



**HYNDBURN**

**The place to be  
an excellent council**

**VALIDATION CHECKLISTS FOR PLANNING AND OTHER  
APPLICATIONS**

**December 2012**

<b>CONTENTS:</b>	<b>PAGE</b>
<b>Introduction</b>	<b>4</b>
<b>The Validation Checklists comprise:</b>	<b>4</b>
<b>Planning Portal Submissions</b>	<b>5</b>
<b>Paper Copy Submissions, Payment, Planning Application Drawings</b>	<b>5/6</b>

**NOTES TO ACCOMPANY CHECKLISTS**

**NATIONAL REQUIREMENTS**

<b>N1</b>	Application Form	<b>7</b>
<b>N2</b>	Correct Fee	<b>7</b>
<b>N3</b>	Ownership Certificates	<b>7</b>
<b>N4</b>	Agricultural Holdings Certificate	<b>8</b>
<b>N5</b>	Article 6 Notices	<b>8</b>
<b>N6</b>	Location Plan	<b>8</b>
<b>N7</b>	Site Plan	<b>8</b>
<b>N8</b>	Floor Plans	<b>9</b>
<b>N9</b>	Elevations & Roof Plans	<b>9</b>
<b>N10</b>	Section Drawings	<b>10</b>
<b>N11</b>	Design & Access Statements	<b>11/12</b>
<b>N12</b>	Environmental Statement	<b>12</b>

**LOCAL REQUIREMENTS**

<b>L1</b>	Pre application Discussions	<b>13</b>
<b>L2</b>	Statement of Community Involvement	<b>13</b>
<b>L3</b>	Supporting Planning Statement	<b>13</b>
<b>L4</b>	Structural Survey	<b>14</b>
<b>L5</b>	Tree Survey	<b>14</b>
<b>L6</b>	Ecological Survey	<b>15</b>
<b>L7</b>	Landscaping Proposals	<b>16</b>
<b>L8</b>	Statement of Proposed Heads of Terms for Planning Obligations (Section 106)	<b>16/17</b>
<b>L9</b>	Open Space Proposals	<b>18</b>
<b>L10</b>	Transport Assessment	<b>18</b>
<b>L11</b>	Green Travel Plan	<b>18</b>
<b>L12</b>	Parking Arrangements/Cycle Storage & Accessibility Questionnaires	<b>18/19</b>
<b>L13</b>	Retail Assessment/Town Centre Impact Assessment & Sequential Tests for Significant Leisure/Office Developments	<b>19</b>
<b>L14</b>	Flood Risk Assessments	<b>20</b>
<b>L15</b>	Drainage Assessment	<b>20</b>
<b>L16</b>	Utilities Statement	<b>20</b>
<b>L17</b>	Archaeological Assessment	<b>21</b>
<b>L18</b>	Heritage Statement (Listed Building & Conservation Assessments)	<b>22</b>
<b>L19</b>	Refuse Storage Facilities/Recycling Details	<b>22</b>
<b>L20</b>	Contaminated Land Survey	<b>22</b>
<b>L21</b>	Noise Impact Assessment	<b>22</b>
<b>L22</b>	Air Quality Assessment	<b>22/23</b>
<b>L23</b>	Odour Assessment	<b>23</b>
<b>L24</b>	Lighting Scheme including a Light Pollution Assessment	<b>23</b>
<b>L25</b>	Photographs & Photomontages	<b>24</b>
<b>L26</b>	Energy Statement	<b>24</b>
<b>L27</b>	Affordable Housing Report	<b>24</b>
<b>L28</b>	Crime Avoidance Statement	<b>24/25</b>
<b>L29</b>	Coal Mining Risk Assessment	<b>25</b>
<b>L30</b>	Street Scene Elevations	<b>25</b>

<b>L31</b>	Sunlight/Daylight Assessment	<b>25</b>
<b>L32</b>	Copies of Applications on CD	<b>26</b>
<b>L33</b>	Agricultural Statement	<b>26</b>

#### **CHECKLISTS**

<b>1</b>	Outline Applications
<b>2</b>	FULL APPLICATION: Householder
<b>3</b>	FULL APPLICATION: New Building, extension or engineering works
<b>4</b>	FULL APPLICATION: Change of Use with no external building, extension, or engineering works
<b>5</b>	FULL APPLICATION: Change of Use with external building, extension, or engineering works
<b>6</b>	RESERVED MATTERS
<b>7</b>	Listed Building, Heritage Asset & Conservation Area Consent Applications
<b>8</b>	Conservation Area Consent: For Demolition
<b>9</b>	Advertisement Consent
<b>10</b>	Applications for Lawful Development Certificate for an Existing Use Operation or Activity (S191 Application)
<b>11</b>	Applications for Lawful Development Certificate for a Proposed Use or Development (S192 Application)
<b>12</b>	Applications for Prior Notification for Agricultural/Forestry Development
<b>13</b>	Applications for Prior Notification for Telecommunications Development
<b>14</b>	Applications for Prior Notification of Demolition
<b>15</b>	Applications for Tree Works/ Hedgerow Removal Notice
<b>16</b>	Applications for Domestic Microgeneration Equipment
<b>17</b>	Non Material Amendment/Material Amendment/Extension to time Limit
<b>18</b>	Wind Turbines (and accompanying wind turbine pre-application advice notes)
<b>19</b>	Full Application Garage on a garage site / outside the residential curtilage

## Introduction

This document, which is also available on the Council's web site, is for use by applicants and agents when submitting planning and other applications.

It can be found at: [www.hyndburnbc.gov.uk](http://www.hyndburnbc.gov.uk)

Different types of application require different levels of information and supporting documentation.

This checklist list should be used to determine what information is required for each application type. ***For planning applications for disability purposes please refer to separate advice note.***

Pre-application discussions will detail the required information for an application. A separate pre-application advice protocol and charges can be found at [www.hyndburnbc.gov.uk](http://www.hyndburnbc.gov.uk)

## Submission of Applications

The Council will 'validate' each application according to

- **National Compulsory Requirements** which are mandatory for all applications.
- **Additional Local Requirements** which are set out for each of the types of applications, depending on the nature of the proposal.

Providing all the required information is included at the outset the application will be classed as 'Valid' and will progress to a decision.

If information is missing, the application will be held as 'Invalid' and delayed until the necessary information is received. If information is not provided within **28 days** of us requesting it we will not be able to deal with the application and it will be treated as withdrawn. We will not keep any documents relating to such applications.

If you do not intend to provide all the information required by the Councils local list of validation requirements, you should provide a short written justification as to why it is not appropriate in the particular circumstance.

### **Planning Portal Submissions**

Applicants are encouraged to submit and pay for planning and other applications electronically using the Government's Planning Portal service on the internet – [www.planningportal.gov.uk](http://www.planningportal.gov.uk). A link to the planning portal is available on the Council's web site at [www.hyndburn.gov.uk](http://www.hyndburn.gov.uk)

### **Paper Submissions**

The Council will process applications submitted on paper. These require

- (i) 1 copy of each document, plan and form **AND**
- (ii) 1 copy of all the application documents on CD in PDF format.

Paper Applications (with CD) should be posted to:

Hyndburn Borough Council  
Scaitcliffe House  
Ormerod Street  
Accrington  
BB5 0PF

Or deposited in the Main Reception at Scaitcliffe House.

### **Payment**

A schedule of planning application fees can be found at [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

### **You can pay by:**

- Cheque made payable to Hyndburn Borough Council.
- Cash at the Planning Reception between the hours of 9.00 am and 12.30pm Mon, Tuesday, Thursday and Friday and between 1.30pm and 5.00 pm on a Wednesday.

**It will help us to process applications quickly if you:**

- **Include all the necessary information**
- **Submit plans at A4/A3 size where possible**
- **Avoid using high definition colour where possible**
- **Avoid using large file sizes**
- **Avoid ring binding reports**
- **Avoid password protecting documents**
- **Include a document schedule**

**Personal Details**

Hyndburn Borough Council may publish comments and personal details received in connection with planning applications on the internet and make them available for public inspection.

This information may include (but is not confined to) names, addresses, signatures, email addresses and phone numbers.

Please ensure that you only provide personal information belonging to you, and that you are happy it will be made available to others in this way. If you supply information belonging to a third party, please make sure that you have their permission to do so and that they are aware that their information will be processed in this way.

**Planning Application Drawings**

- All drawings should include a drawing reference number as these are referred to in planning conditions (stamped plans are not issued).
- All scaled drawings should also include a linear scale bar.
- All scaled drawings should refer to the paper print off size e.g. "print off at A3".

## NOTES TO ACCOMPANY CHECKLISTS

### NATIONAL REQUIREMENTS

(In accordance with the General Permitted Development Order)

#### **N1 COMPLETED APPLICATION FORM**

Required for all applications

All the relevant questions should be answered and if not relevant to the application, then the words “not applicable” should be inserted for clarity.  
See also ownership certificates below.

#### **N2 CORRECT FEE**

Required for all applications unless an exemption or concession applies

You can check the fee for your application by:

- Using the fee calculator at [www.planningportal.gov.uk](http://www.planningportal.gov.uk)
- Telephoning the Development Management team at 01254 380111 or emailing [planning@hyndburnbc.gov.uk](mailto:planning@hyndburnbc.gov.uk)

Where it is necessary to pay a fee for the application, this can be paid:

- Cheque payable to: Hyndburn Borough Council
- Cash at the Planning Reception between the hours of 9.00 am and 12.30pm Mon, Tuesday, Thursday and Friday and between 1.30pm and 5.00 pm on a Wednesday.

Planning Applications submitted without a fee are classed as ‘invalid’ and cannot be processed until payment is received.

#### **N3 OWNERSHIP CERTIFICATES**

Required for all applications apart from those listed below

Under the 1990 Act all applications must be accompanied by the relevant certificates concerning the ownership of the application site. This applies to all applications except for:

- The approval of reserved matters
- Applications for lawful development certificates
- The discharge or variation of conditions
- The prior notification for agricultural development
- The prior notification for telecommunications development
- Works to protected trees
- Consent to display advertisements.

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.

- **Certificate A** must be completed when the applicant is the sole owner of the site.
- **Certificate B** must be completed when the owner of the site is known to the applicant
- **Certificate C and D** must be completed when some or none of the owners of the site are known.

#### **N4 AGRICULTURAL HOLDINGS CERTIFICATE**

Required for all applications apart from those listed below

This certificate is required whether or not the site includes an agricultural holding and all tenants must be notified prior to the submission of an application. This Certificate follows the Ownership Certificates at Question 25 of the planning application form

This certificate is not required for:

- The submission of an application for reserved matters
- Applications for lawful development certificates
- A renewal of temporary planning permission,
- The discharge or variation of conditions,
- The prior notification for agricultural development
- The prior notification for telecommunications development
- Works to protected trees,
- Consent to display advertisements.

#### **N5 ARTICLE 6 NOTICES**

Required for all applications

If certificate B has been completed (see Note N3) a copy of the Article 6 notice must be served on all the owners of the site in question. This may be required where Certificate C has been served or when some of the owners are known.

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.

#### **N6 LOCATION PLAN**

Required for all applications.

This should:

- Be up to date and of Ordnance Survey quality
- At a scale of 1:1250 or 1:2500
- Show a North point.
- Show at least two named roads
- Show surrounding buildings which are named or numbered.
- Clearly identify the application site with a red edge which should include all the land required to carry out the proposed development.
- Show any other land in the control or ownership of the applicant which is close to or adjacent to the application site, with a blue line.
- Show the exact location of the application site.

An appropriate location plan can be obtained via planning portal

[www.planningportal.gov.uk](http://www.planningportal.gov.uk) or from an approved Ordnance Survey supplier. Hyndburn Borough Council does not supply location plans.



## **N7 SITE PLAN**

Required for all applications

This should:

- Be at a scale of either 1:500 or 1:200
- Show the direction of North
- Show the proposed development in relation to the site boundaries and other existing buildings on site
- Include written dimensions including those to the boundaries
- Indicate any buildings or other structures to be demolished.

It should also include the following **unless these would NOT influence or affect the proposed development:**

- All the buildings, roads and footpaths on land adjoining the site including access arrangements
- All public rights of way crossing or adjoining the site
- The position of all trees on the site, and those on adjacent land
- The extent and type of any hard surfacing
- Any boundary treatments including walls/fencing where these are proposed.

***Site plans should include a linear scale bar and dimensions between buildings particularly separation distances between buildings and length of driveways and garage***

## **N8 FLOOR PLANS**

Required for applications where:

- New floor space is proposed,
- A change in the use of floor space is proposed.

These should:

- Be drawn to a recognised metric scale, preferably 1:50 or 1:100
- Explain the proposal in detail.
- Show details of the existing buildings and those for the proposed development.
- Show the development in context with any adjacent buildings (including property numbers where appropriate).

They are also required for Applications for Advertisement Consent to show the position of any proposed advertisements

## **N9 ELEVATIONS & ROOF PLANS**

Required for applications where:

- New elevations/roof details are proposed
- Existing elevations/roof details are altered

These should:

- Be drawn to a recognised metric scale, preferably 1:50 or 1:100
- Explain the proposal in detail
- Show details of the existing buildings and those for the proposed development
- Show all sides of the proposal
- Clearly show the relationship between any adjoining buildings or any building in close proximity (2 metres) providing details of the positions of any openings on each property.

They are also required for Applications for Advertisement Consent to show:

- The size and position of the proposed advertisement in relation to the associated site and buildings
- Height above ground level
- Amount of projection
- Sections
- Materials & Colours
- Method of fixing

## **N10 SECTION DRAWINGS**

Required for applications:

- Where a proposal involves a change in ground levels – drawings should be submitted to show both existing and finished levels.
- On sloping sites – full information is required concerning alterations to levels, the way in which a proposal sits within the site and in particular the relative levels between existing and proposed buildings.

These should:

- Be drawn to a recognised metric scale preferably at 1:50 or 1:100
- Show a cross section through the proposed building(s)

Wherever possible, the drawings should contain 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. Section drawings may also be requested in other cases by the planning officer. The drawings may take the form of contours, spot levels or cross/long sections as appropriate.

## **N11 DESIGN AND ACCESS STATEMENT (INCLUDING USE OF SINGLE STATEMENT FOR COMBINED LISTED BUILDING AND PLANNING APPLICATIONS AND STATEMENTS OF SIGNIFICANCE)**

They are required for:

- All applications for listed building consent.
- All other planning applications with the following **exceptions** :
  - Engineering or mining operations
  - Development of an existing dwellinghouse or development within the curtilage of a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse, where no part of that dwellinghouse or curtilage is within a designated area
  - A material change in the use of land or buildings, unless it also involves operational development
  - Extensions to the time limits for implementing existing planning permissions
  - Development of an existing flat for any purpose incidental to the enjoyment of the flat as such, where no part of that flat is within a designated area
  - The extension of an existing building used for non-domestic purposes where the floor space created by the development does not exceed 100 square metres and where no part of the building or the development is within a designated area
  - The erection, construction, improvement or alteration of a gate, fence, wall or other means of enclosure, up to 2m high or the height of the existing means of enclosure, whichever is the higher, where no part of the building or the development is within a designated area or the curtilage of a listed building
  - Development on operational land consisting of the erection of a building or structure up to 100 cubic metres in volume and 15m in height and where no part of the development is within a designated area
  - The alteration of an existing building where the alteration does not increase the size of the building and where no part of the building or the development is within a designated area
  - The erection, alteration or replacement of plant or machinery where, as a result of the development, the height of the plant or machinery would not exceed the greater of 15 metres above ground level, or the height of the original plant or machinery, and where no part of the development is within a designated area; or
  - Development of land pursuant to section 73 (determination of applications to develop land without conditions previously attached) of the Town and Country Planning Act 1990.

NB: A “**designated area**” means a World Heritage Site or a Conservation Area.

They are not required for:

Applications relating to

- Advertisement Control
- Tree Preservation Orders
- Storage of Hazardous Substances
- Prior approval for proposed development
- Non Material Amendment to existing planning permissions
- Reserved matters applications

**The design and access statement should cover several key aspects, including:**

- Details of the use or uses proposed
- The amount of development
- The layout of the development

- The scale of the development
- Any landscaping of the site
- The appearance of the development
- The access to the development and any parking arrangements

Additional information is also required for **outline applications**, even if layout, scale and access are reserved. As a minimum outline applications should always include information on:

- Use – the use or uses proposed and any distinct development zones within the site identified,
- Amount of development – amount proposed for each use,
- Indicative layout – including separate zones proposed within the site boundary as appropriate,
- Scale parameters – an indication of the upper and lower limits for height, width and length of each building,
- Indicative access points – an area or areas in which the access point or points will be located.

In respect of proposals which require both the submission of a listed building application and planning application a single design and access statement is acceptable although this must address the above requirements.

## **N12 ENVIRONMENTAL STATEMENT**

Required for development falling within the provisions of:

### **The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999**

Which require a developer to prepare an Environmental Statement to enable the local planning authority to give proper consideration to the likely environmental effects of the proposal.

Environmental Impact Statements (EIA) are required for major developments over a certain size or where there would be a significant impact on the local environment. The Regulations provide a checklist of matters to be considered for inclusion in the Environmental Statement and require the developer to describe the likely significant effects of a development on the environment and to set out any proposed mitigation measures.

The applicant may submit an application to the Council for a Screening Opinion for a definitive decision as to whether an EIA is required.

- *Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999.*
- *Circular 02/99: Environmental Impact Assessment*

## **LOCAL REQUIREMENTS**

In accordance with National and Local Planning Policy

Additional information may also be required by the Council prior to the validation of the application depending on the nature and type of application or the nature of the character of the area within which the application site is located. Applicants or agents are advised to seek advice on the need for such additional information with the local planning authority at the pre-submission stage. Such information could include:

### **L1 DETAILS OF ANY PRE-APPLICATION DISCUSSIONS**

We would encourage prospective applicants to discuss their proposals with us before they submit their applications. Such pre-application discussions will ensure that the application has the best chance of success and that the information required is identified at the outset thus speeding up the decision making process.

Details of any pre application meeting should be included with any subsequent application.

Full details of this service can be found at [www.hyndburnbc.gov.uk](http://www.hyndburnbc.gov.uk).

### **L2 STATEMENT OF COMMUNITY INVOLVEMENT**

Required for:

- major applications
- wind turbine applications

The statement should set out how the applicant has complied with the requirements for pre-application consultation and should demonstrate that the views of the local community have been sought and taken into account in formulating the development proposals.

For further information please have regard to the attached statement of community of involvement guidance.

### **L3 SUPPORTING PLANNING STATEMENT**

Required:

- For all major developments
- For developments not in accordance with the development plan
- When requested in association with pre application advice
- For applications for advertisement consent to address amenity & public safety
- For wind turbines:
  - to address why the turbine is needed
  - to provide details of wind speeds
  - to provide evidence of the feasibility of energy generation
  - to include a shadow flicker report

The information provided should identify the need for the proposed development and explain how the proposal relates in policy terms to national and local level.

#### **L4 STRUCTURAL SURVEY/PRIOR NOTIFICATION FOR DEMOLITION**

Required for:

- Applications involving the conversion of barns or other buildings outside the urban areas.
- Applications for Listed Building / Conservation Area Consent where identified as necessary during pre- application discussions
- Applications where there is evidence of land instability
- Applications for Prior Notification for Demolition will require a Demolition and Method statement

This must be carried out by a competent person and give an appraisal of the structural stability of the building, identify clearly any re-building works and include a schedule of works necessary to carry out the conversion

#### **L5 TREE SURVEY**

Required for:

- All developments affecting trees within or adjacent to the development site

An arboricultural implication study (incorporating a tree survey) must be provided for all developments that impact on significant trees either on the application site or on an adjoining site. Where trees are protected by a Tree Preservation Order, or are within a Conservation Area, such a survey is essential. The location of any trees within adjacent properties that may be affected by the application should also be shown. An arboricultural implication study (AIS) must include (where relevant):

- Full independent tree survey (to British Standard 5837:2005, including a detailed accurate plan)
- Tree root protection (distances, engineering specifications)
- Changes in levels
- Changes in surfaces
- Installation and layout of services
- Demolition of existing buildings, surfaces
- Exposure due to tree removal
- Sunlight and shading
- Construction site access
- Construction site layout (offices, parking)
- Construction site materials storage
- Existing fruit production (fouling footpaths)
- Existing planting (species e.g. thorns near footpaths)
- Insects (honeydew), birds, bats

The independent tree survey must include an accurate plan with trees and their canopies plotted; a schedule of the species, size, and condition of each tree; recommendations for work; details of trees to be felled/retained as part of the proposal.

In cases where trees are to be retained as part of the development proposal an arboricultural method statement (AMS) must be submitted. An AMS must include the following information:

- Schedule of Tree surgery works (prior to and upon completion of construction works).
- Tree protection Zone (TPZ) (distances, type of fencing, signage etc)
- Specification for surface changes

- Specification for level changes
- Trenching (methods)
- Location of bonfires, chemicals etc
- Contingency Plans (chemical spillage, collision, emergency access to the TPZ)
- Post construction landscaping near trees.
- Tree planting (storage of trees, site preparation)
- Contact listing (council, arboriculturist, architect etc)

All of these documents should be produced with reference to **British Standard 5837:2005 – Tree in Relation to Construction – Recommendations**. It is highly recommended that these studies are carried out by fully qualified and insured arboricultural consultants.

## L6 ECOLOGICAL SURVEY (INCLUDING BAT AND OWL SURVEYS)

Required for developments which impact on:

- SSSI or Sites of Local/Natural Biological Importance
- Biological Heritage Sites
- Geological heritage sites
- Wildlife Links or Corridors
- and
- Development which is likely to affect the habitat of protected species,
  - Barn conversions
  - Demolition of older buildings
  - Work affecting roof spaces outside the urban area (Ecological statement acceptable within the urban boundary)
  - Removal of trees and hedgerows
  - Alteration to watercourses
  - Wind Turbine applications

Each case is individually assessed and this is not a comprehensive list of situations where ecological surveys will be required

Wind Turbine applications should be accompanied by a site specific assessment of potential impacts upon biodiversity

The survey should assess the implications of the proposed development upon the wildlife present within the locality, including any measures for mitigating the impact.

Householder applications affecting a roof space will require a statement relating to the presence of bats or owls. If bats/owls are found within the roof space an ecological survey will be required.

Refer to:

- NPPF
- CLG Circular 06/2005 Biodiversity & Geological Conservation
- Defra Circular 01/2005 Planning for Biodiversity & Geological Conservation
- Wildlife & Countryside Act 1981
- Protection of Badgers Act 1992
- The Conservation of Habitats and Species Regulations 2010 (as amended)
- The Natural Environment and Rural Communities Act 2006
- Natural England standing advice for protected species <http://www.naturalengland.org.uk>
- Bat Surveys Good Practice Guidelines (Bat Conservation Trust 2012)
- Wind Turbines, Sensitive Bird Populations and Peat Soils: A Spatial Planning Guide for on-shore wind farm developments in Lancashire, Cheshire, Greater Manchester and Merseyside (RSPB and the Wildlife Trust, 2008)
- Natural England Technical Information Notes TIN051, TIN059, TIN069
- Part 1(Local Requirements for Protected Species) Part 2 (Local Requirements for Designated Sites, priority habitats & Geological Conservation) of the Local Governments Ecologists Draft Guidance
- Local Government Ecologists in collaboration with Defra & Natural England have issued a draft guidance template for biodiversity and geological conservation which is available at <http://www.alge.org.uk/publications/index.php>
- For local geological heritage sites (Local Geology Sites in national parlance), <http://www.defra.gov.uk/rural/protected/nationally/local-sites/> and the 2006 DEFRA 'Local Sites' documents is relevant.



## **L7 LANDSCAPING PROPOSALS**

### Required for:

- Major and Most Full Applications
- Some outline / reserved matters applications
- Other applications as identified during pre-application discussions or during the application process
- Proposals which have the potential to impact on heritage assets (eg listed buildings/conservation areas)

Landscaping is an important constituent of the development of a site and detailed hard and soft landscaping should be given as much consideration as the other elements of the overall design of the site. Reference should be made to the landscaping of the site within the Design & Access Statement. Although in some instances it is possible to deal with the detailed landscape design by planning condition, where the site is in a prominent location or in areas of high townscape value or in rural areas a Landscaping Scheme, including species and numbers of plants and a schedule of surfacing materials should be submitted with the application. Existing trees and other vegetation should be retained wherever practicable and protected during the construction of the proposed development.

### Landscaping schemes should include:

- Proposed ground levels, means of enclosure, car parking layouts, other vehicle and pedestrian access and circulation areas, hard surfacing materials, structures including street furniture.
- Proposed and existing functional services above and below ground, (e.g. drainage, power/communication cables, manholes)
- Planting plans, schedules of plants, noting species, plant sizes & proposed numbers/planting densities where appropriate
- Existing vegetation to be retained, together with measure for its protection during the construction process.
- Details of long term maintenance and management.
- For major applications where it is proposed to phase development, a landscape strategy should form part of the landscaping proposals.

For some sites that are considered to be sensitive in landscape and visual terms a visual impact assessment may also be required including the use of photomontages; this would be likely for large scale developments, sites in specially designated areas (conservations areas, open space areas, and other designated areas)

*Contact: Phil Johnson, Trees and Woodlands Officer, Telephone 01254 585786  
[phil.johnson@hyndburnbc.gov.uk](mailto:phil.johnson@hyndburnbc.gov.uk) – please note that pre-application advice charges apply for advice relating to landscaping/tree survey matters.*

## **L8 STATEMENT OF PROPOSED HEADS OF TERMS FOR PLANNING OBLIGATIONS (Section 106 agreements)**

In determining planning applications the Council has to ensure that developments contribute to the locality in which they are situated, and, that where they create a demand for additional facilities or infrastructure, the cost of providing these is borne by those with an interest in the development.

The means of achieving this is through a 'Section 106' Legal agreement drawn up by the Council's solicitor between the Council and anyone with an ownership interest in the application site. Under this agreement, the developer agrees to certain matters, or undertakes to make a financial contribution towards, the cost of specific works made necessary by the development.

Decision Notices are not released until any associated section 106 Agreement is completed. To minimise any unnecessary delays a Statement of 'Heads of Terms' is required. This provides details of the matters to be agreed to and the contact details of the applicant's solicitor.

Required for:

- All Major Residential Applications in connection with Public Open Space
- All Major Applications in connection with Highways/Transport/Affordable Housing, etc where this is identified during pre-application discussions.

Applicants should clarify in pre-application discussions with the local planning authority any required planning obligations. Where such requirements have been identified a '**heads of terms**' document should be submitted with the planning application. Applicants are advised that there will be additional legal fees to be paid in respect of either the preparation of or checking of planning obligations.

It is strongly advised that applicants discuss S106 agreement requirements and prepare draft Section 106 agreements in advance of formal submission of a planning application. The Council operates a formal pre-application advice service available at [www.hyndburnbc.gov.uk](http://www.hyndburnbc.gov.uk). The Council's Solicitor can prepare Section 106 agreements for a charge. If Section 106 agreements are not completed within 8 weeks and 13 weeks planning application determination times the Council is likely to refuse planning permission.

## **L9 OPEN SPACE PROPOSALS**

### Required for:

- Major Residential Developments

Applications for Major Residential developments should include proposals for the provision of appropriate areas of open space, including amenity space, playing fields and play space. In some cases where there is an abundance of open space in the locality it might be appropriate, in lieu of the provision of on-site open space for a developer to make a financial contribution towards the provision, enhancement or maintenance of existing nearby open space and play areas. Provision should be made in accordance with the Council's Policy on Open Space and the application should include details of long term maintenance and management of any on-site open space to be provided.

## **L10 TRANSPORT ASSESSMENT**

### Required for:

- All Major Residential or Commercial Developments
- Wherever specified during pre-application discussions
- Developments affecting or adjacent to a level crossing

### A Simple Transport Assessment will be required for:

- Developments between 500m<sup>2</sup> and 1000m<sup>2</sup>

### A Full Transport Assessment will be required for:

- Developments over 1000 m<sup>2</sup>

They should quantify and assess the impact of the proposals on traffic movement and highway safety, and provide details of any proposals for access or transport improvements.

Advice should be sought from Lancashire County Council Highways. Please contact Andrew Coombe on 01254 770965.

## **L11 GREEN TRAVEL PLAN**

### Required:

- For major retail, employment, leisure and educational developments
- Wherever specified during pre-application discussions

A Green Travel Plan should outline the way in which the transport implications of the development will be managed in order to ensure the minimum environmental, social and economic impacts. It should seek to promote more sustainable methods of transport other than the private car.

Thresholds for Travel Plans are set out in the Hyndburn Car Parking and Access Standards July 2010.

## **L12 PARKING ARRANGEMENTS/CYCLE STORAGE AND ACCESSIBILITY QUESTIONNAIRES**

### Existing & Proposed Parking & Access Arrangements are required for:

- New developments and change of use

- Householder applications where the proposed development will affect existing parking arrangements.

An Accessibility Questionnaire is required for:

- All Major Applications

Copies of the accessibility questionnaires can be found as an appendix to the Hyndburn car parking and access standards July 2010 available at [www.hyndburnbc.gov.uk](http://www.hyndburnbc.gov.uk)

### **L13 RETAIL ASSESSMENT/TOWN CENTRE IMPACT ASSESSMENT REPORT AND SEQUENTIAL TESTS FOR SIGNIFICANT LEISURE/ OFFICE DEVELOPMENTS**

NPPF sets out government guidance on proposed retail developments. (available to view at [www.planningportal.gov.uk](http://www.planningportal.gov.uk))

- Retail Impact Assessments are required for all edge of centre and out of centre retail proposals over 200m<sup>2</sup>.
- A sequential approach to site selection should also apply to significant leisure and office developments.

The Assessment should address all the tests set out in NPPF including:

- The need for the development ( both quantitative and qualitative)
- The appropriateness of the scale of the development
- Its impact on town centres,
- The accessibility of the site
- Evidence that a sequential approach to site selection has been followed.

## **L14 FLOOD RISK ASSESSMENTS**

.Flood risk areas have been identified by the Environment Agency and may be viewed at [www.environment-agency.gov.uk/research/planning/82584.aspx](http://www.environment-agency.gov.uk/research/planning/82584.aspx). Assessments should address the issue of flood risk to both property and people and be in accordance with guidance set out in NPPF

Required for:

- Developments within flood zone 3 and/or flood zone 2, over 1 hectare in size within flood zone 1, considered to be at risk of flooding from other sources or identified as being within an area with known drainage problems

Guidance on the requirements for Flood Risk Assessments to be submitted with householder applications within Flood Zone 2 or 3 can be found on the Environment Agency website at <http://www.environment-agency.gov.uk/research/planning/93498.aspx>

In relation to Full planning applications (Change of use with no external building/extension/engineering works), there are circumstances where a FRA may be required. Where a site lies within Flood Zone 3 or 2 and is a conversion to a more vulnerable use in terms of flood risk a FRA should accompany the application.

*For further advice please contact:*

[nwnorthplanning@environment-agency.gov.uk](mailto:nwnorthplanning@environment-agency.gov.uk)

## **L15 DRAINAGE ASSESSMENT**

Required for:

- All major schemes
- Where there are specific issues relating to access to non major sewers

Details of how the site will be drained, including foul and surface water drainage should form part of the application. This is of particular importance in areas outside the mains drainage area. Larger development schemes should investigate the use of Sustainable Urban Drainage Systems.

## **L16 UTILITIES STATEMENT**

Required for:

- Applications for residential developments of 10 or more dwellings,
- Applications in excess of 1000 square metres of floor space

Utilities statements should demonstrate that:

- The availability of utility services has been examined and that the proposal would not result in undue stress on the delivery of those services to the wider community
- The proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures
- Service routes have been planned to avoid as far as possible the potential for damage to trees & archaeological remains.

*.Refer to:*

<http://www.unitedutilities.com/builder-developer-planning.aspx>

Lesley Johnson, United Utilities. Lingley Mere Business Park, Lingley Green Avenue, Great Sankey, Warrington, WA5 3LP. E-mail [Lesley.Johnson@uupl.co.uk](mailto:Lesley.Johnson@uupl.co.uk)

#### **L17 ARCHAEOLOGICAL ASSESSMENT**

Required where:

- An application affects any known or suspected archaeological site.

The Archaeological Assessment should be prepared by a competent person and submitted in accordance with advice in NPPF.

Refer to:

- NPPF
- *Historic Environment Planning Practice Guide (paragraphs 99 -109)*
- [www.english-heritage.org.uk](http://www.english-heritage.org.uk)

Contact: [archaeology@lancashire.gov.uk](mailto:archaeology@lancashire.gov.uk)

#### **L18 HERITAGE STATEMENT (LISTED BUILDING AND CONSERVATION AREA ASSESSMENTS)**

Required for development involving:

- Alterations or demolition to a Listed Building and buildings within Conservation Areas.
- Alterations or new development affecting the setting of a Listed Building
- Conservation Area Consent for demolition
- Works to a Historic park or garden
- Works affecting an area of archaeological interest
- Works and demolition to a non-designated heritage asset.

The scope and degree of the detail necessary in this statement will vary according to the particular circumstance of each application. You are advised to discuss your proposals with a planning case officer or the Councils Conservation Officer before any application is made.

Applications for Listed Building Consent will require:

- A schedule of proposed works
- An analysis of the significance of archaeology
- The history and character of the building
- The principles of and justification for the proposed works
- The impact of the proposed works on the significance of the heritage asset.

A structural Survey may also be required.

Applications affecting the setting of a Listed Building or a Conservation Area will require:

- Details of the design principles affecting the impact, scale, layout, appearance and character of the development
- A statement demonstrating an understanding of the historical, archaeological and architectural interest of the affected Listed Building or Conservation Area.
- A Statement providing a description of the significance of the Heritage asset affected by a proposal, including the contribution that setting makes to their significance

This information may be included within the Design & Access Statement accompanying the application

The statement should follow advice as contained in the NPPF which is available to view at [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

## **L19 REFUSE STORAGE FACILITIES/RECYCLING DETAILS**

Required for developments which include:

- New dwellings
- New retail, business
- New industrial developments
- Amendments to existing planning applications

Details of the proposed facilities for the storage & collection of refuse, as well as for the provision of recycling facilities will be required for these developments

## **L20 CONTAMINATED LAND SURVEY**

Required where:

- Contamination is known or suspected (eg. landfill sites, or land with an industrial use history)
- The proposed use would be particularly vulnerable to ground contaminants (eg allotments, residential use, schools)

A survey of the application site may be required to establish the degree of contamination and remedial measures may be necessary. Contamination can result from a previous use of the site or from migrating landfill gas.

The Council will normally expect a Phase I Desk Study to be submitted for any application which results in a sensitive end use on a site where such a site is or may be contaminated by virtue of previous uses. If the site is known or identified as having high levels of contamination on site, a Phase II Intrusive Investigation Survey may also be required.

## **L21 NOISE IMPACT ASSESSMENT**

Required for proposals which:

- Introduce a noise source which may cause loss of amenity
- Introduce a noise sensitive development in a noisy environment

The Noise Impact Assessment should be prepared by a competent person and include measurements of existing and proposed noise levels and also recommend, where appropriate, mitigation measures.

For further advice please contact Hyndburn Environmental Health (Nicola Briggs or Paul Thwaites).

## **L22 AIR QUALITY ASSESSMENT**

Required for proposals which:

- When there would be Increased congestion/traffic volumes/speed/HGV movements
- For 100 + new parking spaces outside an AQMA

- For 50+ new parking spaces inside an AQMA
- For 50+ new retail parking spaces outside an AQMA
- For 20+ new retail parking spaces inside an AQMA
- For Dwellings, Residential Care facilities or schools within an AQMA or within areas of poor air quality where there may be an exceedence of a National Air Quality Objective.
- For Commercial or Industrial plant/ equipment producing emissions close to or within an AQMA

The Air Quality Assessment should be prepared by a competent person and provide information on existing and proposed air quality and include mitigation measures where appropriate.

For further advice please contact Hyndburn Environmental Health.

### **L23 ODOUR ASSESSMENT**

Required for:

- All uses falling within Use Classes A3 & A5 the Town & Country Planning (Use Classes Order) (as amended 2008) (Hot Food Takeaways & Restaurants)
- Other commercial developments causing odorous emissions (eg brewing, rendering, paint spraying, launderettes)
- Odour sensitive developments proposed in areas of poor odour amenity. (eg dwellings, hospitals schools )
- Applications in near vicinity to sites regulated by the Environment Agency which pose a significant risk of nuisance to the development

The Assessment should be prepared by a competent person and provide information on current and proposed conditions and include mitigation measures where appropriate.

Ventilation/Extraction Details will be required for all commercial developments which will cause odorous emissions (eg. Hot food take away proposals)/

The details should include scaled drawings of the ducting, flues and filters including the size, materials and position of flues. These should be shown in relation to the relevant elevation of the building. The information provided should also contain details of any measures required to ameliorate the impacts of these uses.

For further advice please contact Hyndburn Environmental Health.

### **L24 LIGHTING SCHEME INCLUDING A LIGHT POLLUTION ASSESSMENT**

Required for:

- External floodlighting in the vicinity of residential property, a listed building, a conservation area or open countryside
- Illuminated advertisements
- Lighting for riding arenas, sports pitches and buildings.

The scheme provided should be prepared by a recognised independent consultant and cover the proposed position and type of lighting proposed.

For further advice please contact Hyndburn Environmental Health.



## **L25 PHOTOGRAPHS AND PHOTOMONTAGES**

These can provide useful background information and can help to show large developments can be satisfactorily integrated within the street scene.

Photographs should be provided if:

- The proposal involves the demolition of an existing building
- The proposal affects a Conservation Area or Listed Building.
- The proposal would affect a heritage asset or its setting
- The application is for wind turbines.
- They are requested during pre-application discussions
- The proposal is for a building over 18m in height
- The proposal is for a building of any height which is substantially taller than the predominant height of surrounding buildings
- The proposal would make a significant impact on the skyline
- The proposal would have a significant impact on the townscape or landscape

## **L26 ENERGY STATEMENT**

Required for:

- Major planning applications (10 or more dwellings or 1000m<sup>2</sup> or more)

The statement should predict the energy demands of the proposed development and examine possible sources of on-site renewable energy with a view to showing how at least 10% of the energy requirements of the development can be provided for by on-site renewables. For non-householder development, an additional Sustainability Statement should also be included, which would give potential for the inclusion of renewable energy, and indicate how climate change adaptation measures would be included e.g. Bream

## **L27 AFFORDABLE HOUSING REPORT**

The Council has now prepared a Core Strategy. Within that Core Strategy there is a policy that requires 20% of housing units to be affordable. Applicants are advised to contact the Council's Housing Regeneration Team to discuss type/tenure prior to the submission of a planning application. Details in respect of affordable type/number/tenure will be required to be submitted as part of affordable housing reports.

If applicants do not feel that housing schemes would be viable at the "20%" level a financial appraisal/viability report (to include such matters as land acquisition costs, build costs, sales values, fees etc) justifying such a course of action must accompany planning applications

In these circumstances applicants will be required to pay for the Council to employ a qualified consultant to appraise and assess the financial/viability report. The fee should be paid directly to the planning consultant. The planning application will not be valid/registered until the fee has been paid to the consultant.

## **L28 CRIME AVOIDANCE / IMPACT STATEMENT**

As part of the design and access statement, or as a separate document, applicants will be required to demonstrate how the design of a proposal will seek to minimise the potential for crime. For larger schemes, particularly those which would attract significant numbers of

members of the public (eg town centre proposals/ sports and leisure developments/ development including public spaces) applicant's should have regard to Safer Places: A Counter Terrorism Supplement (A Consultation Document) (Home Office) and Working Together to Protect Crowded Places (A Consultation Document).

A Crime Impact Statement (CIS) can help applicants adapt a development to avoid/reduce the adverse effects of crime and disorder, allow the Local Planning Authority to assess the scheme in this context and can help to allay public fears about a development that could be brought about by lack of information.

Required for:

- All major developments
- Other developments which may increase the risk of crime (eg ATM's)

Applicants are encouraged to apply for Secured by Design accreditation. Which focuses on crime prevention at the design, layout and construction stages of developments and promotes the use of security standards for a wide range of applications and products. Further advice can be found at [www.securedbydesign.com](http://www.securedbydesign.com)

## **L29 COAL MINING RISK ASSESSMENT**

Required for:

- All EIA Development
- All development which will cause ground disturbance within a Development Referral Area with the exception of Householder applications

Four requirements of the Risk Assessment

- The mining information (CA reports)
- What risk does the mining pose to the proposed development
- What mitigation measures should be included to manage or reduce the risk?
- Is Coal Authority Permission required?

This must be prepared by a competent person (i.e. chartered members of a relevant professional institution (Geological Society, Institute of Civil Engineers, Institution of Mining & Metallurgy, Royal Institute of Chartered Surveyors etc.)

Further information can be obtained from:

[www.coal.gov.uk/services/planning](http://www.coal.gov.uk/services/planning)

Contact [planningconsultations@coal.gov.uk](mailto:planningconsultations@coal.gov.uk) [planning@hyndburn.gov.uk](mailto:planning@hyndburn.gov.uk)

## **L30 STREET SCENE ELEVATIONS**

Required for:

- Major developments where requested during pre-application discussions
- New buildings in prominent or sensitive locations
- New buildings on infill plots

## **L31 SUNLIGHT/DAYLIGHT ASSESSMENT**

Required for:

- Developments where there is an obvious potential for adverse impact on existing levels of sunlight/daylight for neighbouring properties

## **L32 COPIES OF APPLICATIONS ON CD**

### **Paper Submissions:**

The Local Planning Authority encourages all customers to submit applications on-line using the planning portal ([www.planningportal.gov.uk](http://www.planningportal.gov.uk)). This will ensure that applications are dealt with quickly and at the same time has environmental benefits.

Should applicants wish to submit applications in paper format there will be a requirement for:-

- (i) 1 copy of each document, plan and form.
- (ii) A copy of all documents, plans and forms on CD in PDF format

### **Major Applications:**

To facilitate and speed up the consultation process, multiple CD copies of the application will be required for major applications. The number of copies will be specified during pre- applications meetings.

If you do not have an electronic copy of your application, there are a number of companies in Lancashire that can scan your application for you and provide a copy on CD.

## **L33 AGRICULTURAL STATEMENT**

Supporting information is necessary to accompany all types of planning applications for proposed development on agricultural land for the purposes of agriculture and other uses appropriate to a rural area. eg.

- the erection of new buildings (excluding dwellings);
- permanent/temporary dwellings for agriculture
- equestrian developments
- other commercial operations on agricultural land.

Required for

- Proposed agricultural developments
- Proposed equestrian developments

Information required:

- Details of applicants land holding.
- A description of the agricultural/rural activities carried out.
- A schedule with an accompanying numbered plan of existing buildings describing the dimensions, type of construction and cladding and use
- A justification / reasons for the proposed development.

The Local Planning Authority requires the assistance of a professional surveyor (Lancashire County Council Land Agent), to assess the appropriateness and necessity for proposed agricultural and equestrian developments.

The charge for this is £400 and applicants are required to pay the cost of this in addition to the payment of the planning application fee.

Payment is required when the application is submitted and applications will be held as 'invalid if full payment is not received. A cheque for £400 should be made payable to Hyndburn Borough Council.

