



**Validation Checklist
for
Planning Applications**

Adopted 21st May 2024

Table of Contents

Introduction	2
The Council’s policy on the validation of planning applications	2
PART ONE – LIST OF VALIDATION REQUIREMENTS	4
National Requirements.....	4
Local Requirements	10
PART TWO – ADDITIONAL INFORMATION ON VALIDATION REQUIREMENTS	17

Introduction

Wigan Council aims to determine planning applications as efficiently as possible. To help with this it is essential that applications are submitted with all the information that the Council will need to determine them. At the same time, it is important that our information requirements are proportionate and do not force applicants to incur unnecessary expense.

We have updated this Validation Checklist in order to ensure that we strike this balance. In preparing it we have had regard to article 11(3)(c) of the Town and Country Planning (Development Management Procedure) Order 2015, and to paragraph 44 of the National Planning Policy Framework.

How to use this Checklist

The Checklist is in two parts:

PART ONE lists a range of national and local information requirements and details the circumstances in which they will apply.

PART TWO provides further information to help applicants understand what a particular document should contain. Applicants should ensure that their submissions reflect these requirements in order to avoid delay in processing their applications.

Applicants should note that it will sometimes be necessary for the case officer to request further information about an application that has already met the validation criteria. We will only do this where it is essential for the case officer, and the public, to fully understand and be able to assess the development that is proposed and its impact.

The Council’s policy on the validation of planning applications

1. The Council’s preferred channel for the submission of planning applications is via the Planning Portal webpage which can be accessed via <https://www.planningportal.co.uk/applications>
2. Electronic submissions must adhere to the following:

- Files to be in a pdf format.
 - All drawings and documents must be provided in files not exceeding 10MB in size, to enable them to be published on the Council’s website. If necessary, the applicant must split larger files apart so as to ensure that the information within them remains at a sufficiently high resolution to be legible. Larger / higher resolution files will be accepted provided a version meeting the above size and legibility criteria is also submitted.
 - File names should include the drawing / document number (including revision version), and signify the content of the file, e.g. “12456 Rev A_Site Plan”.
 - All plans must be to scale and are required to include an accurate scale bar (and a numerical scale) and/or measurements or dimensions.
3. Paper submissions are accepted, but the Council may at a future date introduce a charge for scanning these to allow them to be stored in our database and published on our website.
 4. The Council aims to complete its validation check on all applications within 5 working days of receipt.
 5. If your application is invalid, we will write to you, setting out all the matters that need to be addressed in order for the application to become valid. We will require all the information specified in the letter to be submitted no later than 14 days from the date of the letter. We will check the application again once, when all the required information has been submitted. If all the requested information has not been provided to the required standard within the specified time period, the application will be treated as withdrawn and the file destroyed. No reminders will be sent. The Council will retain a portion of the fee to cover the administrative costs incurred, as detailed on the website: [Apply for planning permission \(wigan.gov.uk\)](http://wigan.gov.uk)
 6. If an application made retrospectively is subsequently deemed to be invalid, details of the development that has been undertaken will be passed to the Council’s Planning Enforcement team for investigation.
 7. Unless you have agreed with a planning case officer through pre-application discussion that a particular piece of information will not be needed, if you do not intend to provide a piece of information that would be required by this Checklist, then you should provide your reasons for this as a “validation dispute” under the provisions of Part 3, Article 12 of the Town and Country Planning (Development Management Procedure) Order 2015.

PART ONE – SUBMISSION REQUIREMENTS

National Requirements

Information detailed on the national list is always required. Applications that are missing any of this information will automatically be invalid. Applicants must take note of the requirements as regards file format and size set out on Page 2 of this checklist.

	Requirement	Have you included? ✓
N1	Application Form: Answer all questions.	
N2	Correct Fee	

N3	<p>Ownership Certificates</p> <ul style="list-style-type: none"> • Certificate A must be completed when the applicant is the sole owner of the site. • Certificate B must be completed when the applicant is not the sole owner of the site but the other owner(s) are known. • Certificate C and D must be completed when some or none of the owners are known. <p>For this purpose an “owner” is anyone with a freehold interest, or a leasehold interest the unexpired term of which is not less than 7 years.</p>	
N4	<p>Agricultural Holdings Certificate</p>	
N5	<p>Notices Served on Owners</p> <ul style="list-style-type: none"> • If Certificate B or C is used an Article 6 Notice must have been served on the owner. • If Certificate D is used the proposed application must have been advertised in the press in the correct form; and a copy of the advertisement must be submitted with the application. 	
N6	<p>Location Plan</p> <ul style="list-style-type: none"> • Ordnance Survey quality. • At a scale of 1:1,250 unless the size of the site dictates that a different scale is necessary. • Show a North point. • Show at least 2 road names where possible and sufficient property numbers/names to allow the site location to be clearly identified. • Show a red edge around the application site which includes all the land required to carry out the development, including any required to connect the development site to a highway. • Show a blue edge around any other land the applicant owns or has an interest in. 	

N7	<p>Site Plans</p> <p>ALWAYS REQUIRED for:</p> <ul style="list-style-type: none">• Major developments.• Commercial / industrial extensions.• New buildings.• Householder extensions.• Development which will increase the demand for parking.• Adverts which are not fixed to a building. <p>SEPARATE EXISTING AND PROPOSED SITE PLANS must be provided that clearly show:</p> <ul style="list-style-type: none">• The direction of North.• The proposed development in relation to the site boundaries and any existing buildings on site or adjacent to it, including the position of windows or other openings in neighbouring properties.• Any buildings or structures to be demolished.• Any roads, footpaths or Public Rights of Way crossing or adjoining the site.• The existing and proposed access arrangements.• The existing and proposed parking arrangements.• The position of trees on or adjacent to the site (See L32).• The extent and type of any proposed hard surfacing, and if any such hard surfacing is permeable / porous or drains to such an area within the site.• Any existing or proposed boundary treatments.• Clearly annotated dimensions, when necessary.• Proposed bin / refuse / recycling storage arrangements (See L23) <p>SITE PLANS must:</p> <ul style="list-style-type: none">• Be at a scale of 1:500 or 1:200 (or a scale that allows the extent of the site and the proposed site to be distinguishable).• If submitted electronically, in a PDF form, be provided in a format that allows accurate digital measurement at the scale indicated. <u>The applicant should check that this is the case after converting CAD plans to pdf format.</u>	
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N8	<p>Floor Plans</p> <p>EXISTING <u>AND</u> PROPOSED FLOOR PLANS are needed for:</p> <ul style="list-style-type: none"> • Applications where new floor space is proposed. • Applications where a change in the use of floor space is proposed. • Advertisement applications to show the position of the proposed advert. <p>ALL FLOOR PLANS must:</p> <ul style="list-style-type: none"> • Be drawn to a recognised metric scale, normally 1:50 or 1:100 (or a scale that allows the extent of the floor layout to be distinguishable). • Explain the proposal in detail. • Show details of the existing buildings and those for the proposed development. • Show the development in context with any adjacent buildings (including property numbers where appropriate). • Correspond with details on elevation plans. 	
N9	<p>Elevations and Roof Plans</p> <p>EXISTING <u>AND</u> PROPOSED ELEVATIONS are needed where:</p> <ul style="list-style-type: none"> • New elevations are proposed. • Existing elevations are to be altered. <p>ALL ELEVATION PLANS must:</p> <ul style="list-style-type: none"> • Explain the proposal in detail. • Show details of the existing buildings and those for the proposed development. • Show all sides of the proposal. • Clearly show the relationship between the development and any adjoining buildings or buildings in close proximity (2 metres), providing details of the positions of any openings on each property. • Correspond with details on floor plans. <p>ELEVATION PLANS REQUIRED FOR ADVERTISEMENT CONSENT APPLICATIONS must show:</p> <ul style="list-style-type: none"> • The size and position of the proposed advertisement in relation to the associated site and buildings. • The height of the advertisement above ground level. • The amount of projection. • Sections through the advertisement and any fixings/hoardings/fixtures. • Proposed materials and colours. • The method of fixing. <p>ROOF PLANS are needed where:</p> <ul style="list-style-type: none"> • A new roof is proposed. • An existing roof is altered. 	

	<p>Unless the development is householder development and the roof form is a simple one with one or two planes only.</p> <p>All elevation and roof plans must be drawn to a recognised metric scale, normally 1:50 or 1:100.</p>	
N10	<p>Section Drawings and Existing and Proposed Floor and Site Levels ALWAYS NEEDED where:</p> <ul style="list-style-type: none"> • A proposal involves a change in ground levels or involves development set at a different ground level than adjoining existing development. • Development is proposed on a sloping site. <p>Sufficient section drawings must be provided to enable an accurate understanding of the relationship between land levels and buildings in existing and proposed development.</p>	
N11	<p>Design & Access Statement ALWAYS REQUIRED for:</p> <ul style="list-style-type: none"> • Major development. • Development creating one or more dwellings in a Conservation Area. • Any new development creating 100 square metres or more of new floorspace in a Conservation Area. • Applications for Listed Building Consent. 	
N12	<p>Fire Statement ALWAYS REQUIRED for:</p> <p>Development for, or relating to, buildings of 18 metres or more in height or containing 7 or more storeys; and including two or more dwellings or educational accommodation.</p>	
N13	<p>Biodiversity Net Gain</p> <p>The following details are ALWAYS REQUIRED where development will be subject to the general biodiversity gain condition, as set out in Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015:</p> <ul style="list-style-type: none"> • A statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition; • The pre-development biodiversity value of the on-site habitat on the date of application (or an earlier date) including the completed metric calculation tool used showing the calculations, the publication date and version of the biodiversity metric used to calculate that value; • Where the applicant wishes to use an earlier date in relation to the above bullet point, the proposed earlier date and the reasons for 	

	<p>proposing that date;</p> <ul style="list-style-type: none"> • A statement confirming whether the biodiversity value of the on-site habitat is lower on the date of application (or an earlier date) because of the carrying on of activities ('degradation') in which case the value is to be taken as immediately before the carrying on of the activities, and if degradation has taken place supporting evidence of this; • A description of any irreplaceable habitat (as set out in column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024 on the land to which the application relates, that exists on the date of application, (or an earlier date); and • A plan, drawn to an identified scale which must show the direction of North, showing onsite habitat existing on the date of application (or an earlier date), including any irreplaceable habitat. <p>Where applicants consider that the development would not be subject to the general biodiversity gain condition, Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015 provides that the applicant must provide a statement as part of the planning application setting out why they believe this is the case.</p>	
N14	<p>Environmental Statement ALWAYS REQUIRED where:</p> <ul style="list-style-type: none"> • The development is automatically EIA development in line with the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 or their successor; or • The development has been the subject of a screening opinion provided by Wigan Council which determined that an Environmental Statement is required. 	
N15	<p>Pre-Application Information IF PRE-APPLICATION ADVICE WAS SOUGHT:</p> <ul style="list-style-type: none"> • Any additional information requested by the Council at pre-application stage; and • A copy of the pre-application advice provided by the Council. 	

Local Requirements

	Requirement	When required	Have you included? ✓
L1	Affordable Housing Statement	Residential development comprising 10 dwellings or more.	
L2	Air Quality Assessment (Simple or Full)	See thresholds specified in Chapter 6 of Development and Air Quality SPD (wigan.gov.uk)	
L3	Bat and Bird Surveys	Applications for development (including Listed Building Consent applications and demolition) that would have the potential to affect roosting bats or nesting birds.	
L4	Draft Biodiversity Net Gain Statement or Draft Biodiversity Gain Plan including fully completed biodiversity metric	Where development will be subject to the general biodiversity gain condition as set out in Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015.	
L5	Carbon Reduction Strategy (Energy and Climate Change Adaptation Statement)	The provision of dwellinghouses where — (i) The number of dwellinghouses to be provided is 10 or more; or (ii) The development is to be carried out on a site having an area of 0.5 hectares or more; or (iii) The provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more.	
L6	Coal Mining Risk Assessment	Development located within a Development High Risk Area that does not fall within the Exemptions – as defined at: Planning applications and Coal Mining Risk Assessments - GOV.UK (www.gov.uk)	

L7	Crime Impact Statement	<ul style="list-style-type: none"> • The provision of dwellinghouses where — <ul style="list-style-type: none"> (i)the number of dwellinghouses to be provided is 10 or more; or (ii)the development is to be carried out on a site having an area of 0.5 hectares or more; or • The provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more. 	
L8	Sustainable Drainage Strategy (including Sustainable Urban Drainage Pro-forma)	<ul style="list-style-type: none"> • The provision of dwellinghouses where — <ul style="list-style-type: none"> (i)the number of dwellinghouses to be provided is 10 or more; or (ii)the development is to be carried out on a site having an area of 0.5 hectares or more; • the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or • Sites of 0.5ha or above in Critical Drainage Areas 	
L9	Ecological Appraisal (Extended Phase I Survey)	<ul style="list-style-type: none"> • Development that would have the potential to affect a European, national or locally designated site or other sites which support important habitats. • Development that would have the potential to affect a priority species or a species protected by law and their habitat. 	
L10	Electric Vehicle Charging Points – indicative details	<ul style="list-style-type: none"> • All applications for new residential and non-residential development with car parking provision; and • Applications for commercial car parks. 	
L11	Employment Land Supply Assessment	<p>Applications for development of non-employment uses:</p> <ul style="list-style-type: none"> • Within Primary Employment Areas; or • On sites of over 0.4 hectares in size and currently (or last) in employment use. 	

L12	Flood Risk Assessment (including sequential and exceptions test where necessary)	<p>Development proposals:</p> <ul style="list-style-type: none"> • In flood zone 2 or 3, including minor extensions and change of use; • More than 1 hectare in flood zone 1; • Less than 1 hectare in flood zone 1, including a change of use in development type to a more vulnerable class where they could be affected by sources of flooding other than rivers and the sea (for example surface water drains, reservoirs); or • On a site over 0.5 hectares in size in Critical Drainage Areas. 	
L13	Green Belt Assessment	<ul style="list-style-type: none"> • Applications for development within the Green Belt or Safeguarded Land. 	
L14	Health Impact Assessment or Planning for Health Checklist	<ul style="list-style-type: none"> • Thresholds as detailed in Table 1 of the Planning for Health SPD - Health Supplementary Planning Document (wigan.gov.uk) ; and • All applications accompanied by an Environmental Statement. 	
L15	Heritage Assessment	<ul style="list-style-type: none"> • Where development impacts upon a designated heritage asset or its setting. A designated heritage asset includes listed buildings, conservation areas, scheduled ancient monuments and historic parks and gardens (nationally and locally listed); • Where development directly impacts upon a non-designated heritage asset; or • Proposals involving the disturbance of ground within an area of archaeological interest or potential. A separate Archaeological Assessment may be required where the impacts will be significant. 	
L16	Land Contamination Assessment	<ul style="list-style-type: none"> • Development on sites where contamination is known or suspected due to a previous use or an offsite source; • Minor or major development within 250m of a known landfill site; • Major developments of a sensitive end use. 	

L17	Landscape and Visual Impact Assessment	<ul style="list-style-type: none"> • Applications for development which may have significant effects on landscape and/or visual amenity. 	
L18	Lighting Assessment	<ul style="list-style-type: none"> • Proposals introducing artificial lighting into any sensitive context, normally close to residential development or sites of nature conservation value or which may impact on protected species or priority species; • Applications for advertisement consent including proposals for illumination or use of digital screens. 	
L19	Minerals Assessment	<ul style="list-style-type: none"> • Applications for major development within identified Mineral Safeguarding Areas; and • Development involving working or extraction of minerals. 	
L20	Noise Impact Assessment	<ul style="list-style-type: none"> • Proposals that generate high levels of noise or vibration such as industrial developments using noisy machinery; • Proposals for commercial or entertainment uses which involve externally mounted extraction equipment; • Proposals for commercial or entertainment uses, in premises sharing a party wall or ceiling with residential uses; or • New noise or vibration sensitive uses (e.g housing) adjacent to major sources of noise such as a main road or motorway, railways, industrial and commercial premises (including existing entertainment venues). 	
L21	Open Space Assessment	Development within or incorporating any existing area of open space, playing fields, sports and recreation facilities, bowling greens, allotments etc.	
L22	Planning Obligations /Heads of Terms	Applications for development which will generate a requirement for planning obligations	

L23	Planning Statement	<ul style="list-style-type: none"> Major and complex or potentially controversial proposals, including departures from the development plan. 	
L24	Structural Survey	<ul style="list-style-type: none"> Proposals for the conversion of rural buildings; Proposals on sites where there is the possibility of land instability; or Proposals for listed building consent or conservation area consent where a case is being made based on the condition of the existing structure. 	
L25	Town Centre Uses Sequential Test and Impact Assessment	<ul style="list-style-type: none"> Sequential Test required for proposals for main town centre uses development (as defined in the NPPF) which are not in an existing (town) centre or in accordance with an up-to-date development plan, with the exception of small-scale rural development. Impact Assessment required for proposals for main town centre uses development not in an existing (town) centre or in accordance with an up-to-date development plan, with a gross floorspace of over 2,500 sqm. 	
L26	Transport Assessment	<p>Development proposals in the following Use Classes with Gross Floor Area:</p> <ul style="list-style-type: none"> B1 Business (for land uses not included in Class E(c)) - 2,500m² and over B2 General Industrial - 4,000m² and over B8 Storage and/or Distribution - 5,000m² and over C1 Hotels – 100 bedrooms and over C2 Residential Institutions – hospitals, nursing homes – 50 beds and over C2 Residential Institutions – education – 150 students and over C2 Residential Institutions – institutional hostels – 400 residents and over C3 Dwelling Houses – 80 dwellings and over E(a) Retail (non-hot food) - 1,500m² and over 	

		<ul style="list-style-type: none"> • E(b) Restaurants/Cafes and Hot Food Takeaway - 2,500m² and over • E(c) Financial and Professional Services - 2,500m² and over • E(d) Indoor Sport and Recreation - 1,500m² and over • F1 School, College and / or University - 1,000m² and over • Mixed use / Sui Generis uses likely to have significant transport implications 	
L27	Transport Statement	<p>Development proposals in the following Use Classes with Gross Floor Area:</p> <ul style="list-style-type: none"> • B1 Business (for land uses not included in Class E(c)) - 500 to 2,499m² • B2 General Industrial - 2,500 to 3,999m² • B8 Storage and/or Distribution - 3,000 to 4,999m² • C1 Hotels – 30 to 49 bedrooms • C2 Residential Institutions – hospitals, nursing homes – 30 to 49 beds • C2 Residential Institutions – education – 50 to 149 students • C2 Residential Institutions – institutional hostels – 250 to 399 residents • C3 Dwelling Houses – 40 to 79 dwellings • E(a) Retail (non-hot food) – 800 to 1,499m² • E(b) Restaurants/Cafes and Hot Food Takeaway – 300 to 2,499m² • E(c) Financial and Professional Services – 1,000 to 2,499m² • E(d) Indoor Sport and Recreation – 500 to 1,499m² • F1 School, College and / or University - 500 to 999m² • Mixed use / Sui Generis uses likely to have transport implications 	
L28	Travel Plan	<ul style="list-style-type: none"> • Development requiring a Transport Assessment as set out above 	
L29	Tree Survey and Arboricultural Impact Assessment	<ul style="list-style-type: none"> • Where there are trees within the application site or on adjacent land (including the highway) that could be affected by the development. 	

L30	Tree Works Specification and evidence	<ul style="list-style-type: none"> • Applications for works (including felling, lopping and topping) to trees subject of Tree Preservation Order or located within a Conservation Area. 	
L31	Ventilation / Extraction Details	<ul style="list-style-type: none"> • Any commercial development where an external extraction vent or flue is required; or • Any application proposing the creation or alteration of an extractor vent or flue in isolation 	
L32	Viability Appraisal	Any development where the developer does not intend to fully comply with policy requirements in respect of affordable housing and / or developer contributions	
L33	Waste Management Scheme Details	<ul style="list-style-type: none"> • Any development for uses involving the processing, transfer or deposition of waste. 	

PART TWO – ADDITIONAL INFORMATION ON NATIONAL AND LOCAL REQUIREMENTS

This section sets out additional detail as to what the Council expects to be included in some of the documents listed in Part One. The content of documents will not be checked in detail at validation stage, but applicants are strongly advised to ensure their submissions address the issues set out below, in order to avoid delays in determining their application once submitted. Where an application clearly does not contain information which is asked for in this Checklist, to a standard sufficient to determine the application, the Council may refuse the application, within the statutory time period, on the grounds of having insufficient information.

National Requirements

N12 Fire Statement

Fire statements must be submitted on a [form published by the Secretary of State](#) (or a form to similar effect) and contain the particulars specified or referred to in the form, which includes information about (not exhaustive list):

- the principles, concepts and approach relating to fire safety that have been applied to each building in the development
- the site layout
- emergency vehicle access and water supplies for firefighting purposes
- what, if any, consultation has been undertaken on issues relating to the fire safety of the development; and what account has been taken of this
- how any policies relating to fire safety in relevant local development documents have been taken into account

Further guidance at: [Fire safety and high-rise residential buildings \(from 1 August 2021\) - GOV.UK \(www.gov.uk\)](#)

N13 Biodiversity Net Gain

The nationally required information must include evidence that it has been prepared by a suitably qualified and experienced ecologist. If there is a watercourse (including a canal) on site or within 10m of the application boundary, surveyors are expected to have knowledge of both geomorphology theory and aquatic ecology and therefore require accreditation through 'Modular River Survey' techniques (<https://modularriversurvey.org/morph-rivers/>).

Local Requirements

L1 Affordable Housing Statement

Should 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 national and local policy, in addition to the Council's Supplementary Planning Document [Affordable housing in new developments](#) and [Development Viability Guidance Note Jan 16](#).

Where an applicant considers their proposal to be eligible for Vacant Building Credit (VBC) in accordance with paragraph 65 of the National Planning Policy Framework, this should be set out in a VBC Statement.

Support on these matters can be provided by the Council's Housing Enabling Team.

L2 Air Quality Assessment

An assessment showing how the requirements of Policy CP17 of the Core Strategy and Supplementary Planning Document "[Development and Air Quality](#)" have been taken into account and to show how the proposal will avoid significant adverse impacts on air quality or mitigate any unavoidable impacts.

L3 Bat and Bird Surveys

Surveys should be carried out by suitably qualified ecologists. Further information is available at: <https://www.gov.uk/environment/protected-sites-species>

L4 Biodiversity Net Gain

The following information is required in addition to the national requirements:

- A completed biodiversity metric indicating the level of biodiversity net gain or loss is likely to be achieved by the scheme. It is not essential for the metric to display a 10% net gain result at this stage; however, this should be discussed within the BNG statement or draft BGP (see below). The metric should have the habitat loss, creation and/or enhancement tabs filled out to provide an indication of losses and gains expected as a result of the development. This does not need to have off-site tabs completed at this stage, therefore where off-site compensation is proposed the metric prior to determination may show a significant net loss. However, further context for this must be provided within written documentation (see text on BNG Statement or draft BGP). More information on expectations relating to completing the biodiversity metric including illustrative screenshots are provided within sections 3 and 4 of this guidance note.

At this stage, the metric does not need to incorporate a final landscape plan but should be consistent with other plans provided within accompanying documentation (e.g. site layout plans and masterplans). Whilst this will typically need to be updated post-determination to capture a final landscape layout, it will inform the LPA of the scale and types of gains and losses which will need to be overcome post-determination.

- A written BNG Statement or draft Biodiversity Gain Plan (BGP), providing detail on how BNG has been considered and will continue to be dealt with through the planning process. This will add context to the above metric calculation and explain how a result less favourable than the 10% net gain requirement will be overcome post-determination. This will seek to address whether the mitigation hierarchy been followed; whether the trading summary is likely to be met; any irreplaceable habitat impacts and proposed mitigation; whether additional on-site habitat measures are being investigated (for e.g.

where soil sampling is being undertaken to establish the value of grassland which can be created in a landscaped area of a site); whether off-site compensation is being sought (including proposed use of statutory credits) and any correspondence to date.

- Raw baseline habitat data in UKHab survey format, with condition assessment data. This may be presented within accompanying documents (e.g. a Preliminary Ecological Appraisal) or a separate habitat report.
- Pre- and post-development habitat maps showing areas of habitat retention and loss etc. These should again be consistent with corresponding layout plans / masterplans submitted. The post-development plan can at this stage be indicative in relation to the habitats to be provided, pending further justification/context within the submitted BNG statement or draft BGP. However, the general layout of habitat 'blocks' (including building and other infrastructure location) must correspond to other submitted plans to ensure no obvious inconsistencies have arisen.

L5 Carbon Reduction Strategy/Energy and Climate Change Adaptation Statement

This report must outline the measures to be implemented by the developer to ensure the development proposed reduces gross CO2 emissions as required by Places for Everyone policy JP-S2.

L6 Coal Mining Risk Assessment

The Coal Mining Risk Assessment should be prepared by a suitably qualified and competent person. It must be carried out in complete accordance with the technical guidance published by the Coal Authority. It should:

- Identify site specific coal mining information (including past/present/future underground mining, shallow coal workings, mine entries (shafts or adits), mine gas, within an area which has a current license to extract coal, geological features, any recorded surface hazards, or within a former or present surface mining [old opencast] area).
- Identify what risks these coal mining issues, including cumulative effects, pose to the proposed development.
- Identify how coal mining issues have influenced the proposed development and whether any other mitigation measures are required to manage those issues and/or whether any changes have been incorporated into the development.
- Any development that involves intrusive activities which intersect, disturb or enter any coal seams, coal mine workings or mine entries will require the prior written permission of The Coal Authority.

Applicants should note that other forms of "environmental check report", including any reports which simply identify the presence of mine entries but do not interpret this information into a scheme-specific assessment of risk, do not conform to the Coal Authority's guidance and do not fulfil the requirement for a Coal Mining Risk Assessment. Applications submitted with reports that do not fulfil this requirement are likely to be delayed or may be determined as submitted.

L7 Crime Impact Statement / Crime Prevention Plan

Crime Impact Statements must demonstrate how the development will achieve an appropriate standard of security, based on the Secured by Design Initiative (<https://designforsecurity.org/crime-impact-statements>) and should:

- Be produced by a competent individual/organisation that is independent of the design process

- Include current crime data as a basis for assessing potential risk
- Assess the development proposals in terms of their likely effect on crime and disorder in the area
- Identify design solutions based on analysis of the development context and the crime issues in the area that will reduce the development's vulnerability to crime.

The author of a CIS should:

- Be accredited through the National Policing Improvement Agency
- Have access to up to date raw crime data material pertinent to the proposed scheme e.g. individual site analysis and experience of similar developments
- Have a facility to protect and secure the storage of sensitive crime data information (such as that used by solicitors)
- Contact other specialist police departments e.g. GMP emergency planning, GMP counter terrorism unit etc. for those schemes requiring additional specialist advice
- Be able to demonstrate continuing crime prevention CPD

L8 Sustainable Drainage Strategy (including Sustainable Urban Drainage Pro-forma)

Where planning applications are for major development, the local planning authority must ensure that SuDS are put in place, unless demonstrated to be inappropriate.

Further information on the technical standards for sustainable drainage systems can be found on the [gov.uk website](http://gov.uk).

Outline applications for Major development must be submitted with a Proof of Concept Plan containing:

- Site location and layout plans.
- Topographical survey of the existing catchment of the site to include contours at 1 metre interval and existing surface water flow routes, drains, sewers and watercourses.
- Site plan showing areas of Main River and surface water flooding.
- Flood Risk Assessment.
- Site Drainage Strategy to include:
 - SuDS proposals.
 - Infiltration test results.
 - Outfall locations.
 - Rates of discharge.
 - On-site storage requirements.
 - Operational Maintenance Plan as detailed below.

Full and Reserved Matters applications for Major development must be submitted with the following in addition to the Proof of Concept Plan:

- Proposed site plan showing exceedance flow routes.
- Drainage layout plan (to include all SuDS, sewers, drains and watercourses).
- A condition survey of any existing drainage assets, infrastructure or watercourse to be utilised.
- Design calculations as necessary to demonstrate the functionality of the SuDS.
- Detailed design drawings.
- SuDS flow calculations (.mdx files compatible with WinDes Micro drainage software if that software has been used).

- Cross sections including design levels.
- Specification of materials.
- Phasing of development including Construction Management Plan.
- Construction phase Surface Water Management Plan.
- Construction details.
- Details of inlets and outlets and flow controls.
- Operational Maintenance Plan
- Health and Safety Risk Assessment for construction, operation and maintenance of the SuDS.

L9 Ecological Appraisal (Extended Phase I Survey)

Phase II Survey where initial site investigations (Phase I) have identified habitats of potential nature conservation value.

L10 Electric Vehicle Charging Point Details

All applications for new residential and non-residential developments and commercial car parks must include details of provision for the smart charging of electric vehicles in accordance with the [Development and Air Quality SPD \(wigan.gov.uk\)](http://wigan.gov.uk).

L11 Employment Land Assessment

This should include a market demand appraisal providing a detailed assessment of the current and potential future market demand for the site/premises, reflecting on economic trends, forecasts and actual marketing attempt. The appraisal should outline the marketing strategy adopted, which should be flexible, specific to the site in premises in question and normally for a minimum of 12 months; and demonstrate that all offers received were given due consideration and provide details of any offers which have not been taken forward.

L12 Flood Risk Assessment

A Flood Risk Assessment (FRA) should identify and assess the flood risk to property and people both now and taking into account climate change and demonstrate how these risks from all sources of flooding will be managed. It should identify opportunities to reduce the probability and consequences of flooding. The assessment should address the requirement for safe access to and from the development in areas at risk of flooding as required by Core Strategy Policy CP16. Applicants should also provide evidence on the Sequential Test and Exceptions Test where necessary. Additional information is available at: [Flood risk assessments if you're applying for planning permission - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

L13 Green Belt Assessment

A statement explaining the justification for development within the Green Belt or Safeguarded Land having regard to local and national policy. Where applicable (including for householder development), volume and floor space calculations should be provided including the original building (as it existed on 1 July 1948 or, if constructed after that date, as it was built originally), all existing additions to the original building, any demolition of the original building proposed, and any proposed extensions and new buildings.

L14 Health Impact Assessment

A statement that identifies the impacts of the development proposal on health (including obesity, mental health and wellbeing); identifies opportunities to reduce health inequalities as a result of the development including in their design, construction and management; and details necessary mitigation. Refer to [Health Supplementary Planning Document \(wigan.gov.uk\)](http://wigan.gov.uk) for guidance.

L15 Heritage Assessment

The detail required within the Heritage Assessment will vary according to the particular circumstances of each application. The following is a guide to the range of information that may be required.

Applications for listed building consent should include:

- A written statement that includes a schedule of works to the listed building(s) with photographs and plans as appropriate;
- An analysis of the values of the building, including any contribution made by its setting (with reference to historic, evidential, communal and architectural value);
- An analysis of the heritage significance of the building / structure;
- An analysis of the impact of the works upon the special character and significance of the listed building or structure and on its setting and the setting of adjacent listed buildings;

Applications for works within or adjacent to a Conservation Area should include:

- A written statement that includes an assessment of the significance of the area;
- An analysis of the character and appearance of the building/structure;
- An assessment of the impact of the works upon the special character of the conservation area;
- Where demolition is proposed, the statement should include the principles of and justification for the proposed demolition and its impact on the special character of the area. Details of the replacement building and a structural survey may also be required.

Where development affects a designated heritage asset, the report should include an assessment of the degree of harm caused and any public benefits put forward to balance against the harm.

For development affecting Non-Designated Heritage Assets (NDHAs), the assessment should set out the significance of the NDHAs and assess the scale of any harm or loss to their significance.

For proposals involving the disturbance of ground within an area of archaeological interest or potential, an assessment of existing archaeological information will be required. The Greater Manchester Archaeological Advisory Unit will specify cases where a separate archaeological assessment is required.

L16 Land Contamination Assessment

All new developments on land which has the potential to be affected by contamination will require a stage 1 preliminary risk assessment. Sufficient information is required to determine the existence or not of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed. This may include a desk study, walk over site reconnaissance and conceptual model identifying potential pollutant sources, pathways and receptors as a basis for assessing the risks and appraising the options for remediation.

L17 Landscape and Visual Impact Assessment

An assessment of the effects of the development on the landscape character of the site and the local area, as well as its effects on visual amenity. This should be prepared in accordance with the Landscape Institute and IEMA: Guidelines for Landscape and Visual Impact Assessment.

L18 Lighting Assessment

This should include details of the proposed lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation, a lighting diagram showing the intensity of illumination, and a schedule of the equipment in the design.

L19 Minerals Assessment

This should include:

- Plans showing:
 - Existing topographical survey of the site including land contour levels and relationship to surrounding land;
 - Land use planning designations or physical constraints
- A Geological Assessment including where necessary an assessment of land stability on the site and its environs.
- Method of Working and Phasing showing soil movement, storage, haulage routes, direction and phasing of working and phasing of restoration, and any pre-working landscaping proposals (including soil screens and tree and hedgerow planting);
- Restoration Plan showing: final restoration landform; post development proposed landscaping, including tree and hedgerow planting with details of numbers, size and species, and grass seeding details; and for landfilling showing pre and post settlement levels. These plans should be at a suitable scale related to the size of the site (typically 1:10,000).

A Needs Assessment -

Applicants are advised to describe how the proposals will contribute to the relevant provisions of the Greater Manchester Joint Minerals Plan Development Plan Document. In particular, it will be necessary to demonstrate existing and projected future demand for minerals as well as markets served.

L20 Noise Impact Assessment

The purpose of a noise assessment is to determine whether the development will have a significant impact on existing noise levels or whether the existing noise environment is unacceptable for the proposed development when all appropriate forms of mitigation have been considered.

An assessment should include: a description of the site and surrounding area; a description of the use and noise emissions; noise and/or vibration survey details and full results; details of noise and/or vibration assessment criteria to relevant British Standard; a subjective description of noise and/or vibration sources; assessment and calculations; construction and demolition phase assessment; conclusions and details of mitigation required.

L21 Open Space Assessment

This should include a statement explaining how the open space or facility will be affected by the development, when the facility was last used and by whom; a site plan, clearly showing the layout of the existing facilities; a proposed site plan showing how any proposed development is likely to impact on the existing facilities; and details of any replacement facilities and/or improvements to existing facilities.

L22 Planning Obligations / Heads of Terms

A fully drafted legal agreement or statement including Heads of Terms is required 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 Section 106 planning agreement or obligation.

L23 Planning Statement

To identify the context and need for a proposed development and explain how the proposal accords with relevant national, regional and local planning policies, including Supplementary Planning Guidance and Supplementary Planning Documents.

The Planning Statement may also include details of consultations with the council and wider community/statutory consultees undertaken prior to the submission of the planning application.

For residential developments, a schedule should be included of the proposed dwellings including total bedrooms, persons slept and gross internal floor areas, to demonstrate compliance with the Nationally Described Space Standards.

L24 Structural Survey

A structural survey is 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. Details are required to justify the need for any rebuilding proposed and a construction methodology to show how the stability of the building will be maintained during the conversion. A plan should be provided showing the areas where rebuilding is proposed.

A structural survey is required 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. This should be identified during pre-application discussions.

L25 Town Centre Uses: Sequential Test and Impact Assessment

To assess the impact of a main town centre use development on the vitality and viability of defined town centres, and to address tests applied by the National Planning Policy Framework in relation to the location of, and need for, proposed town centre use development.

Sequential - Main town centre use development should be located within Town Centres, then in edge of centre locations; and only if suitable sites are not available (or expected to become available within a reasonable period) should out of centre sites be considered.

The level and type of evidence and analysis required to address the key considerations should be proportionate to the scale and nature of the proposal.

Impact - In the absence of a locally set threshold at this current time, an impact assessment will be required for schemes over 2,500 sqm. This should follow national guidance and include an assessment of a) 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 b) the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and the wider retail catchment.

L26 Transport Assessment

The purpose of a transport assessment (TA) is to quantify and assess the impact of the proposals on traffic movement and highway safety; to quantify and assess how the development could be accessed by alternative transport modes and how such alternative modes would be promoted, including, where appropriate, green travel plans; and providing details of any proposals for access

or transport improvements.

The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal.

For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility of the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.

L27 Transport Statement

A simplified version of a transport assessment where it is agreed the transport issues arising from development proposals are limited and a full transport assessment is not required.

L28 Travel Plan

A travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts. The travel plan should have a strategy for its implementation that is appropriate for the development proposal under consideration. It should identify the travel plan site coordinator, the management arrangements for the plan – (for example a steering group) and the development timetable. The strategy should also include activities for marketing and promoting sustainable modes of transport to occupiers, users, visitors and residents of the site. It should be produced taking into account the guidance in the Council's Travel Plans Supplementary Planning Document.

Travel Plans for commercial development must be completed using the [Greater Manchester Travel Plan Toolkit](#) prepared by Transport for Greater Manchester.

L29 Tree Survey and Arboricultural Impact Assessment

Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during construction works.

Full guidance on the survey information, protection plan and method statement that should be provided is set out in BS 5837 "Trees in Relation to Construction – Recommendations". It should include:

- The positions of all trees of 75 mm stem diameter at a height of 1.5 metres within the site and adjoining or overhanging the site boundaries;
- Species, height; diameter, Root Protection Area (RPA); canopy spread of each tree; age class, condition and life expectancy for all trees plotted;
- Constraints plan showing Root Protection Areas (RPA) and features such as utility routes and depths and area of hardstanding;
- All shrub masses and hedges;
- Any other relevant features of the site such as banks, slopes, walls and fences and water features;
- Existing and proposed levels; and
- Details of the trees should be categorised in accordance with the tree categorisation method set out in BS 5837 (categorised A-C or U grading and colour coded to identify suitability for retention).

Tree surveys should be undertaken by a suitably qualified arboriculturalist.

If you are uncertain whether a development may affect trees, you should as a minimum submit a plan to scale (1:200 or 1:500) indicating the proposed development and location of tree trunks and crown spreads of all trees within falling distance of the application site. Based on this information a assessment will be made on whether a tree survey is required.

L30 Tree Works Specification and Evidence

To include a detailed description of the proposed works; appropriately labelled digital photographs of the existing tree(s) together with a plan detailing their location; written advice from an appropriate arboricultural expert detailing the justification for and methodology of the works; if required, a report from an appropriately qualified building surveyor or engineer if alleging damage to property

L31 Ventilation / Extraction Details

Any application for a commercial use necessitating an external extractor vent or flue, or any application relating to such a vent or flue in isolation, will be required to be supported by details of:

- The location and appearance of any external equipment for fume extraction/ventilation, e.g. grilles/flues;
- Scaled plans and elevational drawings as existing and proposed;
- Relevant floorplans showing the location of any equipment internally and the route any ducting would take to the internal riser/exterior walls;
- The noise levels that would be generated from the proposed equipment and the acoustic attenuation measures proposed to reduce the equipment's noise output externally;
- A technical specification of the proposed equipment from the manufacturer; and
- Information regarding the proposed cleaning/maintenance regime for the fume extraction equipment.

L32 Viability Appraisal

Where a developer proposes that their development will not comply fully with the Council's policies as regards developer contributions, the application must be submitted along with a viability appraisal evidencing why the development cannot viably sustain the level of contribution required. The developer will be required to meet the cost of an independent review of their viability appraisal.

L33 Waste Management Scheme Details

Applications for uses involving the transfer, processing or deposition of waste must be accompanied by a Needs Assessment. You should refer to the Greater Manchester Joint Waste Development Plan Document. In particular, it will be necessary to demonstrate existing and projected future demand as well as markets served.

Applications must also be supported by a full description of the development, how it will operate and its effects; the timescale over which the development will operate and its days and hours of operation.

Details are also required of:

- The 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;
- 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;

- Landfill and leachate control infrastructure; and
- Measures to control energy efficiency and recovery where relevant.