



VALIDATION CHECKLIST

17 October 2019

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 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:

<http://www.blackburn.gov.uk/Pages/Planning-advice.aspx>

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 Please note that if the fee is not paid within 14 days of the receipt of the application, the application will be withdrawn by the Council.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not received to the required standard within 21 days of the date it is requested, the application will be treated as 'WITHDRAWN' and an administrative charge will be levied.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 ONCE when ALL the missing information has been provided. If you receive a letter to say that your planning application is 'invalid' please provide all 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 the application online.
- Pay on line at the time the application is made.
- If you do not pay on line, Telephone 01254 585218 or 01254 585960 to pay by card within 7 days of submission.

- 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
- If you do submit a paper copy, provide a copy of it in PDF format on CD

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 ALWAYS REQUIRED. APPLICATIONS WILL BE MADE INVALID & DELAYED IF THIS IS MISSING FROM THE SUBMISSION	
N1	Application Form: Answer all questions
N2	Correct Fee <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 See APPENDIX A
N6	Location Plan This should: <ul style="list-style-type: none"> • 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. • Show a blue edge around any other land the applicant owns or has an interest in.
N7	Site Plans ARE ALWAYS required for: <ul style="list-style-type: none"> • Major Developments • Commercial / industrial extensions • New buildings (residential / commercial / industrial) • Householder extensions where the development displaces or alters existing parking arrangements • Householder extensions where extensions are in close proximity to neighbouring properties and/or habitable room windows • 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 • Developments which have been subject to pre application advice where a site plan has been requested. <p>Existing and proposed Site Plans should be at a scale of 1:500 or 1:200 and should:</p> <ul style="list-style-type: none"> • Include the same information as the Location Plan and show: <ul style="list-style-type: none"> ○ The proposed development in relation to the site boundaries and any existing buildings 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. ○ The existing and proposed parking arrangements ○ The position of trees on or adjacent to the site. (If there are any a tree survey will be required (see L5)) ○ The extent and type of any proposed hard surfacing

	<ul style="list-style-type: none"> ○ Any existing or proposed boundary treatments including walls/fencing where these ○ Proposed bin/refuse storage arrangements <p>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).</p>
<p>N8</p>	<p>Floor Plans Existing and proposed Floor Plans are needed for:</p> <ul style="list-style-type: none"> • 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 <p>These should:</p> <ul style="list-style-type: none"> • 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
<p>N9</p>	<p>Elevations & Roof Plans Existing and proposed elevations are needed where:</p> <ul style="list-style-type: none"> • New elevations details are proposed • Existing elevations are altered <p>These should:</p> <ul style="list-style-type: none"> • 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 <p>Elevations are also required for Applications for Advertisement Consent to show:</p> <ul style="list-style-type: none"> • 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 <p>Roof Plans are needed where:</p> <ul style="list-style-type: none"> • A new roof is proposed • An existing roof is altered <p>These should:</p> <ul style="list-style-type: none"> • Be drawn to a recognised metric scale, preferably 1:50 or 1:100 <p>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.</p>

N10	<p>Section Drawings are needed:</p> <ul style="list-style-type: none"> • 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. <p>These should:</p> <ul style="list-style-type: none"> • Be drawn to a recognised metric scale preferably at 1:50 or 1:100 • Show a cross section through the proposed building(s)
N11	<p>Design & Access Statement</p> <p><u>Required for</u></p> <ul style="list-style-type: none"> • Major development both full and Outline • Applications for development within a Conservation Area where the development consists of: <ul style="list-style-type: none"> - one or more dwellings; or - a building or buildings with a floor space of 100 square metres or more. • Applications for Listed Building Consent <p>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:</p> <p>(a) the special architectural or historic importance of the building;</p> <p>(b) the particular physical features of the building that justify its designation as a listed building; and</p> <p>(c) the building’s setting.</p> <p>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.</p> <p>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.</p>
N12	<p>Environmental Statement</p> <p>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</p> <ul style="list-style-type: none"> • Development is classed as EIA development under the provisions of: <p>The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended)</p> • 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.

	<p>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.</p> <p>Please check with the planning department if you require any further advice.</p>
N13	<p>Sustainable Urban Drainage Systems (SUDs) plans - <u>Required for:</u></p> <ul style="list-style-type: none"> • All Major developments <p>Please see Annex F for further guidance and a proforma that should accompany your application.</p>

LOCAL REQUIREMENTS APPLICATIONS WILL BE MADE INVALID & DELAYED IF INFORMATION REQUIRED BY THE LOCAL LIST IS MISSING FROM THE SUBMISSION	
L1	<p>Details of any pre-application discussions <u>Not required for validation</u> 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.</p>
L2	<p>Statement of Community Involvement <u>Required for:</u></p> <ul style="list-style-type: none"> • The following developments within or adjoining residential areas <ul style="list-style-type: none"> ○ 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 sq m or more ○ 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. <ul style="list-style-type: none"> ○ Windfarms, ○ Telecommunications in a sensitive situation (eg. next to a school) ○ Institutional uses likely to raise local concerns ○ Development on a valued open space
L3	<p>Supporting Planning Statement <u>Required for:</u></p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ Grid reference

	<ul style="list-style-type: none"> ○ 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	<p>Structural Survey / Demolition & Method Statement</p> <p><u>Structural surveys are required for:</u></p> <ul style="list-style-type: none"> • 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 are proposed • Applications where the land is unstable <p><u>Demolition & Method statements are required for:</u></p> <ul style="list-style-type: none"> • Applications for prior notification for demolition • Applications involving demolition or site clearance
L5	<p>Tree Survey/ Arboricultural Survey</p> <p><u>Required for:</u></p> <p>Development with the potential to affect trees where:</p> <ul style="list-style-type: none"> • 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.
L6	<p>Ecological Surveys & Protected Species Statements (Including Bat, Barn Owl and Nesting Birds Surveys)</p> <p><u>Ecological surveys are required for:</u></p> <ul style="list-style-type: none"> • 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' <p><u>Within the Urban Boundary an Ecological Survey may also be required for :</u></p> <ul style="list-style-type: none"> ○ Works to an existing roof ○ Redevelopment of an already cleared site <p>Completing the Protected Species Proforma will establish whether a Ecological Survey will be required.</p> <p>The Protected Species proforma is included within Appendix A.</p> <p>Applicants can check whether their proposals are within close proximity to internationally or nationally designated sites through Natural England's MAGIC mapping website: http://www.natureonthemap.naturalengland.org.uk/.</p>

<p>L7</p>	<p>Landscaping proposals</p> <p><u>Required</u></p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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)); ○ where developments may affect the settings of the above areas; or ○ where developments will be visible from publicly accessible viewpoints <p>In other cases this will be requested during the determination process if required.</p>
<p>L8</p>	<p>Statement of Proposed Heads of Terms (Section 106- Planning Obligations)</p> <p><u>Required for:</u></p> <ul style="list-style-type: none"> • New residential development of 10 dwellings or more, or, • Where the total floor space is more than 1000 square metres <p>A Heads of Terms/viability form is available within Appendix B.</p>
<p>L9</p>	<p><u>Affordable Housing/Financial Appraisal/viability report (Section 106 - Planning Obligations)</u></p> <p><u>Required:</u></p> <ul style="list-style-type: none"> • When requested as part of the pre-application process. <p>If the applicant feels that 20% AH is not viable, 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.</p> <p>A Heads of Terms/Viability Form is appended within Appendix B.</p>
<p>L10</p>	<p>Open Space Proposals</p> <p><u>Required</u></p> <ul style="list-style-type: none"> • When requested as part of the pre- application process <p>In other cases this will be requested during the determination process if required.</p>
<p>L11</p>	<p>Transport Statement/Transport Assessment</p> <p><u>Transport Assessments are required:</u></p> <ul style="list-style-type: none"> • When requested as part of the pre-application process • For all 'Major' development <p>In other cases this will be requested during the determination process if required.</p> <p><u>A Transport Assessment</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.</p> <p><u>Transport Statements are:</u></p>

	<p>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:</p> <ul style="list-style-type: none"> • When requested as part of the pre-application process <p>In other cases this will be requested during the determination process if required.</p>															
L12	<p>Green Travel Plan</p> <p><u>Required:</u></p> <ul style="list-style-type: none"> • When requested as part of the pre-application process • For all 'Major' development <p>In other cases this will be requested during the determination process if required.</p>															
L13	<p>Town Centre Uses: Retail Impact Assessments for out of centre developments.</p> <p><u>Required:</u></p> <ul style="list-style-type: none"> • 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: <p>Town Centre Uses include:</p> <ul style="list-style-type: none"> • 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 (B1 / A2) • Arts, culture, tourism (including theatres, museums, galleries, concert halls, hotels and conference facilities) <table border="1"> <thead> <tr> <th>Location of development</th> <th>Proposed floor space threshold of any proposed 'town centre' use</th> <th>Centres required to be assessed for potential impact</th> </tr> </thead> <tbody> <tr> <td>Within 500m of any district centre boundary or a local centre or parade of shops</td> <td>250 sq m</td> <td>All district centres or local centres / parades of shops within 500m</td> </tr> <tr> <td>Darwen Urban area (South of M65)</td> <td>500 sq m</td> <td>Darwen Town centre plus all district centres / local centres / parades of shops within 500m</td> </tr> <tr> <td>Blackburn Urban Area (North of M65)</td> <td>1000 sq m</td> <td>Blackburn town centre plus all district centres / local centres / parades of shops within 500m</td> </tr> <tr> <td>Any location outside the urban area. eg village settlements</td> <td>100 sq m</td> <td>To be determined on a case by case basis. Check with the Duty Planning Officer prior to submitting the application.</td> </tr> </tbody> </table>	Location of development	Proposed floor space threshold of any proposed 'town centre' use	Centres required to be assessed for potential impact	Within 500m of any district centre boundary or a local centre or parade of shops	250 sq m	All district centres or local centres / parades of shops within 500m	Darwen Urban area (South of M65)	500 sq m	Darwen Town centre plus all district centres / local centres / parades of shops within 500m	Blackburn Urban Area (North of M65)	1000 sq m	Blackburn town centre plus all district centres / local centres / parades of shops within 500m	Any location outside the urban area. eg village settlements	100 sq m	To be determined on a case by case basis. Check with the Duty Planning Officer prior to submitting the application.
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L14	<p>Flood Risk Assessments</p> <p><u>Required:</u></p> <ul style="list-style-type: none"> • 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 															

	<p>You should follow the Environment Agency's Standing Advice if you're carrying out a flood risk assessment of a development classed as:</p> <ul style="list-style-type: none"> - <i>a minor extension (household extensions or non-domestic extensions less than 250 square metres) in flood zone 2 or 3</i> - <i>'more vulnerable' in flood zone 2 (except for landfill or waste facility sites, caravan or camping sites)</i> - <i>'less vulnerable' in flood zone 2 (except for agriculture and forestry, waste treatment, mineral processing, and water and sewage treatment)</i> - <i>'water compatible' in flood zone 2</i> <p>Where development is proposed within 8m of a designated main river, a Site Plan is required that clearly shows the 8m easement.</p>
L15	<p>Drainage Scheme <u>Required:</u></p> <ul style="list-style-type: none"> • 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
L16	<p>Archaeological Assessment <u>Required:</u></p> <ul style="list-style-type: none"> • When requested as part of the pre-application process • For all development affecting a known archaeological site (including Change of Use)
L17	<p>Heritage Statement/ Heritage Impact Assessment <u>Required for:</u></p> <ul style="list-style-type: none"> • 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.
L18	<p>Refuse Storage Facilities / Recycling details <u>Required for:</u></p> <ul style="list-style-type: none"> • All new developments • Amendments to the above • Proposed extensions to non-residential property • Proposed extensions preventing access to the rear of a property <p>This information is usually shown on the Proposed Site Plan</p>
L19	<p>Contaminated Land Survey <u>Required:</u></p> <ul style="list-style-type: none"> • When requested as part of the pre-application process <p>In other cases this will be requested during the determination process if required.</p>
L20	<p>Noise Impact Assessment</p>

	<p><u>Required:</u></p> <ul style="list-style-type: none"> • When requested as part of the pre-application process • For Applications relating to Wind Turbines • For noise generating proposals in close proximity to residential properties <p>In other cases this will be requested during the determination process if required.</p>
L21	<p><u>Air Quality Assessment</u></p> <p><u>Required:</u></p> <ul style="list-style-type: none"> • When requested as part of the pre-application process • When required by the Council's Air Quality Planning Advisory Note – please see here.
L22	<p><u>Odour Assessment</u></p> <p><u>Required:</u></p> <ul style="list-style-type: none"> • When requested as part of the pre-application process <p>In other cases this will be requested during the determination process if required.</p>
L23	<p><u>Lighting scheme / light pollution assessment</u></p> <p><u>Required:</u></p> <ul style="list-style-type: none"> • 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 <p>In other cases this will be requested during the determination process if required.</p>
L24	<p><u>Crime Impact Statement</u></p> <p><u>Required:</u></p> <ul style="list-style-type: none"> • When requested as part of the pre-application process • All major development • If it meets any of the criteria on the list below, <p>In other cases this will be requested during the determination process if required.</p> <p>Crime Impact Statements</p> <p>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.</p> <p>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:-</p> <p>If the development is;</p> <ul style="list-style-type: none"> • Residential developments (25 or more dwellings), • Retail schemes (100sqm 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,

	<ul style="list-style-type: none"> • 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. <p>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 – www.securedbydesign.com.</p>
L25	<p>Coal Mining Risk Assessment</p> <p><u>Required for:</u></p> <ul style="list-style-type: none"> • Development (except Householder) which would cause ground disturbance within a high risk area • When requested as part of the pre-application process <p>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</p>
L26	<p>Agricultural Statement</p> <p><u>Required for:</u></p> <ul style="list-style-type: none"> • Proposed agricultural developments • Proposed horticultural developments • Proposed agricultural workers dwellings <p>An Agricultural Statement form is appended with Annex D.</p>
L27	<p>Energy Statement</p> <p><u>Required:</u></p> <ul style="list-style-type: none"> • For development (except Householder) • When requested as part of the pre-application process. <p>All development must demonstrate how it has been designed to minimise its contribution to carbon emissions and climate change. The Council will be supportive of exemplar developments which demonstrate how particularly high standards of environmental performance can be achieved in accordance with Policy 36 “Climate Change” of the Local Plan Part 2 (adopted December 2015).</p> <p>Further guidance on producing such a statement can be found on the following URL link: http://enplanner.com/ which is updated in line with the current building regulations.</p>
L28	<p>Met Office assessment</p> <p>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</p>
L29	<p>Sport England assessment</p> <p>There is a consultation guidance checklist prepared by Sport England. Further information can also be found on their website at: http://www.sportengland.org/playingfieldspolicy</p>
L30	<p>Development affecting public health - Health Impact Assessment</p>

	<p>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.</p> <p>A Health Impact Assessment will be required for residential developments of 100 or more units, non-residential developments of 10,000m² 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.</p> <p>Please see the Planning for Health Supplementary Planning Document for more information.</p>
L31	<p>Planning applications affecting playing field land</p> <p>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.97 of the NPPF and relevant Local Plan policies.</p> <p>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 Playing Fields Policy. The checklist is available within Appendix G.</p>

APPENDICIES

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

Appendix F - Planning applications affecting playing field land – validation requirements



Appendix A

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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.

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

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

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

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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 of woodland &/or water?	Yes / No
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 50m of woodland, field or hedgerow?	Yes / No
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



Appendix B

PLANNING OBLIGATIONS COMMUTED SUM PAYMENTS & VIABILITY STATEMENTS

The following information is required. Please complete and enclose this with the application.

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

STATEMENT OF PROPOSED HEADS OF TERMS Application number/...../..... (If known)

Applicant Name & Address	
Agents Name & Address	
Site address of Proposed Development	
Name & Address of Land Owner	
Name & Address of Land Owners Agent	
Name & Address of any Mortgagee	
Name & Address of any person with an interest in the application site	
Confirmation of whom to send the section 106 agreement documentation for initial approval. Agent/Owner/Solicitor/Applicant.	
Please include Evidence of Title / Copy Entries from Land Registry that are no more than 3 months old or following registration of the last transfer of the site (whichever is the most recent). If the site is unregistered certified copies of the original conveyance will be required to prove ownership. If the application site has been acquired following the death of a previous proprietor certified copies of the grant of probate or letters of administration will be required.	
Include 1 copy of a 1:1250 plan with the site edged red	
I confirm that I/my client is willing to enter into a Section 106 Agreement in accordance with the Councils Policies in respect of New Residential Developments.	
Name:	Signed:
Name & address of Applicant's Solicitor	



Some applications will also require the Section 106 Agreement to cover other issues such as highway improvements. If this applies to your planning application the Case Officer will contact you.

VIABILITY STATEMENT

If you consider that the payment of a commuted sum would affect the viability of the development and you want the Council to waive or reduce the requirement, a Viability Statement will be required, which must be in compliance with the HCA's [Development Appraisal Tool](#) (DAT).

This should include at the least:

- The value of the land (3 local estate agent valuations)
- Details of any abnormal development costs
- Details of construction costs
- Open market valuation of the dwellings (from 2 local estate agents)
- Proposed Developer's return
- Details of the proposed obligations.
- A summary of why the commuted sum requirement should be reduced or waived.

Please contact the Planning Office for further advice before making your application.



Health Impact Assessment Screening Tool

Project, programme of policy ("development/activity") to be assessed:

What is the development for? What is the context, history and/or background?

Does this development have the potential to impact on health? Explain

****If no health impacts are identified then the screening does not need to continue, but please ensure that this has been discussed with the appropriate Planning/Public Health colleague prior to discontinuation****

Does the activity concern any of the following determinants?

Lifestyle	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Physical environment	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Social / economic environment	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other, please specify		

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?

CHECKLIST

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

Choosing which HIA to do

Health Impact Statement	Type of HIA	Comprehensive
<input type="checkbox"/> Yes	Is there only limited time in which to conduct the HIA?	<input type="checkbox"/> No
<input type="checkbox"/> Yes	Is there only limited opportunity to influence the decision?	<input type="checkbox"/> No
<input type="checkbox"/> Yes	Is the timeframe for the decision-making process set by external factors beyond your control?	<input type="checkbox"/> No
<input type="checkbox"/> Yes	Are there only very limited resources available to conduct the HIA?	<input type="checkbox"/> No

Is a HIA appropriate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Why or why not?		
If yes, what type and how?		
Recommendations / comments		

Completed by:

Date:



Annex D

Application No:
Agricultural /Countryside Planning Application

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 CropCrop

|

Land Quality (DA/SDA/NVZ)

.....

2. Enterprise

|

Dairy: Pedigree/commercial. Dairy Cows

.....
.....
.....

In-calf heifers Bulling heifers Calving
.....

Young stock Milk Quota

Beef Breeding: Suckler Cows

.....

Calving Heifers Calves.....

Beef Rearing: Store Cattle (ages)

.....
.....
.....

Calves Age at purchase Age at sale

Bulls.....

Sheep: Pedigree/commercial.

Breeding ewes Lambs Store sheep..... Store Lambs.....

Lambing period Lambing Location.....

Other

.....
.....
.....
.....

ADDITIONAL INFORMATION REQUIRED FOR NEW AGRICULTURAL-BUILDINGS AND FARMHOUSES

3. Labour & Accommodation

Name	Age	Basis (F/T, P/T, Casual)	Hours of Work	Main Duties	Address and years

--	--	--	--	--	--

Misc.....
.....

Existing Dwellings
.....

Other Properties (incl. occupiers)

Previously owned properties

Available properties in locality
.....

4. Proposed Development/Applicant'(s) Comments

Need
.....
.....
.....

Siting
.....
.....
.....

Design
.....
.....
.....

Future Plans
.....
.....
.....
.....

5. Financial Details

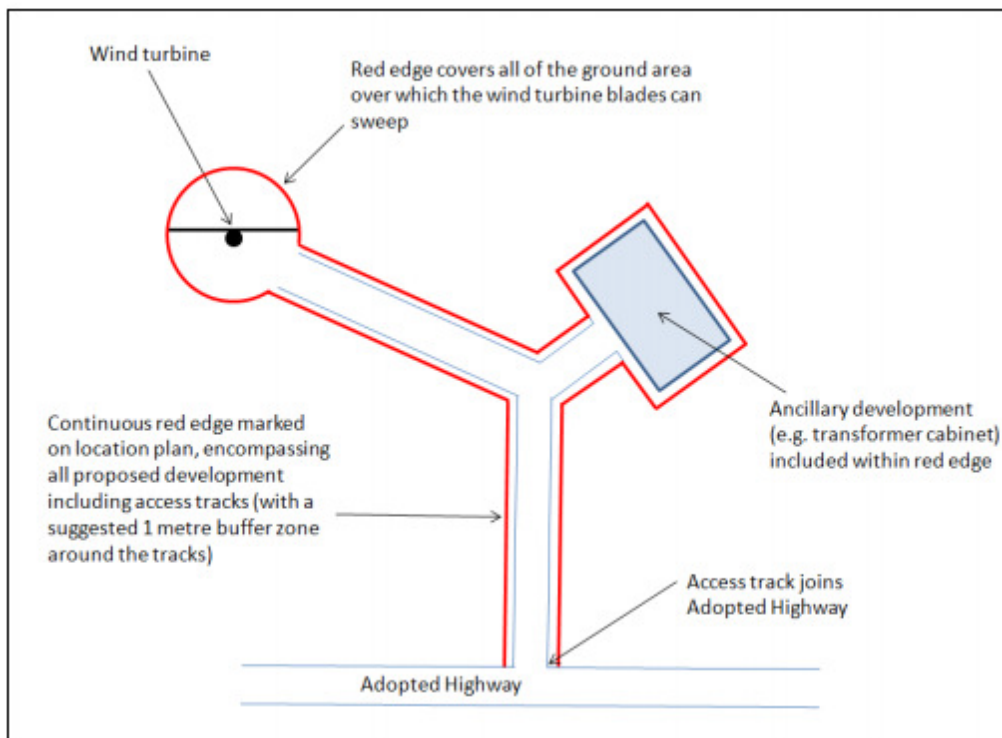
.....

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 REQUIRED)
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.97 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 Playing Fields Policy.

Document	Presenting details on.....	
Required for all applications		
Consultation Notice	1. The development proposed (description), timescales, case officer contact details and how information can be viewed.	
Existing site plan	2. Extent of the playing field as defined by The Town and Country Planning (Development Management Procedure) (England) Order 2015	
	3. Location and nature of existing buildings.	
	4. Location and nature of existing sports facilities (including the layout of summer and winter playing pitches).	
	5. Significant features (e.g. trees, slopes, paths, fences, sewers) ¹ .	
	6. Existing levels across the site ¹ .	
Proposed site plan	7. Location and nature of the proposed development.	
	8. Extent of playing field area to be lost (including the area covered by the proposed development and any associated works e.g. landscaping).	
	9. Location and nature of all existing sports facilities (clearly showing any revised locations from the existing plan).	
	10. Any changes to existing features and levels ¹ .	
Supporting Statements	11. Extent of playing field area to be lost (area in hectares and see point 8 above).	
	12. Reason for the chosen location and alternatives considered.	
	13. Any proposed changes in the provision of indoor and outdoor sports facilities on the site (including ancillary facilities).	
Required in relation to specific policy exceptions		Exceptions
Drawings	14. Internal layouts and elevations for proposed new, extended or enhanced sports facilities (including relevant ancillary facilities) ¹ .	2, 4 & 5
Supporting Statements	15. Current and recent users of the playing field and the nature and extent of their use.	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) ^{1 2} .	1, 4 & 5
	17. How the development will be of benefit to sport (including benefit to existing and potential users) ² .	2, 4 & 5
	18. The specification of any ancillary facilities e.g. floodlights ¹ .	2, 4 & 5
	19. The specification of any Artificial Grass Pitch and reason for the chosen surface type ² .	4 & 5
	20. How any replacement area of playing field and ancillary facilities will be delivered (including to what timescale).	4
	21. How, for any replacement area of playing field, equivalent or better quality will be achieved and maintained, including ³ : a. An assessment of the performance of the existing area; b. The programme of works (including pitch construction) for the creation of the proposed replacement area; c. A management and monitoring plan for the replacement area.	4

¹. Level of detail to be proportionate to the nature of the development and its impact on the playing field.

². 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.

³. 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.

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 submissions.