

# **VALIDATION CHECKLIST**

#### Scope/Aim

The aim of this document is to provide the necessary information required to submit a valid planning application and enable Blackburn with Darwen Borough Council, the Local Planning Authority (LPA), to provide an efficient and effective registration and validation service.

It is intended to benefit all customers of the Planning and Development Management Service by:

- Increasing the awareness of the type of information required to ensure an application is accepted;
- Promoting the use of pre-application discussions and advice;
- Speeding up the registration process;
- Ensuring consistency in the approach taken by Blackburn with Darwen Borough Council;
- Increasing the use of electronic delivery;
- Minimising the submission of additional information;
- · Avoid delays during the planning process; and,
- Enabling Blackburn with Darwen Borough Council to provide applicants with certainty as to the information required.

#### **VALIDATION REQUIREMENTS FOR PLANNING APPLICATIONS**

#### A VALID APPLICATION WILL:

- COMPLY WITH THE NATIONAL LIST
- COMPLY WITH LOCAL LIST
- INCLUDE ANYTHING REQUESTED DURING PRE APPLICATION DISCUSSIONS

The preferred method of submission is on line at:

https://www.planningportal.co.uk/info/200126/applications

When submitting via the Planning Portal or Email it would be beneficial to upload any drawings with its full and detailed title and drawing number. This will help speed up the processing of the application.

The Council would advise applicants to obtain pre-application advice before submitting a planning application. Details of which can be found at: <a href="http://www.blackburn.gov.uk/Pages/Planning-advice.aspx">http://www.blackburn.gov.uk/Pages/Planning-advice.aspx</a>

#### 1.1 Validation Process

Applications will be checked and validated once the fee is paid. Please note that if the fee is not paid within 14 days of the receipt of the application, the application will be withdrawn by the Council. No reminders will be sent.

If any information is missing the application will be treated as 'INVALID' We will write to you to tell you what is wrong with it.

If the requested information is not received to the required standard within 21 days of the date it is requested, the application will be treated as 'WITHDRAWN' and an administrative charge will be levied. The charge seeks to recover some of the cost of officer time involved in handling such invalid applications. Details of the charges are on the Councils website.

The application will be checked again <u>ONCE</u> when <u>ALL</u> the missing information has been provided. If you receive a letter to say that your planning application is 'invalid' please provide <u>all</u> the requested information together in one submission.

If the information is still incorrect the application will be treated as withdrawn and the file destroyed.

If the drawings are incorrect a new set will be required so that the incorrect ones can be destroyed and replaced. Please make sure that the detail on the drawings is consistent throughout. (for example the window details on floor plans and elevations should correspond)

If the application is treated as withdrawn, the file will be destroyed and the application will have to be resubmitted

If you do not intend to provide any of the information required by this 'Validation Checklist' you should provide the reasons for this with your application as a 'validation dispute' under the provisions of Part 3, Article 12 of the Town Country Planning (Development Management Procedure)(England) Order 2015

It will help to avoid delays in processing your application if you :

Submit and pay for the application online

- Check the validation checklist and provide all the necessary information at the time of submission
- Submit plans at A4 or A3 size where possible. (The Council does not accept drawings at A0 paper size)
- Provide electronic documents separately (Do not save within a folder hierarchy)
- Clearly name documents
- Avoid using high definition colour
- Avoid large file sizes
- Avoid 'binding' documents
- Avoid password protecting documents

#### In addition for Major Applications with numerous documents:

- Apply & pay on line by completing the form, then provide separately
  - 1 paper copy of all the documents
  - 1 copy of all the documents in PDF format via email please note the Council cannot accept emails with attachments greater than 15MB
  - A document schedule/checklist

This will enable us to check and reconcile documents quickly and will avoid applications being made invalid due to the piecemeal submission of documents which are too large to upload via planning portal.



NATIONAL REQUIREMENTS				
	INFORMATION DETAILED ON THE NATIONAL LIST IS <u>ALWAYS</u> REQUIRED.  APPLICATIONS WILL BE MADE INVALID & DELAYED IF THIS IS MISSING FROM THE SUBMISSION			
N1	Application Form: Answer all questions			
N2	Correct Fee			
	This must be paid at the time the application is made or within 14 days of its receipt			
	Applications not paid within 14 days will be withdrawn by the Council and the file destroyed			
	No reminders will be sent			
N3	Ownership Certificates			
	Certificate A must be completed when the applicant is the sole owner of the site			
	Certificate B must be completed when the owner of the site is known to the applicant			
	Certificate C and D must be completed when some or none of the owners of the site are known			
N4	Agricultural Holdings Certificate			
N5	Article 6 Notices			
	If certificate B or C is used an Article 6 notice should be served on the owner.			
N6	Location Plan			
	This should:			
	Be Ordnance Survey Quality			
	Be at a scale of 1:1250 or for larger sites 1:2500			
	Show a North point			
	Show at least 2 road names & property numbers/names			
	Show a red edge around the application site which should include all the land required to carry			
	out the proposed development			
N7	Show a blue edge around any other land the applicant owns or has an interest in  Site Plans			
147	ARE ALWAYS required for:			
	Major Developments			
	Commercial / industrial extensions			
	New buildings (residential / commercial / industrial)			
	Householder extensions where the development displaces or alters existing parking			
	arrangements			
	<ul> <li>Householder extensions where extensions are in close proximity to neighbouring properties and/ or habitable room windows</li> </ul>			
	Development which will increase the demand for parking			
	Development which increases the number of bedrooms			
	Adverts where the advert is not fixed to a building			
	<ul> <li>Developments which have been subject to pre application advice where a site plan has been</li> </ul>			
	requested.			
	Existing and Proposed Site Plans should be at a scale of 1:500 or 1:200 and should:			
	Include the same information as the Location Plan and show:			
	<ul> <li>The proposed development in relation to the site boundaries and any existing buildings</li> </ul>			
	on site, or adjacent to it			
	Any buildings or structures to be demolished			
	Any roads, footpaths and public rights of way crossing or adjoining the site.  The existing and proposed access arrangements.			
	<ul> <li>The existing and proposed access arrangements</li> <li>The existing and proposed parking arrangements</li> </ul>			
	<ul> <li>The position of trees on or adjacent to the site. (If there are any a tree survey will be</li> </ul>			
	required (see L5)			
	The extent and type of any proposed hard surfacing			

- Any existing or proposed boundary treatments including walls/fencing where these
- Proposed bin/refuse storage arrangements

#### NOTE

Network Rail is a statutory consultee for any planning applications within 10 metres of relevant railway land (as the Rail Infrastructure Managers for the railway, set out in Article 16 of the Development Management Procedure Order) and for any development likely to result in a material increase in the volume or a material change in the character of traffic using a level crossing over a railway (as the Rail Network Operators, set out in Schedule 4 (J) of the Development Management Procedure Order.

#### N8 Floor Plans

#### Existing and proposed Floor Plans are needed for:

- Applications where new floor space is proposed
- Applications where a change in the use of floor space is proposed
- Advertisement Applications to show the position of the proposed advertisement

#### These should:

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

#### N9 Elevations & Roof Plans

#### Existing and proposed elevations are needed where:

- New elevations details are proposed
- Existing elevations are altered

#### These should:

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

#### **Elevations** are also required for Applications for Advertisement Consent to show:

- The size and position of the proposed advertisement in relation to the associated site and buildings
- The height above ground level
- The amount of projection
- The sections
- Proposed materials & colours
- The method of fixing

#### Roof Plans are needed where:

- A new roof is proposed
- An existing roof is altered

#### These should:

Be drawn to a recognised metric scale, preferably 1:50 or 1:100

They are not usually required to validate householder applications where the roof is a simple one with two planes or less. If a roof plan is required for such an application it will be requested by the case officer.

#### N10 Section Drawings are Needed:

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

#### These should:

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

#### N11 Design & Access Statement

#### Required for

- Major development both full and Outline
- Applications for development within a Conservation Area where the development consists of:
  - one or more dwellings; or
  - a building or buildings with a floor space of 100 square metres or more.
- Applications for Listed Building Consent

Design and Access Statements accompanying applications for listed building consent must include an explanation of the design principles and concepts that have been applied to the proposed works, and how they have taken account of:

- (a) the special architectural or historic importance of the building;
- (b) the particular physical features of the building that justify its designation as a listed building; and
- (c) the building's setting.

Unless the proposed works only affect the interior of the building, Design and Access Statements accompanying applications for listed building consent must also explain how issues relating to access to the building have been dealt with. They must explain the applicant's approach to access, including what alternative means of access have been considered, and how relevant Local Plan policies have been taken into account. Statements must also explain how the applicant's approach to access takes account of matters (a)-(c) above.

Design and Access Statements accompanying applications for listed building consent must provide information on any consultation undertaken, and how the outcome of this consultation has informed the proposed works. Statements must also explain how any specific issues which might affect access to the building have been addressed.

The new Local Plan (2021-37) (Policy CP8) will require a Design Review to take place at an early stage, where any proposed development is considered to have a significant impact on local townscape or landscape. Where Design Review has been requested, the Design and Access Statement should be used to summarise how the findings have informed evolution of the scheme's design.

#### N12 Environmental Statement

The planning authority screens development to assess whether or not the development is EIA development. This is done either as a separate screening opinion or as part of the application process. An Environmental statement will be required where

• Development is classed as EIA development under the provisions of:

# The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended)

- A development has been the subject of a previous screening opinion by the Council, and it's been determined that the development is EIA development
- A development has previously been refused permission because the development was screened as part of the application process and judged to be EIA development and no Environmental Statement was provided with the application

The Environmental Statement should provide details of how any adverse impacts on soils can be minimised. Further guidance is contained in the Defra Construction Code of Practice for the Sustainable Use of Soil on Development Sites.

Please check with the planning department if you require any further advice.

#### N13 Sustainable Urban Drainage Systems (SUDs) Plans -

#### Required for:

All Major developments

Pease see Annex G for further guidance and a proforma that should accompany your application.

#### N14 Fire Safety and High Rise Residential Buildings -

#### Required for:

All applications which involve the erection of a building which contains two more dwellings or educational accommodation and is more than 18 metres in height or 7 or more storeys in height require the submission of a fire statement.

The relevant submissions forms and details can be found below:

Planning application and fire statement forms: templates - GOV.UK (www.gov.uk)

#### LOCAL REQUIREMENTS

APPLICATIONS WILL BE MADE INVALID & DELAYED IF INFORMATION REQUIRED BY THE LOCAL LIST IS MISSING FROM THE SUBMISSION

#### L1 Details of any Pre-application Discussions

#### Not required for validation

However, if there has been pre application advice and the validation checklist issued as part of the pre-application process is not submitted together with all the requested information, the application may be delayed.

#### L2 Statement of Community Involvement

#### Required for:

- The following developments within or adjoining residential areas
  - Residential schemes of 50+ units
  - Retail, commercial & industrial schemes with a floor space of between 2000sqm on sites of 2 hectares or more
  - Educational, hospital leisure and recreation schemes on sites of 2 hectares or more
  - Schemes with 2 or more land uses on sites of 1.5 hectares
  - Changes of use of building(s) with a gross floor area of 1,500 sg m or more
  - o Any scheme requiring an Environmental Impact Assessment
- Major departures from the development plan
- EIA development
- Proposals which by virtue of their type or potential impact are likely to generate widespread interest within the community.eg.
  - Windfarms.
  - Telecommunications in a sensitive situation (eg. next to a school)
  - o Institutional uses likely to raise local concerns
  - Development on a valued open space

#### L3 Supporting Planning Statement

#### Required for:

- All 'Major' development
- Developments not in accordance with the Development Plan
- When requested during the pre -application process
- For wind turbine applications to include the following:
  - o Grid Reference
  - Details of wind speeds
  - Evidence of the feasibility of energy generation
  - A shadow flicker report
  - A visual amenity assessment
  - A highways plan showing the route to be used for the delivery
  - A hydrological & soil assessment report to establish whether the proposal would have an impact on the peat or hydrology of the area

#### L4 Structural Survey / Demolition & Method Statement

#### Structural surveys are required for:

- The conversion of barns or other buildings outside the urban area
- Applications for Listed Building Consent where requested during the pre-application process, or when structural alterations and/or demolition of any part of the building are proposed
- · Applications where the land is unstable
- A scaled cross section shall be provided where development is with 15m of the canal corridor showing the development relative to the canal infrastructure. The Canal & River Trust consultation zone can be checked here:

#### Demolition & Method statements are required for:

- Applications for prior notification for demolition
- Applications involving demolition or site clearance
- Demolition of relevant buildings in conservation areas

#### L5 Tree Survey/ Arboricultural Survey

#### Required for:

Development with the potential to affect trees where:

- · Trees are on site
- Trees are adjacent to the site and are within falling distance of the boundary
- Trees could be affected by construction work
- Trees could be affected by the delivery or storage of materials
- · Works to trees in conservation areas and TPO's

# L6 Ecological Surveys & Protected Species Statements (Including Bat, Barn Owl and Nesting Birds Surveys)

#### Ecological surveys are required for:

- SSSI or Sites of Local / National Biological importance
- Biological Heritage Sites
- Applications where it's been requested as part of the pre-application process.
- Sites falling within or adjacent to 'green infrastructure' designations on the Local Plan
- Barn conversions outside the urban area
- · Demolition of any building
- Work affecting roof spaces outside the urban area
- Removal of any tree or hedgerow
- Alteration to any watercourses
- Wind Turbine applications
- Where questions contained within the Protected Species proforma are answered 'yes'

#### Within the Urban Boundary an Ecological Survey may also be required for :

- Works to an existing roof
- Redevelopment of an already cleared site

Completing the Protected Species Proforma will establish whether an Ecological Survey will be required. The Protected Species Proforma is included within Appendix A. Applicants can check whether their proposals are within close proximity to internationally or nationally designated sites through Natural England's MAGIC mapping website: <a href="http://www.natureonthemap.naturalengland.org.uk/">http://www.natureonthemap.naturalengland.org.uk/</a>.

#### L7 Landscaping proposals

#### Required

- When requested as part of the pre-application process
- Landscape strategies are included either as supporting information or as part of Design and Access Statements or EIAs
- For sites that are considered to be particularly sensitive in landscape or visual terms we recommend that a Landscape and Visual Impact Assessment (LVIA) is undertaken. For example:
  - where large scale developments are proposed, particularly vertical developments;
  - where developments are within areas with a national or international landscape or landscape heritage designation (eg Areas of Outstanding Natural Beauty (AONBs));
  - o where developments may affect the settings of the above areas; or
  - o where developments will be visible from publicly accessible viewpoints

In other cases this will be requested during the determination process if required.

# L8 Statement of Proposed Heads of Terms (Section 106- Planning Obligations)

Required for:

The **Planning Obligations / Section 106 Statement** should be submitted for all major residential developments, and selected major non-residential developments when requested via the pre-application process for the following requirements:

- Highways impacts;
- Off-site affordable housing;
- Green Infrastructure / Public Open Space;
- · Education provision; and
- Biodiversity Net Gain.

Please note that the above list is not exhaustive and contributions could be requested for other matters arising during consultation on a planning application.

In addition, if a reduction in Section 106 contributions is being sought, a **Viability Appraisal** must be submitted as described above.

Further information can be found at Developer contributions | Blackburn with Darwen Borough Council

A Heads of Terms/viability form is available within Appendix B.

# L9 Affordable Housing (AH)/Highways impact/Green Infrastructure-Public Open Space/Education Provision and Biodiversity Net Gain Financial Appraisal/Viability Report (Section 106 - Planning Obligations)

#### Required:

• When requested as part of the pre-application process, or through the application process.

If the applicant feels that 20% AH is not viable, or any of the other requirements, a financial viability report/appraisal will be required. This must be in compliance with the HCA Development Appraisal Tool (DAT). Although this is not required to validate the application, it will be required to determine it and will delay the application or lead to the refusal of planning permission if not provided.

A Heads of Terms/Viability Form is appended within Appendix B.

#### L10 Vacant Building Credit

If Vacant Building Credit is being sought, a Vacant Building Credit Statement must be submitted alongside the relevant planning application in which a reduced affordable housing contribution is being sought. Within this statement the developer will need to submit the following information:

- Evidence that any referenced building is a 'Vacant Building'. A building will not be considered as 'vacant' if the building has been in continuous use for any six months during the last three years up to the date of the planning application is determined. The building must also be vacant at the time of the time the application is determined.
- Evidence a building on site is not an 'Abandoned Building' or vacated solely for redevelopment. The onus will be on the applicant to demonstrate this. The four factors the Council will consider are:
  - The physical condition of the building;
  - The length of time that the building had not been used;
  - Whether it had been used for any other purposes; and
  - The owner's intentions.

Information on the existing Gross Internal Floor Area (GIFA) against the proposed GIFA. GIFA is the area of a building measured to the internal face of the perimeter walls at each floor level. We will use the Royal Institution of Chartered Surveyors' (RICS) definition of GIFA for assessing VBC.

#### L11 Open Space Proposals

#### Required

• When requested as part of the pre- application process

In other cases this will be requested during the determination process if required.

#### L12 Transport Statement/Transport Assessment

Transport Assessments are required:

- When requested as part of the pre-application process
- For all 'Major' development
- In other cases this will be requested during the determination process if required.

<u>A Transport Assessment (TA)</u> is a comprehensive and systematic process that sets out transport issues relating to a proposed development. It identifies what measures will be required to improve accessibility and safety for all modes of travel, particularly for alternatives to the car such as walking, cycling and public transport and what measures will need to be taken to deal with the anticipated transport impacts of the development.

As a guide a TA will be required for major residential development of 50 dwellings or more, and for non-major developments, of developments where the new floorspace is greater than 1,000sqm.

#### Transport Statements are:

A simplified version of a Transport Assessment where it is agreed the transport issues arising out of development proposals are limited and a full Transport Assessment is not required. These are required:

• When requested as part of the pre-application process

<u>Paragraph 111 of the NPPF</u> advise that Local Planning Authorities must make a judgement as to whether a development proposal would generate significant amounts of movement on a case by case basis (ie significance may be a lower threshold where road capacity is already stretched or a higher threshold for a development in an area of high public transport accessibility).

In other cases this will be requested during the determination process if required.

#### L13 Green Travel Plan

#### Required:

- When requested as part of the pre-application process
- For all 'Major' development

For further guidance on what should be included in Travel Plans, please refer to National Planning Practice Guidance "Travel Plans, Transport Assessments and Statements"

In other cases this will be requested during the determination process if required.

# L14 Town Centre Uses: Retail Impact Assessments for out of centre developments. Required:

- When requested as part of the pre-application process
- For proposed 'Town Centre Uses' In accordance with Policy 29 of the Local Plan Part 2
- Where the proposed floor space is above the thresholds detailed in the summary below:

#### Town Centre Uses include:

- · Retail (including warehouse, clubs, & factory outlets)
- Leisure & entertainment (including cinemas, restaurants, drive through restaurants, bars, pubs, night clubs, casinos, health & fitness, indoor bowling & bingo)
- Offices (Use Class E, (g)(i))
- Arts, culture, tourism (including theatres, museums, galleries, concert halls, hotels and conference facilities

Location of development	Proposed floor space threshold	Centres required to be
	of any proposed 'town centre'	assessed for potential impact
	use	
Within 500m of any district	280 sq m	All district centres or local
centre boundary or a local		centres / parades of shops
centre or parade of shops		within 500m
Darwen Urban area (South of	500 sq m	Darwen Town centre plus all
M65)		district centres / local centres /
		parades of shops within 500m
Blackburn Urban Area (North of	1000 sq m	Blackburn town centre plus all
M65)		district centres / local centres /
		parades of shops within 500m

Development close to the boundary between Blackburn and Darwen meeting the floorspace thresholds may require impact assessments on both town centres.

#### L15 Flood Risk Assessments

#### Required:

- When requested as part of the pre-application process
- For all developments in Flood Zones 2 and 3 (not dormer extensions)
- For all development over 1ha in flood zone 1

You should follow the Environment Agency's Standing Advice if you're carrying out a flood risk assessment of a development classed as:

- a minor extension (household extensions or non-domestic extensions less than 250 square metres) in flood zone 2 or 3
- 'more vulnerable' in flood zone 2 (except for landfill or waste facility sites, caravan or camping sites)
- 'less vulnerable' in flood zone 2 (except for agriculture and forestry, waste treatment, mineral processing, and water and sewage treatment)
- 'water compatible' in flood zone 2

Where development is proposed within 8m of a designated main river, a Site Plan is required that clearly shows the 8m easement.

#### L16 Drainage Scheme

#### Required:

- When requested as part of the pre-application process
- Residential schemes of 10+ or, where the number of dwellings is not specified, a site area of Over 0.5 Hectares
- Retail, commercial & industrial schemes with a floor space of over 1000sqm or sites of over 1 hectare
- Educational, hospital leisure and recreation schemes on sites of over 1 hectare
- Schemes with 2 or more land uses on sites of over 1 hectare
- Changes of use of building(s) with a gross floor area of over 1,000sq m
- Where building is within the Canal & River Trust consultation zone <u>consent from Canal & River</u> Trust is required to discharge to the Canal

#### L17 Archaeological Assessment

#### Required:

- When requested as part of the pre-application process
- For all development affecting a known archaeological site (including Change of Use)

For reference: A known archaeological site is: a place (or group of physical sites) in which evidence of past activity is preserved (either prehistoric or historic or contemporary), and which has been, or may be, investigated using the discipline of archaeology and represents a part of the archaeological record. Sites may range from those with few or no remains visible above ground, to buildings and other structures still in use. The Historic Environment Record (HER) contains information on over 35,000 known sites across the county.

#### L18 Heritage Statement/ Heritage Impact Assessment

#### Required for:

- · Alteration or demolition of a Heritage Asset
- Alteration or demolition of any building in a Conservation Area (including householder)
- Works to a Historic Park or Garden
- Works affecting an area of archaeological interest
- Works to or demolition of a non-designated heritage asset
- Proposals affecting the setting of a Heritage Asset
- Suitable plan details, including cross sections and a Method Statement which involve any
  demolition, replacement or renovation of any historic fabric including works to walls/elevations,
  roof, windows and doors and specification of any joinery/masonry

#### L19 Refuse Storage Facilities / Recycling details

#### Required for:

- All new developments
- Amendments to the above
- Proposed extensions to non-residential property
- Proposed extensions preventing access to the rear of a property

This information is usually shown on the Proposed Site Plan

#### L20 Contaminated Land Survey

#### Required:

- If the development is on land that is known to be contaminated i.e. where the presence of contamination is already confirmed
- Land where contamination is suspect for all or part of the site i.e. where the land has a significant industrial history or is adjacent to land that has significant industrial history or the potential to produce ground gas
- A proposed use that would be particularly vulnerable to the presence of contamination i.e. where the development is for housing, school or residential institution

#### L21 Noise Impact Assessment

#### Required:

- · When requested as part of the pre-application process
- For Applications relating to Wind Turbines (See Appendix E)
- For noise generating proposals in close proximity to residential properties
- For residential development adjacent existing noise generating land uses

In other cases this will be requested during the determination process if required.

#### L22 Air Quality Assessment

#### Required:

- · When requested as part of the pre-application process
- When required by the Council's Air Quality Planning Advisory Note, with particular attention to Section 3.1 "classify the site a five step process" please see the below link

Air quality advisory note | Blackburn with Darwen Borough Council

#### L23 Odour Assessment

#### Required:

- When requested as part of the pre-application process
- For details of the 'Guidance note for developers control of odour and noise from kitchen exhaust systems' please contact <a href="mailto:publicprotection@blackburn.gov.uk">publicprotection@blackburn.gov.uk</a>

In other cases this will be requested during the determination process if required.

#### L24 Lighting scheme / light pollution assessment

#### Required:

- When requested as part of the pre-application process
- If biodiversity will be affected by the proposals
- If neighbouring occupiers will be affected by the proposals

In other cases this will be requested during the determination process if required.

#### L25 Crime Impact Statement

#### Required:

- When requested as part of the pre-application process
- If it meets any of the criteria on the list below

In other cases this will be requested during the determination process if required.

#### **Crime Impact Statements**

A Crime Impact Statement addresses crime risks and ways to remove/reduce them from the design of the proposed development. Applicants should be signposted to the Designing Out Crime Team at Lancashire Constabulary Headquarters in order to obtain a Crime Impact Statement - ALO@lancashire.pnn.police.uk.

In order to encourage Crime Prevention through Environmental Design into commercial and domestic developments, to reduce crime and increase public safety, a Crime Impact Statement should accompany an application if it meets any of the following points:-

#### If the development is;

- Residential developments (25 or more dwellings),
- Retail schemes (100sgm or more/more than 3 units,
- Office and Commercial developments,
- Educational Premises.
- Hotels.
- Nursing/care homes,
- · Religious buildings,
- Hospitals and other medicinal premises (including veterinary buildings and chemists),
- Banks and other financial premises.
- Licensed premises (alcohol & Registered Firearm Dealers),
- Student accommodation (NB: 20 units or more for conversion),
- ATM's (new, replacement and retrospective),
- Events and Leisure premises likely to attract large groups of people; with a particularly focus on counter terrorism measures.
- Houses in Multiple Occupation.
- Developers should consider applying for Secured By Design accreditation. Secured By Design focuses on crime prevention at the design, layout and construction stages of developments and promotes the use of security standards for a wide range of applications and products Secured by Design Secured by Design.

#### L26 Coal Mining Risk Assessment

#### Required for:

- Development (except Householder) which would cause ground disturbance within a high risk area
- When requested as part of the pre-application process

Further guidance on coal mining legacy and Coal mining Risk Assessments can be found at: https://www.gov.uk/guidance/planning-applications-coal-mining-risk-assessments

#### L27 Agricultural Statement

#### Required for:

- Proposed agricultural developments
- Proposed horticultural developments
- Proposed agricultural workers dwellings

An Agricultural Statement form is appended with Annex D.

#### L28 Energy Statement

#### Required:

- For major development proposing enhanced emissions reduction (above Building Regulation Standards)
- When requested as part of the pre-application process

The Council will be supportive of exemplar developments which demonstrate how particularly high standards of environmental performance can be achieved in accordance with the adopted Local Plan.

Further guidance on producing such a statement and demonstrating consideration of the energy hierarchy through scheme design will be provided through the Council's Climate Impact Framework (CIF) SPD.

#### L29 Met Office Assessment

Required for all wind turbine applications that are in the 20km consultation zone from our radar at Hameldon hill or other structures that are greater than the heights specified on the consultation map. A proforma will need to be completed. Details of which are available via the following link:

http://www.metoffice.gov.uk/media/pdf/8/0/developers\_proforma.pdf

#### L30 Sport England Assessment

There is a consultation guidance checklist prepared by Sport England.

Further information can be found on their website at: http://www.sportengland.org/playingfieldspolicy

#### L31 Development Affecting Public Health - Health Impact Assessment

Health Impact Assessments will be required for all developments which have the potential to impact on public health, with particular reference to obesity and related disorders, and illnesses associated with alcohol or smoking.

A Health Impact Assessment will be required for residential developments of 100 or more units, non-residential developments of 10,000m<sup>2</sup> or more and for other developments where the proposal is likely to have a significant impact on health and wellbeing. Where significant impacts are identified, measures to mitigate the adverse impact of the development will be provided and/or secured by planning obligations.

Please see the Planning for Health Supplementary Planning Document for more information.

Supplementary planning documents | Blackburn with Darwen Borough Council

The Health SPD Health Impact Assessment Screening Toolkit is included within Appendix C.

#### L32 Planning Applications Affecting Playing Field Land

Sport England recommends that planning applications affecting playing field land should provide sport specific information in line with the below checklist. This information will enable Sport England to provide a substantive response to applications on which it is consulted. It will also aid the LPA to assess an application in light of P.99 of the NPPF and relevant Local Plan policies.

The checklist presents the recommended requirements for all applications. It also indicates the information that Sport England recommends should be submitted where an applicant feels their development may meet with one of the exceptions to Sport England's New playing fields planning guidance | Sport England.

The checklist is available within Appendix F.

#### L33 Mineral Safeguarding Areas (Sites Within)

A key aspect of sustainable development is the conservation and safeguarding of non-renewable resources for future generations. As such it is important that non-minerals development does not needlessly prevent the future extraction of mineral resources. Lancashire contains a number of minerals of economic importance including limestone, sand and gravel, gritstone (sandstone), shallow coal, and brickshales. These mineral resources have been designated and protected as Mineral Safeguarding Areas (MSA) on the Policies Map through Policy M2 of the Joint Lancashire Minerals and Waste Site Allocation and Development Management Policies Local Plan (part of the Development Plan).

Applicants should assist the LPA in determining whether their application is in accordance with Policy M2 through the submission of appropriate information. This should be in the form of a mineral resource assessment, more details of which can be found in Appendix C of the above-mentioned plan. The level of detail should be appropriate to the scale and nature of the proposed development.

Further information on this is available to view here: Mineral-Safeguarding-Areas-Guidance-Note\_201505.pdf (lancashire.gov.uk)

#### L34 Fire Statement:

Required:

Planning applications for two or more dwellings or for educational accommodation of 18 metres or more in height (ignoring roof-mounted plant or plant rooms and measured from the ground level on the lowest side of the building to the top storey upper floor surface) or seven or more storeys (ignoring any storey which is below ground level and counted from the ground level on the lowest side of the building).

Further information:

https://www.gov.uk/guidance/fire-safety-and-high-rise-residential-buildings-from-1-august-2021

#### L35 Telecommunications Supplementary Information:

Required:

Planning applications for telecommunications equipment should be accompanied by the following:

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

#### L36 Biodiversity Net Gain Plan:

Required:

- All major developments (from January 2024)
- Other development (from April 2024)
- Any development of a site which supports a habitat of principle importance

Where a Net Gain Assessment is required the information must be calculated using the latest biodiversity metric published by Natural England.

At the time of writing the main biodiversity metric can be found online at:

The Biodiversity Metric 4.0 - JP039 (nepubprod.appspot.com)

The Small Sites Metric can be found at: The Small Sites Metric (Biodiversity Metric 4.0) - JP040 (nepubprod.appspot.com)

In summary, where the Metric is required if should be submitted as follows:

- Excel document
- Are the sufficient details on start page? Date of assessment, assessor?
- No red boxes should be present;

DLUHC intends to amend the national validation requirements in the DMPO so that applications for BNGeligible development proposals are accompanied by a certain level of BNG information (e.g. the predevelopment biodiversity value). The precise form and contents of this information is to be decided, though is likely to be broadly in line with what was set out in the consultation.

#### L37 Climate Impact Framework (CIF): (once the SPD is adopted, and CIF form is available)

#### Required:

- Major residential developments
- Major commercial developments
- Minor residential developments (subject to the outcome of consultation on the draft CIF)

The Council is consulting on a <u>draft SPD</u> in the autumn of 2023, and is expecting to have a final CIF SPD available following adoption of the new Local Plan (2021-2037), expected in early 2024. Some requirements of the CID remain subject to the outcome of that consultation, including whether minor residential developments should be required to complete and submit a CIF, and any applicable transitionary periods which should apply. These requirements will be confirmed through the final CIF SPD. .

A link to the online CIF form will be provided below when available.

#### L38 Self-build and Custom House Building

Planning applications for self-build and custom housing must complete the registration form below;

Self-Build-Register-Form.pdf (blackburn.gov.uk)

#### L39 Natural Capital Assessment

#### Required:

- When requested as part of the pre-application process
- Where the nature or scale of a proposal merits

Further information and detail will be provided through the Council's Natural Environment SPD that will support the new Local Plan (2021-2037) Core Policy 6 (CP6) and be prepared in 2024.

#### L40 Public Water Supply Risk Assessment

#### Required:

- When requested as part of the pre-application process
- Where proposals for development are located on catchment land use for public water supply

Local Plan (2021 - 2037) Policy DM12

# **APPENDICES**

Appendix A – Protected Species Proforma

Appendix B - Heads of Terms Proforma

Appendix C - Health SPD Health Impact Assessment Screening Toolkit

Appendix D – Agricultural Development Proforma

Appendix E – Wind Turbines application requirements

 $\frac{\text{Appendix F}}{\text{Planning applications affecting playing field land}} - \text{validation} \\ \text{requirements}$ 

Appendix G - North West SuDs Pro Forma

Appendix A



#### PROTECTED SPECIES STATEMENT: BATS, BARN OWLS AND NESTING BIRDS

The presence of protected species is a material consideration in the determination of planning applications and the Council must assess, prior to making a decision on your planning application, whether any protected species are likely to be affected by development and if a full ecological survey is required.

Please complete and return this statement which forms part of that assessment.

Application number ...../...... (If known)

Please note that if this information is not provided it may delay the application or lead to the refusal of planning permission.

Applicant Name & Address			
Agents Name & Address			
Site address of Proposed			
Development			
Name:	Signed:	Date:	

Does the proposal affect an agricultural building? (farmhouse, barn or outbuilding)	Yes / No
Is the development site a pre 1960's building within 200m of woodland & or water?	Yes / No
Is the development site constructed with weather boarding & / or hanging tiles within 200m	Yes / No
of woodland &/or water?	
Is the development site a pre 1914 building within 400m of woodland/water?	Yes / No
Is the development site a pre 1914 building with a gable end or slate roof?	Yes / No
Is the development site adjacent to woodland or water?	Yes / No
Does the development affect any chimney, bridge or underground structure?	Yes / No
Does the proposal involve floodlighting of any church, listed building or green space within	Yes / No
50m of woodland, field or hedgerow?	
Does the proposal involve felling or lopping woodland / hedgerows?	Yes / No
Is the proposal within 200m of a river, stream, canal or other waterway?	Yes / No
Have any bats, barn owls, or nesting birds been seen on or close to site?	Yes / No
Have any bats, barn owls or nesting birds been seen within the affected property.	Yes / No



#### **PLANNING OBLIGATIONS / SECTION 106 STATEMENT**

All applicants should complete Section 1.

If the Section 106 requirements are accepted in full, please complete Section 2.

If a reduction in Section 106 contributions is being sought, on grounds of financial viability or otherwise, please complete Section 3.

#### **SECTION 1**

A 1: .: AI 1 (:C1 )	
Application Number (if known)	
Applicant Name and Address	
Agents Name and Address	
, Agents Hame and Address	
Development Address	
Development Description	
Name and Address of Land	
Name and Address of Land Owner	
Owner	
Name and Address of Land	
Owners Agent	

#### **SECTION 2**

If the Section 106 requirements are accepted in full:

Confirmation of whom to send the draft Section 106 agreement documentation for intitial	
approval.	
Name and Address of Applicant's	
Solicitor	

#### **SECTION 3**

If a reduction in Section 106 contributions is being sought, on the grounds of financial viability or otherwise, please submit a **Viability Appraisal** with your planning application.

The Council will issue an invoice to cover the costs of reviewing the Viability Appraisal, at the rate published on the Blackburn with Darwen website. Please provide a name, postal address and email address for the invoice.	
If applicable, please briefly confirm the reduction in contributions requested, and the reasons why.	



# Health Impact Assessment Screening Tool

Project, programme of policy ("development/activity") to b	e assessed:
What is the development for? What is the context, history a	and/or background?
Does this development have the potential to impact on hea	lth? Explain
*If no health impacts are identified then the screening does not need that this has been discussed with the appropriate Planning discontinuation*	· · · · · · · · · · · · · · · · · · ·
Does the activity concern any of the following determinants	
Lifestyle	Yes 🗆 No 🗆
Physical environment	Yes 🗆 No 🗆
Social / economic environment	Yes □ No □
Other, please specify	
What are the potential positive impacts?	
what are the potential positive impacts.	

What are the potential negative impacts?
What are the assumptions/risks embedded in or underpinning the development?
Are there any external factors which identify the nature and extent of the impacts on
health for this type of development (e.g. research; policy changes etc.)
List the groups most likely to be affected by this proposal
What are some of the potential equity issues?
What (if any) are the mitigation measures proposed?
Proposed.

## **CHECKLIST**

Answers	Answers To your knowledge	
favouring doing	ng doing	
an HIA	doing a HIA	
	Health impacts	
☐ Yes ☐ Not sure	Does the development affect health directly?	□ No
☐ Yes ☐ Not sure	Does the development affect health indirectly?	□ No
☐ Yes ☐ Not sure	Are there any potential serious negative health impacts that you currently know of?	□ No
☐ Yes ☐ Not sure	Is further investigation necessary because more information is required on the potential health impacts?	□ No
□ No	Are the potential health impacts well known and is it straightforward to identify effective ways in which beneficial effects can be maximised and harmful effects minimised?	□ Yes
	Community	
☐ Yes ☐ Not sure	Is a large proportion of the population likely to be affected by the development (over 25% of the resident population)?	□ No
☐ Yes ☐ Not sure	Are there any socially excluded, vulnerable, disadvantaged groups likely to be affected?	□ No
☐ Yes ☐ Not sure	Are there any community concerns about any potential health impacts?	□ No
	Initiative	
☐ Yes ☐ Maybe	Is there some reason to suspect that health issues not	□ No
	considered in the planning process of this initiative might become more visible by doing an HIA?	
☐ Yes ☐ Maybe	Is the cost of the development high (over £100,000)?	□ No
☐ Yes ☐ Maybe	Is the nature and extent of the disruption to the affected population likely to be major?	□ No
	Organisation	
☐ Yes	Is the development a high priority/important for the organisation/partnership?	□ No
☐ Yes ☐ Maybe	Are the individuals and organisations with a stake in this development likely to buy into the HIA process?	□ No
☐ Yes ☐ Maybe	Is there potential to change the proposal? Will there be any other similar proposals in the future?	□ No
FOR =	TOTAL	AGAINST =

## Choosing which HIA to do

Health Impact Statement	Type of HIA	Comprehensive
☐ Yes	Is there only limited time in which to conduct the HIA?	□ No
□ Yes	Is there only limited opportunity to influence the decision?	□ No
☐ Yes	Is the timeframe for the decision-making process set by external factors beyond your control?	□ No
□ Yes	Are there only very limited resources available to conduct the HIA?	□ No

Is a HIA appropriate?		□ Yes	□ No
Why or why not?			
If yes, what type and how?			
Recommendations / comments			
Completed by:	Date:		

Annex D



#### **AGRICULTURAL STATEMENT**

#### TO BE USED FOR:

- Proposed agricultural developments
- Proposed horticultural developments
- Proposed agricultural workers dwellings

Applicant Name:			
Application site			
Proposed Development			
Previous Applications			
1. Land Owned			
Rented			
Short-term			
Land use: Pasture	Meadow	Crop	.Crop
Land Quality (DA/SDA/NVZ)			
2. Enterprise			

In-calf heife	rs	Bulling	heifers	Calvir	ng
Young stock	k			Milk Quota .	
Beef Breed	_	er Cows			
Calving		Heifers	i	Calves.	
	_	Cattle (ages)			
Calves		. Age at purchase .		. Age at sale	
		. Age at purchase .		. Age at sale	,
Bulls				. Age at sale	······
Bulls Sheep: Ped	ligree/com	mercial.			
Bulls Sheep: Ped Breeding ev	ligree/com	mercial. Lambs	Store	sheep Store I	_ambs
Bulls  Sheep: Ped Breeding ev Lambing pe	ligree/com	mercial. Lambs	Store		_ambs
Bulls Sheep: Ped Breeding ev	ligree/com	mercial. Lambs	Store	sheep Store I	_ambs
Bulls Sheep: Ped Breeding ev Lambing pe	ligree/com	mercial. Lambs	Store	sheep Store I	_ambs
Bulls Sheep: Ped Breeding ev Lambing pe	ligree/com	mercial. Lambs	Store	sheep Store I	_ambs
Bulls Sheep: Ped Breeding ev Lambing pe	ligree/com	mercial. Lambs	Store	sheep Store I	_ambs
Bulls  Sheep: Ped Breeding ev Lambing pe	ligree/com	mercial. Lambs	Store	sheep Store I	_ambs
Bulls Sheep: Ped Breeding ev Lambing pe Other	ligree/comves	mercial Lambs	Store	sheep Store I	_ambs

Misc						
Existing Dwellin	ngs					
Other Propertie	es (incl.	occupiers)			<u> </u>	
Previously own	ed prop	perties				
Available prope		locality				
4. Proposed D	evelop	oment/Applicant'(	s) Commen	ts		
Need						
Siting						
Design						
Future Plans						
5. Financial D	etails					

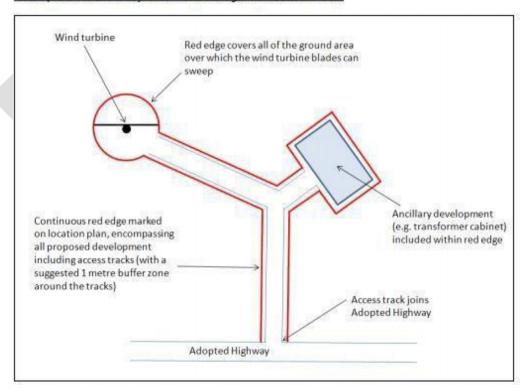
7. Farm Buildings	f existing farm buildings and their uses)
(Please give details of	existing farm buildings and their uses)

#### **Wind Energy Applications**

Applicants should ensure that applications include each of the items contained in the following list:

- 1. A completed application form and the correct certificates
- 2. The correct planning application fee
- 3. Location Plan at 1:1250 or 1:2500 scale
- 4. Site / Block Plan at 1:250 or 1:500 scale
- 5. Elevation Plans of Turbines and Ancillary Equipment at 1:50 or 1:100 scale
- 6. Transport Statement
- 7. Landscape and Visual Impact Assessment
- 8. Planning Statement/ Heritage Statement
- 9. Photomontage and/or Wireframe Diagrams
- 10. Zone of Theoretical Visibility (ZTV) Maps
- 11. Public Rights of Way Map
- 12. Ecological Assessment
- 13. Noise & Shadow Flicker Assessment
- 14. Pre-application Community Consultation (IF REQUIRED)
- 15. Coal Mining Risk Assessment (IF REQUIRED)
- 16. Details of Decommissioning Bond / Arrangements (IF REQUIRED)
- 17. Details of proposed Community Benefits (IF REQUIRED)
- 18. Environmental Statement / Environmental Impact Assessment (IF REQURED)
- 19. Details of impacts on communications

#### Example of a Correctly Drawn Red Edge on Location Plan



The radius of the ZTV maps required depends on the proposed height of the turbine(s) in the application 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

Appendix F



# Checklist of Recommended Information Requirements for planning applications affecting playing field land

In addition to the national validation requirements set out within the Government's Planning Practice Guidance, Sport England recommends that planning applications affecting playing field land should provide sport specific information in line with the below checklist. This information will enable Sport England to provide a substantive response to applications on which it is consulted. It will also aid the LPA to assess an application in light of P.99 of the NPPF and relevant Local Plan policies.

The checklist presents the recommended requirements for all applications. It also indicates the information that Sport England recommends should be submitted where an applicant feels their development may meet with one of the exceptions to <a href="Sport England's Playing Fields Policy">Sport England's Playing Fields Policy</a>.

Document	Presenting details on				
	Required for all applications				
Consultation Notice	<ol> <li>The development proposed (description), timescales, case officer contact details and how information can be viewed.</li> </ol>				
Existing site plan	Extent of the playing field as defined by <u>The Town and Country Planning</u> (Development Management Procedure) (England) Order 2015				
	Location and nature of existing buildings.				
	Location and nature of existing sports facilities     (including the layout of summer and winter playing pitches).				
	<ol> <li>Significant features (e.g. trees, slopes, paths, fences, sewers) 1.</li> </ol>				
	<ol> <li>Existing levels across the site¹.</li> </ol>				
Proposed					
site plan	<ol> <li>Extent of playing field area to be lost (including the area covered by t proposed development and any associated works e.g. landscaping).</li> </ol>				
<ol><li>Location and nature of all existing sports facilities (clearly showill locations from the existing plan).</li></ol>					
	10. Any changes to existing features and levels1.				
Supporting	11. Extent of playing field area to be lost (area in hectares and see point 8 above).				
Statements	12. Reason for the chosen location and alternatives considered.				
	<ol> <li>Any proposed changes in the provision of indoor and outdoor sports facilities on the site (including ancillary facilities).</li> </ol>				
	Required in relation to specific policy exceptions	Exceptions			
Drawings	<ol> <li>Internal layouts and elevations for proposed new, extended or enhanced sports facilities (including relevant ancillary facilities)<sup>1</sup>.</li> </ol>	2,4 & 5			
Supporting Statements	<ol> <li>Current and recent users of the playing field and the nature and extent of their use.</li> </ol>	1,4 & 5			
	16. How the development fits with the findings of any relevant assessment of need and/or sports related strategy (a copy of, or a web link to, the assessment or strategy should be provided) <sup>1 2</sup> .	1,4&5			
	<ol> <li>How the development will be of benefit to sport (including benefit to existing and potential users) <sup>2</sup>.</li> </ol>	2,4 & 5			
	18. The specification of any ancillary facilities e.g. floodlights <sup>1</sup> .	2,4 & 5			
	<ol> <li>The specification of any Artificial Grass Pitch and reason for the chosen surface type<sup>2</sup>.</li> </ol>	4 & 5			
	<ol> <li>How any replacement area of playing field and ancillary facilities will be delivered (including to what timescale).</li> </ol>	4			
	<ul> <li>21. How, for any replacement area of playing field, equivalent or better quality will be achieved and maintained, including<sup>3</sup>:</li> <li>a. An assessment of the performance of the existing area;</li> <li>b. The programme of works (including pitch construction) for the creation of the proposed replacement area;</li> <li>c. A management and monitoring plan for the replacement area.</li> </ul>	4			

<sup>&</sup>lt;sup>1</sup>. Level of detail to be proportionate to the nature of the development and its impact on the playing field.

Note: As set out within the Government's Planning Practice Guidance any plans or drawings must be drawn to an identified scale, and in the case of plans, must show the direction of north. Although not a requirement of legislation, the inclusion of a linear scale bar is also useful, particularly in the case of electronic submission.

<sup>&</sup>lt;sup>2</sup>. Relevant for Exception 4 where the loss of an area of playing field with a natural grass surface is proposed to be replaced elsewhere by a new area of playing field with an artificial surface.

<sup>&</sup>lt;sup>3</sup>. All details should be undertaken and developed by a suitably qualified and experienced sports turf consultant, satisfy appropriate Sport England and NGB design guidance, and have regard to Sport England's 'Equivalent Quality Assessment of Natural Turf Playing Fields' briefing note.



# BLACKBURN WITH DARWEN BOROUGH COUNCIL SuDS PRO-FORMA

This Pro-forma is endorsed by the North West Regional Flood and Coastal Committee, including representatives from Lead Local Flood Authorities, Highway Authorities, United Utilities and the Environment Agency

## NORTH WEST SuDS PRO-FORMA

This pro-forma is a requirement for any planning application for major development<sup>1</sup>.

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

Your sustainable drainage system should be designed in accordance with <u>CIRIA The SuDS Manual C753</u> and any necessary adoption standards.

#### **HOW TO COMPLETE**

Blue Box	Instruction/ Question	
Orange Box	Evidence Required	
White Box	To be completed by Developer / Consultant	

- 1. Complete ALL white boxes
- 2. Submit this pro-forma to the Local Planning Authority, along with:
  - Sustainable Drainage Strategy
  - Site Specific Flood Risk Assessment (if required)
  - Minimum supporting evidence, as indicated in orange boxes of this pro-forma.

#### **GUIDANCE TO SUPPORT YOU**

The pro-forma should be completed in conjunction with 'Completing your SuDS Pro Forma Guide.'

The pro-forma can be completed using freely available tools such as <u>Tools for Sustainable Drainage Systems</u> or appropriate industry standard surface water management design software.

<sup>&</sup>lt;sup>1</sup> as defined in Section 2 of <u>Statutory Instrument 2015 No. 595</u> or on sites in Critical Drainage Areas.

#### **SECTION 1.** APPLICATION & DEVELOPMENT DETAILS

Planning Application Reference (if available)		
State type of planning application i.e. Pre-application, Outline, Full, Hybrid, Reserved Matters* *Information only required if drainage is to be considered as part of reserved matters application		
Developer(s) Name:		
Consultant(s) Name:		
Development Address (including postcode)		
Development Grid Reference (Eastings/Northings)		
Total Development Site Area (Ha)		
Drained Area (Ha)* of Development		
Please indicate the flood zone that your development is in. Tick all that apply.  Based on the Environment Agency Flood Map for Planning and the relevant Local Authority  Strategic Flood Risk Assessment (to identify Flood Zones 3a/3b).	Flo Flo	ood Zone 1 $\square$ od Zone 2 $\square$ od Zone 3a $\square$ od Zone 3b $\square$
What is the surface water risk of the site? Tick all that apply.  Based on the Environment Agency Surface Water Flood Map.		High □ Medium □ Low □
Have you submitted a Site Specific Flood Risk Assessment (FRA)?  See separate guidance notes for clarification on when a FRA is required	Yes □	No □
Have you submitted a Sustainable Drainage Strategy?	Yes □	No □
Does your drainage proposal provide multi-functional benefits via SuDS?	Yes □	No □
Expected Lifetime of Development (years)  Refer to Planning Practice Guidance "Flood Risk and Coastal Change" Paragraph 026		
Development Type:		State Proposed Number of Units
Greenfield Site		
Site is wholly undeveloped, and a new drainage system will be installed		
Previously Developed/ Brownfield Site	_	
<ul> <li>Site is already developed, and the <u>entirety</u> of the existing surface water drainage system will be used to serve the new development (evidence must be provided to prove existing surface water drainage system is reusable); <u>OR</u></li> </ul>		
<ul> <li>Where records of the previously developed system are not available so that the hydraulic characteristics of the system cannot be determined or where the drainage system is not in reasonable working order i.e. broken, blocked or no longer operational for other reasons.</li> </ul>		
Please list any relevant document and or drawing numbers (including		
revision reference) to support your answers to Section 1.		
		·

#### **SECTION 2: IMPERMEABLE AREA AN D EXISTING DRAINAGE**

	Existing (E)	Proposed (P)	Change (P – E)	
State Impermeable Area (Ha)				
Evidence Required: Plans showing development layout of site with existing and proposed impermeable areas.				

	e there existing sewers, watercourses, water bodies, highway drains, soakaways or er drains on the site?	Yes □	No □ Don't Know □
Evi	dence Required:		
Plan(s) showing existing layout to include all:			П
•	Watercourses, open and culverted		
•	Water bodies – ponds, swales etc.		
•	Sewers, including manholes		
•	Highway drains, include manholes, gullies etc.		
•	Infiltration features - soakaways, filter drains etc.		

#### **Drainage Design** <u>Outline planning applications</u> should be able to demonstrate that a suitable drainage system is achievable. All other type of planning application should provide full details or reference to previous planning application where drainage details have been submitted or approved. Select which design approach you are taking to manage water quantity (refer to Section 3.3 SuDS Manual) Approach 1 – Volume control / Long Term Storage (Technical Standards S2/3, S4/5) П The attenuated runoff volume for the 1 in 100 year 6 hour event (plus climate change allowance) is limited to the greenfield runoff volume for the 1 in 100 year 6 hour event, with any additional runoff volume utilising long term storage and either infiltrated or released at 2 l/s/ha The discharge rate for the critical duration 1 in 1 year event is restricted to the 1 in 1 year greenfield runoff The discharge rate for the critical duration 1 in 100 year event (plus climate change allowance) is restricted to the 1 in 100 year greenfield runoff rate Approach 2 – Qbar (Technical Standards S6) Justification has been provided that the provision of volume control/long term storage is not appropriate and an attenuation only approach is proposed. All events up to the critical duration 1 in 100 year event (plus climate change allowance) are limited to Qbar (1 in 2 year greenfield rate) or 2 l/s/ha, whichever is greater. **Evidence Required:** Plans showing: П Existing flow routes and flood risks Modified flow routes Contributing and impermeable areas Current (if any) and proposed 'source control' and 'management train' locations of sustainable drainage components (C753 Chapter 7) Details of drainage ownership Details of exceedance routes (Technical Standards S9) Topographic survey

Locations and number of existing and proposed discharge points

note consideration should be given to manage surface water from both impermeable and permeable surfaces (including gardens and verges) likely to enter the drainage system.						
Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 2.						
	SECTION 3: PEAK RUNOFF <u>RATES</u> — TECHNICAL STANDARD S S 2, S3 AND S 6 (UNLESS S 1 APPLIES)					
Rainfall Event	Existing Rate (I/s)	Greenfield Rate (I/s)	Proposed Rate (I/s) Previously developed sites - In line with S3 should be equivalent to Greenfield runoff rates – discuss with LLFA if this is not achievable pre-application			
<b>Qbar</b> (Approach 2)						
1 in 1 Year Event (Approach 1)						
1 in 30 Year Event						
1 in 100 Year Event* (Approach 1)						
* Total discharge at the 1 in 100 year rate should be restricted to the greenfield runoff volume for the 1 in 100 Year 6 hour event with additional volumes (long-term storage volume) released at a rate no greater than 2 l/s/ha where infiltration is not possible. The climate change allowance should only be applied to the proposed rate and not the existing or greenfield rate.						
Evidence Required:  Methodology used to calculate peak runoff rate clearly stated and justified.						
Impermeable areas plan, supported by topographical survey confirming positive drainage.						
Hydraulic calculations and details of software used.						
State the hydraulic method used in your calculations (Refer to Table 24.1 of The SuDS Manual)						

Please list any relevant document and or drawing numbers (including revision

reference) to support your answers to Section 3.

# **SECTION 4:** DISCHARGE <u>VOLUME</u> – TECHNICAL STANDAR DS \$4, \$5 AND \$6 (UNLESS \$1 APPLIES)

Rainfall Event	Existing Volume (m³)	Greenfield Volume (m³)	Proposed Volume (m³)	
1 in 100 Year 6 Hour Event (Approach 1)				
Does the below statement apply to your development proposal?  Long term storage is not achievable on this site and, in accordance with S6 of the Non Statutory Technical Standards for SuDS, the surface water discharge rates for events up to and including the 1 in 100 year critical event are limited to Qbar (Approach 2)  Yes □ No □				
Evidence Required: Approach to managing the quantity of surface water leaving the site clearly stated and justified				
Methodology used to calculate discharge volume clearly stated and justified.				
Hydraulic calculations and details o				
Please list any relevant document and or drawing numbers (including revision reference)				

#### **SECTION 5:** STORAGE – TECHNICAL STANDARDS S 7 AND S 8

State climate change allowance used (%)	
State housing density (houses per ha)	
State urban creep allowance used (%)	
Evidence Required: State / used in appropriate industry standard surface water management design software.	
State storage volume required (m³) (excluding non-void spaces)	
Must include an allowance for climate change and urban creep	
Have you incorporated interception into your design?	
(Refer to Chapter 24 of The SuDS Manual C753)  Where possible, infiltration or other techniques are to be used to try and achieve zero discharge to	Yes □ No □
receiving waters for rainfall depths up to 5mm.	
Evidence Required:  Drainage plans showing location of attenuation and all flow control devices and supporting calculations.	
Summarise how storage will be provided for 1 in 30 year event on site.	
Storage must be designed to ensure that at no flooding occurs onsite in a 1 in 30 year event except in designed areas <u>and</u> no flooding occurs offsite in a 1 in 100 year (plus climate change allowance) event.	
Summarise how storage will be provided for 1 in 100 year (plus climate change) event on site.	
Where storage above the 1 in 30 year rainfall event is provided in designated areas designed to	
accommodate excess surface water volumes, plans showing storage locations and surface water depths	
and supported by calculations used in appropriate industry standard surface water management design software. It is important to run a range of duration events to ensure the worst case condition is found	
for each drainage element on the site	
Evidence Required:	
Plans showing size and location of storage and supporting calculations. Where there is controlled flooding, extents and depths must be indicated.	
	1
Please list any relevant document and or drawing numbers (including revision	
reference) to support your answers to Section 5.	

#### **SECTION 6:** WATER QUALITY PROTE CTION

Contaminated surface water run-off can have negative impacts on the quality of receiving water bodies	. The
potential level of contamination will influence final the design of an appropriate treatment train as part of	your
sustainable drainage system.	

Is the proposal site known to be or potentially contaminated?			Yes □	No□
	• If the site is contaminated, it should be demonstrated that the sustainable drainage system will not increase the risk of pollution to controlled waters though the mobilisation of contaminants and/or creation of new pollution pathways.			
Confirm the P	ollution Haz	ard Level of the proposed development - Tick <u>ALL</u> that apply		
Refer to Pollut guidance.	ion Hazard I	ndices for different Land Use Classifications in Table 26.2 of The SuDS N	Aanual C753 j	for further
<b>Pollution Ha</b> Tick <u>ALL</u> th		Surface water run-off from the proposed development will drain from	om:	
VERY LOW		Residential roofs		
LOW		<ul> <li>Other roofs (typically commercial/industrial roofs)</li> <li>Individual property driveways, residential car parks, low traffic road home-zones and general access roads)</li> <li>Non-residential car parking with infrequent change (e.g. schools, off movements/day</li> </ul>		
MEDIUM	Commercial yard and delivery areas			
Sites with heavy pollution (e.g. haulage yards, lorry parks, highly frequented lorry approaches to industrial estates, waste sites)     Sites where chemicals and fuels (other than domestic fuel oil) are to be delivered, handled, stored, used or manufactured     Industrial sites     Trunk roads and motorways¹				
· · · · · · · · · · · · · · · · · · ·		tion Hazard Level is 'Very Low' or 'Low', has the sustainable assessed and appropriate mitigation measures included?	Yes □	No□
	· ·	ment has a very low or low polluting potential, you should design your sus propriate treatment train in accordance with The SuDS Manual (C753).	tainable drain	age
If the development's Pollution Hazard Level is 'Medium' or 'High', is the application supported by a detailed water quality risk assessment?				
<ul> <li>If the proposed development has a high polluting potential, a detailed risk assessment will be required to identify an appropriate SuDS treatment train and ensure compliance with Paragraph 170 of the National Planning Policy Framework.</li> <li>If the proposed development has a medium polluting potential, a detailed risk assessment may be required depending on the nature, scale and location of the development.</li> </ul>				
Has pre-application advice on water quality been obtained from the Environment Agency? Yes □ No□				
If YES, provide	e details:			

<sup>&</sup>lt;sup>2</sup> Motorways and trunk roads should follow the guidance and risk assessment process set out in Highways Agency (2009).

Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 6.	

#### SECTION 7: DETAILS OF YOUR SUS TAINABLE DRAINAGE SYSTEM

#### a) Function of your Sustainable Drainage System

Do your proposals store rainwater for later use (as a resource)?	Yes □ No □
<b>Evidence Required:</b> Please provide a brief sentence in the adjacent white box to describe how this function has been achieved.	
Do your proposals promote source control to manage rainfall close to where it falls? (e.g. promoting natural losses through soakage, infiltration and evapotranspiration)	Yes □ No □
<b>Evidence Required:</b> Please provide a brief sentence in the adjacent white box to describe how this function has been achieved.	
Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 7a.	

#### b) Hierarchy of Drainage Options – Planning Practice Guidance

The proposed method of discharge are set out within order of priority. Generally, the aim should be to discharge surface run off as high up the following hierarchy of drainage options as reasonably practicable.

Proposed method of surface water discharge			Is this proposed?	
Hierarchy Level 1: Into the ground (via infiltration)			Yes □ No □	
If YES - Evidence Required				If NO – Evidence
				Required
				Tick ALL that apply
	A. Completed Infiltration Checklist		A	Site investigation to demonstrate that the ground is not free
	from The SuDS Manual (C753)			draining.
	Appendix B			Test results to be provided in accordance with:
	An editable version of this form is available			<ul> <li>The methodology within BRE 365 (2016), <u>OR</u></li> </ul>
	on SusDrain website.			<ul> <li>Falling head permeability tests BS EN ISO 22282-2:</li> </ul>
				2012
	B. British Geological Survey		В. І	NOTE: where an applicant is unable to access a site to undertake
_	(BGS) Infiltration SuDS Map			testing, e.g. where unable to access a site for an outline
				application, they can submit a <u>SuDS GeoReport</u> or
				similar.
	C. Infiltration testing to BRE 365 (2016)		C.	Evidence to confirm that infiltration to ground would result in
	or falling head permeability tests to			a risk of deterioration to ground water quality.
	BS EN ISO 2228-2: 2012 (optional for			
	outline)			
	'Plan B' sustainable drainage plan and		D.	Geotechnical advice from a competent person* which
	statement of approach with an alternative			determines that infiltration of water to ground would pose an
	discharge method, in case infiltration			unacceptable risk of geohazards to the site and/or local area.
	proposals are proven not feasible upon			

	further site specific ground investigation e.g. to consider seasonal variations to groundwater.		*Note: Competent person may include a Chartered Engineer, Chartered Geologists, Registered Ground Engineering Professionals (RoGEP).			
Proposed	d method of surface water discharge			Is this proposed?		
	Hierarchy Level 2: To a surface water body (select type)		Yes □ No □ N/A □			
NOTE: Consent from LLFA or Permit from Environment Agency may be required and also consent from Canal & River Trust to discharge the canal would be required – refer to guidance and Document Library   Canal & River Trust (canalrivertrust.org.uk)		псу	☐ Main river ☐ Canal ☐ Ordinary watercourse ☐ Other water body			
	If YES - Evidence Required			If NO – Evidence Required  Tick ALL that apply		
	Surface water body / watercourse survey and report		Plan sho	wing nearby watercourses and waterbodies		
	and report		AND			
			Stateme	nt providing justification in your Sustainable Drainage Strategy		
				te: Where discharge of any element in the hierarchy is discounted, an olicant should provide justification. If the reasoning for discounting a charge of surface water to watercourse relates to issues associated th third party land or the securing of any other required consent, it		
		dischar				
			may be r	rea party land of the securing of any other required consent, it recessary for the applicant to provide evidence to the local ag authority to support their proposed approach.		
Proposed	d method of surface water discharge			Is this proposed?		
Hierarch	Hierarchy Level 3: To a surface water sewer or highway drain			Yes □ No □ N/A □		
(select typ	(select type)			☐ Surface water sewer ☐ Highway drain		
	If YES - Evidence Required			If NO – Evidence Required  Tick ALL that apply		
	Written correspondence from Water and Sewerage Company/ Highway Authority regarding proposed connection.	☐ Plan s		wing nearby sewers and highway drains		
			AND Statement providing justification in your Sustainable Drainage Strategy			

Proposed method of surface water discharge		Is this proposed?		
Hierarchy Level 4: To combined sewer		Yes □ No □ N/A □		
If YES - Evidence Required		If NO – Evidence Required		
	Written correspondence from Water and Sewerage Company	N/A		

Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 7b.



### c) Proposed SuDS Component Types

	Tick ALL that apply				
Within property boundary	☐ Rainwater harvesting ☐ Green/ blue roofs		☐ Pervious pavements [Type: A ☐ B ☐ C ☐]	☐ Soakaway	☐ Bio retention systems
			Tick ALL that apply		
	☐ Infiltration systen	n	☐ Filter strips	☐ Filter drains	☐ Swales
Within	[ <b>Type:</b> $\square$ Surface level $\square$ Below ground]		E Tittel Strips		- Swales
development site boundary	☐ Bio retention system	☐ Detention basins	☐ Ponds and wetlands	☐ Attenuation tanks/ Oversized pipes	☐ Other (state below)
(not property)	If 'Other' please stat	te:			
Off site	Please state:				
(not within the					
boundary of the proposed					
development)					
I confirm that the above selected components have been designed in accordance with The SuDS Manual (C753).					
I confirm that the management of flows resulting from rainfall in excess of a 1 in 100 year plus climate change rainfall event, and their exceedance route(s), has been fully considered in order to minimise the risks to people, property (new and existing) and infrastructure.					
The state of the s		Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 7c.			

# **SECTION 8 :** OPERATION AND MAINTENANCE – TECHN ICAL STANDARD S 12 AND NATIONAL PLANNIN G POLICY FRAMEWORK

The applicant is responsible to ensure that ALL components selected in Section 7 can be maintained for the design life of the development. This information is required so the Local Planning Authority can ensure the maintenance and management of the sustainable drainage system. The Local Planning Authority will discuss how this will be secured (e.g. via planning condition or planning obligation).

	Information Provided?
Management Plan	Yes □ No □
Evidence Required: Plan/ drawing provided to show the position of the different SuDS components with:  • Key included to identify any of the adopting bodies that you will be offering your sustainable drainage components for adoption (relates to maintenance and management arrangements below).  • Plan/ drawing to identify any areas where certain activities are prohibited, detailing	
reasons why.	
Action plan for accidental pollutant spillages.	
	Information Provided?
Maintenance Schedule	Yes □ No □
Evidence Required:  A copy of the maintenance schedule including:  1. Proactive and preventative maintenance  Detailing regular, occasional and remedial maintenance activities including recommendations for inspection and monitoring. This should include recommended frequencies, advice on plant/ machinery required and an explanation of the objectives for the maintenance proposed and potential implications of not meeting them.  2. Reactive and corrective maintenance (e.g. product repair and replacement). Including advice on excavations, or similar works, in locations that could affect the SuDS components/ adjacent structures.	
	Information Provided?
Maintenance and Management Arrangements	Yes □ No □
Evidence Required:  Evidence of formal agreement with the party responsible for undertaking maintenance.  Please select any of the adopting bodies that you will be offering your sustainable drainage components for adoption. Tick all that apply.	

Please list any relevant document and or drawing numbers (including revision	
reference) to support your answers to Section 8.	

#### **DECLARATION AND SUBMISSION**

This pro-forma has been completed using evidence from information which has been submitted with the planning application.

The information submitted in the Sustainable Drainage Strategy and site-specific Flood Risk Assessment (FRA), where submitted, is proportionate to the site conditions, flood risks and magnitude of development and I agree that this information can be used as evidence to this sustainable drainage approach.

Submitter Details			
Completed by		Email Address	
		Telephone Number(s)	
Signed off by		Accreditation(s) and/or Qualification(s) of Signatory	
Date (dd/mm/yyyy)		Company	

Client Details			
Name		Company	