

# Validation Checklists for Planning Applications

## Introduction

The Council has produced this updated Validation Checklist having regard to article 11(3)(c) of the Town and Country Planning (Development Management Procedure) (England)(Order) (2015) and Paragraph 193 of the National Planning Policy Framework.

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.

The local list is prepared by the local planning authority to clarify what information is usually required for applications of a particular type, scale or location.

In addition to being specified on an up-to-date local list published on the local planning authority's website, information requested with a particular planning application must be reasonable having regard, in particular, to the nature and scale of the proposed development; and about a matter which it is reasonable to think will be a material consideration in the determination of the application.

These statutory tests are set out in [section 62 \(4A\) of the Town and Country Planning Act 1990](#) and [article 11\(3\)\(c\) of the Town and Country Planning \(Development Management Procedure\) \(England\) \(Order\) 2015](#).

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 Core Strategy 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 CP10 of the Core Strategy.

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, dependent 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 (for which there is a scale of charges). This is available on the Councils website. 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 necessary validation 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 5 working days of receipt. 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 <https://www.planningportal.co.uk/>

The Planning Portal accepts the following file formats:

For images	JPG, TIF, GIF, BMP and PNG file formats.
files	PDF, TIF and PLT file formats.
For text files	DOC, PDF, TXT and XLS file formats.
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 endeavor 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 DVD/CD or submit them on paper and post to Places : Economy, Waste and Infrastructure – Development Management, Wigan Life Centre, College Avenue, Wigan WN1 1NJ 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 at <https://apps.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 one copy of an application form and all plans listed under part one above will be required for a valid planning application and advertisement consent application.

- 3 Plans that are marked “do not scale” or with similar disclaimers will not be accepted and will result in the application being invalid and returned to the applicant or agent.

## **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 one copy 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 which must be based on an up to date map and at an identified standard metric scale (typically 1:1250 or 1:2500). One copy 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 one copy (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;
- g boundary treatment including walls or fencing where this is proposed: and
- h dimensions clearly annotated on the plans.

The plans need to be formatted in a manner that allows them to be electronically measured to the scale indicated on the submitted documentation.

The council has produced a guidance note on development affecting Public Rights of Way. This is available on the Councils website. 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 where applicable.

## **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

Applications for major development, as defined in [article 2 of the Town and Country Planning \(Development Management Procedure \(England\) Order 2015](#);

- Applications for development in a designated area, where the proposed development consists of:
  - one or more dwellings; or
  - a building or buildings with a floor space of 100 square metres or more.

For the purposes of Design and Access Statements, a designated area means a World Heritage Site or a conservation area.

Applications for waste development, a material change of use, engineering or mining operations do not need to be accompanied by a Design and Access Statement.

Applications to [amend the conditions attached to a planning permission](#) do not need to be accompanied by a Design and Access Statement.

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 the requirements of article 7(1) of the Town and Country Planning (Development Management Procedure (England) Order 2015. They set down the minimum level of detail that must be submitted with outline applications which may 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 floor space 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 CP^ of the Core Strategy 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 CP6 of the Core Strategy at 11 dwellings or more.

### **2 Air quality assessment**

An assessment showing how the requirements of Policy CP17of the of the Core Strategy 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 an Environmental Statement, where one is necessary.

Policy CP12 of the Core Strategy and Supplementary Planning Document 'Development and Protected 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 Policy CP12 of the Core Strategy.
- Certain proposals which include work such as the demolition of older buildings or roof spaces, 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). It should:

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

Note - if an Environmental Statement is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011 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 the Design Guide for Residential Development.

## 7 Environmental Impact Assessment

The Town and Country Planning Act (Environmental Impact Assessment) Regulations (2011), 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 (2011)), 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 as required by Core Strategy Policy CP16. Applicants should also provide evidence on the Sequential Test.

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

The Planning Practice Guidance<sup>1</sup> provides comprehensive advice 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

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<sup>1</sup> <https://www.gov.uk/guidance/flood-risk-and-coastal-change>

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.
- 0.5ha or greater within Critical Drainage areas identified within the Council's Strategic Flood Risk Assessment

## 9 Foul sewage and utilities assessment

On 18 December 2014 the government issued a written statement in relation to sustainable drainage systems. Existing national planning policy has been strengthened to make it clear that the government expects sustainable drainage systems (SuDS) to be provided in new developments. To this effect, where planning applications are for major development, the local planning authority must ensure that SuDS are put in place, unless demonstrated to be inappropriate.

Further information on the technical standards for sustainable drainage systems can be found at

<https://www.gov.uk/government/publications/sustainable-drainage-systems-non-statutory-technical-standards>

Major development is defined as;

- A Residential Development consisting of 10 dwellings or more or residential development with a site area of 0.5 hectares or more where the number of dwellings is not yet known.
- A Non Residential Development with provision of a building or buildings where the total floor space to be created is 1000 m<sup>2</sup> or more or where the floor area is not yet known, a site area of 1 hectare or more.

### Pre - Planning Application

National Planning Practice Guidance stresses the importance of pre-application engagement by prospective applicants to improve both the efficiency and effectiveness of the planning application system and improve the quality of planning applications and their likelihood of success. Further information can be found at:

<http://planningguidance.planningportal.gov.uk/blog/guidance/before-submitting-an-application/the-value-of-pre-application-engagement/>

To ensure early consideration, development of a **Proof of Concept Plan** is recommended at the pre-planning application stage in order to pre-empt and highlight issues that could later arise. If it is anticipated that maintenance issues may be a significant hindrance to and conflict with the ability of a development to incorporate SuDS, advice can and should be sought early.

Development proposals progressed without undertaking this early consultation stage risk the possibility that the proposed layout would not be capable of being drained in a sustainable way, contrary to national and local policy.

Pre-application advice will reduce the risk of subsequent design conflicts and later issues that may arise due to the proposed implementation of SuDS. Development proposals progressed without undertaking a Sustainable Drainage Evaluation and seeking pre-application advice run the risk that the proposed layout may not be capable of being drained in a sustainable way.

With reference to pre-application advice the following points should be noted:

- Pre-application advice may be charged for on a cost recovery basis.
- The Environment Agency will continue to provide pre-application advice for developments where issues have been identified within its remit<sup>2</sup>.
- The developer should identify, at a pre-application stage, if they propose the use of conditions or a section 106 agreement. This will ensure that early discussions may take place and the most suitable mechanisms, respective to the developers' choice, can be determined, taking into account the particular circumstances of the development.

### **Major Development - Outline Planning Application**

To ensure a satisfactory consultation with the council as Lead Local Flood Authority, applications must be submitted with a Proof of Concept plan.

The proof of concept plan is to be based on a constraints plan that includes the existing natural flow paths and the proposed Blue Corridors across the site together with any discharge restrictions, maintenance restrictions and access issues.

It is recommended that the proof of concept plan is created before considering the development layout, to ensure that the proposals maximises the development opportunity without having potential adverse effects on the area.

The developer should provide the following information as part of the proof of concept plan:

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

**Only when a proof of concept plan has been agreed in principle, can it be used to inform the site masterplan. Then only once the masterplan has been agreed, the detailed SuDS design can commence.**

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<sup>2</sup>. Further information can be found online (<https://www.gov.uk/government/publications/pre-planning-application-enquiry-form-preliminary-opinion>) or the local area Sustainable Places team: [SPPlanning.RFH@environment-agency.gov.uk](mailto:SPPlanning.RFH@environment-agency.gov.uk)

## **Major Development - Full Planning Application, Reserved Matters, Discharge of Conditions**

To ensure a satisfactory consultation with the council as Lead Local Flood Authority, the following information is required in addition to that required with the proof of concept plan for the outline application:

- Proposed site plan showing exceedance flow routes.
- Drainage layout plan (to include all SuDS, sewers, drains and watercourses).
- A condition survey of any existing drainage assets, infrastructure or watercourse to be utilised.
- Design calculations as necessary to demonstrate the functionality of the SuDS.
- Detailed design drawings.
- SuDS flow calculations (.mdx files compatible with WinDes Micro drainage software if that software has been used).
- Cross sections including design levels.
- Specification of materials.
- Phasing of development including Construction Management Plan.
- Construction phase Surface Water Management Plan.
- Construction details.
- Details of inlets and outlets and flow controls.
- Operational Maintenance Plan as detailed below.
- Health and Safety Risk Assessment for construction, operation and maintenance of the SuDS.

For clarification, for a full planning application submitting without a relevant outline planning permission, the requirements for a proof of concept plan will need to be submitted with the full planning application alongside all of the details otherwise required at that stage.

## **Operation and Maintenance**

A major consideration when designing and implementing SuDS is to ensure that the solutions proposed can be maintained easily over the lifetime of the development, and that maintenance considerations and costs are planned for upfront.

Planning Practice Guidance - (Reducing the causes and impacts of flooding - Paragraph: 085 Reference ID: 7-085-20150323 - updated 23/03/2015) states *'When planning a sustainable drainage system, developers need to ensure their design takes account of the construction, operation and maintenance requirements of both surface and subsurface components, allowing for any personnel, vehicle or machinery access required to undertake this work.'*

Ease of maintenance will impact on any adoption process and will affect the determination of planning applications.

In considering planning applications, the council as Local Planning Authority must ensure through the use of planning conditions or planning obligations that there are clear arrangements in place for ongoing maintenance over the lifetime of the development.

### **Operation and Maintenance Plan**

An operation and maintenance plan is required to be developed and submitted with all proposed developments at **all levels** of application.

### **Outline Planning Applications**

An outline planning application should include as much detail as possible covering the points highlighted for full applications. As a minimum it should outline an understanding of inspection and maintenance tasks that would be required. It should also provide information regards potential parties/organisations responsibilities for SuDS maintenance, adoption and ownership, but these do not need to be have been confirmed at this stage. It is unlikely that a specification for inspection and maintenance would be available at this stage.

### **Full Planning Applications**

An operation and maintenance plan for a full planning application should include:

- Whole life cycle costing for the SuDS including replacement cost.
- Details of funding arrangements for SuDS maintenance.
- Details of the party/organisation responsible for, and maintenance of, each feature.
- Maintenance and operation manual for the SuDS including the specification for inspection and maintenance actions, including frequency of maintenance tasks required for each proposed SuDS, setting out a minimum standard to which the SuDS system must be maintained.
- Details of additional cleansing, repair and maintenance following flooding events where SuDS features are located in a designated flood zone.
- Proposed arrangements for adoption / ownership to secure the operation of the scheme throughout its lifetime, including physical access arrangements for maintenance and establishment of legal rights of access in perpetuity.
- Where SuDS features are attached to private property, confirmation of any associated maintenance / adoption / ownership requirements should be provided. For example, if SuDS features are to be included in property deeds, or if householders are required to pay into a communal fund to fund ongoing maintenance.
- Details of proposed contingency plans for failure of any part of the drainage system that could present a hazard to people.

## **Maintenance Options, Risks and Safeguards**

There are many options that will allow the successful operation and maintenance of a SuDS feature for the lifetime of the development. Wigan Council defines the lifetime of a development as 100 years (supported by the national planning policy definition), or until the development is redeveloped or significantly re-engineered so as to alter the surface water discharge regime

With each maintenance option there may be associated risks for the onsite and surrounding land, property owners, the Local Planning Authority, Local Highway Authority and Lead Local Flood Authority should the chosen maintenance option become compromised. Wigan Council encourages developers to determine the most appropriate maintenance option reflective of the site-specific SuDS features.

In an effort to mitigate the associated risks with some maintenance options the LPA may require a number safeguards to be implemented. For example, where SuDS systems are provided within private property, the LPA may require that the SuDS system be incorporated into the property deeds.

## **Safety and Access**

Consideration should always be given to safety in design and appropriate consideration of access during the design of SuDS. CDM Regulations 2015 must also be considered and applied to the planning, design and construction and long term maintenance of SuDS systems.

**Major Development applications will not be made valid after 6 April 2015 onwards unless accompanied by the above requirement.**

## **Minor Development applications (i.e. development below the thresholds set out above)**

We will not require particular drainage submissions to make an application valid but we encourage evidence that SuDS drainage has been considered. A proof of concept approach could assist in producing an acceptable planning application. Please ensure that Part 12 of the application form is completed accurately. It is our intention to consult the LLFA where the development is proposed to drain to a SuDS system, existing watercourse or pond/lake. We will consult the LLFA on all proposed major developments. Wigan Council Planning Guidance can be found at:

<http://www.wigan.gov.uk/Resident/Planning-and-Building-Control/Planning/Index.aspx>

Advice on land drainage from the LLFA can be found at:

<http://www.wigan.gov.uk/Resident/Environmental-Problems/land-drainage.aspx>

<http://www.wigan.gov.uk/Resident/Crime-Emergencies/Flooding.aspx>

Or by telephoning the LLFA on: 01942 489290

Additional guidance on specific elements of SuDS development (e.g. SuDS Manual) etc can be found at:

[http://www.susdrain.org/files/resources/other-guidance/nswg\\_icop\\_for\\_suds\\_0704.pdf](http://www.susdrain.org/files/resources/other-guidance/nswg_icop_for_suds_0704.pdf)

[The SuDS Manual](#)

<http://www.susdrain.org/>

<http://www.susdrain.org/delivering-suds/using-suds/adoption-and-maintenance-of-suds/maintenance/index.html>

[http://www.susdrain.org/files/News/20140707\\_draft\\_national\\_standards\\_for\\_sustainable\\_drainage.pdf](http://www.susdrain.org/files/News/20140707_draft_national_standards_for_sustainable_drainage.pdf)

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

The Heritage Assessment 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 applications for listed building consent, a written statement that includes a schedule of works to the listed building(s), an analysis of the values of the building, (including any contribution made by its setting), heritage significance of the building/structure, analysis of the works and the impact of the works upon the special character and significance 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 demolition works within a Conservation Area, a written statement that includes an assessment of the significance of the area, 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. This will usually require details of the replacement building and a structural survey may also be required.

For applications either related to or impacting on the setting of any heritage asset 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 monuments, 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.

Further information is provided in National Planning Policy Framework (March 2012). And in Conservation: Principles, Policies & Guidance, (Historic England) 2008.



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

- Listed Building Consent applications
- Applications for demolition within a Conservation Area
- 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 the National Planning Policy Framework paragraph 121.

### Thresholds

- All new development on land which has the potential to be affected by contamination as required by Policy CP17 of the Core Strategy.
- Householder applications within 250m of a known landfill site.

## 12 Waste Management Applications

Applicants should provide sufficient information to enable the waste planning authority to fulfil its requirements under the Waste (England and Wales) Regulations 2011 (as amended) consistent with national planning policies. This information may be provided as part of the Environmental Impact Assessment.

## 13 Minerals and Landfill Applications

Applications for minerals and landfill related applications should be accompanied by plans showing:

- a) Existing topographical survey of the site including land contour levels and relationship to surrounding land;
- b) Method of Working and Phasing showing soil movement, storage, haulage routes, direction and phasing of working and phasing of restoration, and any pre-working landscaping proposals (including soil screens and tree and hedgerow planting);
- c) Restoration Plan showing: final restoration landform; post development proposed landscaping, including tree and hedgerow planting with details of numbers, size and species, and grass seeding details; and for landfilling showing pre and post settlement levels. These plans should be at a suitable scale related to the size of the site (typically 1:10,000).

## 14 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 Core Strategy and Supplementary Planning Document Landscape design and Landscape character assessment 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.

## **15 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

## **16 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 Policy CP17 of the Core Strategy.

### 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

## 17 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.

Policy CP2 of the Core Strategy should be taken into account. Government planning policy is set out in National Planning Policy Framework paragraphs 6, 10, 73, 74 and 114.

**Threshold** – Development within or incorporating any existing area of open space as set out in Policy CP2 of the Core Strategy.

## 18 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.

Policy CP7 of the Core Strategy and saved policy A1Sthe Wigan Replacement UDP should be taken into account.

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

## 19 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.

## 20 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 CP18 of the Core Strategy.

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 the Community Infrastructure Levy Regulations 2010.

**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 saved Wigan UDP.
- Proposals where the provision of affordable housing is required in accordance with Policy CP6 of the Core Strategy.
- Proposals where the provision of public artwork is required in accordance with Policy CP10 of the Core Strategy.
- Proposal for hot food establishments in accordance with the Supplementary Planning Guidance 'Hot Food Establishments.'
- Proposals involving the need for infrastructure and service provision.

## **21 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 floor space 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 Core Strategy policies.
- Schemes for major employment generating proposals (i.e. 50 + jobs)

## **22 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.

## **23 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.

## Threshold

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

## 24 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.

## 25 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 CP13 of the Core Strategy, by the National Planning Policy Framework 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.

## 26 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

## 27 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 the National Planning Policy Framework 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 the National Planning Policy Framework paragraphs 24 – 26.

## 28 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 CP7 of the Core Strategy of the, and 'Guidance on Transport Assessment (2007) published by the Department for Transport provides guidance.

**Threshold** – Set out in the National Planning Policy Framework

## 29 Travel plan

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

This should be completed in accordance with the Greater Manchester Travel Plan Toolkit prepared by TfGM.

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

## 30 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

## 31 Ventilation/Extraction Statement

Details of the position and design of ventilation and extraction equipment, including odor 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 odor 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

## **32 Health Impact Assessment**

A statement that identifies the impacts of the development proposal on health (including obesity, mental health and wellbeing), identifies opportunities to reduce health inequalities as a result of the development including in their design, construction and management and details necessary mitigation (inherent within the scheme as well as through the use of conditions and/or obligations).

Where a proposal is accompanied by an Environmental Statement, the details may be provided within the document as part of a socio-economic chapter.

### **Thresholds**

This will be required for all proposals (both full and outline) comprising over 150 residential units.

1 March 2017