

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO PLANNING AND DEVELOPMENT COMMITTEE

Agenda Item No.

meeting date: THURSDAY, 1st JUNE 2023
title: LOCAL VALIDATION CHECKLIST
submitted by: NICOLA, HOPKINS, DIRECTOR OF ECONOMIC DEVELOPMENT & PLANNING
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1. PURPOSE

- 1.1 To seek authority from Members to publish a consultation draft version of the Council's updated Local Validation Checklist (Appendix 1) for a six-week consultation period. This document sets out the information that is required to validate a planning application.

2. BACKGROUND

- 2.1 Paragraphs 43 and 44 of the National Planning Policy Framework (the NPPF) identify that the right information is crucial to making decisions on planning applications, and that local planning authorities should publish a list of their information requirements for applications for planning permission. These requirements should be kept to the minimum needed to make decisions and should be reviewed at least every two years. Local planning authorities should only request supporting information that is relevant, necessary and material to the application in question.
- 2.2 The current local validation checklist (local list) was published by the Council in August 2021. Therefore it requires reviewing and updating in accordance with the two year ruling.

3. PROPOSAL

- 3.1 Section 1 of the document provides information on procedural matters of validation. Section 2 sets out the national requirements which are set by central government. These are: application form, ownership certificate and agricultural land declaration; plans and drawings; application fee; design and access statement; and fire statement. Not all are required for every application type. Section 3 sets out the local requirements which are determined by the Local Planning Authority.
- 3.2 In terms of the Council's local requirements, particular regard is given to the requirements outlined in the NPPF, National Planning Policy Guidance (NPPG) and the Ribble Valley Core Strategy policies. In doing so, the local list is considered to meet the statutory tests¹ in that the information requested is considered to be:
- Reasonable having regard, in particular, to the nature and scale of the proposed development; and
 - About a matter which it is reasonable to think will be a material consideration in the determination of the application.

¹ These statutory tests are set out in section 62 (4A) of the Town and Country Planning Act 1990 (inserted by the Growth and Infrastructure Act) and article 11(3)(c) of the Town and Country Planning (Development Management Procedure) (England) (Order) 2015.

- 3.3 The NPPG sets out the recommended process for reviewing and revising local lists. After reviewing the existing local list and making any changes it considers are necessary revisions, the next step is for a local planning authority to consult on the proposed changes. This will be in the form of a six-week consultation period, in which key stakeholders will be consulted. The document will also be available for public view on the Council's website.
- 3.4 After the period of consultation ends, consultation responses will be taken into account in preparing the final revised list. This will be brought back to Members of this Committee (expected July 2023) along with a summary of the representations received, for Members to take a decision on approval of the final version, which will then be published on the Council's website and used as the basis for validating planning applications. Until such time in the interim period the Council will continue to use the current local validation checklist.

4. RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:
- Resources – Any changes should be met with existing staffing and consultee arrangements. Members should however note that the local list includes reference to the Biodiversity Net Gain requirements which are due to become mandatory in November 2023 for major development proposals and April 2024 for all other development proposals. Grant funding from Defra has been made available to assist Local Planning Authorities prepare for BNG. However with final details still to be published the full impact on resources is somewhat unknown at this stage.
 - Technical, Environmental and Legal – The Town and Country Planning (Development Management Procedure) (England) Order 2015 sets out the provisions in respect of a local authority's ability to request information in respect of validating an application. This is considered to be satisfied.
 - Political – N/A
 - Reputation – N/A
 - Equality and Diversity – N/A

5. RECOMMENDED THAT Committee

- 5.1 Agree for the Local Planning Authority to publish the draft version of the updated Local Validation checklist (Appendix 1) for a six-week consultation period.

LYNDSEY HAYES
HEAD OF DEVELOPMENT MANAGEMENT AND BUILDING CONTROL



**Ribble Valley
Borough Council**

www.ribblevalley.gov.uk

Local Validation Checklist for Planning Applications

**Consultation Draft
June 2023**

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1.0 Introduction

1. This document has been prepared by Ribble Valley Borough Council and sets out the information that is required to validate a planning application.
2. The National Planning Policy Framework (NPPF) states that local planning authorities should publish a list of their information requirements for applications for planning permission. These requirements should be kept to the minimum needed to make decisions and should be reviewed at least every two years. Local planning authorities should only request supporting information that is relevant, necessary and material to the application in question.
3. The current local validation checklist was published by the Council in August 2021 and requires reviewing and updating in accordance with the two year ruling.
4. If the application is submitted with the required information at the outset then it will be made **valid** and the agent or applicant will receive notification of this by email, or by post if no email address is provided. This notification letter will include details of what the planning department considers to be an accurate description of the development, a link to where the application is published on the council's website, details of the case officer who will be dealing with the application, and a target date of when the Council aim to determine the application by.
5. If the application is submitted without the required information at the outset then it will be made **invalid** and the agent or applicant will receive notification of this by email, or by post if no email address is provided, giving 21 days to submit the relevant information required.
6. If the requested information is not received to the required standard within 21 days of the date it is requested, a further notification will be sent giving an extra 7 days, after which time the application will be treated as withdrawn and any hard copy documents returned. Due to the volume of invalid applications being handled by the planning department an administrative charge will be levied. The charge seeks to recover some of the cost of officer time involved in handling them.
7. Should you disagree with the Council's reasons for invalidating a planning application then the planning department will make every effort to resolve disagreements by informal negotiation. If negotiation fails then the agent or applicant must send the local planning authority a notice under the provisions of article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO). Further information on this procedure can be found in the Planning Practice Guidance.
8. The Council encourages agents and applicants to enter into **pre-application discussions** with the planning department. As well as early engagement helping to shape better quality, more accepted schemes and avoiding wasted effort it also presents the opportunity for the planning department to outline what information requirements it considers are necessary, potentially speeding up the validation and decision processes. Details of the pre-application service is available on the [Council's website](#).

2.0 National Requirements

National requirements are set by central government and are applicable to all local planning authorities. They are required for all planning applications. If any item is missing the application will be deemed invalid.

The national requirements are as specified in the DMPO and are as follows:-

1. Standard Application Form
2. Ownership Certificate and Agricultural Land Declaration
3. Plans and Drawings
4. Application Fee
5. Design and Access Statement
6. Fire Statement

Details on each are set out below:-

1. Standard Application Form

A completed standard application form is available to view and download via the Planning Portal. Applicants are encouraged to apply online via the Planning Portal. Alternatively an application can be completed electronically and submitted directly to the Council (e.g. on a CD or USB storage device or by email depending on file size). Alternatively an application can be completed on a paper version of the form, which can be provided by the Council on request. Paper versions can be posted to the planning department or brought into the main Council offices (only 1 copy is required).

2. Ownership Certificate and Agricultural Land Declaration

Under section 65(5) of the Town and Country Planning Act 1990 and Articles 13 and 14 of the DMPO all applications for planning permission (except for approval of reserved matters) must include a declaration by the applicant with regards to ownership of the application site and whether the site is an agricultural holding.

Declaration of ownership is made by the applicant signing either :-

Certificate A - This should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.

Certificate B - This should be completed if the applicant is not the sole owner, or if there are agricultural tenants, and the applicant knows the names and addresses of all the other owners and/or agricultural tenants.

Certificate C - This should be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants.

Certificate D - This should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants.

For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than seven years. An 'agricultural tenant' is a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates.

Notice(s) - If the site is not wholly owned by the applicant or of the site is occupied by an agricultural tenant, then the applicant must serve notice upon those parties affected. Templates are available via the Planning Portal.

If the application site includes land within the public highway then the applicant is required to sign ownership certificate B, C or D and serve notice on Lancashire County Council as the local highway authority.

If the development proposes connection to non-mains drainage requiring pipework to cross land outside the applicant's ownership, the land in question must be included in the red edge where possible and the applicant is required to sign ownership certificate B, C or D and serve notice on the owner(s) of that land.

3. Plans and Drawings

The following plans or drawings should be drawn to an identified scale and accurately show the direction of north (where appropriate). The inclusion of a linear scale bar is useful especially in the case of electronic submissions.

a) Location Plan

As a minimum applicants will need to submit a Location Plan that shows the application site in relation to the surrounding area¹.

- The plan should be based on an up-to-date map, typically at a scale of 1:1250 or 1:2500. Wherever possible the plan should be scaled to fit onto A4 or A3 size paper.
- The plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.
- The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings)
- A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

b) Any other plans and, drawings necessary to describe the development which is the subject of the application

Additional plans and drawings (existing and proposed) will in most cases be necessary to describe the proposed development. These can include:-

- Site Layout Plans

¹ Except where the application is made pursuant to section 73 (determination of applications to develop land without conditions previously attached) or section 73A(2)(c) (planning permission for development already carried out) of the 1990 Act

- Floor Plans
- Elevations
- Site Levels Plans
- Sectional Drawings
- Roof plans

4. Plans to support an application

Information on planning fees can be found on the Planning Portal.

Planning fees can be paid:

- over the phone (01200 425111) by debit or credit card;
- by cheque - Payable to Ribble Valley Borough Council – please quote 'Planning Fee' on back of cheque; or
- via on-line banking - please quote planning fee and application site address
- for details please contact our finance department directly.

5. Design and Access Statements

In accordance with the DMPO, a Design and Access Statement is a national requirement for the following types of applications:-

- Major development¹
- Listed Building Consent
- Development in a conservation area consisting of either (i) the provision of one or more dwellinghouses; or (ii) the provision of a building or buildings where the floor space created by the development is 100 square metres or more.

The Design and Access Statement shall:

- a) Explain the design principles and concepts that have been applied to the development;
- b) Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;
- c) Explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account;
- d) State what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation;
- e) Explain how any specific issues which might affect access to the development have been addressed; and
- f) Include any alternative options which have been considered and discounted.

Design and Access Statement are not required to accompany applications:

¹ Major development is categorised as a development containing 10 dwellings or more, outline sites of 0.5 hectares or larger where the number of dwellings is not known, new building(s) with a floorspace of 1000sq.m or greater, or development carried out on a site having an area of 1 hectare or more.

- for permission to develop land without compliance with conditions previously attached made pursuant to section 73 of the 1990 Act(a);
- of the description contained in article 20(1)(b) or (c) of the DMPO;
- for engineering or mining operations;
- for a material change in use of the land or buildings;

6. Fire Statements

Following the Grenfell Tower fire on 14th June 2017, the government commissioned the independent review of Building Regulations and Fire Safety. As a result of this developers are now required to submit a fire statement for “relevant buildings¹” setting out fire safety considerations specific to the development.

Fire statements must be submitted on a [form](#) published by the Secretary of State (or a form to similar effect) that contain the particulars specified or referred to in the form, which includes information about (not exhaustive list):

- The principles, concepts and approach relating to fire safety that have been applied to each building in the development;
- The site layout;
- Emergency vehicle access and water supplies for firefighting purposes;
- What, if any, consultation has been undertaken on issues relating to the fire safety of the development, and what account has been taken of this; and
- How any policies relating to fire safety in relevant local development documents have been considered.

Further information about Fire statements is available at:

[Fire safety and high-rise residential buildings \(from 1 August 2021\) - GOV.UK \(www.gov.uk\)](#)

Outline Planning Applications

Outline applications are about establishing whether a particular type of development is acceptable on a site in principle.

Part 3 of the DMPO identifies certain ‘reserved matters’, which may be set aside at the outline stage for subsequent approval by the local planning authority. These are:

- Layout;
- Scale;
- Appearance;
- Access; and
- landscaping

Regardless of which matters are set aside for subsequent approval, the outline application is required to set out information about the proposed use/uses and the amount of development proposed for each use.

¹ “Relevant buildings contain two or more dwellings or educational accommodation and meet the height condition of 18 metres or more in height, or seven or more storeys.

Even where **access** is a reserved matter, the outline application must state the area or areas where access points to the development proposed will be situated. This is to enable an early assessment of whether safe vehicular and pedestrian access will be possible.

Where **layout** is a reserved matter, the outline application shall state the approximate location of buildings, routes and open spaces included in the development proposed.

This will typically be in the form of an illustrative site layout plan showing how the amount and type of development proposed will be distributed across the site.

Where **scale** is a reserved matter, the outline application shall state the upper and lower limit for the height, width and length of each building included in the development proposed.

This is in order to establish a three dimensional building envelope within which the detailed design of the buildings will be constructed.

It is advised that prior to submitting an outline planning application formal pre-application discussions are entered into to establish the level of detail required to accompany the application.

Any plans submitted for illustrative purposes will not form part of the list of approved plans on any outline planning approval and should be clearly marked '**illustrative**' on the plans.

Environmental Impact Assessment (EIA)

All EIA development¹ will require an Environmental Statement (ES) which assesses the existing and potential environmental impacts of the proposed development either direct or indirect. The ES must be structured in accordance with Schedule 4 of the EIA Regulations and must be provided alongside a non-technical summary. Technical appendices should also be included where relevant.

If you suspect that a proposal may need an ES you can submit a request to the Local Planning Authority for a 'Screening Opinion' before submitting an application. This request will need to be accompanied by:

- (a) a plan sufficient to identify the land;
- (b) a description of the development, including in particular—
 - (i) a description of the physical characteristics of the development and, where relevant, of demolition works;
 - (ii) a description of the location of the development, with particular regard to the environmental sensitivity of geographical areas likely to be affected;
- (c) a description of the aspects of the environment likely to be significantly affected by the development;
- (d) to the extent the information is available, a description of any likely significant effects of the proposed development on the environment resulting from—
 - (i) the expected residues and emissions and the production of waste, where relevant; and

¹ Listed in Schedule 1, and in some cases Schedule 2, of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended) (EIA Regulations)

- (ii) the use of natural resources, in particular soil, land, water and biodiversity; and
- (e) such other information or representations as the person making the request may wish to provide or make, including any features of the proposed development or any measures envisaged to avoid or prevent what might otherwise have been significant adverse effects on the environment.

On receipt of a 'screening opinion' the Local Planning Authority will consult the relevant organisations and respond to the request normally within 3 weeks. If the Local Planning Authority considers that the proposal could have significant effects on the environment then they will require an ES to be submitted with the planning application.

If a proposal is EIA development then a request for a 'Scoping Opinion' can be submitted to the Local Planning Authority before submitting an application. This will seek to provide sufficient information that the scope of an ES can be agreed, i.e. the significance of the various impacts and the level of detail to be explored. The Local Planning Authority will consult the relevant organisations and respond to the request normally within 5 weeks.

An application proposing EIA development has a target date for consideration of 16 weeks to allow the Local Planning Authority and all the interested parties' greater opportunity to consider the impacts of the proposed development.

Please Note: Following the Court of Appeal Judgement *SAVE Britain's Heritage v SSCLG* the demolition of buildings is now classed as 'development'. As a result, where demolition works are likely to have a significant effect on the environment, by virtue of factors such as its nature, size, or location, EIA screening must be carried out to consider whether EIA is required.

S73 (minor material) and s96A (non-material) amendments

Applications for removal/ variation of condition(s) (submitted under S73 of the Town and Country Planning Act 1990) or applications for minor non-material amendments will be required to be accompanied by the following information:

- Application form
- Plans/Information to clearly identify the proposed amendments

3.0 Local Requirements

This section will clearly outline what the Council's local requirements are to validate an application, having regard to national guidance and informed by policy.

The list is considered to meet the statutory tests in so far that the information requested is considered to be:

- Reasonable having regard, in particular, to the nature and scale of the proposed development; and
- About a matter which it is reasonable to think will be a material consideration in the determination of the application.

Please note when submitting any document which contains any commercially sensitive or personal information you are requested to submit two copies, one of which redacts the sensitive information so that it is suitable to be made publicly available. It will rarely be acceptable to make entire documents or entire sections of reports that contain commercially sensitive information exempt from publication, even in those circumstances an executive summary will be required to ensure a transparent and accountable system.

Meeting the requirements of this list does not preclude a request for further information later in the decision making process where this is deemed necessary to fully assess the development proposal.

Whilst **planning obligations** are not a validation requirement, it would potentially reduce delays if Heads of Terms were submitted alongside an application where a planning obligation is considered likely to be necessary. It is advised that planning obligations are considered at pre-application stage.

Applicants should be aware that there will be a legal fee which the applicant will need to pay on completion of a Section 106 Agreement/Unilateral Undertaking. Details of fees are available on the [Council's website](#).

Plans to support an application

The following are additional to the National requirements identified in Section 2. The plans should be provided at the stated scale including the paper size (e.g. 1:500 at A1) and should accurately show the direction of north (where appropriate):

Site Location Plan

- Depending on the development proposed, plans at scales other than 1:1250 or 1:2500 may also be required (e.g. showing the extent of an agricultural holding owned by the applicant).
- Wherever possible the plan should include at least two named roads and it may be necessary for buildings to be numbered/named to ensure that the application site is clearly identified.

Site Layout Plans (Existing and proposed)

When required? Every application¹

Scale? Typically 1:200 or 1:500

They should accurately show:

- The proposed development in relation to the site boundaries, any existing buildings on site and any adjacent built development, with written dimensions including those to the boundaries and adjacent built form
- All buildings, roads, footways, public rights of way or watercourses that may cross or adjoin the site
- The position of all trees on site or any immediately adjoining the site, where they are affected by the development
- The extent and type of any hard surfacing including any parking provisions
- The location of any new or altered boundary treatments
- The extent of curtilages where residential development is proposed

Floor Plans (Existing and Proposed)

When required? All applications which include new buildings, alterations to buildings or changes to the use of any space within a building

Scale? Typically 1:50 or 1:100

Where existing buildings or walls are to be demolished these should be clearly shown.

The plans should include the dimensions of the proposal annotated onto the plan

Elevations (Existing and Proposed)

When required? All applications where elevation change is proposed including where adverts are to be fixed onto a building

Scale? Typically 1:50 or 1:100

All sides of the proposal that are visible (even in part) must be shown.

The plans should include the dimensions of the proposal annotated onto the plan

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

Elevational details shall clearly show and include all proposed architectural detailing including eaves, guttering/rain water goods, soffit/overhangs and window/door framing profiles (associated surrounds) and any transitions in materials. All elevations shall be clearly dimensioned including dimensions of eaves, ridge heights and building extents.

¹ Except where the application is made pursuant to section 73 (determination of applications to develop land without conditions previously attached) or section 73A(2)(c) (planning permission for development already carried out) of the 1990 Act

Roof Plans (Existing and Proposed)

When required? all applications where new roof details are proposed

Scale? typically smaller than the scale used for the floor plan(s) (i.e. 1:50/ 1:100/ 1:200)

Such plans are required to show the shape of the roof and shall also include details such as the roofing material, vents and their location where necessary.

Site Levels Plans (Existing and Proposed)

When required? All applications which propose new building(s), extensions to building(s), decking area(s) and/or other engineering operations.

Scale? Typically 1:200 or 1:500.

The plans should include finished floor levels where new buildings, floor level changes to existing buildings or extensions to buildings in Flood Zones 2 or 3 are proposed.

Where no change in ground level is being proposed then fixed datum points included on existing and proposed site layout plans would be acceptable.

Sectional Drawings (Existing and Proposed)

When required? All applications which propose new building(s), extensions to building(s) including roof lifts, habitable rooms in basements and/or roof spaces, decking area(s) and alterations to listed buildings. Also applications which propose engineering operations not listed above (e.g. hard surfacing, retaining wall structures) which require ground level alterations or are on a site with differing ground levels.

Scale? Typically 1:50 or 1:100

Such plans are required to show a cross section(s) through the proposed development and adjacent built form and should include existing and proposed finished floor and site levels (including levels related to a fixed datum point off site wherever possible)

Where possible the submitted plans should include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.

In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.

Levels should also be considered in design and access statements.

Streetscene Plan (Existing and Proposed)

When required? All applications proposing new buildings or increasing the height of existing buildings which front a public highway or public realm and lie adjacent to neighbouring buildings.

Such plans shall detail the proposed scheme within the existing street scene.

Additional Plans for specific development types

Listed Building Consent

When required? Applications for Listed Building Consent where elevational changes are proposed

Scale? Typically 1:20

Section details shall be provided of each elevation affected which clearly indicates eaves, guttering/rain water goods, soffit/overhangs and window/door reveals and the proposed window/door framing profiles/systems and materials as well as any internal alterations which may be proposed (e.g. panelling, fireplaces, plaster moulding and other decorative details)

Major housing developments

When required? All major applications (as defined by the GDPO) for housing development where design/appearance and/or layout is being considered.

The following plans shall be provided:-

- Landscape Plans - showing full details of all existing trees and those to be removed, all existing and/ or proposed ground cover planting, size, species, density and position of proposed trees and details of all existing and proposed hardstanding/parking areas¹.
- Materials Plan – showing full details of the proposed external facing materials.
- Boundary Treatment Plan – showing the proposed walls, fencing etc to be erected on the site along with plans detailing the height and appearance of these boundary treatments.

Access Ramp Details

When required? Any application which includes a new external access ramp

Floor plans shall detail the position and gradient of the ramp along with a plan detailing any handrails/ barriers and anti-skating measures.

Shopfront Details

When required? Any application which includes a new shopfront or an alteration to an existing shopfront

The following plans shall be provided:-

- A section plan of the proposed shopfront, at a scale of 1:1 or 1:2, detailing the projection of any signage, canopies and roller shutters

¹ The Council will require either the use of permeable materials on a permeable base for the construction of driveways or provision for drainage facilities within the site to ensure that surface water does not drain onto the highway.

- Elevation plans detailing the existing and proposed shopfront, at a scale of 1:10 or 1:20

Flues and Ventilation Extraction Details

When required? All applications which require air conditioning or extraction and filtration equipment

A site plan and roof plan are required to detail the location of all equipment together with elevational plans detailing the written dimensions and design.

Documents to support an application

Affordable Housing Statement

When required? For housing schemes which require an element of affordable housing in accordance with Policy DMH1 of the Adopted Core Strategy

This will be required to detail how the required percentage of affordable housing will be achieved on site, the tenure mix of the affordable units, details of the types and size (including number of bedrooms and internal space standards) of the affordable units, and details of the Registered Provider / Housing Association who will manage the affordable units (if applicable). The scheme should demonstrate how the split responds to local needs.

Unless otherwise agreed with the Council, a relaxation of the Policy requirements of Policy DMH1 of the Adopted Core Strategy may be considered if it is demonstrated that this would result in the development being financially unviable based on the findings of an economic viability assessment submitted to and approved by the Council.

Affordable housing will be expected to be provided on-site as part of a suitable mix of housing for the site. In rare situations the Council may assess a location as unsuitable for affordable housing. In those cases financial contributions, instead of on-site affordable housing, may be considered acceptable.

Agricultural Appraisal

When required? Applications for new agricultural buildings, horticultural enterprises and agricultural workers dwellings

An Agricultural Appraisal will need to include the following information in respect of the existing and proposed site arrangements:

- Full details of all the land which forms part of the agricultural holding
- Full details of the business enterprise
- Full details of existing farm buildings and their uses
- Full details of the proposed development including why the proposal is reasonably required and designed for the purposes of agriculture and any future plans that are relevant
- Any further information deemed necessary. In respect of agricultural workers dwellings this will be expected to include full details of the employees of the business and financial details directly linked to the proposed development

The Council have produced a pro-forma document for the above which should be completed and submitted. This can be found on the Council's website at:

https://www.ribblevalley.gov.uk/download/downloads/id/10001/agricultural_information_form.pdf

AONB Major Development Test

When required? Major development within the AONB¹

The NPPF requires major development within an Area of Outstanding Natural Beauty (AONB) to be refused other than in exceptional cases, and where it can be demonstrated that the development is in the public interest. This is known as the AONB 'major development' test.

The application submission should include an assessment of:-

- a) The need for the development, including in terms of any national considerations, and the impact of permitting it, or refusing it, upon the local economy;
- b) The cost of, and scope for, developing outside the designated area, or meeting the need for it in some other way; and
- c) Any detrimental effect on the environment, the landscape and recreational opportunities, and the extent to which that could be moderated.

If you consider your proposal may fall within the definition of major development for the purposes of this assessment, please contact the Local Planning Authority for clarification before you submit your planning application.

Biodiversity Report

When required? All developments that have the potential to affect protected and priority species or protected and priority habitats, including:-

- Conversion of existing buildings
- Demolition
- Work affecting roof spaces
- Removal of trees and hedgerows
- Development impacting upon:-
 - Biological Heritage Sites
 - International or National designated sites - Site of Specific Scientific Interest (SSSI) / Special Protection Area (SPA) / Special Area of Conservation (SAC) / RAMSAR site
 - Ancient Woodland/ Ancient Woodland Buffer Zone/ woodland areas
 - A water body, pond, ditch or other similar feature
 - Geological Heritage Site

This is not an exhaustive list. For further information please see **Appendix A**.

The Environment Act 2021 will place a statutory duty on most developments to achieve a 10% gain in biodiversity, as measured using a recognised Biodiversity Metric. The Act is expected to become mandatory for major developments in November 2023 and for all other developments (unless they meet the exemptions²) in April 2024. After this

¹ Whether a proposal is major development in this case is a matter for the Local Planning Authority, taking into account its nature, scale and setting, and whether it could have a significant adverse impact on the purposes for which the area has been designated or defined

² Development schemes that impact a small habitat (25sqm, or 5m for linear features such as hedgerows), household applications, biodiversity gain sites (such as habitat land banks) and small-scale self-build homes

date, most planning applications will need to be submitted with a Biodiversity Metric and a Biodiversity Gain Plan, demonstrating how the proposals will achieve the required gain in biodiversity.

The NPPF and Key Statement EN4 and Policy DME3 of the Adopted Core Strategy place considerable importance on protecting, conserving and enhancing biodiversity. Development which has the potential to impact on biodiversity will be required to be supported by adequate information about important species, habitats and geological features, and appropriate design solutions.

This requirement cannot be conditioned, as the Local Planning Authority is obliged by Law to make a full assessment of the impact of the proposed development at the time of its consideration.

The report shall include the following:

- Details of the appointed ecologist to demonstrate their competence. The ecologist must be appropriately qualified. If the surveyor does not hold a license, other evidence of knowledge and experience would need to be provided. Whilst ecologists do not legally need a license to carry out survey work, this is strongly recommended to avoid the risk of committing a criminal offence should protected species be disturbed.
- Confirmation when the surveys were undertaken or updated. Surveys must have been undertaken within 24 months immediately preceding the validation date of the application otherwise they will be considered out of date and a new survey will be required (the need for more recent surveys may become apparent during consultation)
- A detailed method for the biodiversity assessment. This would be expected to include desktop information and surveys. Desk top information will be expected to include a search for ecological or geological data from local environmental records including the Lancashire Environment Record Network (LERN). Surveys must be undertaken during appropriate times of the year, in suitable weather conditions and using recognised surveying techniques
- Detailed results of the desktop/ survey findings and an evaluation of the ecological interest
- An assessment of likely impacts (these should include both direct and indirect effects both during construction and afterwards)
- Proposals to avoid, mitigate or compensate for any ecological impacts
- In the case of developments affecting European Protected Species (e.g. bats, otters, great crested newts, badgers) and therefore likely to require a license from Natural England, information required to enable the Local Planning Authority to assess the proposal against the three licensing tests of the Habitats Regulations¹.

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

¹ The three tests include:

- (a) the activity must be for imperative reasons of overriding public interest or for public health and safety;
- (b) there must be no satisfactory alternative; and
- (c) favourable conservation status of the species must be maintained.

- How unavoidable impacts will be mitigated or reduced
- How impacts that cannot be avoided or mitigated will be compensated.

Proposals are to be encouraged that will enhance, restore or add to features or habitats used by protected species, designated site priority habitats, other biodiversity features or geological features. The assessment should give an indication of whether there will be a net loss or net gain, with the expectation that overall gain and enhancement in biodiversity will be achieved. Indeed this will become mandatory when the Biodiversity Net Gain legislation comes into force.

It will be expected that each new residential unit (including conversions and replacement dwellings) shall provide integral nesting provision for birds at a ratio of one nesting box per residential unit within the scheme. It will also be expected that artificial bat roosting provision be provided for at a ratio to be agreed on a site by site basis.

Other developments (e.g. commercial) will also be required to provide a detailed scheme for artificial nesting provision for species of conservation concern including, but not limited to, integrated nesting boxes/provision for bats and birds and should also seek to demonstrate a net enhancement in biodiversity.

Under Article 6(3) of the Habitats Directive 92/43/EEC, the Local Planning Authority has a responsibility to undertake an Appropriate Assessment where development could impact upon a Designated National/International Site (i.e. SSSI, SPA, SAC or Ramsar sites). In such cases the applicant will be required to provide sufficient information to inform this process, which should typically include details of construction (and demolition) as well as the resultant development. The Local Planning Authority will work with Natural England in this regard. Where the impact is such that a Habitats Regulations Assessment (HRA) is required (see 2017 Regulations on www.legislation.gov.uk) then the applicant will typically be required to prepare the HRA, which the LPA can then use as the basis for its own Assessment.

Useful sources of biodiversity information, including to check whether your site falls within a SSSI Impact Risk Zone, include:

Magic Map Application (defra.gov.uk) <https://magic.defra.gov.uk/>

The Lancashire Environment Record Network (c/o Lancashire County Council) <https://www.lancashire.gov.uk/lern/>

National Planning Guidance <https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications>

Crime Impact Statement

When required? ATM's and other developments which may increase the risk of crime

A Crime Impact Statement should outline how the development proposal has considered 'designing out' potential crime risks and 'designing in' security measures to mitigate against crime. It should demonstrate what crime issues have been considered and what security measures have been incorporated to mitigate risk during the early

design phase. The Crime Impact Statement can be incorporated into a Design and Access Statement or Planning Statement but will need to include:-

- an assessment of crime and disorder issues in the vicinity of the development site;
- an assessment of the development proposal in terms of its likely impact on crime and disorder;
- suggested design solutions that will reduce the proposal's vulnerability to crime and disorder (for example consideration given to design, layout, and hours of use); and
- information on the consideration of achieving Secured By Design accreditation

Financial Viability Assessment

When required? Where an application is submitted which would fail to provide the necessary infrastructure provision (affordable housing/ public open space, sport or leisure facilities/ education contributions/ off-site highway improvements if required)

The application will be required to be supported by a financial viability assessment containing the following information:

- Value of the land (2 or 3 different estate agents valuations)
- Abnormal development costs
- Construction costs
- Price Registered Provider will pay for the units (in the case of affordable housing)
- Open market value of the dwellings/ value of the development
- Developer return
- Details of the proposed obligations/ specific elements of the scheme which are proposed to be included (i.e. Open Space)

The Assessment may include 3 different scenarios to demonstrate the financial impacts of the scheme which include:

- 1.Details of the scheme with no financial obligations/ elements which increase costs on site
- 2.Details of the scheme with both the financial obligations and/or specific scheme details which accord fully with Planning Policy
- 3.Details of the scheme as proposed including proposed financial obligations and specific details of the scheme.

Any financial viability assessment submitted will need to accord with the RICS guidance note '[Assessing viability in planning under the National Planning Policy Framework 2019 for England](#)' 1st edition March 2021 or any subsequent amendment.

Please note when submitting a document which contains any commercially sensitive information you are requested to submit two copies, one of which redacts the sensitive information so that it is suitable to be made publicly available. It will rarely be acceptable to make entire documents or entire sections of reports exempt from publication. Even in those circumstances an executive summary will be required to ensure a transparent and accountable system.

Further information is available at: [Viability - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

In all cases an independent auditor will be appointed, **at the cost of the applicant**, to undertake a site specific economic viability assessment.

Flood Risk Assessment and Sequential and Exception Tests

When required? A site-specific flood risk assessment (FRA) is required for development proposals:

- within flood zone 2 or 3 including minor development and change of use
- within flood zone 1 and more than 1 hectare (ha)
- Within flood zone 1 and less than 1 ha, where the Ribble Valley Strategic Flood Risk Assessment (SFRA) shows that the site could be affected by flooding from rivers or sea in the future (e.g. because of climate change) or from other sources (for example surface water drains, reservoirs)
- within flood zone 1 which has critical drainage problems as notified by the Environment Agency

Further information on whether your site is located within a flood zone can be found at <https://flood-map-for-planning.service.gov.uk/>

A FRA identifies and assesses the extent of flood risk to a proposed development taking into account all sources of flood risk and climate change, and should consider whether the proposed development will increase flood risk elsewhere. The FRA should identify measures to address any flood impacts on the proposed development or likely to arise from it and describe why and how these measures are appropriate. The FRA should explain how any flood risk will be controlled and then mitigated, and any residual risk managed.

The FRA should also consider opportunities to reduce the causes and impact of flooding, including through the use of sustainable drainage systems, and describe the provisions for safe access and escape routes to and from the areas at risk of flooding.

For householder applications located within a Flood Risk Zone the planning application shall be accompanied by a simple flood risk assessment. For further guidance see: <https://www.gov.uk/guidance/flood-risk-assessment-standingadvice#what-to-include-in-your-assessment>

A **Sequential Test** will be needed if the development is in Flood Zone 2 and 3. However one is not required if the development is a minor development as defined by the Environment Agency i.e. changes of use (except for changes of use to a caravan, camping or chalet site, or to a mobile home or park site, where the sequential and exception tests should be applied as appropriate), householder development, and non-residential extensions with a footprint less than 250 square metres. One is also not required if a sequential test has already been undertaken for a development of the same type through the Local Plan process.

If the sequential test is deemed to have been passed then an **Exception Test** is required if the development is:

- Highly vulnerable and in flood zone 2

- Essential infrastructure in flood zone 3a and 3b
- More vulnerable in flood zone 3A

As set out in Table 2 of the 'Flood risk and coastal change' section of the NPPG, the vulnerability of the use proposed can be established from the 'Flood Risk Vulnerability Classification' set out in Annex 3 of the NPPF.

For more information on submitting a sequential or exception test please see: <https://www.gov.uk/guidance/flood-risk-assessment-the-sequential-test-for-applicants>

Flues and Ventilation / Extraction Details

When required? All applications which involve the preparation of hot food and other uses which require air conditioning or extraction and filtration equipment

Applications should provide details of the manufacturer's specification(s) of the equipment required (together with the required plans and noise or odour assessment).

Green Belt calculations

When required? Applications for replacement buildings and extensions to a building in the Green Belt

The NPPF identifies exceptions where new buildings could be considered appropriate development in the Green Belt. This includes:

- the replacement of a building, provided the new building is in the same use and not materially larger than the one it replaces
- the extension or alteration of a building provided that it does not result in disproportionate additions over and above the size of the original building¹.

To enable the Local Planning Authority to assess whether or not the replacement building is "materially larger", applications for replacement buildings should include volume calculations of the existing building and proposed building.

To enable the Local Planning Authority to assess whether or not the extension would result in "disproportionate additions over and above the size of the original building", applications for extensions should include volume calculations of the original building, the existing building (if the original building has been extended already) and the proposed building the subject of the application.

Heritage Statement

When required? For planning applications which involve a Listed Building, Scheduled Monument, Registered Park or Garden, impact on the setting of a Listed Building, involve work within a Conservation Area and/or involve work to a local heritage asset (e.g. as identified by a local list or through the pre-application process).

Details of whether a site is within a Conservation Area can be found at: <https://www.ribblevalley.gov.uk/conservation-listed-buildings/conservation-areas>

¹ Original building: A building as it existed on 1 July 1948 or, if constructed after 1 July 1948, as it was built originally.

A Heritage Statement should include a description of the significance of any heritage asset(s) affected, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance and sufficient to understand the potential impact of the proposal on their significance.

As a minimum the relevant historic environment record should be consulted and the heritage asset(s) assessed using appropriate expertise where necessary.

This information together with an assessment of the impact of the proposal will be required as part of the explanation of the design concept. It should detail the sources that have been considered and the expertise that has been consulted.

Where a site on which development is proposed includes or has the potential to include heritage assets with archaeological interest an appropriate desk-based assessment and, where necessary, a field evaluation will be required.

Landscape and Visual Impact Assessment

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

- where large scale developments are proposed, particularly vertical developments for example wind turbines, pylons and telecommunication mast infrastructure;
- where developments are within – or affect the setting of - areas with a national or international landscape or landscape heritage designation (e.g. AONB) and the proposal involves measurable landscape or visual impacts; or
- where developments will be particularly visible from publicly accessible viewpoints.

A LVIA should include an evaluation of the existing character of the landscape and an assessment of what the proposed development's impact will be, including cumulative impacts where necessary. Applications involving wind power should also refer to the 'Wind Energy Application' section of this document.

It should be carried out by qualified landscape professionals in accordance with the Landscape Institute and Institute of Environmental Management and Assessment's Guidelines for Landscape and Visual Assessment (GLVIA) 3rd Edition (2013) or any subsequent amendment.

Landscape strategies may be required for especially complex or phased developments where an overview or framework is needed. It is recommended that landscape strategies are included either as supporting information or as part of Design and Access Statements or EIAs.

Lighting Assessment

When required? Planning applications which include new external lighting near established residential properties, heritage assets, protected wildlife areas and countryside areas.

A lighting scheme should include the following:

- Plans detailing the location of the lighting, any adjacent sensitive (residential, heritage, wildlife) receptors, site boundaries and measured luminance
- Specifications, including equipment design and Lux levels to determine glare, intensity and spill and recommendations to control these
- Risk assessment – in relation to crime and disorder and impact on light sensitive premises
- Schedule of installation
- Hours of illumination / schedule of use

Applicants shall be aware that where necessary, regard should be given to the impacts of the development on sensitive ecological receptors, as well as human receptors.

Listed Building Consent

When required? Any application for Listed Building Consent

A Method Statement should be submitted for replacement, repair or renovation of any historic fabric including works to historic fabric (e.g. window/door/roof repairs, re-rendering) and specifications of any joinery/masonry.

This will enable the Local Planning Authority to fully assess the impact of the proposed development on the significance of the designated heritage asset.

Marketing Statement

When required? Development proposals for loss of employment generating uses or designated employment sites to non-employment generating uses as well as loss of existing retail premises outside the settlements of Clitheroe, Longridge and Whalley.

In accordance with Policy DMB1 of the Adopted Core Strategy the loss of existing employment generating uses or designated employment sites to non-employment generating uses are required to demonstrate that attempts have been made to secure an alternative employment generating use for the site, or that the current use is not viable for employment purposes, which would typically be in the form of a Marketing Statement.

The Marketing Statement must be supported by evidence that the property/business has been marketed for business use by a property agent/surveyor at an appropriate price reflecting the current market or rental value. It must be advertised for a minimum period of six months and targeted at an appropriate audience with suitable advertisement. It should include details of all expressions of interest/ offers made and any offers refused and the reasons for this.

Where it is claimed that the current use is not viable for employment purposes, the Marketing Statement must have considered the potential for refurbishment; redevelopment for new commercial uses; sub-division, amalgamation or selective demolition, in order to improve the format, layout and access arrangements.

In accordance with Policy DMR3 of the Adopted Core Strategy in assessing any application for the change of use of ground floor commercial premises to residential

accommodation within the village boundaries the Council will require evidence to demonstrate there is no demand to retain the premises in commercial use, which would typically be in the form of a Marketing Statement.

The Marketing Statement must be supported by evidence that the property/business has been marketed for business use by a property agent/surveyor at an appropriate price reflecting the current market or rental value. It must be advertised for a minimum period of twelve months and targeted at an appropriate audience with suitable advertisement. It should include details of all expressions of interest/ offers made and any offers refused and the reasons for this.

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Mineral resource assessment

When required? Large scale or major development proposals located with a mineral safeguarding area

Details of mineral safeguarding areas can be downloaded at:

<https://www.lancashire.gov.uk/media/305791/Proposals-Map-2-MSA-A0.pdf>

A minerals resource assessment is required to ensure sufficient information is available to enable the Local Planning Authority to determine whether the proposal would satisfy Policy M2 (Mineral Safeguarding) of the Joint Lancashire Minerals and Waste Site Allocation and Development Management Policies Local Plan. The purpose of Policy M2 is to prevent the needless sterilisation of mineral resources from non-mineral development. It does not support any form of development that is incompatible by reason of scale, proximity and permanence with the working of minerals unless certain criteria can be met.

The minerals resource assessment should specify whether there are minerals present and, if so, whether it is practicable or sustainable to extract them. Information could be provided on:

- the depth of overburden,
- the quantity and quality of any mineral present,
- the height of the water table,
- the proximity and nature of any surrounding land uses,
- the size of the site.

The level of detail should be appropriate to the scale and nature of the proposed development.

Noise Assessment

When required? Proposals which are likely to generate noise located close to noise sensitive areas (e.g. close to residential areas and International / Nationally designated conservation sites); proposals which are likely to generate significant noise (e.g. heavy industry) regardless of their location; and proposals for noise sensitive development such as housing in a location with existing noise emissions (e.g. adjacent to an industrial/ commercial area, railway line, motorway or busy A-road).

The Noise Assessment should indicate the levels of noise expected to be created and methods for mitigating any impact, or in the case where noise sensitive development is proposed, measures to protect the new development from noise. Where noise mitigation is deemed necessary (for example acoustic fencing), the details of that mitigation shall be included in the planning submission.

The type of noise assessment required will be dependent on the nature of the proposed development, but the following is typically considered to be appropriate:

- New residential housing (including the conversion of non-residential development to residential) – A noise assessment that meets the criteria of BS8233:2014 Guidance on Sound Insulation and Noise Reduction for Buildings.
- Commercial / industrial activities where noise from equipment / machinery, plant, flues / fans, delivery / collection vehicles, etc, will occur – A noise assessment that meets the criteria of BS4142:2014 +A1:2019 Methods For Rating and Assessing Industrial and Commercial Sound

Odour Assessment

When required? Proposals which are likely to generate odours close to odour sensitive areas (e.g. existing or proposed residential areas); or proposals for odour sensitive development such as housing in a location with existing odour sources (e.g. wastewater treatment works)

In line with paragraph 005 of the NPPG (Water supply, wastewater and water quality) there is a requirement for an odour assessment for proposed developments which are located within close proximity to an existing wastewater treatment works, and there are a number of this within the borough that could be a potential source of odour if new sensitive receptors are proposed within close proximity.

A risk assessment of the impact of odour (as well as noise) is essential to be completed as early as possible in the planning process to ensure development is planned in the most appropriate way. Given that potential sources of pollution can have a significant impact on development layout, it is critical that a risk assessment is submitted upfront alongside a planning application for development.

Planning Statement

When required? All major planning applications. Also useful for some minor planning applications where the development is likely to be controversial or to enable the case for the development to be put forward.

The Planning Statement shall provide an explanation of, and justification for, the proposal(s) in the context of relevant national and local planning policies affecting the site.

The Statement shall include:

- an assessment of the site and its context
- a description of the development proposal
- an assessment of the planning policy context
- an appraisal of the proposed development against relevant planning policies affecting the site.

Where relevant, it could also include details of the economic benefits of a given proposal and how this helps mitigate the impact of the development. Such details could also identify the need for development, details of jobs created and any community benefits.

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Retail Sequential Test and Impact Assessment

When required? A sequential test is required for any main town centre use that is not proposed within an existing centre (and not in accordance with an up-to-date Local Plan). An exception to this is any small-scale¹ rural office or other small scale rural development (as set out within the NPPF). The subsequent impact assessment is required for retail and leisure development outside of town centres (and not in accordance with an up-to-date Local Plan) if the development is over 1,000m² (200m² in the case of extensions to existing premises)².

Proposals for main town centre uses should be located in town centres, then in edge of centre locations, and only if suitable sites are not available will out of centre sites be considered. The sequential test shall demonstrate:

- that sites have been assessed for their availability, suitability and viability
- that all in-centre options have been thoroughly assessed before less central sites are considered
- that there are no town centre sites to accommodate a proposed development (in these circumstances preference will be given to edge of centre locations which are well connected to the centre by means of easy pedestrian access)

For proposals on an edge of centre site, developers shall demonstrate flexibility in terms of:

¹ Whether a proposal is small-scale is a matter for the Local Planning Authority

² Local threshold outlined in Policy DMR1 of the Ribble Valley Core Strategy

- scale i.e. reducing the floorspace of their development;
- format i.e. more innovative site layouts and store configurations such as multi-storey developments with smaller footprints;
- car parking provision i.e. reduced or reconfigured car parking areas; and
- the scope for disaggregating specific parts of a retail or leisure development, including those which are part of a group of retail or leisure units, onto separate, sequentially preferable, sites.

If the sequential test is passed, the impact assessment (if required) shall include:

- the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and
- the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made. For major schemes where the full impact will not be realised in five years, the impact should also be assessed up to ten years from the time the application is made.

Statement of Community Involvement

When required? Planning applications for major development¹ where there is likely to be significant public interest in the proposals. Any development involving an installation for the harnessing of wind power for energy production where (a) the development involves the installation of more than 2 turbines; or (b) the hub height of any turbine exceeds 15 metres².

The Statement of Community Involvement should capture how the applicant has engaged with relevant sections of the community in shaping the development proposal, detailing any responses to the consultation that were received; and how those responses have been taken into account. Options for engagement include:

- Meeting(s) with relevant Ward Councillors and Parish/ Town Council;
- Issue letters or leaflets in the locality
- Local exhibition or public consultation event
- Press release/advertisement in local newspapers / social media
- Public meeting or meeting with particular groups in the community.

Street Adoption Statement

When required? Any development which involves the construction of new internal roads or alterations/ connections to existing public highways

It is essential that arrangements for the future management and maintenance of new roads within developments is addressed at the planning stage. Streets that are not

¹ As defined by the DMPO

² A requirement of the DMPO unless applications are made pursuant to section 73 of the 1990 Planning Act

proposed for adoption are likely to require more detailed consideration of access and waste collection proposals.

The Street Adoption Statement shall include:

- Full details of the proposed arrangements for the future management and maintenance of the proposed streets within the development. In situations where streets are not proposed for adoption, details of a Private Management and Maintenance Company shall be included confirming funding, management and maintenance regimes
- An Estate Road Phasing and Completion Plan setting out the development phasing and phasing of the construction of the roads (if available)

Structural Survey

When required? Applications for the conversion/ re-use of existing buildings and which include elements of demolition and rebuild or additional structural support; and applications involving full or partial demolition of existing buildings/ structures where the justification for the demolition is based on its structural integrity

Buildings that are proposed for conversion must be structurally sound and capable of conversion for the proposed use without the need for extensive building or major alteration. The Council will require a Structural Survey to be submitted for all planning applications of this nature as well as where a case is made for demolition of the building/ structure based on its structural integrity.

The specialist report on the condition of the building should be undertaken by a qualified structural surveyor, structural engineer and/or timber-frame specialist if appropriate. The report must clearly identify the extent of any rebuilding required and detail, via a method statement, the means by which the retained structure is to be safeguarded.

Sustainable Drainage Strategy

When required? any development requiring a Flood Risk Assessment (as set out above), or in any other case, all major development with surface water implications¹

The purpose of a Sustainable Drainage Strategy is to set out how surface water from a development site will be managed sustainably under both current and future conditions, using sustainable drainage systems (SuDS) which are designed to control surface water run-off close to where it falls, combining a mixture of built and natural techniques to mimic natural drainage as closely as possible. SuDS also provide benefits for water quantity, water quality, biodiversity and amenity.

The layout and function of drainage systems needs to be considered at the start of the design process for new development, as integration with road networks and other infrastructure can maximise the availability of developable land.

¹ As defined by the DMPO 2015

The Sustainable Drainage Strategy should demonstrate that surface water will be discharged according to the following hierarchy of drainage options:-

1. into the ground (infiltration);
2. to a surface water body;
3. to a surface water sewer, highway drain, or another drainage system;
4. to a combined sewer.

There shall be clear evidence when demonstrating why more preferable options within the hierarchy have been discounted. In most circumstances surface water is not permitted to be connected to the public foul sewers.

The Strategy must also set out how sustainable drainage components will be constructed, managed and maintained to ensure that the sustainable drainage system will continue to perform throughout the lifetime of the development.

For outline applications an Outline Drainage Strategy is required which includes:

- Ground conditions, including infiltration rates and flow routes
- Existing and proposed surface water drainage arrangements, including runoff rates and volumes (hydraulic calculations and details of software used)
- Details of the flood risks to the development site arising from main rivers, coastal sources, surface water and ground water
- SuDS components

For full applications the requirements are as above plus:

- Details of the proposed drainage arrangements, including sustainable drainage systems; information about proposed outfalls, the lifetime of the development design storm period and intensity with supporting calculations (1 in 1 , 1 in 30 and 1 in 100 year + allowance for climate change as set out within the Environment Agency's advice on Flood risk Assessments: climate change allowances' or any subsequent replacement EA advice note), temporary storage facilities, the methods employed to restrict discharge rates, the measures taken to prevent flooding and pollution of the receiving groundwater and/or surface waters, including watercourses, and any required off-site works (refurbishment of existing culverts and headwalls or removal of unused culverts where relevant)
- Demonstration that the surface water run-off would not exceed the pre-development greenfield runoff rate
- Flood water exceedance routes, both on and off site
- Demonstrate that the drainage strategy meets the requirements of the surface water hierarchy
- Where sustainable drainage systems are not considered appropriate, provide clear evidence to justify this
- Set out the multifunctional benefits of the scheme including habitat value
- A timetable for implementation, including phasing as applicable and access to/from interconnecting phases
- Details of adoption, and/or maintenance and management information for un-adopted sections, including access for maintenance and easement
- Details of water quality controls, where applicable

Applicants for major development can seek pre-application advice from the [Lead Local Flood Authority](#) (LLFA). The [LLFA website](#) also contains further advice on the above requirements.

For completeness the Sustainable Drainage Strategy is also expected to include details of how foul water is to be drained.

The following foul drainage options must be considered and discounted in the following order in accordance with national guidance:

- 1.Connection to the public sewer
- 2.Package sewage treatment plant (which can be offered to the sewerage undertaker for adoption)
- 3.Septic Tank
- 4.If none of the above are feasible, a cesspool

Options 2) and 3) should only be considered if it can be clearly demonstrated that a connection to the public sewer is not feasible.

Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage.

Non-mains drainage falls under the Environment Agency's remit and the Environment Agency require that any such proposals ensure they do not pose an unacceptable risk of pollution to the water environment.

Further information is available within the National Planning Policy Practice Guidance at: <https://www.gov.uk/guidance/water-supply-wastewater-and-water-quality>

For additional information regarding septic tanks please see guidance at: <https://www.gov.uk/permits-you-need-for-septic-tanks>

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

Sustainable Drainage Pro-Forma

When required? all major development with surface water implications¹

The pro-forma supports applicants in summarising and confirming how surface water from a development will be managed sustainably under current and future conditions.

¹ Major development as defined by the DMPO

Applications for major development with surface water implications should be accompanied by a Suds Proforma which can be found [here](#).

Applicants can seek pre-application advice from the [Lead Local Flood Authority](#) (LLFA). The [LLFA website](#) also contains further advice on the above requirements.

Telecommunications Development

When required? all applications for telecommunications equipment

In addition to existing and proposed plans and elevations, applications should be accompanied by the following:

- A statement of compliance with ICNIRP guidelines
- Evidence of an assessment of alternative sites and/or mast sharing with justification for rejecting them
- An explanation as to why the installation is needed

Transport Statement, Transport Assessment and Travel Plan

When required? All developments which generate significant amounts of transport movement shall be accompanied by a Transport Statement or Assessment and Travel Plan. Typically the thresholds are as follows, in addition to applications for wind power:

Land use	Unit measure	Transport Statement	Transport Assessment and Travel Plan
Food retail	GFA	>250 <800sq.m	>800sq.m
Non-food retail	GFA	>800 <1500sq.m	>1500sq.m
Financial and professional services	GFA	>1000 <2500sq.m	>2500sq.m
Restaurants and cafes	GFA	>300 <2500sq.m	>2500sq.m
Drinking establishments	GFA	>300 <600sq.m	>600sq.m
Hot food takeaway	GFA	>250 <500sq.m	>500sq.m
Business (E(g))	GFA	>1500 <2500sq.m	>2500sq.m
General industrial	GFA	>2500 <4000sq.m	>4000sq.m
Storage or distribution	GFA	>3000 <5000sq.m	>5000sq.m
Hotels	Bedroom	>75 <100 bedrooms	>100 bedrooms
Hospitals and nursing homes	Beds	>30 <50 beds	>50 beds
Residential education	Students	>50 <150 students	>150 students
Institutional hostels	Residents	>250 <400 residents	>400 residents
Dwelling houses	Unit	>50 <80 units	>80 units
Non-residential institutions	GFA	>500 <1000sq.m	>1000sq.m
Assembly and leisure	GFA	>500 <1500sq.m	>1500sq.m

Any development which it is considered would have a significant impact on the highway network

Transport Assessments and Transport Statements primarily focus on evaluating the potential transport impacts of a development proposal. They may propose mitigation measures where these are necessary to avoid unacceptable or “severe” impacts. Travel Plans can play an effective role in taking forward those mitigation measures which relate to on-going occupation and operation of the development.

In some cases, the transport issues arising out of development proposals may not require a full Transport Assessment. In these instances a simplified report in the form of a Transport Statement may be more appropriate.

Please note the above thresholds are for guidance purposes and should not be read as absolutes as some parts of the local highway network will be more sensitive to change than others. Early pre-application consultation with Lancashire County Council as the [Local Highway Authority](#) is recommended to determine the level and scope of the assessment that may be required.

Full details of what should be included within a Transport Statement, Transport Assessment and Travel Plan can be found at: <https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>. Applications involving wind power should also refer to the ‘Wind Energy Application’ section of this document.

Lancashire County Council’s Sustainable Travel Team will be able to advise on the requirements for a Travel Plan:- Email sustainabletravel@lancashire.gov.uk

Tree Survey / Arboricultural Impact Assessment

When required? Proposals which have the potential to impact on trees or hedgerows (either within the application site or adjacent to the application site) shall be accompanied by an Arboricultural Impact Assessment (AIA).

The AIA is a statement that must:

- Include a survey of existing trees and hedgerows present within/ adjacent to the application site (this shall indicate the species and height of the trees and hedgerows plus canopy diameter and show their location on a tree constraints plan)
- Indicate which trees and hedgerows will be retained as part of the development and which trees/hedgerows are proposed to be removed (including a tree retention and removal plan)
- In terms of those trees and hedgerows to be retained it shall include a method statement indicating how the work will be carried out including site preparation and earth works, as well as a tree / root protection plan.
- In terms of those trees and hedgerows to be removed it shall include clear justification

An AIA must be produced by an appropriately qualified arboriculturalist, and the works proposed must conform to “BS 5837 (2012) Trees in Relation to Design, Demolition and Construction – Recommendations.”

Further details can be found at:-

<https://www.gov.uk/guidance/ancient-woodland-and-veteran-trees-protection-surveys-licences#ancient-woodland>

<https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications>

Tree Works Application

When required? applications for works to trees subject to a tree preservation order (TPO) or notification of proposed works to trees in a conservation area

The following information will be required:

- Application form
- Sufficient evidence to support the case for works to trees, typically in the form of a report from an arboriculturist (or other expert) or diagnostic information. This may include details of the condition of the trees and/ or the damage they are causing or details on the presence and impact of pests, diseases or fungi
- A sketch plan clearly identifying the trees subject to the application. The sketch plan should also include the site boundaries, adjacent properties (including house names/ numbers), the position of the trees in relation to nearby buildings, and any other trees on the site (clearly marked that they are not subject to the application). All individual trees/ groups of trees should be numbered.
- If individual trees cannot be clearly identified (i.e. they are part of a woodland/ group on trees) the approximate location should be marked on the plan and identified as part of a site visit with the Council's Countryside Officer.
- Photographs can be utilised to identify the trees subject to the application and/ or specific features of the trees which directly relate to the application.

Waste Management Strategy (refuse and recycling)

When required? All proposals which will result in the need for residential or commercial waste disposal

A Waste Management Strategy will be required to include details of the proposed facilities for the storage and collection of refuse, as well as for the provision of recycling facilities. Hot food takeaways should indicate the provision of litter bins along with a regime for litter picking associated with the hot food takeaway use.

Wind Energy Applications

When required? All wind energy applications

In addition to the aforementioned requirements the following are specifically required:

Transport Statement

The assessment should include details of the following:

- The proposed total number of lorry and crane movements and routes of travel
- Details of what measures will be required to accommodate oversize loads on the road network
- Details of the proposed engineering design and construction of access tracks, including details of their permanence or removal once the wind turbine(s) are erected, and source of materials.
- Details of crane hard standings
- Details of any concrete mixing to be carried out on site, and details of disposal of excess concrete and washing out of equipment
- Location and design of construction compound where appropriate
- Design and location of any electricity transmission equipment
- Proposed hours of construction

Landscape and Visual Impact Assessment

The assessment should include details of the following:

- Alternative sites which have been considered for the development
- Alternative turbine amounts / layouts / configurations which have been considered
- Alternative turbine heights / models / appearances which have been considered
- Alternative access arrangements / routes which have been considered
- Landscaping arrangements which have been considered to mitigate the visual / landscape impact of the proposed turbine(s)

For the above, it should be clearly demonstrated why the chosen arrangements represent the best option in terms of visual and landscape impact minimisation. The cumulative visual impact of the proposed turbine(s) with other existing operational or permitted turbines, or turbines currently subject to a planning application should be fully addressed in the Landscape and Visual Impact Assessment.

Heritage Statement

Applications shall include an assessment of the impacts of the proposed turbine(s) on significant cultural, recreational or heritage assets which could potentially be affected. This should include any potential sub-surface archaeological issues. For turbines with a total height of under 40m, this should cover assets within a minimum radius of ten times turbine height (the Council reserves the right to request an assessment of the impacts on significant assets outside this radius if it is deemed necessary). For proposed turbines with a total height of 40m or above, the assessment should extend to significant assets within a radius of 5km of the nearest boundary of the site. For schemes of greater than 100 metre total height the 5km distance may be extended.

Photomontage and/or Wireframe Diagrams:

The Council will expect all wind turbine applications to be accompanied by a representative range of photomontages and/or wireframe diagrams to demonstrate how the proposed turbine(s), ancillary equipment and access roads will fit into the landscape. Photomontages and wireframe diagrams should be created by a suitably

qualified person or organisation. Locations for photomontage and wireframe diagram viewpoints should be agreed with the Council at the pre-submission stage.

Zone Theoretical Visibility Maps:

Unless the application is for a single turbine with a height of 25m or less (which is not within 1km of any other operational or permitted turbines, or turbines currently subject to a planning application), the Council will expect applications to be accompanied by two Ordnance Survey based maps showing the Zone Theoretical Visibility (ZTV) of the proposed turbine(s):

- The first of the maps should show the ZTV of the proposed turbine(s) only.
- The second map should show the cumulative ZTV of the proposed turbine(s) along with any other operational and permitted turbines (and those currently subject to a planning application). Applicants should contact the Council to obtain an up to date list of such turbines.

The radius of the ZTV maps required depends on the proposed height of the turbine(s) and other factors. The following table sets out the Council’s general requirements:

Turbine Height (to blade tip)	Number of Turbines	Is the site within 1km of any other operational or permitted turbines, or turbines currently subject to a planning application?	Required Radius of ZTV Maps
0-25m	1	No	Not required
0-25m	1	Yes	2km
0-25m	2-5	No	10km
0-25m	2-5	Yes	15km
0-25m	6-10	No	20km
0-25m	6-10	Yes	20km
0-25m	10+	No	20km
0-25m	10+	Yes	30km
26-60m	1	No	20km
26-60m	1	Yes	30km
26-60m	2+	No	30km
26-60m	2+	Yes	30km
Over 60m	1	No	30km
Over 60m	1	Yes	30km
Over 60m	2+	No	30km
Over 60m	2+	Yes	30km

Public Rights of Way Map

The Council will expect a plan to be submitted which identifies all Public Rights of Way within a radius of 10 times turbine height from the centre of the turbine. The impact on locally and sub-regionally significant or recreational routes or long distance trails should be fully addressed where the turbine(s) will be located within 1km of such a route applicants are advised to contact the Council’s Development Control department for clarification where they are unsure if such a route exists in proximity to the proposed turbine(s).

Noise & Shadow Flicker Assessment

For all wind energy applications the Council will expect that a plan is submitted which identifies any occupied buildings situated within a radius of ten times turbine height from the centre of the proposed turbine. In exceptional circumstances a greater distance may be prescribed. Site-specific noise assessments for all buildings within the identified radius should be carried out and full details and recommendations included within a report accompanying the planning application. The report should demonstrate that any noise is compliant with ETSU-R- 97, as amended. Depending on the size of the proposed turbine(s) and the proposed location, submission of manufacturers' standard noise output specifications for a given turbine model may or may not be sufficient, as such specifications do not generally address site-specific conditions. Applicants should contact the Council at preapplication stage to confirm the likely requirements for information relating to noise.

In terms of shadow flicker effect, the Council will expect a report to be submitted which demonstrate that the impact on occupied properties within a radius of 10 times turbine height and if necessary any mitigating measures. The effects of Shadow flicker on the users of bridleways within a 10 times turbine height radius should also be addressed. Such reports should be carried out by a suitably qualified person or organisation, and set out clear recommendations.

Details of Decommissioning Bond / Arrangements

An indication of how decommissioning will be undertaken shall be provided. For all single wind turbines over a height of 40m (or multiple turbines of any height), the Council will expect that evidence is provided to demonstrate that a bond has been put in place with the Local Authority to cover the entire costs of decommissioning and removing the wind turbine(s) from site once they have reached the end of their 25 year operational period. This should be done through a Unilateral Undertaking. This is necessary to prevent redundant wind turbines from remaining in the landscape once the end of their operating life has been reached, and acts as a safeguard in case of any financial constraints which may prevent the owner / operator of the turbine(s) from carrying out decommissioning works in future.

Details of proposed community benefits

Applicants for wind energy developments with a total generating capacity of 250kW or above should indicate how consideration has been given to compensating the community for the negative effects of the proposal. Provision of a community benefit scheme to compensate the communities likely to be most heavily impacted by proposed turbines will be expected for proposals generating 1Mw of power or greater.

Details of impacts on communications / broadcast equipment

The Council will consult the Ministry of Defence (Defence Infrastructure Organisation) and National Air Traffic Services (NATS) on wind turbine applications. As such, there is no requirement for applicants to consult with these two bodies prior to submission of an application. However, it is the responsibility of the applicant to demonstrate that the proposed turbine(s) will not cause any interference to the operation of any communications or broadcast equipment, through consultation with the operators of any masts or antennae which may be subject to adverse effects from the proposed turbine(s). Consultation responses from any such individuals or organisations should be submitted to the Council alongside the planning application.

Applicants should also demonstrate that any possible effects on telecommunications equipment, including television reception, have been considered and if necessary mitigation measures taken.

Appendix A – Additional Biodiversity Requirements

Protected Species

If the application involves any of the development proposals shown in **Table 1** (Column 1), a protected species assessment must be submitted with the application. This is intended as a guide only and protected species may be present in other situations beyond those listed.

Exceptions for when an assessment may not be required:

- a) Following consultation by the applicant at the pre-application stage, the LPA has stated in writing that no protected species assessment is required.
- b) If it is clear that no protected species are present, despite the guidance in the above table 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 person, or a relevant local nature conservation organisation).
- c) 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,
 - demonstrate that there will be no significant effect on any protected species present and
 - 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 1 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.

Designated Sites and Priority Habitats

In addition to the designated sites listed within the main body of this document, if the application is likely to affect any of the priority habitats or biodiversity features listed in **Table 2** an assessment for the relevant feature must be submitted with the application.

Exceptions for when an 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, which confirms in writing 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 from the Local Planning Authority, independent ecological advisor or the Local Wildlife Trust 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.

Survey Timings:

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. 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).

Where a preliminary assessment is conducted outside of the optimum survey period which identifies potential risk to protected species / priority habitat and recommends additional survey work, in most cases the Local Planning Authority is unable to positively determine any application until the results of further survey work are known. Therefore applicant's are strongly advised to hold off making their application until the further survey has been conducted and can be included in the application submission.

TABLE 1

Proposals for Development that will trigger a Protected Species Survey	Species likely to be affected and for which a survey will be required									
	Bats	Barn Owls	Breeding Birds	Great Crested Newts	Otters	Water Vole	Badger	Reptiles	Amphibians	Plants
<p>(1) Conversion, modification, demolition or removal of buildings and structures (especially roof voids) (including hotels, schools, hospitals, churches, commercial premises and derelict buildings) which are:</p> <ul style="list-style-type: none"> • agricultural buildings (e.g. farmhouses, barns and outbuildings) particularly of traditional brick or stone construction and/or with exposed wooden beams; • buildings with weather boarding and/or hanging tiles that are within 200m of woodland and/or water; • pre-1960 detached buildings and structures within 200m of woodland and/or water; • pre-1914 buildings within 400m of woodland and/or water; • pre-1914 buildings with gable ends or slate roofs, regardless of location; • located within, or immediately adjacent to woodland and/or water; • Dutch barns or livestock buildings with a single skin roof and board-and-gap or Yorkshire boarding if, following a preliminary roost assessment the site appears to be particularly suited to bats. 	•	•	•							

<p>(2) Development affecting built structures:</p> <ul style="list-style-type: none"> • tunnels, mines, kilns, ice-houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and structures • unused industrial chimneys that are unlined and brick/stone construction; • bridge structures, aqueducts and viaducts (especially over water and wet ground). 	•										
<p>(3) Floodlighting of:</p> <ul style="list-style-type: none"> • churches and listed buildings, green space (e.g. sports pitches) within 50m of woodland, water, field hedgerows or lines of trees with connectivity to woodland or water; • any building meeting the criteria listed in (1) above. 	•	•	•								
<p>(4) Tree work (Felling, removal or lopping) and/or development affecting:</p> <ul style="list-style-type: none"> • woodland; • field hedgerows and/or lines of trees with connectivity to woodland or water bodies; • old and veteran trees that are more than 100 years old; • mature trees with obvious holes, cracks or cavities, or which are covered with mature ivy (including large dead trees). 	•		•				•				•
<p>(5) Proposals affecting water bodies:</p> <ul style="list-style-type: none"> • within 200m of rivers, streams, canals, lakes, reed beds or other aquatic habitats. 	•		•		•	•			•		•

<p>(6) Proposals located in or immediately adjacent to:</p> <ul style="list-style-type: none"> • quarries or gravel pits; • natural cliff faces and rock outcrops with crevices or caves and swallets. 	<ul style="list-style-type: none"> • • 		<ul style="list-style-type: none"> • • 					<ul style="list-style-type: none"> • • 			
<p>(7) Proposals for wind farm developments of multiple wind turbines and single wind turbines</p>	<ul style="list-style-type: none"> • 										
<p>(8) Proposed development affecting any type of buildings, structures, feature or location where protected species are known to be present</p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

Table 2

Priority Habitats
Arable field margins
Traditional orchards
Hedgerows
Aquifer-fed naturally fluctuating water bodies
Eutrophic standing waters
Mesotrophic lakes
Oligotrophic and dystrophic lakes
Ponds
Rivers
Lowland calcareous grassland
Lowland dry acid grassland
Lowland meadows
Purple moor-grass and rush pastures
Upland calcareous grassland
Upland hay meadows
Lowland heathland
Mountain heaths and willow scrub
Upland heathland
Calaminarian grasslands
Inland rock outcrop and scree habitats
Limestone pavements
Open mosaic habitats on previously developed land
Blanket bog
Lowland fens
Lowland raised bog
Reedbeds
Upland flushes, fens and swamps
Lowland beech and yew woodland
Lowland mixed deciduous woodland
Upland mixed ashwoods
Upland oakwood
Wet woodland
Wood-pasture and parkland

Table 3 Ecological Survey Seasons Optimal Time **Extending Into**

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Badgers												
Bats (Hibernation Roosts)												
Bats (Summer Roosts)												
Bats (Foraging/Commuting)												
Birds (Breeding)												
Birds (Over-Wintering)												
Great Crested Newts			TERRESTRIAL									
			AQUATIC									
Otters												
Reptiles												
Water Voles												
White Clawed Crayfish												
Habitats/ Vegetation			WOODS									

