

Planning validation checklist

Full planning applications

JULY 2016

**Bolton
Council**

Introduction

The purpose of this document is to provide clear guidance on the information that you need to submit with your planning application in order to ensure that your application is dealt with as quickly as possible.

If the required information is not provided, you risk delay to your application by it not being validated. Planning permission may be also refused on the grounds of insufficient information having been submitted.

You are strongly advised take professional planning advice before submitting your application. In the case where your application is of strategic significance, Council planning Officers will be glad to set up a pre-application meeting with the relevant Council and statutory consultees to ensure that your application is dealt with as speedily as possible and to ensure that any obstacles to development can be discussed at an early stage.

This validation checklist constitutes Bolton Council's Planning Application Requirements (Local) as envisaged by 1APP a mandatory planning application form introduced nationally from April 2008. The checklist also includes mandatory national requirements, mandatory local requirements and locally specific requirements. Locally specific requirements are marked * and applicants are advised that although absence of this material will not lead to invalidation, it may hinder the progress of a submission.

Failure to comply with the terms of the validation checklist may make an application invalid under the terms of Regulation 3 of the Town and Country Planning (Applications) Regulations 1988 or the Town and Country Planning (Development Management Procedure) (England) Order 2015.

Planning policies against which planning applications are considered are set out in Bolton's Local Plan. This consists of the adopted Core Strategy, Site Allocations Plan and the Greater Manchester Joint Minerals and Waste Local Plans. Links to these plans and the Allocations Plan Proposals Map is available on the Council's website at <http://www.bolton.gov.uk/website/pages/Localplan.aspx>. Additional guidance to assist in elaborating Local Plan policy is available in Planning Control Policy Notes and Supplementary Planning Documents which may be obtained from <http://www.bolton.gov.uk/website/pages/Planningguidance.aspx> and <http://www.bolton.gov.uk/website/pages/Supplementaryplanningdocuments.aspx>. As guidance is kept under review it is worth checking that all relevant documents are being considered.

Government National Planning Policy Framework (NPPF) and Planning Practice Guidance (PPG) are available to view at the Department of Communities and Local Government website on

<http://planningguidance.communities.gov.uk>

This national web-based resource is frequently updated and should be consulted regularly.

Required information for full planning applications

You must submit the following which are national requirements:

- 1 copy of a location plan (see page 6)
- 1 copy of existing and proposed elevations including annotated dimensions of proposed buildings and annotated measurements of distances to adjacent properties (see page 6)
- 1 copy of existing and proposed sections with finished floor levels including annotated dimensions of proposed buildings and annotated measurements of distances to adjacent properties (see page 6)
- 1 copy of existing and proposed site layout including annotated dimensions of proposed buildings and annotated measurements of distances to adjacent properties (see page 6)
- 1 copy of application form
- 1 copy of signed and dated Ownership Certificate (A,B,C or D)
- 1 Article 7 Certificate (Agricultural Holdings), signed and dated
- Design and Access Statement (if required – see page 7)
- The correct fee
- Sustainable Drainage system (see page 10)
- Flood Risk (see page 12)

In addition you may need to submit the following which are Local requirements:

Document	When required	Page
Design and access statement	Required for applications for major development, development; applications in a designated area where the development consists of one or more dwelling; or a building or buildings with a floor space of 100sqm or more, application for listed building consent.	7
Tree survey and schedule	If there are trees on or surrounding the application site.	9
Planning Obligations/Draft Heads of Terms	If there is to be a Section 106 Agreement associated with the application	9
Town Centre Uses – retail, leisure proposals etc. in all locations	If the proposal is for a retail, leisure or other Town Centre development of over 2500 gross sqm floor space. Similar information might be required if the proposal is likely to have a significant impact on the smaller district or local centers'.	9

<p>Transport assessment</p>	<p>If traffic to and from the proposed development is likely to exceed 10% of the existing two-way traffic flow on the adjoining highway; or if traffic to and from the proposed development is likely to exceed 5% of the existing two-way traffic flow on the adjoining highway, where traffic congestion exists or will exist within the assessment period or in other sensitive locations;</p> <p>or</p> <p>If the application is for a significant scheme, i.e. more than 200 residential units, business ground floor area of over 5000sq m, warehousing over 10,000sqm, retail over 1000sqm, over 100 in/out peak hour trips, or 100 on-site parking spaces</p>	<p>9</p>
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Document	When required	Page
Sustainable Drainage System and Maintenance Plan	Required for all applications for major development. Applications, not falling into the above category, involving non- residential development of over 500 square metres floor space, or housing development of more than 5 dwellings must demonstrate the sustainable management of surface water run-off	10
Flood Risk	If the application is for major development, as defined in Article 2 of the Town and Country Planning (Development Management Procedure (England) Order 2015;	12
Flood Risk assessment	If the development is on an indicative floodplain or within flood zones ,2 or 3or in flood zone 1 where there is a risk of flooding other than from rivers	12
Coal Report	If you proposal is within a coal mining high risk area	13
Travel plan	If the application is for a significant development where existing or future congestion problems could be mitigated through such an approach (see section for details)	13
Environmental impact assessment	If the application falls within Schedule 1 or 2 of the Town and Country Planning (Environmental Impact Regulations) 2011.	14
Sustainability statement* Energy Assessment*	If the application is for non- residential development over 1000 sqm. floor space or for housing development of more than 10 dwellings a sustainability statement is required. Applications, not falling into the above category, involving non-residential development of over 500 sqm floor space, or housing development of more than 5 dwellings must provide an energy assessment of the development.	14
Fume extraction details	If the proposed use includes the cooking of hot food or the emission of odorous fumes	15
Landscaping proposals	If the development site is on a prominent road frontage on a main road, in areas of high townscape or landscape quality or a redevelopment area	15
Public art*	If the development site is more than 1 hectare in extent or proposes 2500 sqm. floor space.	15
Air quality assessment	If the development is likely to affect an Air Quality Management Area.	15
Contaminated land survey	If the land is likely to be, or suspected to be, contaminated.	15

Ecological assessment	If there are features of ecological importance on the site including wildlife.	16
Foul sewage and utilities assessment including septic tank justification	If the development will have an effect on utilities infrastructure.	23
Land stability report*	If the development is on unstable or potentially unstable land	23
Noise impact assessment	If the proposal involves the introduction of a noisy use close to residential properties or vice versa	23
Statement of compliance with ICNIRP guidelines	If this is a telecommunications installation proposal	23
Structural survey	If the proposal involves the demolition of a listed building or conversion of a barn or farm building	23
Justification of work requiring listed building or Conservation Area consent	If you are proposing to alter a listed building or seek Conservation Area consent for the demolition of a building in a Conservation Area	24
Archaeological assessment	If the proposal affects a scheduled ancient monument or known archaeological remains	24
Open space, sport and recreation assessment	If the proposal involves the development of open space or sporting/recreational facilities or land	24
Horse details and passports *	If the proposal involves the development of land for the stabling or keeping of horses	25
Method of external illumination	If you intend to install external lighting to the building or within the site	25
Details of existing and proposed highway structures *	If existing or proposed highway structures (e.g. bridge, retaining wall, culverts, concrete pipes and earth retaining structures) are within 3.657m of the proposed highway	25
Crime Impact Statement	If you are proposing a major development or a development involving crime prevention elements.	25
Refuse Disposal Details	If you are proposing new dwellings or extensions to dwellings or a commercial scheme where waste collection issues are relevant	25

Details of requirements

Your submitted planning application should include a site plan typically to a scale of 1:100. This should show the relationship of your proposal with host buildings within the application site

Location plan

The location plan should preferably be at a scale of 1:1250, but no smaller than 1:2500 (metric scales only). It must include a north point. The plan must show the application property in relation to adjoining properties and roads.

The application site or property must be outlined in red with any adjoining property of land owned or controlled by the applicant in outlined in blue.

If the site does not adjoin a highway then the vehicular access to a highway must be shown.

Plans and elevations

The Department of Communities and Local Government, as part of the document entitled By Design: Urban Design in the Planning System has drawn up a checklist of the types of plans that must be submitted with a planning application.

Details of existing site layout typically at a scale of 1:200 showing

- A north point
- Date and number of plan
- Details of the whole property, including all buildings, gardens, open spaces and car parking
- A tree survey (where appropriate)

Details of the proposed site layout typically at a scale of 1:200 showing

- A north point
- Date and number of plan
- The proposed siting of any new building or extension, vehicular/pedestrian access, changes in levels, landscape proposals, including trees to be removed, new planting, new or altered boundary walls and fences, and new hard-surfaced open spaces
- Proposals in the context of adjacent buildings and including annotations showing measurements of proposed buildings and dimensions to adjacent buildings on drawings

Existing and proposed floor plans at a scale of 1:50 or 1:100 showing

- In the case of an extension, the floor layout of the existing building showing the relationship between the two, clearly indicating what is new work and including annotations showing measurements of proposed buildings and dimensions to adjacent buildings on drawings
- Floor plans in the context of adjacent buildings, where appropriate
- A roof plan where necessary to show a complex roof or alterations to one

In the case of minor applications it may be appropriate to combine the layout and floor plan unless any demolition is involved.

Existing and proposed elevations at a scale consistent with floor plans showing

- All elevations of existing, new building or extension
- For an extension or alteration, clear distinction between existing and proposed elevations
- Details of materials and external appearance
- Show elevations in the context of adjacent buildings, where appropriate and including annotations showing measurements of proposed buildings and dimensions to adjacent buildings on drawings

Existing and proposed site sections and finished floor and site levels at a scale consistent with floor plans

- Cross sections through any proposed buildings
- A clear distinction between existing and proposed levels
- Relationship with levels of adjoining buildings
- Show cross sections in the context of adjacent buildings, where appropriate, including annotations

showing measurements of proposed buildings and dimensions to adjacent buildings on drawings.

Design and access statement:-

Article 9 of the Town and Country Planning (Development Management Procedure)(England) Order 2015 requires a single integrated statement covering design concepts and principles, and access issues, to be submitted with certain applications for planning permission as detailed below. PPG provides guidance on the requirements for Design and Access Statements and guidance on their preparation.

What applications must be accompanied by a Design and Access Statement?

- 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.
 - Applications for listed building consent.

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.

There are some differences between the requirements for applications for planning permission and applications for listed building consent.

The design and access statement allows an applicant to:

- Explain and justify their proposal
- Describe how it has been developed
- Enable others understand the design rationale
- Provide information for negotiations and decision making.

A design and access statement is not required for:

- Proposed changes of use
- Engineering or mining applications
- Applications for consent to display advertisements
- Applications relating to trees
- Applications for hazardous substance storage
- Householder applications, unless within a conservation area.

Assessing the context of the site

A design and access statement must demonstrate the steps taken to assess the physical, social, economic and planning policy contexts of the development site. To gain an understanding of context, and to use it to inform the proposal, you should follow this process and show how you have completed it in this part of the design and access statement.

- **Assessment** of the site's immediate and wider context. This may include a desk survey, onsite observations and an access audit. The extent of the area to be surveyed will depend on the nature, scale and sensitivity of the development.

- **Involvement** of the local community and professionals, either undertaken or planned. This might include, for example, consultation with neighbours, access groups or Council officers from the planning, highways or conservation and design sections. The statement should indicate how the findings of any consultation contributed to the design.
- **Evaluation** of the information collected in the stages outlined above. Use the information to identify opportunities and constraints that will inform the design of the scheme. The evaluation may involve balancing potentially conflicting options and issues that have been identified, and the design and access statement should clearly set out the decisions that have been taken and why.
- **Design.** Once the options have been evaluated and any potential conflicts resolved, design the scheme guided by the information collected in the earlier stages and your evaluation of it.

Design principles applied to the proposal

In this section of the Statement you should address the following:

- **Use:** Explain and justify the uses proposed and where the different uses will be placed.
- **Amount:** Explain and justify the amount of development (number of residential units and/or floor space of other uses) and why it is appropriate. You must include details of its distribution across the site and how it will fit in with the local area.
- **Layout:** Explain and justify:
 - how the buildings, routes and open spaces are set out and orientated
 - how they will fit in with the surroundings
 - where entrances are located
 - travel distances
 - gradients
 - how crime prevention has been addressed.

A survey of movement patterns and the layout of the surrounding area should inform the layout.

Scale: Explain and justify the height, width, length and depth of buildings; how the size of new buildings relates to neighbouring ones; the size of spaces and how they fit with each other and the size of building parts and details.

Landscaping: Explain and justify the hard and soft landscaping of private and public spaces (including boundary treatment), its relationship to the surrounding area, and how accessibility issues have been addressed. Details should include how landscaping will be managed and maintained.

Appearance: Explain and justify the appearance of buildings and spaces, and show how they relate to their surroundings. This includes architectural detailing and styling; materials, colour and texture; lighting; and recycling and cycle storage.

Include details of the access to the development (rather than internal arrangements) to ensure that all users have equal and convenient access. The statement should include an explanation about the inclusion of people with disabilities and access for emergency services including circulation and evacuation routes.

Applications for work on listed buildings also require a design and access statement. NPPF provides guidance. Where submitted with a planning application, a single combined statement should cover the issues outlined above, together with the following:

Compliance with NPG

- A statement of compliance with the general duties to listed buildings within Section 66 of the Planning (Listed Buildings and Conservation Areas) Act 1990

- A clear balancing of the above duties with those under the Disability Discrimination Act with attention to specific detailing, especially where inclusive design has been excluded. Where there is conflict, details of solutions to minimise impact on disabled people and other ways of providing service should be provided.

Information on use, amount or landscaping is not required if there is no planning application.

Further details of these requirements NPPG provides guidance on the requirements for Design and Access Statements and guidance on their preparation.

<http://planningguidance.communities.gov.uk/blog/guidance/making-an-application/validation-requirements/national-information-requirements/>

Tree survey and schedule

Where there are trees on or immediately adjoining the application site, you must submit a full tree survey so that the Council can assess the impact of the proposed development on the trees. The survey should be at a scale of 1:200 and show all trees to be retained and felled. It should specify the location, species size and crown spread of each tree on the site and on adjacent land. An outline of the footprint of all new buildings should be superimposed on the survey (Core Strategy policy CG1). If large or ivy covered trees will be affected, a bat survey should be undertaken (see Wildlife Surveys below).

Planning obligations/draft heads of terms

Where it is likely that a Section 106 Agreement will be necessary to secure planning requirements in relation to infrastructure and other community benefits Applicants will be expected to submit the draft heads of terms of such an Agreement before validation.

Examples of such requirements include:-

- Affordable housing
- Public Art
- Health and wellbeing provision
- Open space provision
- Education requirements
- Public Realm improvements
- Transport and Highway improvements

The draft heads of terms must include the names, addresses, interest and proof of title of anyone with an interest in the planning application site that will be party to the agreement, together with the detailed requirements of the obligations and the procedures to be put in place to ensure compliance.

Town Centre Uses – retail, leisure proposals, etc. in all locations

NPPF and NPG in sections entitled “Ensuring the vitality of town Centre’s” sets out the requirements for evidence to accompany planning applications for retail, leisure and other defined main Town Centre uses in non-Town Centre locations which are not in accordance with an up to date Local Plan. These include a sequential test. In relation to retail, leisure and office uses an Impact Assessment must be submitted with applications for more than 2500 gross square metres of floor space . The document should provide an assessment of the proposed development’s impact on existing Centre’s; taking into account recently completed developments and outstanding permissions.

Similar information may also be required for smaller proposals if the Council considers that the development would have a significant impact on the smaller district and local Centre’s within its catchment area (Core Strategy policy P2).

Transport Assessment

A Transport Assessment is required for all significant developments. NPPF and NPG provide more detail on requirements for Transport Assessments. A Transport Assessment must identify the effects of a proposal on all transport modes and specify what measures will be needed to deal with those effects as well as any improvements to infrastructure or public transport services that can reasonably be achieved as part of the development (Core Strategy policy P5). The Accessibility, Transport and Road Safety SPD sets out the criteria and framework by which such studies are required.

A Transport Assessment should normally be produced where one or other of the following thresholds are exceeded:

- predicted traffic to and from the proposed development exceeds 10% of the existing two-way traffic flow on the adjoining highway.
- predicted traffic to and from the proposed development exceeds 5% of the existing two-way traffic flow on the adjoining highway, where traffic congestion exists or will exist within the assessment period or in other sensitive locations.

These criteria shall be used to establish the area of influence of the development. The applicant may be required to carry out preliminary studies in order for the Director of Space to determine whether the criteria are satisfied.

The applicant shall, at the request of the Director of Space undertake a transport assessment in some circumstances even though threshold criteria are not met. Furthermore, there will be some developments that will be so significant in size that transport assessments should be undertaken as a matter of course. As a guide, proposals exceeding the following parameters may attract sufficient additional traffic to warrant a Transport Assessment:-

- residential development in excess of 200 units
- business (B1 and B2) ground floor area in excess of 5,000 sqm.
- warehousing (B8) ground floor area in excess of 10,000 sqm.
- retail (A1) ground floor area in excess of 1,000 sqm.
- 100 trips in/out combined in the peak hour
- 100 on-site parking spaces
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Sustainable drainage systems and Drainage Maintenance Plan

Sustainable Drainage System –(Suds) are now a material planning consideration for major developments (i.e. developments of 10 Dwellings or more and equivalent non-residential schemes), and decisions on planning applications will make sure that SuDs are in place to ensure surface water is controlled on site.

The council has produced guidance on the design, construction and maintenance of sustainable drainage systems.

The guidance is available at the following link:-

<http://www.bolton.gov.uk/website/pages/Planningguidance.aspx>

For major development you are advised to discuss drainage requirements prior to submission by

contacting the lead local flood authority at floodrisk@bolton.gov.uk (tel. 012043636677)

All major applications will need to be supported by the information stated in the local guidance. Your planning application is unlikely to be made valid without this information.

A management and maintenance plan for all SuDs is to be provided to ensure there is on-going maintenance over the lifetime of the development. The management and maintenance plan must be backed by insurers over the lifetime of the asset. The management and maintenance plan will need to be provided along with the details of the body legally expected to maintain the system where it is anyone other than a private land owner. Conditions will be added to planning decisions, or developers may be expected to enter into a legal agreement under S106 of the Town and Country Planning Act 1990 (as amended).

An example of an appropriate management plan can be found on the susdrain website.

<http://www.susdrain.org>

In considering planning applications, local planning authorities have to satisfy themselves that the proposed minimum standards of operation are appropriate and ensure there are clear arrangements in place for ongoing maintenance over the lifetime of the development.

A maintenance plan should be submitted which includes details of:-

- How maintenance of the drainage system is to be financed
- The party responsible for maintenance
- Proposed schedules of maintenance
- Details of an insurance backed maintenance agreement that operates for the lifetime of the development
- If there are SuDs features within the boundary of individual properties, the party responsible for maintenance
- If it is intended that properties that benefits from a SuDs are to be charged for this service, who bills the property for the surface water drainage charge.

Water Pipe Art Approaches to manage surface water that take account of water quantity (flooding), water quality (pollution) and amenity issues are collectively referred to as Sustainable Drainage Systems (SuDS).

SuDS mimic nature and typically manage rainfall close to where it falls. SuDS can be designed to slow water down (attenuate) before it enters streams, rivers and other watercourses.

Sustainable drainage systems (SuDs) are now a material planning consideration for major developments (i.e. developments of 10 dwellings or more and equivalent non-residential schemes), and decisions on planning applications from 6th April 2015 will be expected to make sure that SuDs are in place to ensure surface water is Controlled on site. All major applications will need to be supported by the following information.

Your Planning application is unlikely to be made valid without the following information:-

Detailed site layout at an identified scale.

- Topographical survey of the site.
- Inclusion of maps showing the current risks to and from the site, from
- topography, such as overland flow routes.
- Plans, drawings and specification of SuDs proposed. This should include detail of hard construction, soft landscaping and planting, as well as routes flow will take should the drainage system be exceeded.
- Demonstration of the consideration of the spectrum of SuDs in accordance with the SuDs hierarchy, and clear justification provided where a traditional piped drainage system is provided.
- Calculations should be provided to demonstrate water is controlled to green field run off rates, at a variety of return periods- off site works or funds may be considered where space is limited.
- Information on the receptors of the drainage system. Where infiltration is proposed a suitable site investigation must be provided including information on groundwater levels, or sizing for a tanked or no infiltration must be assumed, together with necessary consents i.e. statement from any Water Utilities

that there is suitable capacity in the foul and surface water networks or if not that suitable upgrades have been agreed. Methods of appropriate water quality control to be provided.

- Management and maintenance plan for all SuDs to be provided. To ensure there is ongoing maintenance over the lifetime of the development, a management and maintenance plan will be expected to be provided along with the details of the body legally expected to maintain the system where it is anyone other than a single private land owner. Conditions will be added to planning decisions, or developers will be expected to enter into a legal agreement under S106 of the Town and County Planning Act 1990 (as amended). An example of an appropriate insurance backed and management and maintenance plan can be found on Susdrain - Useful frameworks and checklists Water sensitive design

Minor applications and householder development

Minor development where it lies within a critical drainage area and or is identified to lie in an area likely to be at risk from surface water flooding from the Environment Agency Flood Map, are also required to provide information on the sustainable drainage provided on site.

Further information is available at the following link:-

<http://planningguidance.communities.gov.uk/blog/guidance/flood-risk-and-coastal-change/>

Flood Risk

Global climate change has resulted in many more cases of flooding in the UK and therefore to ensure that your development proposal is built is not susceptible to flooding.

You are required to submit Site-Specific Flood Risk Assessment if your proposal is for major development, as defined in Article 2 of the Town and Country Planning (Development Management Procedure (England) Order 2015

The checklist for the assessment can be found at the following link:-

<http://planningguidance.communities.gov.uk/blog/guidance/flood-risk-and-coastal-change/>

Flood Risk Assessment

To ensure that your development proposal is not susceptible to an unacceptable level of flooding now and over the development's lifetime, taking climate change into account. A Flood Risk Assessment (FRA) address issues of flood risk to both property and people must be submitted where there would be an increased risk of flooding as a result of the development or the development itself would be at risk of flooding.

A flood risk assessment will be required for the following developments:

- In flood zone 2 or 3 including minor development and change of use
- more than 1 hectare (ha) in flood zone 1
- less than 1 ha in flood zone 1, including a change of use in development type to a more vulnerable class (e.g. From commercial to residential), where they could be affected by sources of flooding other than rivers and the sea (eg.surface water drains, reservoirs)
- in an area with flood zone 1 which has critical drainage problems as notified by the Environment Agency

Details of what zone the development site is within and areas at risk of surface water flooding is available on the Environment Agency.

For major development in flood zone 1 you are advised to discuss requirements for a FRA prior to the application by contacting the lead local flood authority at: floodrisk@bolton.gov.uk

Tel. 01204 336677

Details of the required content of a flood risk assessment are shown in a checklist in the NPPF Planning Practice Guidance (see link below)

<http://planningguidance.communities.gov.uk/blog/guidance/flood-risk-and-coastal-change/site-specific-flood->

[risk-assessment-checklist/](#)

Flood Risk Assessments must make an allowance for climate change that will help to minimise vulnerability and proved resilience to flooding in the future. The current government guidance on the allowances for peak river flows and peak rainfall intensity and how these are applied shall be used.

Further advice can be obtained from the Environment Agency (Core Strategy policies CG1 and CG2) and NPPF and NPPG guidance on flood risk and climate change.

<http://planningguidance.communities.gov.uk/blog/guidance/flood-risk-and-coastal-change/>

<https://www.gov.uk/guidance/flood-risk-assessments-climate-change-allowances>

Coal Report

If your proposal is within a coal mining high risk area you will need to submit a coal mining risk assessment prepared by a competent person. Coalfields are divided into high and low risk areas. A high risk area is where there are hazards that are likely to affect a new development.

You do not need a coal mining risk assessment if your site is in a low risk area. To find out if your site is in a high risk area you can use the coalfield plans for your local council area that show high and low risk areas (shown by dark and light hatching) and identify specific hazards. The coal authority's interactive map viewer provides a high risk area option. The maps and interactive map viewer data are updated annually from the coal authority mining records. Further information can be found at the following link:

<https://www.gov.uk/guidance/planning-applications-coal-mining-risk-assessments>

Travel plan

A travel plan is a package of measures to manage the transport needs of an organisation. A successful travel plan will reduce the impacts of transport on the local environment and increase access to the site.

A travel plan must be submitted for all major development where existing or future congestion problems could be mitigated through such an approach. NPPF and NPG provide more detail on requirements for Travel Plans. Major development is defined by the thresholds identified (Core Strategy policy P5) and is likely to have significant transport implications, including those for:

1. All significant developments comprising jobs, shopping, leisure and services, using the following thresholds:

Use	Threshold
Food retail	1,000 m2
Nonfood retail	1,000 m2
Cinemas and conference facilities	1,000 m2
D2 (other than cinemas, conference facilities and stadia)	1,000 m2
B1 including offices	2,500 m2
Higher and further education	2,500 m2
Stadia	1,500 seats

2. Any development of a smaller nature that will employ 200 or more staff.
3. Smaller developments comprising jobs, shopping, leisure and services which would generate significant amounts of travel in, or near to, air quality management areas (AQMA), and in other locations where there are local initiatives or targets set out in the development plan or local transport plan for the reduction of road traffic, or the promotion of public transport, walking and cycling. This particularly applies to offices, industry, health and education uses.

4. Where a travel plan would help address a particular local traffic problem associated with a planning application, which might otherwise have to be refused on local traffic grounds.

The Council has produced an Advice Note on Workplace Travel Plans and more information is available from: www.travelplans.org.uk.

Environmental impact assessment

An Environmental Impact Assessment should be provided for any major development which falls with Schedule 1 or 2 of the Environmental Impact Regulations 2011. A screening opinion from the Council as to whether an EIA is needed may be requested providing that it is accompanied by:

- a plan to identify the site
- a brief description of the nature and purpose of the development and of its possible effects on the environment
- any other relevant information

Sustainability statement and energy assessment

The Council has guidance about sustainability. While this is currently undergoing review the current version of the Sustainable Design and Construction SPD explaining the requirements in details, can be found on the Council's website at:

<http://www.bolton.gov.uk/sites/DocumentCentre/Documents/Sustainable%20design%20and%20construction%20SPD.pdf>

This must be read alongside the updated requirements set out in adopted Core Strategy policy CG2. In summary, applications involving non-residential development of over 1000 square metres floor space or housing development of more than 10 dwellings must provide a sustainability statement. The Statement must include information on the following:

- How the minimum level of performance equivalent to Code for Sustainable Homes CSH 3/4 Stars (Eco Homes very good rating) for houses or BREEAM very good rating for non-residential developments is to be met.
- A demonstration on brown field sites that the rate of run-off of surface water is at least 50% less than conditions before development, and on green field sites that run-off rates will be no worse than original conditions
- A demonstration that at least 10% of the total value of materials to be used will be derived from recycled content in products and materials selected.
- In relation to schemes involving demolition a demonstration that the principles of recycling and reuse of materials have been followed including identifying ten Quick Wins to increase value of materials derived from recycled or reused content specific to the development.
- An ecological appraisal of the development
- An energy assessment of the development showing how a minimum of 10% carbon dioxide reduction from onsite renewable energy is achieved
- A demonstration of how the development will contribute towards reducing operational waste and increasing recycling including the space to be allocated for the segregation and storage of at least 5 types of recyclable waste materials

In addition applications, not falling into the above category, involving non-residential development of over 500 square metres floor space, or housing development of more than 5 dwellings must provide an energy assessment of the development showing how a minimum of 10% carbon dioxide reduction from on-site renewable energy is achieved.

Fume extraction details

Hot food

All applications for permission to sell hot food (restaurants, hot food takeaways and bars/pubs, etc.) must include details of measures for fume extraction where they are proposed to be next to residential property. Residential property includes flats above neighbouring shops. The measures for fume extraction should include details of the mechanical equipment proposed, the location of any external pipework or flues and the means by which a chimney would be capped to prevent ingress by rain. The chimney/flue serving the extraction system must not terminate with a "chinaman's cap" as this reduces dispersal of fumes. An alternative means should be used. DEFRA have produced a document "Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust Systems" Published 2005. This can be viewed at: <https://www.gov.uk/government/.../pb10527-kitchen-exhaust-0105.pdf>

Non-food odorous fumes

Fume extraction is required. You must submit specifications of the fume extraction system, including details of the mechanical equipment proposed, and the location of any external pipework or flues. You must also submit details of the chimney height so that the Council can ensure that there is adequate dispersal of odorous emission to prevent odours being noticeable at nearby residential properties.

Landscaping proposals

You must submit a landscaping scheme for applications which:

- Occupy prominent main road frontages.
- Are in areas of high townscape or landscape quality
- Are in redevelopment areas.

The landscaping scheme must be part of your application and will not be dealt with by way of a planning Condition (Core Strategy Policy CG3)

For sites that are considered to be particularly sensitive in landscape or visual terms a Landscape and Visual Impact Assessment (LVIA) is required. For example:

- where large scale developments are proposed, particularly vertical developments;
- where developments are within areas with a national or international landscape or landscape heritage designation (e.g. AONBs);
- where developments may affect the settings of the above areas; or
- where developments will be visible from publicly accessible viewpoints.

LVIAs should be carried out by qualified landscape professionals in accordance with the Guidelines for Landscape and Visual Impact Assessment, 3rd edition (2011) by the Landscape Institute and the Institute of Environmental Management and Assessment.

Public art

For significant development schemes on sites of more than one hectare or 2500 square metres of floor space, the development should include the provision of works of art, craft or decoration as part of the proposals (Core Strategy Policy IPC1). Planning Control Policy Note 22 provides more information about this. This PCPN is under review.

Air quality assessment

An air quality assessment must be submitted where the proposal would result in an adverse impact on the

Council's designated Air Quality Management Area.

Contaminated land survey

NPPG provides more guidance on the issues of addressing land affected by contamination. Core Strategy policy CG4 sets out requirements for contaminated land assessments where this is suspected. you should submit a Phase 1 Report (or Preliminary Risk Assessment) with any application for sensitive use such as housing, schools, children's play areas, allotments and hospitals, and also with any application on land subject to or adjacent to previous industrial use including former landfill sites.

The minimum requirements for a Phase 1 Report are:

1. Desk top study
2. Site reconnaissance
3. Conceptual model and preliminary risk assessment
4. Recommendations for further investigation

The desk top study comprises a search of available information and historical maps which can be used to identify the likelihood of contamination. A site reconnaissance is conducted to identify any significant issues. Using the information gathered, a conceptual model of the site is constructed. This involves an assessment of the potential contaminants, and who or what could be exposed to, and be adversely affected by, the contaminants (e.g. people, property, water bodies) a preliminary risk assessment is then carried out in which the potential for unacceptable risk is analysed. The Phase 1 Report will conclude with a recommendation on the need for intrusive investigation and assessment i.e. a Phase II Report.

Phase 1 reports should be carried out by or under the direction of a suitably qualified competent person who would normally be expected to be a chartered member of an appropriate professional body.

Commercial searches, such as those provided on the internet, are not sufficient to satisfy the requirements of a Phase 1 Report.

In some cases, normally higher risk situations, the Phase 1 Report may not provide sufficient information to confirm that there is a viable remediation option available to allow the proposed use on the site. As such an intrusive investigation may need to be carried out and assessed before the determination is made.

Relevant guidance can be found in the following publications:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/297401/scho0804bibr-e-e.pdf

http://www.cieh.org/uploadedFiles/Core/Policy/Environmental_protection/Contaminated_land/Standing_Conference_on_Contaminated_Land/Guidance_Requirements_Land_Contamination_Reports.pdf

Ecological assessment

An ecological assessment must be submitted where a site contains a landscape feature or features as outlined in Core Strategy policy CG3 or where development will be on, or close enough to affect, any designated statutory or non-statutory nature conservation sites as outlined in Core Strategy policy CG1 . An ecological assessment will also be required as part of any Sustainability Statement requirement of this Checklist. The Council has accepted the contents of the biodiversity validation checklist and the 3 tables set out below.

BIODIVERSITY VALIDATION CHECKLIST FOR GREATER MANCHESTER

Part 1 Local Requirements for Protected & Priority Species

If the application involves any of the development proposals shown in **Table 1** (Column 1), a protected species survey and assessment must be submitted with the application. Exceptions to when a survey and assessment may not be required are also explained below. The **Survey** should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year (see Table 3) in suitable weather conditions and using nationally recognised survey

guidelines/methods where available. The survey may be informed by the results of a search for ecological data from a local environmental records centre/Greater Manchester Ecology Unit (GMEU). The survey must be to an appropriate level of scope and detail and must:

- Record which species are present and identify their numbers (may be approximate);
- Map their distribution and use of the area, site, structure or feature (*e.g.* for feeding, shelter, breeding).

The **Assessment** must identify and describe potential development impacts likely to harm the protected species and/or their habitats identified by the survey (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely, evidence must be submitted to show:

- How alternatives designs or locations have been considered;
- How adverse effects will be avoided wherever possible;
- How unavoidable impacts will be mitigated or reduced;
- How impacts that cannot be avoided or mitigated will be compensated.

In addition, proposals are to be encouraged that will enhance, restore or add to features or habitats used by protected species, even where there are currently no such species present on the site. The Assessment should also give an indication of how species numbers are likely to change, if at all, after development *e.g.* whether there will be a net loss or gain.

Where species reports are submitted for badgers these should be marked as confidential and not placed on the public record. Badgers are subject to unlawful persecution and the release of locational information may lead to further damage to this species.

Exceptions for When a Full Species Survey and Assessment may not be required

- Following consultation by the applicant at the pre-application stage, the LPA has stated in writing that no protected species surveys and assessments are required.
- If it is clear that no protected species are present, despite the guidance in the table below indicating that they are likely, the applicant should provide evidence with the planning application to demonstrate that such species are absent (*e.g.* this might be in the form of a letter or brief report from a suitably qualified and experienced ecologist, or a relevant local nature conservation organisation).
- If it is clear that the development proposal will not affect any protected species present, then only limited information needs to be submitted. This information should, however, (i) demonstrate that there will be no significant effect on any protected species present and (ii) include a statement acknowledging that the applicant is aware that it is a criminal offence to disturb or harm protected species should they subsequently be found or disturbed.
- In some situations, it may be appropriate for an applicant to provide a protected species survey and report for **only one or a few** of the species shown in the Table below *e.g.* those that are likely to be affected by a particular activity. Applicants should make clear which species are included in the report and which are not because exceptions apply.

Table 1
Local Requirement for Protected Species: Criteria and Indicative Thresholds (Trigger List) for when a Survey and Assessment is required

Species Likely To Be Affected and For Which A Survey Will Be Required
Bats Owls Breeding Birds Wintering Birds Great Crested Newts Otters Black Redstart Little Ringed Vole Badger Reptiles White-Clawed Crayfish Aquatic plants

Proposed tree work (felling or lopping) and/or development affecting: old and veteran trees that are older than 100 years; <ul style="list-style-type: none"> old and veteran trees that are older than 100 years; trees with obvious holes, cracks or cavities, trees with a girth greater than 50cm at chest height; 	✓ ✓ ✓		✓ ✓ ✓										
Proposals affecting gravel pits or quarries and natural cliff faces and rock outcrops with crevices, or caves.	✓	✓	✓							✓			
Major proposals within 250m of a pond/ lodge or Minor proposals within 100m of pond Where known records for great crested newt occur this should be 500m & 250m respectively. (Note: A major proposals is one that is more than 10 dwellings or more than 0.5 hectares or for non-residential development is more than 1000m ² floor area or more than 1 hectare)					✓								
Proposals affecting or within 50m of rivers, streams, lakes, or other aquatic habitats (including ponds and lodges).	✓		✓	✓**		✓			✓			✓	
Proposals affecting or within 100m of a canal	✓		✓			✓			✓			✓	✓***
Proposals affecting 'derelict' land (brownfield sites), allotments and railway land.			✓		✓					✓	✓		
Proposals affecting bare ground and/or sparsely vegetated sites, wherever they are located							✓	✓					
Proposals on upland/moorland sites (e.g. wind farms)	✓	✓	✓			✓			✓	✓	✓	✓	
Proposed development affecting any buildings, structures, feature or locations where <u>protected species are known to be present</u> *.	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓***
*Confirmed as present by either a data search (for instance via GMEU/local environmental records centre) or as notified to the developer by the local planning authority and/or by natural England, the Environment Agency or other nature conservation organization. ** Advice should be sought from GMEU on when wintering bird surveys will be required. Not all lakes and rivers will require this survey. *** Additional surveys such as shading studies will also be required where floating water plantain is confirmed (see GMEU website for further information www.tameside.gov.uk/ecologyunit)	Bats	Barn Owls	Breeding Birds	Wintering Birds	Great Crested Newt	Otters	Black Redstart	Little Ringed	Water Vole	Badgers	Reptiles	White-Clawed Crayfish	Aquatic Plants

Part 2 – Local Requirements for Designated Sites and Priority Habitats

If the application is likely to affect any of the designated sites, priority habitats or biodiversity features listed in **Table 2**, a survey and assessment for the relevant feature must be submitted with the application. Exceptions to when a survey and assessment may not be required are also explained below. The **Survey** should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year (see Table 3); in suitable weather conditions and using nationally recognised survey guidelines/methods where available. The survey may be informed by the results of a search for ecological data from a local environmental records centre or GMEU. The survey must be to an appropriate level of scope and detail and must:

- Record which habitats and features are present on and where appropriate around the site;
- Identify the extent/area/length present;
- Map their distribution on site and/or in the surrounding area shown on an appropriate scale plan.

The **Assessment** should identify and describe potential development impacts likely to harm designated sites, priority habitats, other listed biodiversity features or geological features (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely, evidence must be submitted to show:

- How alternatives designs or locations have been considered;
- How adverse effects will be avoided wherever possible;
- How unavoidable impacts will be mitigated or reduced;
- How impacts that cannot be avoided or mitigated will be compensated.

Proposals affecting an international site are also likely to need a Habitats Regulations Assessment. Additional advice on this process can be obtained from Natural England or GMEU.

In addition, proposals are to be encouraged that will enhance, restore or add to designated sites, priority habitats and/or other biodiversity features. The Assessment should give an indication of likely change in the area (hectares) of priority habitat on the site after development *e.g.* whether there will be a net loss or gain. An ecological/geological survey and assessment may form part of a wider Environmental Impact Assessment.

The results of the habitat assessment may identify the need to undertake further surveys for protected/priority species.

Exceptions When a Full Survey and Assessment May Not Be Required

International and National Sites: A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with Natural England, where the latter confirms in writing that they are satisfied that the proposed development will not affect any statutory sites designated for their national or international importance.

Regional and Local Sites and Priority Habitats: A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with the Local Planning Authority's ecologist (where employed), or GMEU that they are satisfied that the proposed development will not affect any regional or local sites designated for their local nature conservation importance or any other priority habitats or listed features.

TABLE 2 Local Requirements for Designated Sites and Priority Habitats Criteria (Trigger List) for When a Survey and Assessment are required

1. DESIGNATED SITES (as shown on the Council's Local Plan Proposals Map)

Internationally designated sites Special Protection Area (SPA)
Special Areas of Conservation (SAC) *

Ramsar Site – (none currently in Greater Manchester)

Nationally designated sites Site of Special Scientific Interest (SSSI) National

Nature Reserve (NNR)

Regionally and locally designated sites Local Sites - Sites of Biological Importance (SBI)
Local Nature Reserve (LNR)

UK PRIORITY HABITATS

- Ancient and/or species-rich hedgerows
- Lowland heathland and/or dry acid grassland
- Lowland meadows (e.g. species-rich flower meadows)
- Lowland mixed deciduous woodland (including ancient woodland)
- Lowland raised bog or Upland blanket bog
- Open Mosaic Habitats on Previously Developed Land
- Ponds (as defined by UK BAP)
- Reedbeds
- Rivers and streams (e.g. headwaters, natural stream courses)
- Standing open water and canals* (e.g. lakes, reservoirs, mill lodges, ponds) - Eutrophic standing water
- Upland heathland
- Upland flushes, fens & swamps
- Upland woodlands (e.g. oakwoods, and birchwoods)
- Wet woodland
- Wood-pasture and parkland

TABLE 3 ECOLOGICAL SURVEY SEASONS

Key: Optimal Survey Time ■ **Ending into** □

	JA N	FE B	MA R	AP R	MA Y	JUN E	JUL Y	AU G	SEP T	OC T	NO V	DE C
Badgers		■	■	■	□	□	□	□	□	■	■	□
Bats (Hibernation Roosts)	■	■									■	■
Bats (Summer Roosts)				□	■	■	■	■	■			
Bats (Foraging/Commuting)				□	■	■	■	■	■	□		
Birds (Breeding)			■	■	■	■	□	□				
BIRDS (Over Wintering)	■	■									■	■
Great-Crested Newts			■	■	■	■	■	■	■	□		
Otters	■	■	■	■	■	■	■	■	■	■	■	■
Reptiles				■	■	■			■			
Water Voles			□	■	■	■	■	■	■	□		
White-Clawed Crayfish							■	■	■			
Habitats/Vegetation			Woods	■	■	■	■	■	■			

Points to note regarding surveys are as follows:

- For certain species and habitats surveys can be carried out at any time of year, but for other species, particular times of year are required to give the most reliable results, as indicated in Table 3
- Surveys conducted outside of optimal times (Table 3) may be unreliable. For certain species (*e.g.* Great Crested Newt) surveys over the winter period are unlikely to yield any useful information and are unlikely to be accepted. Similarly negative results gained outside the optimal period should not be interpreted as absence of a species and further survey work maybe required during the optimal survey season. This is especially important where existing surveys and records show the species has been found previously on site or in the surrounding area. An application may not be valid until survey information is gathered from an optimum time of year.
- Species surveys are also very weather dependent so it may be necessary to delay a survey or to carry out more than one survey if the weather is not suitable, *e.g.* heavy rain is not good for surveying for otters, as it washes away their spraint (droppings). Likewise bat surveys carried out in wet or cold weather may not yield accurate results.
- Absence of evidence of a species does not necessarily mean that the species is not there, nor that its habitat is not protected (*e.g.* a bat roost is protected whether any bats are present or not).

- GMEU/ Environmental Records Centre may have useful existing information and records.
- Competent ecologists should carry out any surveys. Where surveys involve disturbance, capture or handling of a protected species, then only a licensed person (*e.g.* issued by Natural England) can undertake such surveys. Surveys should follow published national or local methodologies. Further details may be found in the Local Authority's SPD for Biodiversity or on the following web sites:
[IEEM at: http://www.cieem.net/publications-info](http://www.cieem.net/publications-info) - Guidelines for Survey Methodology [Natural England: http://www.naturalengland.org.uk/publications/default.htm](http://www.naturalengland.org.uk/publications/default.htm)

For further advice on the content of an Ecological Assessment, please contact the Greater Manchester Ecology Unit, Clarence Arcade, Stamford Street, Ashton-Under-Lyne Tameside. OL6 7PT or the Bolton Wildlife Project, (tel: 01204-663754).

Foul sewage and utilities assessment including septic tank justification

All new buildings need separate connections to foul and storm water sewers. Details of connections to existing or proposed drainage systems must be provided.

Applications for new development proposing the installation of non-mains sewerage including and incorporating septic tanks must include a full assessment to confirm that the scheme alleviates adverse effects. Further details can be found at the following link

<https://www.gov.uk/permits-you-need-for-septic-tanks/overview>

Details of how the development connects to existing utility infrastructure systems should be provided.

Land stability report

A Land Stability Report is required where development is proposed on unstable or potentially unstable land. The report should establish the nature and extent of the instability and any gas emissions that might be associated with any land filling.

PPG provides advice on land stability. Core Strategy policy CG4 is relevant.

Noise impact assessment

Schemes for industrial activity or late night noisy uses such as bars and nightclubs close to residential property should be accompanied by a noise impact assessment. Conversely, noise-sensitive developments, such as housing, should not be located near to noisy uses unless it can be shown that the level of noise is at an acceptable level. NPPG and NPPF provide advice on noise. Core Strategy policy CG4 is relevant.

Statement of compliance with ICNIRP guidelines

All telecommunications applications should be accompanied by a statement of compliance with ICNIRP guidelines, evidence of assessment of alternative sites and/or mast sharing, and a justification for why the installation is needed. These requirements are in line with Core Strategy policy CG3 and in line with NPPF support for high quality communications infrastructure.

Structural survey

Demolition of listed buildings or buildings in a Conservation Area

Proposals for demolition of listed buildings or buildings in a conservation area should provide evidence that every effort has been made to sustain the building in use. The application must be accompanied by a structural survey and a written justification for demolition addressing:

- the condition of the building
- the cost of repairing and maintaining the building in relation to its importance and the efforts made to achieve this
- how the proposed replacement would produce substantial benefits for the community

Applications will not be determined unless there is a corresponding planning application for redevelopment of the site which will be determined in tandem with proposals for demolition.

NPPF and PPG provide advice on conserving and enhancing the historic environment.

Proposals should also be accompanied by a bat survey to establish whether the building contains these protected species (Core Strategy policy CG1).

Barn conversions

All proposals for barn conversions require the submission of a full structural survey addressing the structural capability of the building to be converted to another use. The amount of any new building work should be clearly indicated in the elevational drawings accompanying an application

Justification of work requiring listed building consent or conservation area consent

Proposals to alter or extend listed buildings must be accompanied by a Design and Access Statement.

Proposals, other than minor changes to houses, should also include a heritage statement. A heritage statement should include:-

A statement of the archaeological, architectural, historical or other significance of the building, its site and its setting, including any pre-application research and evaluation

A schedule of works affecting the building, its site and setting

An assessment of the impact of the proposals on the special interest and character of the building, its site and setting and that of any adjacent heritage assets

A justification for the proposals, in terms of the principles applied, together with any mitigations measures proposed.

The statement should be prepared by an appropriately qualified historic environment professional.

NPPF and PPG provide advice on conserving and enhancing the historic environment.

Archaeological assessment

There are three Scheduled Ancient Monuments in the Borough as shown on the Allocations Plan Proposals Map, but other parts of the Borough may contain currently unrecorded archaeological remains. An archaeological assessment should be submitted for development or hedgerow removal proposal which affects any known or suspected archaeological site (Core Strategy policy CG3).

NPPF and NPPG provide advice on conserving and enhancing the historic environment.

Open space, sport and recreation assessment

Proposals for development of land in open space use or which is used or could be used for sport and recreation must include an assessment of the needs and opportunities for the use of the land for open space and sport/recreation. This is to allow full consideration of deficiencies in facilities and their quality. Refer to the guidance set out in NPPF and NPPG and Sport England's Guidance.

Horse details and passports

The Council has produced supplementary guidance on how applications for the development of land for the stabling or keeping of horses will be considered. This can be found at:

<http://www.bolton.gov.uk/sites/DocumentCentre/Documents/PLANNING%20GUIDANCE%20%20-%20EQUESTRIAN%20DEVELOPMENTS.pdf>

Where replacement or additional facilities are required for existing stock, applicants should provide details of the horses kept in terms of size (how many hands), numbers (how many horses), and ownership. The Council will require copies of the horses' passports in order to verify this information

Method of external illumination

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

Details of existing and proposed highway structures

All applications should identify existing highway structures or proposed highway structures which fall within 3.657 metres of the proposed highway. Failure to do so may result in delay to adoption of the highway. Drawings and calculations should be submitted to Bolton Council Highways and Engineering (Delivery) Group highways@bolton.gov.uk tel. 01204336677

Crime Impact Statements

Details of how the application has taken into account existing crime in the area and how development has been designed to address issues of crime and minimise its impact on the safety and security of the area. Required for all major applications and for crime sensitive developments e.g. ATMs, CCTVs, car parks for more than 20 cars

Refuse Disposal Details

Details of proposed facilities for the storage and collection of refuse, including recycling

Facilities and access for refuse collection vehicles. Details of space allocation within dwellings and extensions to dwellings, for the storage of at least 3 wheelie bins, including design and covering details i.e. screening.

