

Wigan Council

Planning and Regeneration Department

Important advice to applicants and agents:

Planning checklist – Is your application valid?

As part of the council's objectives of looking to continuously improve services, we are seeking to ensure that applications for planning permission (and other types of consent) contain **all the information** needed by the council to make a decision from the point at which they are registered. This helps planning officers to deal with the application efficiently and ensures third party consultees have a full picture of what is being proposed.

In the long run, this should help you obtain a speedier decision. When we receive your application, it will be checked for accuracy and for completeness of the information supplied.

Your application will not be registered if relevant information is missing

Therefore please read and follow the application Guidance Notes. Then check and tick off the following:

- Have you used the correct forms with at least one original?
- Is the development described fully and accurately on the forms?
- Are all forms signed and dated?
- Are all relevant questions on the form answered fully and accurately?
- Is the correct certificate signed and dated (and any necessary agricultural tenancy statement completed and dated)?
- Is the correct fee enclosed?
- Is there a clear, scaled location plan with the site identified, edged in red and the house numbers of all adjacent properties shown?
- Are you supplying good quality drawings which provide full information about site layout, internal arrangements and all elevations, both existing and proposed, and, where appropriate, a contextual drawing, eg the street scene?
- All drawings must be to a recognised metric scale and should contain appropriate dimensions.
- Are all your drawings clearly marked with unique reference numbers?
- Do your drawings show existing vehicular and pedestrian access points, proposed access points, visibility splays and gradients and details of proposed vehicle and cycle parking and service areas?

- Do your drawings accurately show existing site levels and proposed floor and site levels?
- Do your drawings show trees and shrubs to be removed or retained and details of new landscaping including new trees and shrubs to be planted?
- Do your drawings show all new boundary treatments such as fences and walls, etc?
- Have you indicated clearly what building materials are to be used and where?
- Do your drawings indicate refuse storage and collection arrangements?
- Do your drawings show how disabled people will be accommodated?
- Have you identified any ecological features or wildlife habitats on your site and how your proposals intend to deal with them?
- If relevant, do you identify how the extraction of fumes and vapours is to be handled?
- If relevant, have you enclosed full details of acoustic treatments accompanied by justifications?
- Is there any evidence of ground contamination or landfill gas migration on your site and, if so, have you indicated how this will be dealt with?
- If your proposals involve illumination, have you provided details and shown how any impacts are to be mitigated, eg, by use of cowls?
- Are there any features of archaeological importance on your site and, if so, how are these to be dealt with or recorded?
- If you are proposing a major development, have you checked whether you need to supply:
 - a Transport Assessment;
 - an Environmental Impact Assessment;
 - a retail or leisure impact study;
 - information about the economic and/or regeneration impact.
- If your proposals have an effect upon a conservation area, or on nearby historic buildings, including listed buildings, or street frontages of character, have you:
 - supplied a statement as required by PPG15;
 - submitted applications for listed building or conservation area consent;
 - supplied comprehensive two dimensional visualisations of your proposals and their surroundings?

This list is not necessarily exhaustive and other points may be identified when your application is received. If you need advice on any of these points, please contact a planning officer who deals with your area; he or she will be pleased to help.