terms for S106 • Flues and Ventilation Extraction Details • Equality and Diversity Impact Statement • Health Impact Assessment • Materials • Playing Pitch Justification | |
| Householder Application | <ul style="list-style-type: none"> • Planning Statement (Green Belt) • Heritage Statement • Tree Works • Flood Water Management Scheme | |
| Outline Application ** | <ul style="list-style-type: none"> • Flood Risk Assessment/ SUDS/ Water Management Scheme • Architectural Assessment • Heritage Statement • Contaminated Land Survey • Noise Impact Assessment • Air Quality Assessment • Town Centre Impact Assessment and Sequential Test • Odour Assessment • Affordable Housing Statement • Coal Mining Risk Assessment | |

| | | |
|--------------------------------|---|--|
| | <ul style="list-style-type: none"> • Levels survey information and cross sections • Health Impact Assessment • Energy Statement • Planning Statement/ Statement of Community Involvement • Structural Survey • Tree Survey • Ecological Survey • Landscape Proposals • Heads of Terms for S106 • Open Space Proposals • Transport Assessment • Lighting Scheme • Viability Appraisal • Parameters Plan • Agricultural Statement • Refuse Storage Facilities • Parking/ Access/ Servicing Arrangements • Playing Pitch Justification | |
| Associated Applications | | |
| Application Type | Plan/ Document Requirement | Checklist Please complete to assist the validation process |
| Advertisement Consent | <ul style="list-style-type: none"> • National Validation Criteria • Lighting Assessment • Heritage Assessment | |
| Listed Building Consent | <ul style="list-style-type: none"> • National Validation Criteria • Structural Survey • Heritage Statement | |

***including those associated with Change of Use Applications**

**** Depending on matters applied for – note that any issues foreseeable at outline stage should be assessed at that stage**

*****Depending on matters reserved**

Section 4 - Recommended Submissions to Avoid Conditions or Delay for the Development

Additional Recommended Submissions

Although the following details are not essential in all circumstances, in order for us to validate your planning application their submission, where appropriate, is likely to reduce the time between submitting your application and starting development. For further advice about where this additional information is appropriate please speak directly to the Council:

1. A schedule and samples of external facing materials, including those relating to all land surfaces not built upon.
2. The design and location of all fences and walls.
3. Refuse and recyclable storage arrangements.
4. A detailed hard and soft landscaping scheme to include:
 - Land-levels and gradients resulting in the formation of any banks, terraces or other earthworks
 - Hard surfaced areas and materials
 - Planting plans, specifications and schedules, planting size, species and numbers/densities, trees to be retained and detailed regime for the ongoing and longer term maintenance of all soft landscaping
 - A scheme for the timing / phasing of work.
 - Existing plants / trees to be retained
5. Details of car parking spaces, including their surfacing.
6. A Construction Environmental Management Plan (CEMP) to typically include:
 - Methods for the mitigation of noise and vibration from building works, and also from the operation of any temporary power generation or pumping plant which will operate overnight.
 - Methods for dust control and suppression.
 - Control of transfer of mud out of the site - details of wheel washing facilities including location and type.
 - The areas for the storage of plant and materials.
 - Location of site compound.
 - A programme of works including phasing, management of deliveries and haul routes, measures for the control of traffic to and from the site, parking and temporary traffic management arrangements during construction and demolition
 - Construction staff parking arrangements and construction working times

7. Draft S106 Agreement. - Table 2.1 of the [Planning Obligations SPD](#) sets out the general thresholds for contributions and obligations.
8. An Economic Statement for all major applications; a supporting statement of any regeneration and economic benefits and costs from the proposed development including details of any new jobs that might be created or supported and any community benefits with reference to any regeneration strategies that might be supported by the proposal.
9. Contaminated Land Preliminary Risk Assessment (PRA) - Where the development site is known or suspected to be affected by land contamination (e.g. has previously been used for industrial purposes or is on or within 250m of landfill site) and/ or all developments vulnerable to the effects of contamination (for example, residential housing, schools and pre-school nurseries). The assessment should examine the likelihood of the presence of land contamination, its nature and potential risk to the proposed development, and what further measures are required to ensure the site is suitable for use. In these instances a desk top study and site walk-over is recommended, which should be submitted with the application and will inform any other investigations and reports that may be necessary.