

# Validation Checklists for Planning Applications



## Introduction

The Council has produced this revised Validation Checklist following guidance published by the Department of Communities and Local Government in March 2010 (“Guidance on information requirements and validation”). The Guidance outlines the benefits of a validation checklist in helping authorities to achieve good standards of performance, and providing applicants with greater certainty as to the nature and extent of information required in order to validate applications. Before this checklist has been adopted certain procedures, including consultation with users of the planning service have been followed.

If the information that is required by the checklist is not included with an application, the authority will be entitled to declare the application invalid and not register or process it. Conversely, applications which are validated are likely to contain sufficient information for a decision to be made and this should enable the Council to achieve a greater percentage of decisions within government timescales.

However, it must be recognised that there may still be situations arising where a validated application will not contain all of the information required to show that a proposal complies with Unitary Development Plan (UDP) policies to allow for a decision to be made and the Council reserves the right to ask for additional information. An example of this would be if a Crime Impact Assessment is required to show a proposal meets Policy EV3A of the UDP.

It may also be necessary in some cases to impose a condition on a planning permission that requires further information, or on occasions to refuse an application if the additional information that has been requested has not been received or is inadequate.

It should be noted that the checklist may be amended if planning requirements change.

This Validation Checklist is specific to types of application and is in two parts.

**Part one** sets out minimum National requirements for all applications including relevant forms and plans. **Part two** provides a list of additional local requirements which will need to be met in certain circumstances, dependant on factors such as the location or characteristics of the site and the scale and nature of the development.

Notes are provided to clarify and indicate thresholds when requirements are likely to apply. However, the Council's expectation is that applicants will seek to take advantage of our pre-application advice service. Additional information requirements falling within Part Two of the Checklist will be identified through this service. If the applicant properly addresses all the matters listed in Parts One and Two, the application will be validated.

Conversely, applications will not be validated where a requirement is not provided with the application.

If the Council declares an application invalid, it will normally set out its reasons in writing to the applicant within 3 days of receipt for minor and other applications and 5-10 working days of receipt for major applications. Applications which have been declared invalid will be returned if all the items and/or information which is lacking has not been provided within 28 days of receipt of the invalid application. If all of the required information has been received the application will be considered as valid from the date of its receipt.

### **General points**

- 1 Plans and elevations will be checked for consistency. Any significant discrepancies will result in the application being invalid.
- 2 Wigan Council welcomes the submission of planning applications via the Planning Portal at [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

The Planning Portal accepts the following file formats:

For images      JPG, TIF, GIF, BMP and PNG file formats.  
For CAD files    PDF, TIF and PLT file formats.  
For text files    DOC, PDF, TXT and XLS file formats.  
For video files   MPG, AVI and WMV file formats.

The maximum combined size of all files that can be uploaded is currently 25MB and no individual file should be larger than 5MB. Please endeavour to use file formats that keep file sizes as small as possible.

However, if you have files that will exceed these limits please save them to removable media such as a CD or submit them on paper and post to Environmental Services Department Civic Buildings, New Market Street, Wigan, WN1 1RP clearly marking the items with the Planning Portal planning application reference number. For online submissions you should indicate that items have been submitted separately on the "add/remove attachments screen".

Following your successful submission, the Planning Portal automatically notifies the Council of your application. We download all the details and begin processing the application in the traditional way.

Within two working days of acknowledging your application we will publish appropriate details of the application on the Council website <http://kinnear.wigan.gov.uk/planapps/>. To assist this process, we prefer individual plans and any supporting documents to be in PDF format and no larger than 1.5MB.

We welcome pre-application discussions for all applications and if you have any doubts about what an electronic submission should include, this can be clarified at this stage.

If an application is submitted on paper three copies of application forms and all plans listed under part one above will be required for a valid householder planning application and advertisement consent application and four copies in the case of all other types of application. Additional copies may be requested if needed for consultation purposes, and the Council's officers will endeavour to indicate any such requirements at pre-application stage.

- 3 Plans that are marked "do not scale" or with similar disclaimers will not be accepted and will result in the application being invalid.

## **Part 1 – National requirements**

### **Requirements for applications for full planning permission:**

#### **The standard application form**

From 6 April 2008, all planning applications will need to be presented on a standard application form, which will be available electronically. If paper versions of the form are submitted four copies of the completed standard application form and any plans need to be submitted. An applicant may be requested to submit more copies by the council.

#### **The location plan**

All applications must include copies of a location plan based on an up-to-date Ordnance Survey map. This should be at a scale of 1:1250 or 1:2500. Four copies will be required (unless submitted electronically). In exceptional circumstances plans of other scales may also be required. Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

#### **Site and other plans**

Copies of the site plan should be submitted. The legislation requires four copies (unless submitted electronically). The site plan should be drawn at a scale of 1:500 or 1:200 and should accurately show:

- a the direction of North;
- b the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;
- c all the buildings, roads and footpaths on land adjoining the site including access arrangements;
- d all public rights of way crossing or adjoining the site (ie. footpaths, bridleways, restricted byway or byway open to all traffic);
- e the position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- f the extent and type of any hard surfacing; and
- g boundary treatment including walls or fencing where this is proposed.

The council has produced a guidance note on development affecting Public Rights of Way.

In addition other plans should be submitted (dependent on the type of application – refer to the relevant list for specific requirements attached as Appendix A) and may include:

### **Block plan of the site**

A plan at a scale of 1:100 or 1:200 showing any site boundaries; the type and height of boundary treatment (e.g. walls, fences etc); the position of any building or structure on the other side of such boundaries.

### **Existing and proposed elevations**

These should be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

### **Existing and proposed floor plans**

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

### **Existing and proposed site sections and finished floor and site levels**

Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.

Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings.

In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of Design and Access Statements.

## **Roof plans**

A roof plan at a scale of 1:50 or 1:100 is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and their location are typically specified on the roof plan.

## **Ownership certificates**

All applications for planning permission must include an ownership certificate A, B, C or D stating the ownership of the property. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

## **Notice(s)**

A notice to owners of the application site must be completed and served in accordance with Article 6 of the GDPO.

## **Agricultural holdings certificate**

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

**The correct fee** (where one is necessary)

## **Design and access statements**

A Design and Access Statement must accompany applications for both outline and full planning permission unless they related to one of the following:

- A material change of use of land and buildings, (unless it also involves operational development).
- Engineering or mining operations.
- Householder developments.

Statements are also required for applications where any part of a dwelling house or its curtilage falls within one of the following designated areas:

- Site of special scientific interest.
- Conservation area.
- Area of outstanding natural beauty.

Statements are required for applications for Listed Building Consent. In particular the statement should address:

- The special architectural or historic interest of the building
- The particular physical features of the building that justify its designation as a listed building; and
- The building's setting.

The Council has produced separate guidance on how to prepare a Design and Access Statement. A Supplementary Planning Document also provides detailed guidance on 'Access For All'.

### **Requirements for outline applications**

These are requirements of Article 3(3), (4) and (5) of the Town and Country Planning (General Development Procedure) Order 1995 (as amended by the Town and Country Planning (General Development Procedure) (Amendment) (England) Order 2006). They set down the minimum level of detail that must be submitted with outline applications which should include:

- **Use** – the use or uses proposed for the development and any distinct development zones within the site identified.
- **Amount of development** – the amount of development for each use. For retail development this should be the gross retail floorspace expressed as square metres.
- **Indicative layout** – an indicative layout with the approximate location of buildings, routes and open spaces and, where appropriate, separate development zones proposed within the site boundary.
- **Scale parameters** – an indication of the upper and lower limits for height, width and length of each building within the site boundary.
- **Indicative access points** – an area or areas in which the access point or points to the site will be situated.

In addition a Design and Access Statement is required (see above and the council's guidance document for details).

## **Part 2 – Local requirements**

The list below sets out the additional information that the council can require before validating an application. It explains the details of the information that will be required, or advises where this can be found. You are strongly advised to discuss the proposals with a planning officer before you make an application. If necessary the planning officer will ask other specialist officers, such as the conservation officer, highways officers, etc, to advise you what documents will be required.

Appendix A covers each type of application and sets out whether the additional information below may be required. Not all of the information will be required in every case.

### **1 Affordable housing statement**

To explain what, if any provisions are to be made for affordable housing, including size and tenure of dwelling units and arrangements with social housing providers. Statements should take into account Policy RIH of The Wigan Replacement UDP and the Supplementary Planning Document Policy "Affordable Housing".

Additional guidance is available in "Affordable Housing Provision in New Residential Developments – A Guidance Note on Implementation of the Policy".

**Threshold** - See Policy R1H of the UDP at 25 units or sites over 1 ha in size

### **2 Air quality assessment**

An assessment showing how the requirements of Planning Policy Statement 23: Planning and Pollution Control, Policy EV1B of the Wigan Replacement UDP and Supplementary Planning Document (SPD) '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.

**Thresholds** – See the SPD 'Development and Air Quality'

### **3 Biodiversity survey and report**

The report should provide information on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Where proposal are being made for mitigation and/or compensation measures information to support those proposals will be needed. Proposals for long term maintenance and management should be included. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the Protection of Badgers Act 1992.

This information might form part of then Environmental Statement, where one is necessary.

See Planning Policy Statement 9: Biodiversity and Geological Conservation and Circular ODPM 06/2005 Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system and Planning for Biodiversity and Geological Conservation: A Guide to good Practice.

Policies in the Environmental and Design Section of the Wigan Replacement UDP and Supplementary Planning Document 'Development and Protection Species' should be taken into account in how to assess the ecological impact of proposals on wildlife and biodiversity, including any proposals for mitigating and compensating for such effects.

**Threshold** – Various thresholds may apply as set out in the circumstances below:

- Where a proposed development may have a possible impact on wildlife and biodiversity, or designated areas as referred to in Policies EV2B, EV2C, EV2D and EV2E of the Replacement Wigan UDP.
- Certain proposals which include work such as the demolition of older buildings or roofspaces, removal of trees, scrub, hedgerows or alterations to water courses.
- If required by the Biodiversity Checklist for Greater Manchester produced by Greater Manchester Ecological Unit.

#### **4 Crime Impact Statement/Crime Prevention Plan**

Crime Impact Statements 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 developments vulnerability to crime.

The author of a CIS should:

- Be accredited through the National Police 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
- Continuing crime prevention CPD

**Threshold** – Residential Development greater than 10no. units (or 6no. for student accommodation), proposals involving B1, B2, B8 or A1 use greater than 500 square metres of floor space, Community Facilities, Stadia, Public Open Space, proposals involving A3, A4 or A5 uses greater than 150 square metres.

## 5 Coal Mining Risk Assessment

The Coal Mining Risk Assessment should be prepared by a suitably qualified and competent person (see PPS14 for definition). 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 licence 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.

Note - if an Environmental Statement is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended, it is suggested that the CMRA is included within the ES.

The Coal Authority website: [www.coal.gov.uk/services/planning](http://www.coal.gov.uk/services/planning)  
The Coal Authority Planning and Local Authority Liaison Department:  
Telephone 01623 637 119 (direct) or Email [planningconsultation@coal.gov.uk](mailto:planningconsultation@coal.gov.uk)  
The Local Planning Authority has been provided with Coal Mining Development Referral Areas by The Coal Authority.

**Threshold** – Full Applications (excluding change of use), Outline Applications and Applications for the winning or working of minerals will require a Coal Mining Risk Assessment if they fall within a **Coal Mining Referral Area**. Please contact our Validation Team if you wish to find out if your application site falls within these areas.

## 6 Daylight/sunlight assessment

An assessment of the impact of proposals on adjoining properties. Further guidance is provided by The British Research Establishment in its report "Site Layout Planning for Daylight and Sunlight: A Guide to Good Practice 1991".

Planning permission does not confer any immunity on works that infringe another's property rights, and which might be subject to action under The Rights of Light Act 1959

**Threshold** – Where there is the potential for an adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties/buildings, including associated gardens or amenity space, for example, where a proposal does not meet the separation distances required by Policy R1D of the Replacement Wigan UDP.

## 7 Environmental impact assessment

The Town and Country Planning Act (Environmental Impact Assessment) Regulations (1999), as amended, set out the circumstances in which an Environmental Impact Assessment (EIA) is required.

Where EIA is required, an Environmental Statement in the form set out in Schedule 4 to the regulations must be provided.

**Threshold** – As set out in the Town and Country Planning Act (Environmental Impact Assessment Regulations (1999), as amended.

## 8 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 include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.

The flood risk assessment should form part of an environmental Statement when one is required (see above).

Planning Policy Guidance 25 – Development and Flood Risk (2006) and its associated Practice Guide provides comprehensive guidance in relation to the undertaking of flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere. Additional information is available on the Environment Agency's website at [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk) and United Utilities website at [www.unitedutilities.com](http://www.unitedutilities.com)

**Threshold** – Flood Risk Assessments will be required in Wigan for all development proposals of 1ha or greater and all proposals for new development location in flood zones 2 and 3. Details of flood zones can be found on the Environment Agency's web site.

## 9 Foul sewage and utilities assessment

A foul sewage assessment should include a description of the type, quantities and method of storage, treatment and disposal of waste or effluent. A foul drainage assessment should include a full assessment of the site, its locations and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then a foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. The use of soakaways will require satisfactory percolation tests to have been undertaken. Guidance on what should be included in a non-mains drainage assessment is given in DETR Circular 03/99 and Building Regulations Approved Document Part H and in BS6297. It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers.

If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.

An application should indicate how the development connects to existing utility infrastructure systems. It is helpful when designing a scheme to know where existing services run, and most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply and also needs connection to foul and surface water drainage and disposal. Two planning issues arise, firstly whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development and secondly, whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains.

Statements should demonstrate:

- That following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community.
- That the proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures.
- That service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains.
- Where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.

**Thresholds** – Various different thresholds will apply as set out below:

- If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s).
- If an application proposes to connect to existing utility infrastructure, including electricity and gas supplies, telecommunications and water supply then details are required to show there is existing capacity and that the provision of services would not cause any environmental impacts
- Where connection to the mains sewer is not practical and alternative means of disposal is proposed details of the alternative will be required. This may require results from a percolation test.
- If the proposed development results in any changes / replacement to the existing system or the creation of a new system details are required
- If the disposal of trade waste or foul sewage effluent other to the public sewer is involved, then a fuller foul drainage assessment will be required

## **10 Heritage statement (including historical, archaeological features and scheduled ancient monuments)**

The Heritage Statement required will vary according to the particular circumstances of each application. The following is a guide to the sort of information that may be required for different types of application.

For applications for listed building consent, a written statement that includes a schedule of works to the listed building(s), an analysis of the significance of the archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required. A structural survey may be required for different types of application.

For applications for conservation area consent, a written statement that includes a structural survey, an analysis of the character and appearance of the building/structure, the principles of and justification for the proposed demolition and its impact on the special character of the area may be required.

For applications either related to or impacting on the setting of heritage assets a written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, historic battlefields and scheduled ancient monument and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and the impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required.

For applications within or adjacent to a conservation area, an assessment of the impact of the development on the character and appearance of the area may be required.

For all major development proposals or proposals involving significant infrastructure works involving the disturbance of ground with an area of archaeological potential, an assessment of existing archaeological information may be required. The Greater Manchester Archaeological Unit will specify cases where a heritage assessment is required in these circumstances.

Advice is provided in Planning Policy Guidance Note 15 'Planning and the Historic Environment', (1994). For archaeological remains, advice is provided in Planning Policy Guidance Note 16 'Archaeological and Planning' (1990).

**Thresholds:** – Various different thresholds will apply as set out below:

- Listed Building Consent applications
- Applications for Conservation Area Consent for demolition
- Applications that may affect listed building(s)/structure(s), a conservation area, a historic park or garden, a historic battlefield or a scheduled ancient monument
- Development involving the disturbance of ground in areas that are the subject of major development proposals or significant infrastructure works, where archaeological remains may survive.
- Other developments if specified in pre-application advice.

## **11 Land contamination assessment**

All new developments on land which has the potential to be affected by contamination will require a land contamination 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.

Dependent on the site and end use and the potential for contamination to affect the development proposals, it may be a requirement that a Site Investigation and Risk Assessment and Remediation Strategy need to be submitted with the application.

In regard to householder applications in cases where the property is within 250m of a known landfill site then remediation/precautionary measures may be required.

It is essential for applicants to address potential pollution matters early in pre application discussions with planning officers. Also, additional technical advice should be sought from the Environmental Protection Team, Environmental Services or, in the case of water environment pollution concerns, from the Environment Agency.

Advice is given in Planning Policy Statement 23 'Planning and Pollution Control'.

### **Thresholds**

- All new development on land which has the potential to be affected by contamination as required by Policy EV1B of the Replacement Wigan UDP.
- Householder applications within 250m of a known landfill site

## **12 Landfill applications**

Applicants should provide sufficient information to enable the waste planning authority to fulfil its requirements under the Landfill (England and Wales) Regulations 2002. This information may be provided as part of the Environmental Impact Assessment.

### **13 Landscaping details**

All developments (apart from change of use not involving works) should be formulated with the landscaping of the site in mind. Landscaping should form part of the design concept for the site, and not as a separate process or afterthought after the buildings have been designed. There should be reference to landscaping in the Design and Access Statement and detailed landscaping proposals should be included which follow from the design concept. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development.

Landscaping schemes should include:

- Proposed finished ground levels or contours; means of enclosure; car parking layouts; other vehicle and pedestrian access and circulation areas, hard surfacing materials, structures and ancillary objects (refuse and recycling bins/storage areas/buildings, lighting columns etc);
- Proposed and existing functional services above and below ground (e.g. drainage, power, communications cables, pipelines etc. indicating lines, manholes etc.);
- Existing vegetation to be retained together with measures for its protection during the course of construction.
- Structural planting plans;
- Long term maintenance and landscape management arrangements

Policies in the Environmental and Design Section of the Wigan Replacement UDP and Supplementary Planning Documents 'Landscape Design' should be taken into account

#### **Thresholds**

- Applications for full planning permission. There is a minimum requirement for proposals to indicate the intended landscape structure, which should be cross-referenced with the Design and Access Statement.
- Applications for reserved matters where layout and scale are shown.
- Householder applications should be accompanied by landscaping proposals, in circumstances where the proposal would be particularly prominent or result in the loss of significant existing landscape features.
- Other developments if specified in pre-application advice.

### **14 Lighting assessment**

Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a Listed Building or a Conservation Area, or open countryside, where external lighting would be provided or made necessary by the development, should be required to be accompanied by details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design and a lighting diagram showing the intensity of illumination.

Advice can be found in Lighting in the Countryside 'Towards Good Practice' (1997). The advice contained in this document is applicable in towns as well as the countryside.

**Threshold** – Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a Listed Building or a Conservation Area, or open countryside, where external lighting would be provided

## 15 Noise impact assessment

A Noise Impact Assessment is required for developments that could lead to a noise nuisance to nearby occupiers and/or amenity users (both during and after development) and for development of a noise sensitive use close to a permanent source of noise e.g. a main road or motorway.

During pre-application discussions advice should be sought from both the planning officer and officers from the Environmental Protection Team about requirements for sound insulation in residential and commercial developments in relation to Policies EV1B and G1A of the Replacement Wigan UDP.

Guidance is provided in Planning Policy Guidance 24 'Planning and Noise' (1994)

### Thresholds

- Development that could lead to a noise nuisance to nearby occupiers and/or amenity users
- Development of a noise sensitive use close to a source of noise

## 16 Open space assessment

For development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. In the absence of a robust and up to date assessment by a local authority, an applicant may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements.

Policies C1B and C1C of the Wigan Replacement UDP should be taken into account. Government planning policy is set out in Planning Policy Guidance Note 17: Planning for Open Space, Sport and Recreation (2002).

**Threshold** – Development within or incorporating any existing area of open space as defined in PPG17

## 17 Parking provision

A plan is required showing details of existing and proposed parking provision, (including cycle parking), the number and layout of car parking provision for disabled people and a justification for the level of provision proposed.

Policies in the Access Section of the Wigan Replacement UDP should be taken into account

**Threshold** - Development that proposes new parking or proposes an alteration to existing parking provision.

## 18 Photographs and Photomontages

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

### Thresholds

- Proposal involving the demolition of an existing building or development affecting a conservation area or a listed building. For example photographs of internal details of a listed building may be of assistance to an application for listed building consent for internal works.
- Proposal for buildings over 18m in height
- Proposal for a building of any height, which is substantially taller than the predominant height of the buildings in the surrounding area
- Proposal for a building, which would make a significant impact on the skyline
- Proposal that may have a significant impact on the townscape or landscape

## 19 Planning obligations/Draft heads of terms

This statement 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 an s106 planning agreement or obligation, as required by Policy G1B of the Replacement Wigan UDP.

All applications which generate requirements for planning obligations in accordance with the Council's Unitary Development Plan and the associated Supplementary Planning Guidance Notes will require either a S.106 Agreement or S.106 unilateral undertaking. Examples of such requirements include:-

- Recreation provision for future residents of a housing development
- The provision of affordable housing
- The provision of public artwork.
- Public facilities and services and waste management for utilities associated with hot food establishments.

- The provision or contribution towards educational and health facilities.

All such legal agreements and their contents should be discussed with the Council as fully as possible during pre-application discussions. All applications where such an agreement is required shall include with them Heads of Terms and details of the applicants legal representative who would deal with the drafting of the S.106 Agreement.

The legal agreement should be agreed by both the applicant and the Council before the application is considered by the Planning Committee. If the agreement is not agreed by both parties, prior to the agenda deadline for the Committee meeting, this could result in the application being recommended for refusal and if, ultimately, the agreement is not sealed this could result in the application being refused.

A standard template for a section 106 Agreement and unilateral undertaking for public open space/play equipment and hot food establishments is available on request.

Further advice is contained in Circular 05/2005 'Planning Obligations'.

**Thresholds** – Various different thresholds will apply as set out below:

- Proposals where recreation provision is required for future residents of a housing development in accordance with Policy R1E of the Wigan UDP.
- Proposals where the provision of affordable housing is required in accordance with Policy R1H of the Wigan UDP
- Proposals where the provision of public artwork is required in accordance with Policy EV3H of the Wigan UDP
- Proposal for hot food establishments in accordance with the Supplementary Planning Guidance 'Hot Food Establishments'
- Proposals involving the need for infrastructure and service provision

## **20 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.

Economic statements will be beneficial for all major employment generating proposals and should be used to set out the economic development and regeneration benefits of the scheme. Applicants should demonstrate how their proposals will contribute, where appropriate, to the delivery of economic development and regeneration strategies at regional, sub-regional and local levels.

Regeneration benefits such as; details of any new jobs that might be created or supported; the relative floorspace totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal, should be explained. A statement explaining regeneration benefits may be relevant to a variety of proposals and not just major employment generating proposals.

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. Alternatively a separate statement on community involvement may also be appropriate. Guidance is available in the councils Statement of Community Involvement and leaflet 'Community involvement in the Planning Process'

### **Thresholds**

- Major and other proposals where it is necessary to justify that a proposal complies with national, regional and UDP policies.
- Schemes for major employment generating proposals (i.e. 50 + jobs)

## **21 Site waste management plan**

Proposed new development should be supported by site waste management plans of the type encouraged by the code of practice published by the DTI (now the Department for Business Enterprise and Regulatory Reform) in 2004 'Site Waste Management Plans : Guidance for Construction Contractors and Clients'. These do not require formal approval by the planning authority, but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of material and to demonstrate how off site disposal of waste will be minimised and managed.

### **Thresholds**

- Major development requiring demolition of buildings/structures
- Other developments if specified in pre-application advice.

## **22 Statement of community involvement**

To demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals. The Council has produced a leaflet 'Community involvement in the Planning Process' to advise on how community involvement should be undertaken prior to the submission of an application. Further guidance is also available in chapter 7 of 'Creating Local Development Frameworks: A Companion Guide to PPS12'.

## **Threshold**

- As set out in the councils leaflet 'Community Involvement in the Planning Process'

## **23 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.

### **Thresholds**

- Proposals for conversion of rural buildings
- Proposals on sites where there is the possibility of land instability
- Proposals for listed building consent or conservation area consent, which should be identified during pre-application discussions.

## **24 Sustainability/Low Carbon Energy Statement**

To ensure that applicants consider the full range of sustainability implications of development, the council will require a sustainability/ Low Carbon Energy Statement to be completed and submitted prior to validation.

This requirement is supported by policy EV3A(j) in the UDP, by the Planning Policy Statement 1 supplement on Climate Change, and through the Governments programme to achieve zero carbon developments.

**Thresholds** – Residential developments of greater than 10no. units, Non-residential proposals with floor space exceeding 1000 square metres, Outline Applications with a site area greater than 0.5 ha.

## **25 Telecommunications development**

Information should be submitted showing the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development.

Planning applications should be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).

Further guidance on the information that may be required is set out in the 'Code of Practice on Mobile Network Development'(2002)

**Threshold** - All applications for masts and antenna by mobile phone network operators

## **26 Town centre uses**

To assess the impact of a retail or leisure development on the vitality and viability of the town centre and other local shopping centres, and to address tests applied by Planning Policy Statement (PPS) 6 'Planning for Town Centres' (2005) in relation to the location of, and need for, proposed retail development.

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.

**Threshold** – The main town centre uses that require an assessment are set out in PPS 6.

## **27 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.

Policy A1A of the Replacement Wigan UDP, Planning Policy Guidance 13 'Transport' (2001) and 'Guidance on Transport Assessment (2007) published by the Department for Transport provides guidance.

**Threshold** – Set out in Policy A1A of the Replacement Wigan UDP

## 28 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 co-ordinator, the management arrangements for the plan – eg a steering group and the development timetable. The strategy should also include activities for marketing and promoting the plan to occupiers, users, visitors and residents of the site. It should be produced taking into account the guidance in the Council's Supplementary Planning Document "Travel Plans".

**Threshold** – Development likely to have significant transport implications as set out in Supplementary Planning Document 'Travel Plans'.

## 29 Tree survey/Arboricultural implications

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. The information should be prepared by a suitably qualified and experienced arboriculturist.

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; accurately plotted canopy spread of such trees (not topographical canopy spreads) and constraints showing Root Protection Areas (RPA); all shrub masses and hedges, and any other relevant features of the site such as banks, slopes, walls and fences and water features and any proposed level changes which may affect RPAs. Details of the trees should be categorised in accordance with the tree categorisation method set out in BS 5837.

**Threshold** - Where there are trees within the application site or on adjacent land that could influence or be affected by the development

## 30 Ventilation/extraction statement

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics will be required to accompany all applications for the use of premises for purposes within Use Class A3 (restaurants and cafes – use for the sale of food and drink for consumption on the premises), Class A4 (drinking establishments – use as a public house, wine-bar or other drinking establishment), Class A5 (hot food takeaways – use of the sale of hot food for consumption off the premises), Class B1 (light industrial) and Class B2 (general industrial).

This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

### **Thresholds**

- Proposals for the use of property/premises within Classes A3, A4, A5, B1 and B2
- Proposals for significant retail, business, industrial, leisure or other similar developments where substantial ventilation or extraction equipment is proposed