



Environmental Services Department

Information required for non-householder applications

Guidance notes and checklist

January 2006

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1 Introduction

This document gives guidance on the information that needs to be provided with planning applications for non-householder development.

The Environmental Services Department will try to determine your application as quickly as possible. To make sure a full assessment is made of your application it is essential that all relevant information is provided. If it is not provided a decision will be delayed or refused. The officers have power delegated to them by the Planning Committee to refuse applications which are not supported by sufficient information to make a decision.

2 Advice before making an application

We strongly advise you to speak to the appropriate Planning Officer before submitting your application. Contact details are available at the back of this document. They will be glad to set up a pre-application meeting with relevant parties to identify and attempt to resolve difficulties relating to the development. The need for information will stem from either the site characteristics, the requirements of the Unitary Development Plan, Government guidance or a combination of these. For example, early advice from specialist conservation, urban design and ecology specialists can often avoid later problems and amendments.

Internet Access

This document and a wide range of general planning information, including application forms and notes are available to read or download from Wigan Council web site which can be accessed at www.wigan.gov.uk.

3 Community Involvement Exercises

Wigan Council, acting as the local planning authority for the Borough, is committed to involving the community in the determination of planning applications. A leaflet explaining how applicants and their agents can play their part in fulfilling this commitment during the preparation of their proposal is available from the Department and on the web site.

Carrying out a Community Involvement Exercise is not a mandatory requirement when submitting a planning application but the Council sincerely believes that genuine engagement with the surrounding community before the submission of a formal application can be beneficial for all those involved.

4 Wigan Unitary Development Plan (UDP)

The supporting information required largely reflects the requirements of relevant policies of the Wigan Replacement Unitary Development Plan (UDP). This Plan is currently going through its preparatory stages and increasing weight is being given to the policies and proposals within it. This plan replaces the adopted UDP which was prepared in 1996.

The UDP can be inspected at the Environmental Services Department, Civic Buildings, New Market Street, Wigan, WN1 1RP and is also available on the web site at: www.wigan.gov.co.uk

Applicants for non-householder planning applications are advised to refer to the UDP and this document when preparing applications.

Supplementary Planning Guidance

This explains particular aspects of the UDP in more detail in order to help applicants prepare proposals.

Guidance is now available on the following topics from the Environmental Services Department:

- telecommunications development
- trees on development sites
- fencing design
- hot food establishments
- advertisements
- Atherton Centreplan
- design of residential developments (draft)
- landscape design submissions (draft)

These are gradually being added to.

5 Government advice

Copies of Government Planning Policy Guidance (PPG) notes, Planning Policy Statements (PPS) and Circulars may be viewed at the Environmental Services Department reception. Alternatively, PPG's are available to view at the Office of the Deputy Prime Minister (ODPM) web site at www.odpm.gov.uk

6 Essential information

Design and character of new development

Design

We will require all development to be designed and landscaped to a high standard. You must take into account, sustainability and conservation principles in order that it makes a positive contribution to the provision of a resource-efficient, safe, attractive and accessible built environment. The minimisation of energy, water and primary mineral use and impacts on climate change should also be demonstrated. The application details should show that the design of the buildings proposed and the spaces between them harmonise with their surroundings. You must consider their location, bulk and overall relationship to other properties, the street scene and the landscape.

This will often involve accurate drawings of the general streetscene and where appropriate:

- perspective drawings;
- montages or models;
- cross sections of buildings;
- elevations; or
- features and large scale drawings of certain elements.

Unitary Development Plan (UDP) Policies R1D, EV3, EV3A, EV3C and EV3D provide further information.

Applicants are expected to show how they have taken account of the need for good design. For major proposals and in sensitive or prominent locations you will need to prepare a Design Statement. This should be based on the principles set out in Policy EV3A and the government publications, “By Design – Urban Design in the Planning System” and “By Design – Better Places to live; A Comprehensive guide to PPG3”.

Trees

Policy EV2E Trees, Woodlands and Hedgerows explains how we will protect and enhance these features.

Where there are trees on the application site, it is essential that a full tree survey is submitted to enable the assessment that the development will have on these important landscape features at 1:200 scale. A tree survey should clearly indicate all trees to be retained and all trees to be felled. It should specify the location, species size and accurate crown spread of each tree on the site and on adjacent land. Indicative crown spread notation on plans is not acceptable. Applications may be delayed if trees on sites have not been adequately surveyed. Further information in the Supplementary Planning Guidance - Trees on Development Sites is available from the Environmental Services Department and on our web site.

Where developments will impact on significant areas of tree planting including shelter-belts, community woodlands and afforestation schemes, a comprehensive management plan will be required. Such a plan would set out details for the preparation, establishment and maintenance of the site for a period of ten years or more.

Landscaping proposals

Policy EV3D explains the role of landscaping in integrating new development into its surroundings.

A landscaping scheme should be submitted on all sites that:

- occupy prominent road frontages on main roads, on redevelopment sites;
- are in areas of high townscape or landscape quality such as:
 - Conservation Areas
 - on or close to buildings listed as being of special architectural or historic interest.

In these areas either a detailed landscape scheme should be submitted with the application, or a scheme that describes the planting strategy and identifies the main areas and types of planting on a site plan to 1:200 scale. Where the latter is submitted and accepted it will be necessary to submit a detailed scheme later, and this will be required by a planning condition.

Levels

- Is the application for a new building?

All applications for new buildings should include full details of existing and proposed ground levels within the site and:

- (i) a full site survey showing:
 - the datum used to calibrate the site levels;
 - levels along the site boundaries;
 - levels across the site at regular intervals; and
 - floor levels of adjoining buildings.
- (ii) full details of the proposed finished floor levels of all buildings and hard surfaces.

Land stability

- Will the development be located on unstable or potentially unstable land?

A Land Stability Report will be required where development is proposed on unstable or potentially unstable land, for example, steep slopes. The report should establish the nature and extent of the instability and any gas emissions that might be associated with any land filling. Further details can be found in the Government's Planning Policy Guidance Note 14 'Development on Unstable Land,' (PPG14). The ODPM web site www.dtlr.gov.uk has details of all Planning Policy Guidance Notes.

Access for disabled people

- Does the proposal involve the creation of a new entrance to a building used by members of the public or the laying out of car parking spaces?

Policy A1C requires new development to make provision for safe, clearly defined and convenient access for all potential users regardless of disability age and gender to ensure the highest standards of accessibility and inclusion in all development proposals.

Entrance to buildings used by members of the public should be fully accessible for all users.

Policy EV3C requires proposals for new shop frontages or alterations to shops and commercial premises to provide level or ramped access into the building wherever possible. This provision should be in accordance with Approved Document M of the Building Regulations 2000 (2004 Edition) or other equivalent standard.

All proposals for new car parking must include a proportion of car parking space for disabled users. The relevant standards are set out in Appendix 9 under Policy A1S of the Replacement Unitary Development Plan.

Materials

- Do you intend to erect a new building or extension?

Details of proposed external facing materials should be clearly indicated by way of annotation to the elevational drawings. You may be required to provide samples adequate to assess relationships with existing buildings and where appropriate large panels on site. In some locations certain brick or stone types or cladding/render materials will be unacceptable. Mortar details can also be important, for example on barn conversions.

Applicants are encouraged to reduce the use of primary minerals by re-using and recycling building materials where appropriate (UDP Policy EV3a(i)).

Public art

- Are you proposing a significant scheme?

In appropriate cases the development should include the provision of works of art, craft or decoration as part of the proposals, in accordance with UDP Policy EV3H. Further guidance is available from the Environmental Services Department in a leaflet and on our website at www.wigan.gov.uk entitled Art Adds Value.

Lighting

- Do you intend to install external lighting to the building or within the site?

Details of the method of any external illumination should be included with the application. This should comprise details of the type of light fixing and level of illumination and energy efficiency.

Floodlighting proposals should be designed to project all light downwards with no upward light and very low levels of spill light to the surrounding area. Lighting systems which have received the Good Lighting Award from the British Astronomical Association will be preferred. Enquiries can be made via their web site at: www.britastro.org.uk and by e-mail at office@britastro.com.

Surface water drainage

- Will the development increase the amount of surface water drainage?

Policy G1C indicates that proposals which unacceptably increase the risk of flooding will not be permitted.

Development, particularly of greenfield sites (this is, previously not built on), usually results in large areas of impermeable surfaces such as roofs, roads, and car parking. The design of any development should ensure that surface water is managed locally and sustainable drainage systems are encouraged.

A flood risk assessment as specified in PPG25 will be required where there could be an increased risk of flooding as a result of the development or the development itself would be at risk of flooding.

The Environment Agency has prepared indicative flood plain maps which we will use to identify which developments are at risk from flooding or could increase the risk of flooding elsewhere. Maps showing the indicative flood plain can be seen on the Environment Agency's web site.

Natural environment

Policies EV2 and EV2A, EV2B, EV2C, EV2D, EV2E and set out how we will protect and enhance the natural environment and biodiversity.

Protection of wildlife

- Are there protected species on the site?

Policies EV2D states that development which would have an adverse impact on a legally protected species will not be permitted unless the reasons for the development clearly outweigh the protection of the species.

A Wildlife Survey will be required where there are or may be protected species on an application site or in the surrounding area. Examples of where a wildlife survey would be required includes:

- demolition of buildings (Bats)
- development along watercourses (Water voles)
- development where ponds are present on or within 500 metres of the site (Great Crested Newts)

Where protected species are found to be present, an Impact Assessment should be made of the likely impacts which the development would have upon the species concerned and should be accompanied by a set of mitigation measures. Licenses for surveys and mitigation measures may be required from English Nature and/or DEFRA. For further advice, please contact our Ecologist in the Environmental Services Department, telephone: 01942 404232 or the Greater Manchester Ecology Unit at Council Offices, Wellington Road, Ashton-under-Lyne, Ashton, Tameside OL6 6DL. Telephone: 0161 3423596.

Ecological assessment

- Are there landscape features of ecological importance on the site?

An Ecological Assessment should be submitted where a proposal site contains a landscape feature or features of significant ecological importance as outlined in UDP Policies EV2A, EV2B and EV2C, or where development is close to features such as ponds, watercourses or woodland. For further advice on the content of an Ecological Assessment, please contact our Ecologist on 01942 404232.

Heritage conservation

The borough's historic buildings and areas are important, every effort should be made to retain and incorporate them into new developments. Developers should not assume that they will be working with a cleared site.

Policies EV4, EV4A, EV4B, EV4C, EV4D and EV4E set out the measures we will deploy to conserve the built environment. The Government's approach which informs the council's is set out in PPG15 and 16 and the forthcoming replacement document. The English Heritage document "Informed Conservation: An introduction to the guidelines" is also useful.

Development within a conservation area

All proposals to erect new buildings within a conservation area must be accompanied by sufficient details to show them in the setting of their surroundings. Therefore an outline application will not be appropriate. Full details will be required. We will not normally permit the demolition of unlisted buildings within a conservation area where their retention is necessary to preserve the character or appearance of the conservation area. Applications that include demolition of unlisted buildings will only be approved where it can be demonstrated that the development itself will make a positive contribution to the character or appearance of the conservation a listed building.

All proposals to demolish listed buildings must be accompanied by a structural survey and a thorough justification as to why the building is not suitable for conversion. Applications will not be determined unless there is a corresponding planning application for redevelopment of the site that will be determined in tandem with proposals for demolition. Further details are available in the UDP, Policy EV4B Listed Buildings.

Policy EV4A (Development and Design in Conservation Areas) lists the considerations which will apply to development proposals in Conservation Areas in addition to the principles applying elsewhere.

Applications for Conservation Area Consent (ie to demolish an unlisted building) should accompany an application for planning permission for the associated development. Except in special circumstances the Council will resist demolition of buildings until new construction is about to commence.

Details including watergoods, windows, doors shop fronts and advertisement design are important and retention of existing features and restoration of missing features may be required.

Historic parks, gardens and cemeteries

Policy EV4D states that permission will not be given for proposals which adversely affect the character of these. Currently, ten such sites are identified in the UDP and others may be added in the future.

Development and Listed Buildings

When is a listed building consent required?

For the demolition, extension, internal and external alterations of a Listed Building and for the demolition, extension and alteration of any building in the curtilage of a Listed Building (ie grounds).

- **Do you propose to demolish a listed building?**

Demolition of a listed building is exceptional.

All proposals to demolish Listed Buildings must be accompanied by a structural survey and a thorough justification as to why the building is not suitable for re-use or conversion. Applications will not be determined unless there is a corresponding planning application for redevelopment of the site that will be determined in tandem with proposals for demolition. Further details are available at UDP policy EV4B Listed Buildings.

- **New uses for listed buildings**

We will consider evidence submitted with applications that demonstrates the continuation of the original use of the building is not a practical proposition. Details must also be submitted to show how relevant internal and external architectural and historic features including layouts are to be retained as part of the proposal (UDP Policy EV4B).

- **Buildings and structures of local architectural and historic interest**

Policy EV4C explains how we will seek the protection and enhancement of these. Development schemes will be expected to retain them and respect their character and retain or restore important features. Appendix 10 of the UDP lists the type and range of buildings of local interest. The list of these buildings will grow in the future.

Archaeological assessment

- **Is the proposal on or near a scheduled ancient monument site or on a site of known or suspected archaeological interest?**

Archaeological interest sites can include buildings and structures and landscape features above ground as well as underground remains.

There are within the borough twelve sites of Scheduled Ancient Monuments that are indicated on the UDP Proposals Map. There are also other parts of the borough that contain important archaeological remains. Further information of known sites is included on the Greater Manchester Sites and Monuments Record that is maintained by the Greater Manchester Archaeological Unit and performs the function of Supplementary Planning Guidance.

An approved scheme of archaeological investigation must be carried out for development that affects any known or suspected archaeological site. Further information can be found at UDP Policy EV4E and Planning Policy Guidance Note 16 'Archaeology and Planning.' A brief for the expert investigations will need to be prepared. The brief and the scheme must be approved by both Greater Manchester Archaeological Unit and the Local Planning Authority.

Environmental protection and improvement

General

Applications that involve polluting development should demonstrate that the specific pollution can be improved to acceptable levels. Whilst we do not wish to duplicate powers to control pollution available under other legislation the planning system still has a responsibility in determining the location of potentially polluting development as well as controlling other development in proximity to any sources of pollution. Further information can be found in UDP Policy EV1B.

Developers should follow sustainability principles in preparing schemes, including reducing the impacts on climate change, by:

- efficient use of energy and water
- use of sustainable drainage systems
- re-use and recycling of building materials
- reducing and minimising greenhouse gases such as carbon dioxide

Control of A3 uses - Hot food take aways, cafes and restaurants

We have prepared Draft Supplementary Planning Guidance for these uses. This includes details of the information which must accompany applications. Copies can be obtained from the Environmental Services Department and the web site.

Does the proposal involve the introduction of a noisy use close to the residential properties?

Policy G1A states that new development will only be permitted where it would not be detrimental to the amenity of nearby land-uses by virtue of noise, fumes or other nuisance.

A Noise Assessment should accompany schemes for industrial activity or late night noisy uses such as bars and nightclubs close to residential property. Noise sensitive developments such as housing should not be located near to noisy uses unless it can be shown by a noise assessment that the level of noise is at an acceptable level. Planning Policy Guidance Note 24 'Planning and Noise' prepared by the Government contains guidance on this matter. The Note (PPG 24) can be viewed at the Government web site www.dtlr.gov.uk

You can get a leaflet from the Environmental Services Department which explains the information that the Environmental Health and Consumer Protection Department will need to assess an application. This leaflet is also available on the web site at www.wigan.gov.uk

Environmental Impact Assessment

An Environmental Statement (ES) must be provided for any development that falls with Schedule 1 of the Environmental Impact Regulations 1999 (EIA Regulations). For development included within Schedule 2 an ES must be provided where its location and scale corresponds with the criteria listed in the EIA Regulations. We may ask for a screening opinion as to whether an ES is needed for a Schedule 2 development. The application for a screening opinion should be accompanied by a plan to identify the site, a description to the nature and purpose of the development and of its possible effects on the environment. Other information considered relevant to determining the screening opinion may be requested also.

Development included within Schedule 1 and 2 include those that produce or are likely to produce significant environmental impact including potential polluters. For further details please contact the relevant Planning Case Officer. Details of the EIA Regulations and guidance can also be found at:

<http://www.planning.odpm.gov.uk/eia/guide/append8.htm>

Air quality assessment

Policy EV1B states that development which would result in unacceptable levels of air pollution will not be permitted.

- Is the development within or close to an Air Quality Management Area?

An Air Quality Assessment should be submitted where the proposal would result in an adverse impact on one of our designated Air Quality Management Areas (AQMA). In addition an assessment should also be made when sensitive development, for example, residential use, is proposed within the AQMA. The AQMA is broadly centred on the principal roads within the borough, for example, the M6. You can get details from our Environmental Health Service at the Town Hall, Wigan, by telephone on 01942 827073 or from our web site at www.wigan.gov.co.uk

Flood prevention

Policy G1C explains where development will not be permitted because of flood risks.

- Will the development be located on a flood plain?

The Environment Agency has prepared maps of flood zones which we will use to identify which developments are at risk from flooding or could increase the risk of flooding elsewhere. The Environment Agency website contains a Flood Map. This provides information on flood risk, including flood zones and the probability of flooding. The information will be updated every 3 months. The website is at: www.environment-agency.gov.uk/flood

A Flood Risk Assessment should be submitted where the development would:

- be at risk of flooding
- increase flooding elsewhere
- hinder future access to water courses for maintenance purposes
- cause loss of the natural flood plain
- result in extensive culverting
- affect the integrity of existing flood defences
- result in an increase in surface water run-off

Telecommunication

- Is the application for telecommunication installation?

The policy background to telecommunications development includes UDP Policies EV3G 'Telecommunications Development,' and Planning Policy Guidance Note 8 'Telecommunications,' that can be viewed at www.dtlr.gov.uk. We have prepared Supplementary Planning Guidance on 'Telecommunications Development' that provides detailed advice on the subject and is available at the Environmental Services Department and at the web site: www.wigan.gov.uk.

All telecommunications applications should be accompanied by a statement of compliance with ICNIRP guidelines, evidence of assessment of alternative sites and/or mast sharing, and a justification for why the installation is needed.

Land contamination

When considering planning applications local planning authorities are under a duty to take account of whether a site may be contaminated. Where relevant, developers are required to clean up their sites prior to development to ensure the land is suitable for the intended use and that the risk of contamination has been reduced to an acceptable level. Developers and their agents should therefore provide as much information as possible and it is recommended that they discuss the issue before submitting an application.

Further information can be found in Unitary Development Plan Policy EV1B and Government Guidance - Planning Policy Guidance Note 23 Planning and Pollution Control. You can get a leaflet which explains the information which the Department of Environmental Health and Consumer Protection will need to assess an application on contaminated land from the Environmental Services Department or on the web site at www.wigan.gov.uk

Green belt and agriculture

Re-use of buildings in the green belt

Applications for the conversion of existing, permanent and substantial buildings within the green belt should include a supporting structural survey to demonstrate the structural integrity of the building. The application detail should demonstrate that the proposal would make a positive contribution to any neighbouring buildings and the surrounding area. Further detail is available at UDP Policy GB1A and Planning Policy Guidance Note 2 'Green Belts.' Understanding the archaeological significance of an existing building and site will be vital to the design process. For complex buildings, an archaeological record should be submitted with an application to re-use the building.

Leisure and open space

Loss of open space to development

There is strong pressure for development of land in Wigan and there is an important need to retain formal open space. As a result, Policy C1C makes clear that proposals for development of land that involve loss of open space, including public or private sports grounds or land last used for active recreation, will not be permitted unless:

- (a) it is ancillary to the principal use of the site and will not adversely affect the quantity or quality of provision; or
- (b) it will be replaced in a suitable location by alternative provision of equivalent or better quantity and quality; or
- (c) it is for an indoor or outdoor sports facility, the provision of which would be of sufficient benefit to the development of sport as to outweigh the detriment caused by the loss of existing open space or playing fields, or part thereof, and it could not reasonably be located elsewhere; or
- (d) a carefully quantified and documented assessment of current and future needs has demonstrated, to our satisfaction, that there is an excess of open space or playing field provision in the catchment and the site has no special significance to the interests of sport; or
- (e) it is clearance land that has been temporarily landscaped for amenity purposes pending redevelopment.

We will seek to enter into a legal agreement with the developer in order to secure provision for replacement facilities or other necessary works in accordance with Policy C1C.

An appropriate draft legal agreement or a unilateral undertaking should be submitted with applications for development of open space areas.

In consequence applications should be accompanied by an assessment of the needs and opportunities for the use of the land for open space and sport or recreation. Further details can be found in the guidance set out in Planning Policy Guidance Note 17 'Sport and Recreation,' and UDP Policy C1C.

Housing provision

Residential development

- Are you proposing a residential development of 25 units plus, or on a site of more than 1.0 hectares?

UDP Policy R1H concerns the provision of affordable housing and requires that a development of 25 units plus or on a site in excess of 1.0 hectares where there is a demonstrable lack of affordable housing is assessed for its suitability for affordable housing provision.

We will prepare Supplementary Planning Guidance based on a comprehensive survey of housing needs. The provision of affordable housing will be negotiated by the council with developers for provision on site, on alternative sites, by refurbishment of unfit or vacant property or by a financial contribution towards such refurbishment.

Further details can be found in UDP Policy R1H and by contact with the relevant Planning Case Officer.

- Residential development and the provision of recreational and amenity open space

Policy R1E explains that all proposals for new residential development are required to contribute towards the provision of recreational and amenity open space within or close to the proposed site. Assessment of the contribution is primarily related to the scale of the proposed development. A financial contribution will be required for schemes up to 100 dwellings with on-site provision of open space being required for schemes of 100 dwellings or more.

Supplementary Planning Guidance is available from the Environmental Services Department, giving further advice. A Section 106 agreement will be required to secure financial contributions in lieu of open space and play equipment and for maintenance costs.

Town centre uses

Assessing impact

- Are you proposing a major retail development on the edge or outside a town centre

A Retail Impact Assessment (RIA) must be submitted for major applications for town centre uses (including retail and leisure uses) on the edge of or outside a town centre. The level of detail required should be related to the size and type of development proposed and its location. It should provide an assessment of the developments impact on existing centres, taking into account recently completed developments and outstanding permissions. Both quantitative and qualitative information relating to the need for the development should also be included as part of any Impact Assessment. Smaller schemes may also be required to provide similar information if it is considered that the development would have a significant impact on the smaller district and local centres within its' catchment area. To obtain information for scoping the RIA initial contact should be made with the relevant Planning Case Officer. Further information is contained in UDP Policies S1, S1A, S1B, S1C, S1F, S1G, S1H.

Transport and development

Transport Assessment

Policy A1A states that a Transport Assessment will be required for all proposed developments or changes of use that would, either individually or with other recently completed developments or outstanding planning permissions in the locality, give rise to a material increase in the volume of road traffic. It should establish whether the proposal is acceptable in transport terms and, if not, whether highway works or other measures are required in order to make it acceptable.

A Transport Assessment will be required for the following new developments:

- residential – over 200 dwellings.
- Class B1 and Class B2 commercial or industrial – over 5,000 square metres floorspace.
- Class B8 warehousing or distribution – over 10,000 square metres floorspace.
- Class A1 retail – over 1,000 square metres floorspace.
- other developments:
 - over 100 trips in and out of site (combined) in peak hour; or
 - over 100 number of on site car parking spaces.

These thresholds are based on the Institute of Highways and Transportation Guidelines on travel assessments.

A Travel Plan is often required to address the issues raised by a Transport Assessment.

Travel Plans

A Travel Plan will need to be submitted alongside a planning application where a development will:

- generate significant volumes of traffic, create or exacerbate local traffic problems;
- generate traffic in areas where there are initiatives to reduce it or promote walking, cycling and public transport; or
- will significantly increase traffic in areas of poor air quality.

Further details can be found under UDP Policy A1B. The policy states that Travel Plans will automatically be required for new developments that exceed the following sizes:

- (i) retail, cinema and conference facilities and other indoor leisure developments over 1,000 square metres;
- (ii) offices, other Class B1 employment uses and further education developments over 2,500 square metres; and
- (iii) stadia with more than 1,500 seats.

Planning conditions may be imposed to require Travel Plans for other significant developments.

Walking, cycling and bus services

Application details, including site layouts should take account of the need to facilitate and encourage walking, cycling and bus services. Further guidance is included in UDP Policies A1D, A1E and A1F with advice on development contributions to support off-site accessibility for pedestrians, cyclists and bus services.

Application details, including site layouts should take account of the need to facilitate and encourage the operation of bus services to the site and provide adequate pedestrian routes to the bus stops. Proposals close to railway stations should have regard to the need to ensure easy interchange between bus and rail services. Further details are included in UDP Policy A1F, including advice on developer contributions to improve on-site accessibility for bus services where existing provision of services is inadequate. Legal agreements to secure these contributions will be required where appropriate.

- Parking provision in new developments.

Policy A1S requires that in new development, convenient, safe and secure provision will be required for:

- (a) cycle, motorcycle and car parking for disabled people to our minimum standards.
- (b) car parking to our maximum standards.

Our maximum car parking standards and minimum standards for cycle and motorcycle and car parking for disabled people are contained in Appendix 9 under Policy A1S of the UDP.

Additional advice on parking requirements is set out in Policy A1S. When development is proposed with car parking in excess of the maximum standards, developers will need to demonstrate by a Transport Assessment why it is needed.

6 Other information

The Development Control Section holds a range of information in addition to the documents mentioned above which can help you assess whether any of the above surveys and assessments are required. They include details of:

- Listed Buildings
- Conservation Areas
- Tree Preservation Orders
- Ancient woodlands
- Schedules ancient monuments
- Landfill sites
- Hazardous installations
- Gas pipelines
- Electricity lines

7 Officer contacts: telephone numbers and e-mail addresses

The Development Control Service deals with planning applications:

Environmental Services Department

Civic Buildings, New Market Street, Wigan, WN1 1RP

Office opening hours: 08.45 to 17.00 Monday to Friday

The public are also able to inspect new and undetermined planning applications for the local area at libraries located throughout the borough. Details of these venues and other information relating to the service can be found on the web site at www.wigan.gov.uk

Development Control

There are Development Control Teams covering the following areas:

West

Standish, Shevington and Western Wigan, including Wigan town centre.

Telephone: 01942 404275

Orrell, Ashton-in-Makerfield and Ince-in-Makerfield. Telephone: 01942 404277.

East

Hindley, Atherton, Tyldesley and Astley. Telephone: 01942 404261.

Leigh, Golborne and Lowton. Telephone: 01942 404264.

The Environmental Services Department also provides a full Building Control Service, also based in Civic Buildings, New Market Street, Wigan WN1 1RP.

Building Control Teams cover the following areas and functions:

Site Inspection Team

This team carries out site inspections throughout the borough. Contact numbers for the various areas are:

Standish, Shevington and Western Wigan, including Wigan town centre, Orrell and Ince-in-Makerfield. Telephone: 01942 404227.

Hindley, Ashton-in-Makerfield, Atherton, Tyldesley, Astley, Leigh, Golborne and Lowton. Telephone: 01942 404282.

Plan Check Team

This Building Control Team is responsible for all plan checking, including major projects, partnering schemes and housing site. Telephone: 01942 404283.

National Type Approvals

Telephone: 01942 404290.