

Strategic Planning Board

Agenda

Date:	Wednesday, 25th March, 2009
Time:	10.30 am
Venue:	Meeting Room, Alsager Civic Centre, Lawton Road, Alsager

The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT

1. **Apologies for Absence**

2. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any personal and/or prejudicial interests in any item of business on the agenda.

3. **Public Speaking Time/Open Session**

Until 1 April 2009, general public speaking rights as set out in the Constitution of Cheshire East Council will apply to the Strategic Planning Board.

Therefore, in accordance with Procedure Rules Nos. 11 and 35 a total period of 10 minutes is allocated for members of the public to address the Committee on any matter relevant to the work of the Committee.

Individual members of the public may speak for up to 5 minutes but the Chairman will decide how the period of time allocated for public speaking will be apportioned where there are a number of speakers.

Note: In order for officers to undertake any background research it would be helpful if questions were submitted at least one working day before the meeting.

4. **Minutes of Previous Meeting** (Pages 1 - 6)

For any apologies or requests for further information, or to give notice of a question to be asked by a member of the public

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To approve as correct the Minutes of the meeting held on 4 March 2009.

a) **Urgent Item**

In accordance with the Local Government Act 1972, business could only be transacted at a meeting if included on an agenda which had been subject to five clear days notice. The Chairman could, by reason of special circumstance, place urgent business before the Committee provided that the reasons for doing so were stipulated.

5. **Proposed Training Schedule for Councillors on Strategic Planning Board and Planning Committees** (Pages 7 - 10)

The Strategic Planning Board is invited to consider a programme of training for Councillors on Strategic Planning Board and Northern and Southern Planning Committees post Vesting day (1 April 2009).

6. **Planning Application Validation: Local Check Lists** (Pages 11 - 92)

The local lists define what information needs to be submitted with a planning application for it to be registered.

The report of the Principal Planning Officer invites the Strategic Planning Board to approve, for implementation with effect from 1 April 2009, local checklists to be used in the validation of planning applications across Cheshire East.

7. **Equality Impact Assessment: Times of Committee Meetings** (Pages 93 - 98)

At its meeting on 4 March 2009, the Strategic Planning Board recommended that meetings of the Board and the Northern and Southern Planning Committees should commence at 2pm.

In making its recommendation, the Strategic Planning Board was not made aware of any equality issues that might arise from the decision. Therefore, in order to ensure that all associated matters have been considered fully; an equality impact assessment is attached for Members' consideration.

8. **Date of Next Meeting**

Subject to final approval by Full Council on 2 April 2009, the next meeting of the Strategic Planning Board will be held on Wednesday 15 April 2009.

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Strategic Planning Board**
held on Wednesday, 4th March, 2009 at The Capesthorne Room - Town Hall,
Macclesfield SK10 1DX

PRESENT

Councillors A Arnold, Mrs R Bailey, D Brown, Mrs H Gaddum, J Hammond,
D Hough, J Macrae, B Moran, C Thorley, G M Walton, Wilkinson and J Wray

APOLOGIES

Councillors P Edwards and Mrs M Hollins

ALSO PRESENT

Councillor R Walker

1 APPOINTMENT OF CHAIRMAN

RESOLVED: That Councillor H Gaddum be appointed Chairman of the Strategic Planning Board for the remainder of the Shadow Year.

2 APPOINTMENT OF VICE CHAIRMAN

RESOLVED: That Councillor B Moran be appointed Deputy Chairman of the Strategic Planning Board for the remainder of the Shadow Year.

3 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor P Edwards and Councillor M Hollins.

4 DECLARATIONS OF INTEREST

Members gave a general declaration of personal interest in respect of items on the agenda where an individual member was a Member of Cheshire County Council and/or one of the Borough Councils or Parish Councils. In accordance with the Code of Conduct they remained in the meeting during consideration of these items.

5 PLANNING COMMITTEE MEMBERSHIP AND ARRANGEMENTS

The Strategic Planning Board considered the report of the Borough Solicitor which identified the constitutional arrangements (terms of reference, roles and responsibilities) that would apply to the Strategic Planning Board and the Northern and Southern Planning Committees; and outlined those planning functions which would be delegated to officers. The Shadow Council had adopted the arrangements on 24th February 2009; which would, in turn be adopted into the Constitution of Cheshire East Council on 2nd April 2009.

During consideration of the documents, it was noted that paragraph (g) of Appendix A was superfluous and that the word 'approve' in paragraph 7 of the main report should have been 'determine'. The Board also sought clarification on the revocation powers referred to in Appendix C. In practice, revocations were rare as they carried cost consequences i.e. compensation and would be one of the matters for which officers would exercise their discretion to refer delegated matters up to the Committee.

A list of nominations for the Northern and Southern Planning Committees was tabled at the meeting. Members noted that, following publication of the lists, a Councillor had declined his nomination on the Southern Planning Committee resulting in a vacancy. The membership of the Committees was to be reappointed at Council on 2nd April, at which time the Chairman and Vice Chairman would also be determined.

As part of its role, the Strategic Planning Board had responsibility for the overview and control of the workload for each of the three Committees. To establish a baseline, which would enable the determination of planning applications within statutory deadlines, a schedule of meetings was submitted to the Board for approval to Full Council; Members also being requested to consider the timings and locations for each of the Committees.

RESOLVED: That -

- a) Subject to the comments noted above, the constitutional arrangements for planning governance in respect of Cheshire East Council be noted;
- b) Nominations to the Northern Planning Committee comprise Councillors C Andrew, G Barton, T Beard, J Crockatt, H Davenport, M Hardy, T Jackson, W Livesley, A Moran, J Narroway, D Neilson, L Smetham, D Stockton, D Thompson and R West;
- c) Nominations to the Southern Planning Committee comprise Councillors D Bebbington, B Dykes, D Flude, E Howell, S Furlong, L Gilbert, J Jones, S Jones, A Kolker, S McGory, G Merry, A Richardson, R Walker and J Weatherill with one vacancy; and
- d) The Calendar of Meetings for the Strategic Planning Board, Northern and Southern Committees be approved and proposed for inclusion within the corporate calendar to be adopted by Full Council on 2nd April; meetings to be held where possible as follows - Strategic Planning Board 2pm at Sandbach; Northern Committee 2pm in Macclesfield; Southern Committee 2pm in Crewe.

6 PLANNING PROTOCOL

Cheshire East Council had, on 24 February 2009 formally approved and adopted a Constitution that contained as part of its procedures, a 'Planning Protocol of Conduct in Relation to the Determination of Planning Matters'.

The protocol was reproduced on the agenda for the benefit of Members and was noted by the Strategic Planning Board.

7 PUBLIC SPEAKING AT COMMITTEE

The provision of public speaking at Planning Committee was not a legal requirement but was considered to be good practice. As the application of public speaking rights had not been applied consistently across the four merging authorities, the report of the Principal Planning Officer proposed the adoption of an appropriate protocol for Cheshire East Council.

Members sought points of clarification and the following amendments to the protocol were proposed -

- Paragraph 1.2 final sentence to read "The time limit may be extended at the discretion of the Chairman", with the remaining words in the sentence to be deleted
- An explanatory note to be included at paragraph 2.4 clarifying that the issues listed were civil matters
- Wording of the first sentence in paragraph 2.5 to read, "Speakers should be aware of the law relating to slander".
- An additional paragraph to be included at 2.8 of the protocol to permit the Chairman to exercise discretion over the speaking time allowed in exceptional circumstances
- The word 'working' to be included between the phrase five days in paragraph d).
- Order of speakers in paragraphs 1.1 and 2.6 to match

Should the Strategic Planning Board be minded to approve the amendments, it was suggested that for expediency, delegated authority should be given to the Head of Planning and Policy in consultation with the Chairman of the Committee to make the necessary changes to the protocol to enable early publication to be achieved.

A discussion ensued regarding the length of time it was appropriate to allow ward members to speak given that there would be three Councillors representing each ward. Different scenarios were discussed; the Strategic Planning Board favouring a 5-minute time limit initially to be reviewed in six months time.

The Constitution of Cheshire East Council included a general provision for ten minutes public speaking and questions at the commencement of meetings, regarding general matters for which the Committee in question was responsible. Licensing Committee has requested that these general public speaking rights should not apply at meetings considering applications. The Board was asked whether it also wished to request that the general speaking rights should be disapplied; given the enhanced speaking rights for specific applications contained in the proposed protocol.

RESOLVED: That

- a) The Public Speaking Protocol submitted be approved and adopted by the Strategic Planning Board and the Northern and Southern Planning Committees with effect from 1 April 2009;
- b) Governance and Constitution Committee be requested to consider an amendment to Procedure Rule 35 of the Constitution to waive the provision for members of the public to ask questions and speak at the commencement of meetings of the Strategic Planning Board and the Planning Committees; and
- c) Delegated authority be granted to the Head of Planning and Policy in consultation with the Chairman of the Strategic Planning Board to make the necessary amendments to the protocol.

8 CALL IN PROCEDURE AND SITE INSPECTION PROTOCOL

To promote open and transparent decision making, Members of the authority would be able to request that planning applications which would be dealt with by officers under delegated powers could be called before a Committee. The process by which this was to be facilitated was submitted to the Strategic Planning Board for consideration. A number of minor corrections to the protocol would be required; which officers undertook to complete prior to publication.

A second document; which would govern the procedure which would apply to site inspections was also submitted for consideration; paragraph 1.3 suggesting that, as a rule, inspections would be arranged for the Friday prior to meetings of the three Committees. The Strategic Planning Board considered that this was too restrictive and that the date and time of site inspections should be agreed by the Chairman of the Strategic Planning Board and the Planning Committees.

The following amendments were also proposed –

- Paragraph 1.7 Final sentence to read “Transport will be provided as appropriate”
- The word three to be changed to four in paragraph 1.2.1
- Clarification be included under paragraph c) to ensure that a right of audience applied to parish councils

RESOLVED: That

- a) The Call In Procedure appended to the report be approved and adopted with immediate effect for applications to be determined from 1 April 2009; and
- b) The Site Inspection Protocol appended to the report be approved and adopted subject to the above amendments with effect from 1 April 2009.

9 ENFORCEMENT PROTOCOL

The Strategic Planning Board was invited to consider a draft planning enforcement policy, which would, if approved, become operational from 1 April 2009.

An enforcement hierarchy had been set out in the document (Table 1) that would govern how complaints would be dealt with. A Member commented that provision had not been included in the protocol to ensure that Councillors were kept informed of some forms of action being taken and to this end, it was proposed that delegated authority be given to the Head of Planning and Policy in consultation with the appropriate Portfolio Holder and Chairman of the Committee to draw up a reporting procedure for inclusion within the protocol.

Consideration was also given as to how frequently update reports should be placed before Members and the Strategic Planning Board requested that in the first instance, an initial report be submitted to the Board's April meeting with quarterly reports thereafter.

The third paragraph on page four of the protocol began "Upon receipt of a reported breach". The Strategic Planning Board considered that it was necessary to include a point of clarification in the document to stipulate in what format(s) complaints could be submitted.

RESOLVED: That

- a) The Enforcement Protocol appended to the report be approved and adopted with effect from 1 April 2009; and
- b) Delegated authority be granted to the Head of Planning and Policy in consultation with the appropriate Portfolio Holder and Chairman of the Strategic Planning Board to draw up a reporting procedure for inclusion within the protocol.

10 DATE OF NEXT MEETING

The date for the next meeting of the Strategic Planning Board had been scheduled for Wednesday 25 March at 2.30pm, which coincided with an Honorary Aldermen Ceremony being held at Crewe and Nantwich Borough Council. At the request of some Members, it was agreed that, if possible, the meeting be moved to the morning of the 25th, the venue to remain as Alsager Civic Centre.

The meeting commenced at 2.30pm and concluded at 4.15pm

Signed
Chairman Councillor H Gaddum

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STRATEGIC PLANNING BOARD

Date of meeting: 25 March 2009
Report of: Andrew Farrow, Head of Planning and Policy
Title: Proposed training schedule for Councillors on Strategic Planning Board and Planning Committees.

1.0 Purpose of Report

- 1.1 To consider a programme of training for Councillors on Strategic Planning Board and Planning Committees post Vesting day.

2.0 Decision Required

- 2.1. To propose that arrangements for an on-going programme of Councillor training be put in place to initially cover the matters identified in Appendix 1.

3.0 Financial Implications for Transition Costs

- 3.1 None.

4.0 Financial Implications 2009/10 and beyond

- 4.1 The bulk of training will be provided by Cheshire East staff or those working as part of a shared service arrangement, for which the only cost to the Authority will be their time. It is not expected that any external speakers or consultee would charge for their involvement in such sessions.

5.0 Legal Implications

- 5.1 The Council has accepted that all Members who sit on Planning Board or Planning Committees should be trained and it is important that such training is on-going so Councillors develop a deep understanding of the planning system to allow them to make sound decisions.

6.0 Risk Assessment

- 6.1 Should Councillors take decisions without being fully aware of all of the facts and issues regarding a particular development, or misunderstand particular evidence, this may increase the likelihood of a Judicial Review by an aggrieved party who would question the soundness of that decision.

7.0 Background and Options

- 7.1 In 1997 as part of the Committee on Standards in Public Life (the Nolan Committee) various aspects of local government were addressed. One chapter was devoted to the planning system. This made a number of recommendations designed to ensure full public confidence in the planning process. One was that “All members of an authority’s planning committee (or equivalent) should receive training in the planning system, either before serving on the committee, or as soon as possible after their appointment to the committee”.
- 7.2 Central and Local Government embraced this recommendation and initial training was completed by Cheshire East’s planning councillors on the 17th and 19th March in advance of Vesting Day. These sessions were a basic introduction to the planning system for Members unfamiliar with this area, or acted as a refresher for more experienced Members.
- 7.3 Planning is an increasingly complex subject area with case law, advice and legislation constantly changing. It is therefore important that Members involved in Planning are kept up to date with changes through an on-going training programme to inform their decision making.
- 7.4 Areas to be addressed in training split into three broad groups:
- The Development Plan - from national and regional policies through to the saved policies of the existing five Local Plans and the Structure Plan;
 - Other material considerations e.g. highways issues; archaeology
 - Other new challenges for Cheshire East that are particularly pressing as a result of a proposed development or government initiative e.g. municipal waste technologies in advance of an application to determine a planning application for an Energy From Waste Plant.
- 7.5 To make the best use of Members’ time, it is proposed to undertake the training sessions prior to the formal opening of the Planning Board or Planning Committee. Each session is proposed to take 30 minutes with questions. It is important that these sessions are interactive and Members take time to reflect on matters raised within each session to consider how Cheshire East will respond to the points raised with regard to its Service delivery. Wherever possible, it is proposed to use existing staff to undertake the training to keep costs down and to increase familiarity between staff and Members. Sometimes it may be appropriate to have an external speaker, but it is hoped that no costs would result from such an approach, as it would undertaken as part of any local authority liaison role.

- 7.6 Some training matters may only be appropriate for a certain Committee or the Planning Board, and the attached Appendix identifies where this is the case. However, it is proposed that any Member should from a Board or Committee should be allowed to attend a training session at a Board or Committee that they do not regularly sit on. Appendix 1 broadly attempts to order topics in terms of priority so that Members are aware of the key matters as early as possible into the life of the new Authority, other topics may be brought forward in response to a particular application, or as a result of the recently completed training.

8.0 Reasons for Recommendation

- 8.1 The proposed arrangements for Member training offer a practical and pragmatic approach post Vesting Day with the opportunity that they can be reviewed by the Strategic Planning Board during the first twelve months of operation.

For further information:

Portfolio Holder: Jamie Macrae

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Topic	Training provider (internal or external)	Strategic Planning Board	Northern Committee	Southern Committee
Saved policies of the Structure Plan, Macclesfield Local Plan	Internal	Y	Y	N
Saved policies of the Structure Plan, Crewe and Nantwich Local Plan and Congleton Local Plan	Internal	Y	N	Y
Regional Planning Policy	Internal	Y	Y	Y
Minerals and Waste Plans	Internal	Y	N	N
Highways (including parking standards, Traffic Impact Assessments)	Internal	Y	Y	Y
Enforcement matters	Internal	Y	Y	Y
Gypsy and travellers	External	N	Y	Y
Ecology (including surveys for protected species and mitigation)	Internal	Y	Y	Y
Flood risk and drainage	External?	Y	Y	Y
Design	External?	Y	Y	Y
Listed Buildings	Internal	N	Y	Y
Tree issues (including powers available)	Internal	Y	Y	Y
Landscape impacts (including visual impact assessments)	Internal	Y	Y	Y
The Council as a developer	Internal	Y	Y	Y
Regular updates on case law	Internal	Y	Y	Y
Other Environmental Impacts (noise, dust, vibrations) and mitigation	Internal	Y	Y	Y
Responding to climate change through the planning system	Internal	Y	Y	Y

STRATEGIC PLANNING BOARD

Date of meeting: 25 March 2009
Report of: Shawn Fleet, Principal Planning Officer, Congleton Borough Council.
Title: Planning Application Validation: Local Check Lists.

1.0 Purpose of Report

- 1.1 To consider the implementation of the local check lists to be used in the validation of planning applications across Cheshire East. It should be noted that there are a series of lists for the various types of planning application that may be made (Full, Outline, Listed Building Consent etc.).
- 1.2 The local lists defines what information needs to be submitted with a planning application for it to be registered. The local lists must be read in conjunction with the national validation list as set out in Circular 02/2008. The national list applies to all the Planning Authorities across the Country and sets out the minimum level of information needed to accompany an application.

2.0 Decision Required

- 2.1 To agree the requirements of the local lists as set out in the appendices.

3.0 Financial Implications for Transition Costs

- 3.1 Administration – There will need to be a short process of training of frontline reception staff to make them aware of the additional information that will be required from applicants. This training though may be limited depending on the level of support for reception duties available from Planning Officers.
- 3.2 Web-Site – The introduction of the lists will necessitate some redesign of the web-site. It is envisaged that this will be dealt with under the wider work undertaken on the design of the new Cheshire East web-site.

4.0 Financial Implications 2009/10 and beyond

- 4.1 No additional costs are anticipated.

5.0 Legal Implications

- 5.1 The introduction of the local lists is undertaken in accordance with the guidance in Circular 2/2008: Standard Application Forms and Validation (DCLG; 2008). For the local lists to become enforceable, they must be published on the Council's web-site.

6.0 Risk Assessment

- 6.1 Failure to introduce the 'local list' will result in a less efficient and effective planning service. The 'local list' of requirements is considered to be essential to assist in making quality decision and ensure speedy processing of applications. They will ensure that applications contain sufficient and relevant information to adequately assess all of the impacts of a particular proposal.

7.0 Background and Options

- 7.1 As part of the drive to provide a quicker, more predictable and efficient planning service, Communities and Local Government (CLG) has published its guidance for Local Planning Authorities on the Validation of Planning Applications, in anticipation of the introduction of a new standard electronic application form (1APP), which will become mandatory from 6th April 2008.
- 7.2 Alongside this and to support the use of these standard application forms, CLG will introduce new information requirements for the validation of planning applications by local authorities. The 'best practice' guidance is designed to support the use of the standard application form. It outlines and provides guidance on the scope of information that should be supplied with planning applications, which are set out under 'national' and 'local' requirements. National requirements will apply to all submitted applications and local requirements will be drawn up by each local authority to reflect local plan policies and circumstances. The new system responds to the recommendations in the Barker Review of Land Use Planning – Final Report (December 2006) to reduce the information requirements to support planning applications.
- 7.3 CLG intends that the planning process will be greatly improved by the introduction of Standard Applications Forms, which are for use throughout England, whether the planning application is made electronically through the internet or on paper. Previously, local authorities could design their own planning application forms, and there was a wide variation in the information which authorities sought from applicants.
- 7.4 Different types of application and scale of applications will require different levels of information and supporting documentation to be submitted. There are 25 application forms in total, as set out in Appendix 1a. Under the new arrangements, the standard application forms will be required to be accompanied by the most common types of information and supporting documentation as set out in a national mandatory core list. Additional items specified locally from a 'list' provided by central government may also be required, as summarised in Appendix 1b.
- 7.5 The overall content of the 'local list' is at the discretion of the local planning authority. However, as a minimum where national policy requires the provision of certain information this must be specified on the 'local list' if it is relevant. For example, a flood risk assessment described in Planning Policy Statement 25: Development and Flood Risk, must be provided in circumstances where it is a requirement.

- 7.6 If an applicant submits an application not in accordance with both the national and 'local lists' the authority will be entitled to declare the application invalid, and so decline to determine it. The Government expects local planning authorities to seek information that is necessary for a decision to be made and should not require a level of detail to be provided that is unreasonable or disproportionate to the scale of the application.
- 7.7 Each local authority is encouraged to consult on their proposed 'local lists' to ensure that they are clear and transparent to potential applicants affected by the new requirements before the lists are adopted and published.
- 7.8 Publication of the adopted 'local lists' will be set out on the Council's website and will also be made available through the Planning Portal in addition to paper copies being made available from reception desks where planning matters are dealt with.
- 7.9 At present, the County Council, Macclesfield Borough Council and the Borough of Crewe and Nantwich have in place local lists for their respective areas. These are all designed on a similar template with a separate list for each different form of development.
- 7.10 The proposed local lists are closely based on the existing documents but amalgamate the common requirements from the existing Councils. Requirements specific to one Council area are highlighted within the form.

8.0 Equality Impact Assessment

- 8.1 An Equality Impact Assessment has been carried out in connection with this proposed policy for Cheshire East. In terms of the different equality strands the overall assessment is that the risk of inequality is low assuming that mitigation is in place as set in the Assessment.

9.0 Reasons for Recommendation

- 9.1 To ensure consistency across all parts of Cheshire East, it is recommended that the local lists be adopted for the purposes of validating planning applications.

For further information:

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Officer: Shawn Fleet, Principal Planning Officer, Congleton Borough Council
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APPENDIX 1a

Validation Requirements – Local Lists

NATIONAL APPLICATION FORM	LOCAL REQUIREMENTS FORM NUMBER
Householder application for planning permission for works or extension to a dwelling	V1
Application for planning permission (Residential)	V2
Application for planning permission (Non-residential)	V3
Application for outline planning permission with some matters reserved	V4
Application for outline planning permission with all matters reserved	V4
Application for approval of reserved matters following outline approval	V5
Application for listed building consent for alterations, extension or demolition of a listed building	V6
Application for consent to display an advertisement(s)	V7
Application for a Lawful Development Certificate for an EXISTING use or operation or activity including those in breach of a planning condition	V8
Application for a Lawful Development Certificate for a PROPOSED use or development	V8
Application for prior notification of proposed development by telecommunications code systems operators	V9
Application for prior notification of agricultural or forestry development – Proposed building	V10
Application for prior notification of agricultural or forestry development – Proposed road	V10
Application for prior notification of agricultural or forestry development – Excavation/waste material	V10
Application for prior notification of agricultural or forestry development – Proposed fish tank (cage)	V10

Application for conservation area consent for demolition in a conservation area	V11
Application for prior notification of proposed demolition	V12
Application for mineral or waste development	V13

Combined Applications

Householder application for planning permission for works or extension to a dwelling and listed building consent	V1 & V6
Householder application for planning permission for works or extension to a dwelling and conservation area consent	V1 & V11
Application for planning permission and conservation area consent for demolition in a conservation area	V2/V3 & V11
Application for planning permission and listed building consent for alterations, extension or demolition of a listed building	V2/V3 & V6
Application for planning permission and consent to display an advertisement(s)	V2 & V7

Future Local Check Lists

Application for removal or variation of a condition following grant of planning permission	To be reviewed at a later date
Application for approval of details reserved by a condition	To be reviewed at a later date
Application for Hedgerow Removal Notice	To be reviewed at a later date
Application for tree works, works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in conservation areas	To be reviewed at a later date

APPENDIX 1b: A full set of the 'Local list' requirements, for each of the application types as listed above will be available in the Members room.

'LOCAL LIST' REQUIREMENTS - may include some or all of the following:

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report (including Ecological Surveys)
- Daylight/Sunlight assessment
- Economic statement/Marketing information
- Environmental Statement
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Local Contamination assessment
- Landfill statement
- Landscape details
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Parking Provision
- Photographs/Photomontages
- Planning Obligations – Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Telecommunication Development – supplementary information
- Town Centre Uses – Evidence to accompany applications
- Transport assessment
- Travel Plan
- Tree survey/Arboriculture implications
- Ventilation/Extraction statement



Guidance on Local Requirements for the Validation of Planning Applications: Biodiversity and Geodiversity Conservation Statements

April 2009

Development Management

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INTRODUCTION

Cheshire East Council, like all Council's, has a duty to consider the conservation of biodiversity and geodiversity¹ when determining a planning application. This includes having regard to the safeguard of species protected under the law and also sites designated for their wildlife or geological importance and a range of other important species and natural features.

In order to assess the potential impact of proposed development, it is now necessary to submit a *Biodiversity and Geodiversity Conservation Statement* with many planning applications.

The level of detail required will vary with the individual circumstances of the proposals. Some schemes may require detailed ecological and geological surveys to be undertaken by experienced field workers, however in many instances a simple statement explaining why it is unlikely that there will be any biodiversity or geodiversity impacts will be sufficient.

This guidance will assist the applicant or their agent in assessing what level of information should be included as part of the *Biodiversity and Geodiversity Conservation Statement*.

Where significant potential impacts are identified the *Biodiversity and Geodiversity Conservation Statement* must identify and describe them (including direct and indirect effects both during construction and afterwards). Where harm is likely, evidence must be submitted to show:

- How alternative designs or locations have been considered;
- How adverse effects will be avoided wherever possible;
- How unavoidable impacts will be mitigated or reduced;
- How impacts that cannot be avoided or mitigated will be compensated;
- How the overall nature conservation value of the site will be enhanced as part of the development.

It is often useful if the Statement is informed by the results of a search for ecological data from a local environmental records centre, however a data search is not a substitute for a detailed field investigation.

The following guidance is split into a number of parts. Part 1 details the types of development when protected species surveys will be required, whilst Part 2 deals with designated sites, priority habitats and Geodiversity. A table is provided giving guidance on the appropriate time of year for surveys to be undertaken and finally a suggested format for *Biodiversity and Geodiversity Conservation Statements* is provided in Annex 1.

Whilst this guidance has been designed to cover the most likely scenarios, protected species and other important natural features are often encountered in the most unexpected circumstances. The Council may therefore request further information relating to biodiversity or geodiversity conservation after the registration of the application but prior to determination.

¹ Biodiversity refers to diversity of all life, including all species of animal, plants and fungi and the ecosystems they are found in, geodiversity is the variety of rocks, fossils, minerals and natural geological processes.

PART 1: LOCAL REQUIREMENTS FOR PROTECTED SPECIES

If the application involves any of the development proposals shown in **Table 1** (Column 1), a protected species survey and assessment must be submitted as part of the *Biodiversity and Geodiversity Conservation Statement*. Examples of when a survey and assessment may **not** be required are also explained below the table.

Surveys should be undertaken and reports prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year, in suitable weather conditions and using nationally recognised survey guidelines/methods where available*.

The survey must be to an appropriate level of scope and detail and must:

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

The Assessment should also give an indication of how species numbers are likely to change, if at all, after development e.g. whether there will be a net loss or gain.

The information provided in response to the above requirements are consistent with those required by Local Plan Policy and for an application to Natural England for a European Protected Species Licence. A protected species survey and assessment may also form part of a wider Ecological Assessment and/or part of an Environmental Impact Assessment required for specific types of development.

* Further information on appropriate survey methods can be found in *Guidance on Survey Methodology* published by the Institute of Ecology and Environmental Management; available at:

<http://www.ieem.org.uk/>

TABLE 1

Criteria and Indicative Thresholds (Trigger List) for when Protected Species Surveys and Assessments may be required as part of a *Biodiversity and Geodiversity Conservation Statement*

Column 1 Proposals for Development That Will Trigger a Protected Species Survey	Bats	Barn Owls	Breeding Birds	Great Crested Newts*	Otters	Dormouse	Kingfisher	Water Vole	Badger	Reptiles	White- Clawed Crayfish	Lesser Silver Water Beetle
<p>Proposed development which includes the modification, conversion, demolition or removal of buildings and structures (especially roof voids) involving the following:</p> <ul style="list-style-type: none"> all agricultural buildings (e.g. farmhouses and barns) particularly of traditional brick or stone construction and/or with exposed wooden beams greater than 20cm thick; all buildings with features suitable for bats (ie accessible soffit boxes, weather boarding and/or hanging tiles) that are within 200m of woodland and/or water; pre-1960 detached buildings and structures within 200m of woodland and/or water; pre-1914 buildings within 400m of woodland and/or water; pre-1914 buildings with gable ends or slate roofs, regardless of location; all tunnels, mines, kilns, ice-houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and structures; all bridge structures, aqueducts and viaducts (especially over water and wet ground). 	•	•										
Proposals involving lighting of churches and listed buildings or flood lighting of green space within 50m of woodland, water, field hedgerows or lines of trees with obvious connectivity to woodland or water.	•	•	•									
Proposals affecting woodland, or field hedgerows and/or lines of trees with obvious connectivity to woodland or water bodies.	•		•			•			•			

	Bats	Barn Owls	Breeding Birds	Great Crested Newts*	Otters	Dormouse	Kingfisher	Water Vole	Badger	Reptiles	White-Clawed Crayfish	Lesser Silver Water Beetle
Proposed tree work (felling or lopping) and/or development affecting: <ul style="list-style-type: none"> old and veteran trees that are older than 100 years; trees with obvious holes, cracks or cavities, trees with a girth greater than 1m at chest height; 	• • •	•	• • •									
Proposals affecting gravel pits or quarries and natural cliff faces and rock outcrops with crevices, caves or swallets.	•		•							•		
Major proposals within 500m of a pond (or similar water body)* (Note: A major proposals is one that is more than 10 dwellings or more than 0.5 hectares or for non-residential development is more than 1000m ² floor area or more than 1 hectare)				•								
Minor proposals within 100m of a pond (or similar water body) *				•								
Proposals directly affecting or within 10m of a pond (or similar water body) *				•				•				•
Proposals affecting the floodplain of a river or within 10m of rivers, ditches, streams, canals, lakes, or other aquatic habitats.	•		•		•		•	•			•	
Proposals affecting 'derelict' land (brownfield sites), allotments and railway land.			•						•	•		
Proposed development affecting any buildings, structures, feature or locations where <u>protected species are known to be present</u> **.	•	•	•	•	•	•		•	•	•	•	•

* The Impact of development on Great Crested Newts is highly variable and site specific, hence these distances are for guidance only. For large developments it may sometimes only be necessary to survey ponds 250m away. Conversely, minor developments may sometimes need to consider ponds further than 100m. An impact assessment in the absence of a full survey may be appropriate in some circumstances.

** Confirmed as present by either a data search (for instance via the local environmental records centre) or as notified to the developer by the local planning authority, and/or by Natural England, the Environment Agency or other nature conservation organisation. Note: a data search not recording any protected species will not in itself be sufficient evidence that such species are not present.

Exceptions for When a Full Species Survey and Assessment may not be required as part of a Biodiversity and Geodiversity Conservation Statement

- a. Following consultation by the applicant at the pre-application stage, **the LPA has stated in writing that no protected species surveys and assessments are required.**
- b. If it is **clear that no protected species are present**, despite the guidance in the above table indicating that they are likely, the applicant should provide evidence with the planning application to demonstrate that such species are absent (e.g. this might be in the form of a letter or brief report from a suitably qualified and experienced person, or a relevant local nature conservation organisation).
- c. If it is **clear that the development proposal will not affect any protected species present**, then only limited information needs to be submitted. This information should, however, (i) demonstrate that there will be no significant affect on any protected species present and (ii) include a statement acknowledging that the applicant is aware that it is a criminal offence to disturb or harm protected species should they subsequently be found or disturbed.

In some situations, it may be appropriate for an applicant to provide a protected species survey and report for only one or a few of the species shown in the Table above e.g. those that are likely to be affected by a particular activity. Applicants should make clear which species are included in the report and which are not because exceptions apply.

PART 2: LOCAL REQUIREMENTS FOR DESIGNATED SITES, PRIORITY HABITATS AND GEOLOGICAL CONSERVATION

If the application is likely to affect any of the designated sites listed in **Table 2**, priority habitats or biodiversity features **Table 3** or geological features listed in **Table 4**, a survey and assessment for the relevant feature is likely to be required as part of a *Biodiversity and Geodiversity Conservation Statement* with the application. Exceptions when a survey and assessment may not be required are also explained below these tables.

The Survey should be undertaken and report prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year, in suitable weather conditions and using nationally recognised survey guidelines/methods where available*. The survey must be to an appropriate level of scope and detail and must:

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

The Assessment should give an indication of likely change in the area (hectares) of priority habitat or geological feature on the site after development *e.g.* whether there will be a net loss or gain. An ecological/geological survey and assessment may form part of a wider Environmental Impact Assessment.

Notes:

* Further information on appropriate survey methods can be found in *Guidance on Survey Methodology* published by the Institute of Ecology and Environmental Management; available at: <http://www.ieem.org.uk>

Existing environmental information may be available from Local Record Centres, Wildlife Trusts, and Local RIGS Groups *etc.* Also online information on internationally and nationally designated sites can be found at: www.natureonthemap.org.uk

TABLE 2

Local Requirements for Designated Sites Criteria (Trigger List) for when a Survey and Assessment is Required as Part of a *Biodiversity and Geodiversity Conservation Statement*

DESIGNATED SITES (as shown on the Council's Development Plan Proposals Map)	
Internationally designated sites	Special Protection Area (SPA) Special Area of Conservation (SAC) Ramsar Site
Nationally designated sites	Site of Special Scientific Interest (SSSI) National Nature Reserve (NNR)
Regionally and locally designated sites	Local Sites (e.g. Sites of Nature Conservation Importance or Sites of Biological Importance) Local Nature Reserve (LNR) Land owned by Nature Conservation Organisations eg CWT, WT, RSPB, NT

TABLE 3

Local Requirements for Priority Habitats Criteria (Trigger List) for when a Survey and Assessment is likely to be required as Part of a *Biodiversity and Geodiversity Conservation Statement*

PRIORITY HABITATS (UK Biodiversity Action Plan Priority Habitats recorded in Cheshire)

- Hedgerows
- Blanket bog
- Arable Margins
- Coastal and floodplain grazing marsh
- Coastal saltmarsh
- Eutrophic standing waters
- Fens
- Lowland beech and yew woodland
- Lowland calcareous grassland
- Lowland dry acid grassland
- Lowland heathland
- Lowland meadows
- Lowland raised bog
- Wood-pasture and parkland
- Mesotrophic lakes
- Intertidal Mudflats
- Purple moor grass and rush pastures
- Wet Reedbeds
- Upland heathland
- Native Woodland Types (including wet woodland)
- Ancient Woodland
- Traditional Orchards
- Ponds
- Rivers
- Open Mosaic Habitats on Previously Developed Land
- Inland Rock Habitat & Scree Habitat

Note – Whilst this list is accurate at the time of writing. The lists are subject to revision. See <http://www.ukbap.org.uk/habitats.aspx>

3. OTHER BIODIVERSITY FEATURES

(as identified by the Local Biodiversity Partnership - see paragraph 84 ODPM Circular 06/2005)

- Secondary Woodland and Mature/Veteran Trees
- Caves and disused tunnels and mines (e.g. roosts for bats)
- Trees and scrub used for nesting by breeding birds
- Previously developed land with biodiversity interest
- Urban green space (e.g. parks, allotments, flower-rich road verges and railway embankments)
- Dry Stone Walls
- Heathland
- Limebeds
- Meres
- Roadside Verges
- Unimproved Grassland
- Waxcap grassland

Exceptions When a Full Survey and Assessment May Not Be Required in Respect of the Features Identified in Table 2 and 3

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

TABLE 4



**Local Requirements For Designated Geodiversity Sites And Features
Criteria (Trigger List) for when a Survey and Assessment are Required as Part of a
Biodiversity and Geodiversity Conservation Statement**

1. DESIGNATED SITES (as shown on the Council's Development Plan Proposals Map)	
Nationally designated sites	Site of Special Scientific Interest (SSSI) National Nature Reserves (NNRs)
Regionally and locally designated sites	Regionally Important Geological Sites (RIGS) Local Nature Reserves (LNRs)
2. OTHER GEOLOGICAL CONSERVATION FEATURES (Based on the Earth Science Conservation Classification)	
Exposure or Extensive Sites	<ul style="list-style-type: none"> ▪ Active quarries and pits ▪ Disused quarries and pits ▪ Coastal cliffs and foreshore ▪ River and stream sections ▪ Inland outcrops ▪ Exposure underground mines and tunnels ▪ Extensive buried interest ▪ Road, rail and canal cuttings
Integrity Site	<ul style="list-style-type: none"> ▪ Static (fossil) geomorphological ▪ Active process geomorphological ▪ Caves ▪ Karst
Finite Site	<ul style="list-style-type: none"> ▪ Finite mineral, fossil or other geological ▪ Mine dumps ▪ Finite underground mines and tunnels ▪ Finite buried interest

Exceptions When a Full Survey and Assessment May Not Be Required

Regional and Local Sites: A survey and report will not be required where the applicant is able to provide copies of pre-application correspondence with appropriate local geological experts (such as the Local RIGS Group) that they are satisfied that the proposed development will not affect any regional or local sites designated for their local nature conservation importance.

Figure 1 ECOLOGICAL SURVEY SEASONS

Key:	
Optimal Survey Time	
Extending into	

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

Points to note regarding surveys are as follows:

- For certain species and habitats surveys can be carried out at any time of year, but for other species, particular times of year are required to give the most reliable results, as indicated in Figure 2
- Surveys conducted outside of optimal times (Figure 2) may be unreliable. For certain species (e.g. Great Crested Newt) surveys over the winter period are unlikely to yield any useful information. Similarly negative results gained outside the optimal period should not be interpreted as absence of a species and further survey work maybe required during the optimal survey season. This is especially important where existing surveys and records show the species has been found previously on site or in the surrounding area. An application may not be valid until survey information is gathered from an optimum time of year.
- Species surveys are also very weather dependent so it may be necessary to delay a survey or to carry out more than one survey if the weather is not suitable, e.g. heavy rain is not good for surveying for otters, as it washes away their spraint (droppings). Likewise bat surveys carried out in wet or cold weather may not yield accurate results.
- Absence of evidence of a species does not necessarily mean that the species is not there, nor that its habitat is not protected (e.g. a bat roost is protected whether any bats are present or not).
- Local Biological / Environmental Records Centre may have useful existing information and records.
- Competent ecologists should carry out any surveys. Where surveys involve disturbance, capture or handling of a protected species, then only a licensed person can undertake such surveys (e.g. issued by Natural England). Surveys should follow published national or local methodologies. Further details may be found on the following web sites: IEEM at: (<http://www.ieem.org.uk/Publications.htm>) - Guidelines for Survey Methodology) Natural England: (<http://www.naturalengland.org.uk/publications/default.htm>)

Annex 1: A suggested format for Biodiversity & Geological Conservation Statements

Biodiversity & Geological Conservation Report

- 1 Sites**
 - 1.1 International statutory sites subject to the Habitat Regulations (SAC, SPA, Ramsar sites)
 - 1.2 National statutory sites subject to the provisions of the Wildlife and Countryside Act (Sites of Special Scientific Interest) and National Nature Reserves
 - 1.3 Local Statutory sites (Local Nature Reserves) and non statutory sites (Sites of Biological Importance/Regionally Important Geological Sites)
- 2 Legally Protected Species**
- 3 Biodiversity Habitats and Species**
- 4 Geological and Geomorphological Features**

Each of the above sections will require cross references to lists of sites, species, habitats and geological interests and details of when these would be relevant.

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Supplementary Guidance – Validation Requirements for Householder Applications

National Statutory Requirements

The standard application form

The Government wishes to encourage applicants to submit applications electronically wherever possible, as this provides opportunities for streamlining procedures and thereby reducing costs.

The correct national standard application form must be used when submitting an application. If the application is made using the incorrect form it will be declared invalid and the applicant notified accordingly. The applicant is required to provide the **original and 3 copies** of their application. All of the relevant questions should be answered on the application form. Application forms that are incorrectly completed or incomplete will not be accepted. Incorrect/incomplete information will result in a delay to the application being validated and progressed.

The location plan

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500. The GDPO 1995 requires the original and three copies (unless submitted electronically). In exceptional circumstances plans of other scales may also be required. Plans should wherever possible show at least two named roads and all surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

Site and Other Plans (necessary to describe the subject of the application)

Site Plan

Copies of the site plan should be submitted. The legislation requires the original and three copies (unless submitted electronically). The site plan should be drawn at a scale of 1:500 or 1:200 and should accurately show:

- a) The direction of North.
- b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries.
- c) All the buildings, roads and footpaths on land adjoining the site including access arrangements.
- d) All public rights of way crossing or adjoining the site.
- e) The position of all trees on the site, and those on adjacent land that could influence or be affected by the development.
- f) The extent and type of any hard surfacing.
- g) Boundary treatment including walls or fencing where this is proposed.

In addition other plans should be submitted (dependent on the type of application – refer to the relevant validation requirements list for specific requirements) and may include:

Block plan of the site (e.g. at a scale of 1:100 or 1:200)

Copies of plans should show: any site boundaries; the type and height of boundary treatment (e.g. walls, fences etc); the position of any building or structure on the other side of such boundaries

Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)

These should be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. **Blank elevations must also be included**; if only to show that this is in fact the case. Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)

These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).

Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)

Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.

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

Roof plans (e.g. at a scale of 1:50 or 1:100)

A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material, vents and their location are typically specified on the roof plan.

Ownership Certificates

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Article 7 of the GDPO, the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission except for approval of reserved matters must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property.

For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995.

Certificate A – Complete this if you are, at the beginning of a period 21 days before the date of the submission of the application, the owner of all of the land to which the application relates.

If you are not the sole owner of the land to which the application relates then you will need to complete Certificates B C or D. This includes situations where development abuts or simply overhangs the boundary with the adjoining property/land.

Certificate B – You will need to serve Notice, at the beginning of a period 21 days before the date of the submission of the application, on every person who was the owner of any part of the land to which the application relates. The names and addresses on whom notice has been served should be provided with the application.

Certificate C – Complete this if you know some of the owners of the land to which the application relates, but not all of them. You will need to comply with all those matters required by both Certificate B and D.

Certificate D – Complete this if you know none of the owners of the land to which the application relates. You will need to specify what steps you have undertaken to find the owners, for example planning history and land registry enquiries/searches. You will also need to advertise the application in a local newspaper not earlier than the beginning of the period 21 days ending with the date of submission of the application. A copy of the advert should be included with the application.

Notice(s)

A notice to owners of the application site must be completed and served in accordance with Article 6 of the GDPO.

Agricultural Holdings Certificate

This certificate is required **whether or not** the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. This certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, or express consent to display an advertisement.

The correct fee (where one is necessary)

A schedule of fees is available on the planning pages of the Cheshire East Council website (www.cheshireeast.gov.uk). A fee calculator is also available on the Planning Portal web site (www.planningportal.gov.uk). This is a guide only and is without prejudice to the determination of the appropriate fee following submission of the application. If you are uncertain of the fee that is payable on any application please contact the Planning Helpdesk prior to the submission of the application.

Design and Access Statements

A *Design and Access Statement* must accompany Householder applications where any part of the dwellinghouse or its curtilage falls within one of the following designated sites:

- National Park
- Site of special scientific interest
- Conservation area
- Area of outstanding natural beauty
- World Heritage Site
- The Broads

A design and access statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a design and access statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. The design and access statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. A design and access statement should be proportionate to the complexity of the application, but need not be long. What is required in a design and access statement is set out in article 4C of the GDPO and Department for Communities and Local Government Circular 01/06 – *Guidance on Changes to the Development Control System*.

Further direction is available in the guidance note for developers and applicants ***Making the Best Use of Design and Access Statements*** available on the Council's website at www.cheshireeast.gov.uk

Local Requirements

Flood risk assessment

Cheshire East Council will require a Flood Risk Assessment in line with the Environment Agency Standing Advice on Development and Flood Risk which can be found at www.pipernetworking.com/floodrisk/index.html. The standing advice outlines all the circumstances where the applicant is required to supply a flood risk assessment and the extent of the details required.

For householder development **within flood zone 2 or flood zone 3**, the applicant should use the table below to identify the requirements of their application. Flood zone maps can be found on the Environment Agency

website at www.environment-agency.gov.uk and whether your property is within a flood zone. The dark blue areas represent flood zone 3 and the lighter blue areas flood zone 2.

Applicant to choose one or other of the flood mitigation measures below.	Applicant to provide the LPA with the supporting Information detailed below as part of their FRA
<p>Either ;</p> <p>Floor levels within the proposed development will be set no lower than existing levels AND, Flood proofing of the proposed development has been incorporated where appropriate.</p>	<p>Details of any flood resilience and resistance techniques to be included in accordance with 'Preparing for floods' (ODPM 2003)</p>
<p>Or;</p> <p>Floor levels within the extension will be set 300mm above the known or modelled 1% (1 in 100 chance each year) river flood level or 0.5% (1 in 200 chance each year) tidal & coastal flood level.</p>	<p>This must be demonstrated by a plan that shows finished floor levels relative to the known or modelled flood level.</p> <p>All levels should be stated in relation to Ordnance Datum</p>

Tree Survey/Arboricultural Implications

Where there are (any) trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during construction works. Such trees do not have to be subject to a tree preservation order or within a conservation area; any tree that could influence or be effected by the development should be addressed. This information should be prepared by a suitably qualified and experienced arboriculturist. Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to construction – Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

For Householder developments Cheshire East Council will require a Tree Survey where any external works are to be carried out within 10 metres of the crown spread of a tree covered by a Tree Preservation Order or a tree within a Conservation Area.

Supplementary Guidance – National and Local Requirements for the Validation of Planning Application

This supplementary guidance is designed to offer more detailed information about the national and local requirements for the validation of planning applications. The national requirements have been set nationally and are the core requirements needed for a valid application. The national list of local requirements is drawn upon to establish the requirements set by Cheshire East Council, known as the local requirements, for each type of application. This document will detail where you can find further information on the requirements for an application.

The individual lists of requirements by application type are available from the Cheshire East Council website, www.cheshireeast.gov.uk or paper copies can be obtained from the Local Planning Authority using the contact details above. The local requirements set by Cheshire East Council are shown in the individual lists which also identify the triggers for each item. A table is provided at Appendix A which will help you identify which of the validation lists is relevant to the application you are making (i.e. dependant on the application form you are using).

The validation requirements solely refer to the information required in order to validate an application and applicants should be aware that the Local Planning Authority may still require and request further information or supporting documentation post validation where it is considered necessary to determine the application. Applicants should also be aware that an application could still be refused on the grounds of inadequate information. The validation checklist is not exhaustive and simply aims to capture the basic and most common requirements for your application.

Where an application is not accompanied by 'Local list' requirements a written justification must be produced by a suitably qualified person(s) giving reasons why it is not appropriate in that particular circumstance. In such cases the Council will consider the justification and where it is agreed, the application will be registered. However, if insufficient justification is provided, the Council will declare the application invalid and provide written reasons for the decision.

Cheshire East Council has been formed by the joining of the former Borough's of Congleton, Crewe and Nantwich and Macclesfield and Cheshire County Council. Development proposals will continue to be considered against the adopted development plans of the former boroughs and the saved policies from the Cheshire Structure Plan or the Cheshire Minerals and Waste Plans dependant on where the development is or the type of development proposed until the Cheshire East Local Development Framework is formally adopted. As a consequence the local requirements for applications may differ depending upon the development plan under which it falls to be considered, due to variations in policy requirements. Where there are any variations this is clearly indicated on the individual forms and will relate to the former administrative areas of Congleton Borough Council, Crewe and Nantwich Borough Council and Macclesfield Borough Council.

Pre-application discussions

Cheshire East Council encourage applicants to seek pre-application advice which will help to identify all information requirements for their application. This is particularly useful for larger and more complex schemes and can help the applicant by identifying the information and details that should be submitted with their application. Such an approach can help to minimise delays later in processing the application.

The standard application form

The Government wishes to encourage applicants to submit applications electronically wherever possible, as this provides opportunities for streamlining procedures and thereby reducing costs. However applicants will retain the option of submitting paper versions of the form. In that event, the GDPO 1995 requires the original and three additional copies of the completed standard application form to be submitted. An applicant may be requested by the local planning authority to submit more than three copies, but three copies is the statutory requirement for a valid application.

All of the relevant questions should be answered on the application form. Application forms that are incorrectly completed or incomplete will not be accepted. Incorrect/incomplete information will result in a delay to the application being validated and progressed. The correct national standard application form must be used when submitting an application. If the application is made using the incorrect form it will be declared invalid and the applicant notified accordingly.

It is sometimes necessary to submit two or more applications for the same development. For example to apply to partially demolish, extend or alter a listed building it may be necessary to submit two individual applications– a planning application and a listed building consent application. It should be noted that these are separate applications and it is necessary to submit the appropriate number of copies of forms, plans and documents for each of the applications. (This is when submitting paper versions of the application. If you are submitting your application electronically via the Planning Portal then two applications will be made for you automatically).

The location plan

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500. The GDPO 1995 requires the original and three copies (unless submitted electronically). In exceptional circumstances plans of other scales may also be required. Plans should wherever possible show at least two named roads and all surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

Site and Other Plans

Site Plan

Copies of the site plan should be submitted. The legislation requires the original and three copies (unless submitted electronically). The site plan should be drawn at a scale of 1:500 or 1:200 and should accurately show:

- a) The direction of North.
- b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries.
- c) All the buildings, roads and footpaths on land adjoining the site including access arrangements.
- d) All public rights of way crossing or adjoining the site.
- d) The position of all trees on the site, and those on adjacent land that could influence or be affected by the development.
- e) The extent and type of any hard surfacing.
- f) Boundary treatment including walls or fencing where this is proposed.

In addition other plans should be submitted (depending on the type of application – refer to the relevant validation requirements list for specific requirements) and may include:

Block plan of the site (e.g. at a scale of 1:100 or 1:200)

Copies of plans should show: any site boundaries; the type and height of boundary treatment (e.g. walls, fences etc); the position of any building or structure on the other side of such boundaries

Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)

These should be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors.

Blank elevations must also be included; if only to show that this is in fact the case.

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

Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)

These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).

Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)

Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.

Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings.

In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

Roof plans (e.g. at a scale of 1:50 or 1:100)

A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material, vents and their location are typically specified on the roof plan.

Ownership Certificates

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Article 7 of the GDPO, the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission except for approval of reserved matters must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property.

For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995.

Certificate A – Complete this if you are, at the beginning of a period 21 days before the date of the submission of the application, the owner of all of the land to which the application relates.

If you are not the sole owner of the land to which the application relates then you will need to complete Certificates B C or D. This includes situations where development abuts or simply overhangs the boundary with the adjoining property/land.

Certificate B – You will need to serve Notice, at the beginning of a period 21 days before the date of the submission of the application, on every person who was the owner of any part of the land to which the application relates. The names and addresses on whom notice has been served should be provided with the application.

Certificate C – Complete this if you know some of the owners of the land to which the application relates, but not all of them. You will need to comply with all those matters required by both Certificate B and D.

Certificate D – Complete this if you know none of the owners of the land to which the application relates. You will need to specify what steps you have undertaken to find the owners, for example planning history and land registry enquiries/searches. You will also need to advertise the application in a local newspaper not earlier than the beginning of the period 21 days ending with the date of submission of the application. A copy of the advert should be included with the application.

Notice(s)

A notice to owners of the application site must be completed and served in accordance with Article 6 of the GDPO.

Agricultural Holdings Certificate

This certificate is required **whether or not** the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. This certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, or express consent to display an advertisement.

The correct fee (where one is necessary)

A schedule of fees is available on the planning pages of the Cheshire East Council website (www.cheshireeast.gov.uk). A fee calculator is also available on the Planning Portal web site (www.planningportal.gov.uk). This is a guide only and is without prejudice to the determination of the appropriate fee following submission of the application. Further guidance is also available in Communities and Local Government *Circular 04/2008: Planning Related Fees* which can be downloaded from their website www.communities.gov.uk. If you are uncertain of the fee that is payable on any application please contact the Local Planning Authority prior to the submission of the application.

Design and Access Statements

A Design and Access Statement must accompany applications for both outline and full planning permission unless they relate to one of the following:

- (i) A material change of use of land and buildings, (unless it also involves operational development);
- (ii) Engineering or mining operations;
- (iii) Householder developments. However, statements are required for applications where any part of a dwelling house or its curtilage fall within one of the following designated areas:

- National Park
- Site of special scientific interest
- Conservation area
- Area of outstanding natural beauty
- World Heritage Site
- The Broads

A design and access statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a design and access statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. The design and access statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. A design and access statement should be proportionate to the complexity of the application, but need not be long. What is required in a design and access statement is set out in article 4C of the GDPO and Department for Communities and Local Government Circular 01/06 – *Guidance on Changes to the Development Control System*.

Applications for listed building consent will also be required to be accompanied by a design and access statement. In particular, such a statement should address:

- (i) the special architectural or historic interest of the building;
- (ii) the particular physical features of the building that justify its designation as a listed building; and
- (iii) the building's setting.

The legislative requirements are set out in regulation 3A of the Planning (Listed Buildings and Conservation Areas) Regulations 1990.

When a planning application is submitted in parallel with an application for listed building consent a single combined statement should address the requirements of both.

Further direction is available in the guidance note for developers and applicants ***Making the Best Use of Design and Access Statements*** available on the Council's website at www.cheshireeast.gov.uk

Information requirements for applications for outline planning permission

Applications for outline planning permission generally need not give details of any proposed reserved matters (Article 4E(3) of the GDPO) unless the matters include layout, scale or access. However if a local planning authority receives an application for outline planning permission, but decides that the application ought not to be considered separately from all or any of the reserved matters, it must notify the applicant within one month from the receipt of the application that further details must be submitted. The local planning authority should also specify what further details are needed (see Article 3(2) of the GDPO). Although the GDPO allows the local planning authority one month in which to notify the applicant that further details are required, as a matter of best practice local planning authorities should aim to notify applicants within 5 working days. This situation should not be confused with applications where inadequate information is submitted.

DCLG Circular 01/2006 sets out the scope of information to be submitted with an outline application. Even if layout, scale and access are reserved, an application will still require a basic level of information. As a minimum, applications should always include information on:

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

In addition to the information above, applications for outline planning permission should also include a Design and Access Statement. The requirements relating to Design and Access Statements are explained on page 4 of this document.

Lawful Development Certificates

Applications for Lawful Development Certificates should always be supported by factual evidence wherever possible. This includes information such as statutory declarations (sworn statements), photographs, invoices/payment records, historical maps and similar. Lawful Development Certificates are legal documents and can only be issued where the Local Planning Authority is satisfied on the balance of probability that what has been applied for has occurred as a matter of fact. This can only be achieved where sufficient supporting information has been provided that demonstrates what has been applied for.

Recommended national list of local requirements

This section offers more detailed information on all of the requirements which may be included in the local list. Triggers have been set for the information this Council will require which are identified on each individual validation checklist.

Local planning authorities will continue to be able to request further information during the determination process and an application could still be deemed valid, and then refused on the grounds of inadequate information, if the documentation submitted was subsequently found to be inadequate.

Affordable housing statement

Where local plan policies or Supplementary Planning Document guidance requires the provision of affordable housing the local planning authority may require information concerning both the affordable housing and any market housing e.g. the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units, plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. The affordable housing statement should also include details of any Registered Social Landlords acting as partners in the development.

Where Local Plan Policies require the provision of affordable housing or the proposal is for a 'rural exceptions site', the LPA will require information concerning the proposed affordable housing.

For outline planning applications the information required will include the following –

A schedule to show the proposed number of affordable dwellings, by house type and tenure; anticipated Open Market Values of the affordable units; the proposed phasing of the development and distribution of the affordable housing within it; the proposed sale price to the Registered Social Landlord (RSL); the proposed first purchase share for any Shared Ownership units; any likely service charges; which RSL is to deliver the scheme, if the RSL will sign the S106 and if the RSL will voluntarily restrict 'staircasing' on any schemes that are not 'rural exceptions sites' (if a scheme is a 'rural exceptions site' then 'staircasing' to full value will not be allowed.)

For full planning applications the information required will include that set out above however it will also need to set out exactly which plots are proposed as the affordable housing.

If a proposal is for a 'rural exceptions site', the application will need to include information to show how the criteria of Policy RES.8 will be met; this may need to include a Housing Needs Survey, specifically undertaken to show that there is a need for such a development, in that area.

N.B – The above is not an exhaustive list of information; further details may also be requested, if deemed to be appropriate.

In accordance with development plan policies Cheshire East Council will require an affordable housing statement when a proposal is for residential development where the development is within a village where the population is 3000 or less and the proposal is for more than 1 unit or if the proposal is for rural exceptions housing.

An Affordable Housing Statement will also be required when the development is for 15 or more units, or the site is greater than 0.5 Hectares in size when the development falls within the areas of the Crewe and Nantwich Borough Council Replacement Local Plan 2011 and the Macclesfield Local Plan 2004.

If the development falls within the area of the Congleton Borough Council Local Plan First Review an Affordable Housing Statement is required when the development is for 25 units or more, or the site is greater than 1 hectare in size.

Population figures are available from the Council's webpage www.cheshireeast.gov.uk

Where the development is proposed inside, or adjacent to an air quality management area (AQMA), or where the development could in itself result in the designation of an AQMA or where the grant of planning permission would conflict with, or render unworkable, elements of a local authority's air quality action plan, applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area. Where AQMAs cover regeneration areas, developers should provide an air quality assessment as part of their planning application. Further advice is available in **Planning Policy Statement 23: Planning and Pollution Control**. (November 2004).

Air Quality Assessments will be required where a development is proposed within an existing Air Quality Management Area or where it is considered to have an impact on an existing Air Quality Management Area. Therefore an Air Quality Assessments is also required for:

- Residential developments of 100 dwellings or more within 100 metres of an Air Quality Management Area
- Non residential developments within 100 metres of an Air Quality Management Area with more than 10 parking spaces or within 500 metres with more than 300 parking spaces.
- The development is for extraction of above ground minerals, waste applications involving such as landfilling/raising or thermal treatment if the proposal is within 500 metres of housing developments.

Information about AQMAs in Cheshire East is available on the Council's website www.cheshireeast.gov.uk

Biodiversity and Geodiversity Conservation Statement

Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the Protection of Badgers Act 1992. Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long-term maintenance and management. This information might form part of an Environmental Statement, where one is necessary. Certain proposals which include work such as the demolition/conversion of buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts. Government planning policies for biodiversity are set out in **Planning Policy Statement 9: Biodiversity and Geological Conservation (PPS9)** (August 2005), PPS9 is accompanied by a Government Circular: *Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system* (ODPM Circular 06/2005, Defra Circular 01/2005 and *Planning for Biodiversity and Geological Conservation: A Guide to Good Practice*.

The Council's **Guidance on Local Requirements: Biodiversity and Geodiversity Conservation Statement** sets out the requirements for a Biodiversity and Geodiversity Conservation Statement and when such a statement will be required. Table 1 of the document identifies the situations where a protected species survey will be required and Part 2 shows where a statement will be required in relation to designated sites, priority habitats and geological conservation. Applicant should use the above document to inform their application.

Designated sites within Cheshire East are identified in the various development plans and any development affecting these sites will require a Biodiversity and Geodiversity Conservation Statement to accompany the application.

Climate Change and Sustainability

Planning Policy Statement: Planning and Climate Change (Supplement to PPS1) introduced key objectives for the delivery of sustainable development. These key objectives should be considered in developments (of an appropriate scale) to address matters of climate change.

Applicants should use Design and Access Statements to provide the necessary information to show the Local Planning Authority how their proposed development will contribute to the Key Planning Objectives. The North West Regional Spatial Strategy provides the policy framework for assessing such applications.

Where the development is within the area of the Mersey Gateway Local Plan 2004 residential developments should address the advice in PPS3: Housing and should complete housing sustainability assessments.

Daylight/Sunlight assessment

In circumstances where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space then applications may also need to be accompanied by a daylight/sunlight assessment. Further guidance is provided in, for example, BRE guidelines on daylight assessments. (Please be aware that planning permission would not confer any immunity on those whose works infringe another's property rights, and which might be subject to action under the Rights of Light Act 1959.)

Economic Statement

Applications may also need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported; the relative floorspace totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal.

Economic statements will be beneficial for all major employment-generating proposals and should be used to set out the economic development and regeneration benefits of the scheme. Applicants should demonstrate how their proposals will contribute, where appropriate, to the delivery of economic development and regeneration strategies at regional, sub-regional and local levels.

Environmental Statement

The Town and Country Planning (Environmental Impact Assessment) Regulations (SI 1999/293), as amended, set out the circumstances in which an Environmental Impact Assessment (EIA) is required. EIA may obviate the need for other more specific assessments.

Where an EIA is required, Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement. The information in the Environmental Statement has to be taken into consideration when the local planning authority decides whether to grant planning consent. It may be helpful for a developer to request a 'screening opinion' (i.e. to determine whether EIA is required) from the local planning authority before submitting a planning application. In cases, where a full EIA is not required, the local planning authority may still require environmental information to be provided.

Flood risk assessment

A Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency. A FRA will also be required for any development other than minor development in a designated critical drainage area which has been notified to the Local Planning Authority by the Environment Agency. Flood zone maps can be found on the Environment Agency website at www.environment-agency.gov.uk

The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.

The FRA should be prepared by an applicant in consultation with the local planning authority with reference to their published local development documents and any Strategic Flood Risk Assessment. The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended. **Planning Policy Statement 25: Development and Flood Risk (December 2006)** and its associated *Practice Guide* provide comprehensive guidance for both local planning authorities and applicants in relation to the undertaking of FRAs and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.

Cheshire East Council will require a Flood Risk Assessment in line with the Environment Agency Standing Advice on Development and Flood Risk which can be found at www.pipernetworking.com/floodrisk/index.html. The standing advice outlines all the circumstances where the applicant is required to supply a flood risk assessment and the extent of the details required.

All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers. Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage.

Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. Guidance on what should be included in a non-mains drainage assessment is given in **DETR Circular 03/99 and Building Regulations Approved Document Part H and in BS6297**.

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

An application should indicate how the development connects to existing utility infrastructure systems. Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal. Two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and secondly, whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains.

The applicant should demonstrate:

- (a) that, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community;
- (b) that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;
- (c) that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains;
- (d) where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.

Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)

The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with a planning officer, a conservation officer or the Borough's archaeological advisors, before any application is made. The following is a guide to the sort of information that may be required for different types of application.

For applications affecting scheduled monuments, a written statement detailing the procedure that has been followed to ascertain whether scheduled monument consent is needed, will be required. The details of any agreed programme of mitigation and a copy of the scheduled monument consent form may be required.

For applications for listed building consent, a written statement that includes a schedule of works to the listed building(s), an analysis of the significance of archaeology, history, development and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required. A condition survey and/or a structural survey may be required in support of an application for listed building consent.

For applications for conservation area consent, a written statement that includes a structural survey, an analysis of the character and appearance of the building/structure, the principles of and justification for the proposed demolition and its impact on the special character of the area may be required.

For applications either related to or impacting on the setting of designated sites (scheduled monuments, listed buildings and structures, conservation areas, historic parks and gardens, and historic battlefields) a written statement that includes plans showing historic features that may exist on or adjacent to the application site including all designated sites and all non-designated sites (e.g. locally listed buildings and sites in the Historic Environment Record) and an analysis of the significance of archaeology, history and character of the designated site, the principles of and justification for the proposed works and their impact on the special character and appearance of the designated site or structure, its setting and the setting of adjacent designated sites may be required.

For all applications involving the disturbance of ground within an Area of Archaeological Potential as defined in the development plan or in other areas in the case of a major development proposal or significant infrastructure works, or where a proposal affects an area, site or feature of known or suspected historic environment interest as identified in the Historic Environment Record, an applicant may need to commission an assessment and if necessary field evaluation of the site and submit the results as part of the Heritage Statement.

All Heritage Statements should assess the impact or potential impact of the proposed development and any proposals to avoid, mitigate or compensate for such impacts, to ensure that there is no net loss of the historic environment resource.

The various development plans identify historic assets within Cheshire East.

For heritage assets, advice is provided in **Planning Policy Guidance Note 15 Planning and the Historic Environment**, (September 1994). For archaeological remains, advice is provided in **Planning Policy Guidance Note 16: Archaeology and Planning** (November 1990).

Land Contamination Assessment

Applications may also need to be accompanied by a land contamination assessment which should include an extended assessment of contamination in line with **Planning Policy Statement 23 'Planning and Pollution Control'** (November 2004). Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.

Examples of sites/activities that would require a Land Contamination Assessment include:

- Analysts - laboratory sites
- Any area where persistent pesticide treatments may have been applied
- Areas where biological materials have been bred, used or stored
- Battery manufacturers including any site where lead cell accumulators were destroyed for scrap
- Brake lining manufacturers or repairers
- Chemical manufacturers
- Industrial: glues, paints, household cleaners, bleaches, sprays, pool chemicals, bitumen, oils and greases, petroleum, petrochemicals, stores.
- Agricultural: fertilisers, garden sprays, pesticides, herbicides, cat and dog dusting powders
- Warehousing and storing
- Defence works
- Dry cleaning establishments
- Electroplaters
- Fuel depots
- Galvanisers
- Gas works
- Gun clubs
- Industrial cleaners
- Landfills
- Lime burners
- Market gardens, other areas where agricultural chemicals may have been used
- Metal foundries

- Metal spraying or Metal treatment, heat treatment, picklers
- Mining and extractive industry
- Patent medicine producers and stores
- Pest controllers in particular chemical stores and areas where vehicles and tanks are washed
- Petroleum and petrochemical industries
- Pharmaceutical drug manufacturers
- Plaster manufacturers and moulders
- Printers
- Railway yards
- Scrap yards
- Service stations (including mechanical repairers)
- Stock dipping (e.g. sheep, cattle)
- Tanners, curriers and fellmongers
- Transport depots
- Underground storage tanks for fuel, chemical storage and liquid waste
- Waste storage, treatment and/or disposal
- Wood treatment
- Wool hide and skin merchants (e.g. drying, scouring)

NOTE: This list is not exhaustive and other potentially contaminating activities must be considered.

Landfill applications

Applicants should provide sufficient information to enable the waste planning authority to fulfill its requirements under the Landfill (England and Wales) Regulations 2002. This information may be provided as part of the Environmental Impact Assessment.

Landscaping details

Applications may be accompanied by landscaping details and include proposals for long term maintenance and landscape management. There should be reference to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development.

Development should be informed by and be sympathetic to landscape character and quality and should contribute, as appropriate, to the regeneration, restoration, enhancement, maintenance or active conservation of the landscape likely to be affected. Proposals with landscape and visual implications should also be informed by the *Landscape Assessment of Cheshire: 1994*. The Cheshire County Council Building Development: *Design Matters in Cheshire* guide may also be relevant.

Lighting assessment

Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a listed building or a conservation area, or open countryside, where external lighting would be provided or made necessary by the development, should be required to be accompanied by details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design. ***Lighting in the countryside: Towards good practice*** (1997) is a valuable guide for local planning authorities, planners, highway engineers and members of the public. It demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. The advice is applicable in towns as well as the countryside.

Noise impact assessment

Application proposals that raise issues of disturbance or are considered to be a noise sensitive development in what are considered noise sensitive areas should be supported by a noise impact assessment prepared by a suitably qualified acoustician. As an example an application for a business concerning animals may require a noise impact assessment. Further guidance is provided in ***Planning Policy Guidance note 24: Planning and Noise*** (September 1994).

Applications for proposals of residential premises adjacent to any noise source should undertake a PPG 24 noise assessment. This Council requires a noise impact assessment where residential development is proposed adjacent to a railway line, a busy road (defined as a motorway, a dual carriageway or an A-road), or adjacent to premises falling within use class B1(c), B2 or B8.

Applications for proposals of commercial or industrial premises adjacent to residential premises should undertake a BS4142 noise assessment as agreed with Environmental Health. This Council will therefore require a noise assessment where the proposal will result in the use of the premises for purposes within Use Class B1(c), B2 or B8 adjacent to a residential use.

A noise impact assessment will also be required where the proposal is for a change of use or built development that will result in a mineral or waste development adjacent to housing, or if the proposal is for mineral extraction or landfill/landraising development.

Open Space assessment

For development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. Planning consent is not normally given for development of existing open spaces which local communities need. However, in the absence of a robust and up-to-date assessment by a local authority, an applicant for planning permission may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements. Any such evidence should accompany the planning application.

In addition where development of more than 20 residential units is proposed (including flats) in the area of the Crewe and Nantwich Replacement Local Plan 2011, the applicant should show how the proposal addresses the requirements of policy RT.3 of that plan.

Likewise, where the development is within the area of the Congleton Borough Council Local Plan First Review, the applicant should address the requirements set out in the Congleton Borough Council *SPG1: Provision of Public Open Space in New Residential Development*.

National planning policy is set out in ***Planning Policy Guidance note 17: Planning for open space, sport and recreation*** (July 2002).

Parking Provision

Most applications will be required to provide details of existing and proposed parking provision and access arrangements. These details could also be shown on a site layout plan.

Photographs and Photomontages

These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. This is particularly important if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.

Planning obligations - Draft Head(s) of Terms

Planning obligations (section 106 agreements) are private agreements negotiated between local planning authorities and persons with an interest in a piece of land (or “developers”), and are intended to make acceptable development which would otherwise be unacceptable in planning terms.

For development in the area of the Macclesfield Local Plan 2004, a statement of the proposed Heads of Terms and Certificate of Title should be submitted with the application. Further guidance and advice and model Section 106 agreements are available in the Macclesfield Borough Council *Supplementary Planning Guidance on s106 (Planning) agreements*.

Where the development lies within the area covered by the Congleton Borough Council Local Plan First Review, Draft Heads of Terms will be required where a S106 contribution is required in accordance with policy in the Local Plan and associated Supplementary Guidance.

Further advice is available in ODPM Circular 05/2005, ***Planning Obligations*** and the model section 106 agreement, both of which are available on the Communities and Local Government website www.communities.gov.uk

Planning Statement

A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees

undertaken prior to submission. However, a separate statement on community involvement may also be appropriate.

Retail Assessment (Town centre uses – Evidence to accompany applications)

An application should be accompanied by an assessment of the need for the proposal where this would be in an edge of centre or out of centre location, and where it is not in accordance with an up to date development plan document strategy. But it is not necessary to demonstrate the need for retail proposals within the primary shopping area or for other main town centre uses located within the town centre. Evidence should be provided to show that there are no sequentially preferable sites. Policy advice on the policy tests for town centre uses is provided in **Planning Policy Statement 6: Planning for Town Centres (March 2005)** which sets out the main town centre uses to which the policy applies, in paragraph 1.8. Subject to the policies set out in the document, paragraph 3.4 lists the key considerations for which applicants should present evidence. The level and type of evidence and analysis required to address the key considerations should be proportionate to the scale and nature of the proposal.

In accordance with paragraph 3.4 of *PPS6: Planning for Town Centres* Cheshire East Council will require a Retail Assessment where the scale and nature of the proposal requires it.

Site Waste Management Plan

Proposed new development should be supported by site waste management plans of the type encouraged by the code of practice published in 2004 by the Department of Trade and Industry now the Department for Business Enterprise and Regulatory Reform **Site Waste Management Plans: guidance for construction contractors and clients**. These do not require formal approval by planning authorities, but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed.

Site Waste Management Plans will be required for validation purposes if the proposal falls into the developments listed in Policy 10 of the Cheshire Replacement Waste Local Plan 2007. The purpose of this policy is to minimise waste during the construction and development process. Consideration should also be given to Policy 11 which seeks to facilitate waste recycling in new developments.

Statement of Community Involvement

Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the local planning authority's **adopted statement of community involvement** (available on the planning pages of the Council's website) and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals. Further guidance on Statements of Community Involvement is available in **Planning Policy Statement 12: Local Spatial Planning (2008)**.

Structural survey

A structural survey may be required in support of an application if the proposal involves substantial demolition, for example, barn conversion applications and replacement dwellings in the open countryside. Structural Surveys will also be required for applications for Listed Building Consent or Conservation Area Consent for Demolition in a conservation area.

Telecommunications Development – supplementary information

Planning applications for mast and antenna development by mobile phone network operators in England should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development.

Planning applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). Further guidance on the information that may be required is set out in the **Code of Practice on Mobile Network Development (2002)**.

The local planning authority encourages applicants to submit details in line with those outlined in paragraphs 70-82 of the Code of Best Practice on Mobile Phone Network Development. This includes the additional

information identified in the Supplementary Information template as set out in Annex F of the above document.

Transport assessment/statement

Planning Policy Guidance 13 'Transport' (March 2001) advises that a Transport Assessment (TA) or Transport Statement (TS) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA/TS should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA/TS should simply outline the transport aspects of the application, while for major proposals, the TA/TS should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. Further guidance will be found in **Guidance on Transport Assessment**, published by the Department for Transport (March 2007).

The thresholds set out in Appendix B of **Guidance on Transport Assessment** outline when a TA/TS will be required for different land uses and Cheshire East Council will require a TA/TS inline with those guidelines. The table also sets out the type of assessment that will be required.

Travel Plan

A travel plan should be submitted alongside planning applications which are likely to have significant transport implications, as advised by **Planning Policy Guidance Note 13: Transport** (DETR, 2001), paragraphs 87-91.

Paragraph 89 of *PPG13: Transport* states that the Government considers that travel plans should be submitted alongside planning applications which are likely to have significant transport implications including major developments using the thresholds set out in Annex D of the aforementioned document. Therefore where a development meets the thresholds in Annex D, Cheshire East Council will require a *draft* travel plan to accompany the application.

Further advice is available in **Using the planning process to secure travel Plans: Best practice guide** ODPM and DfT, 2002 (forthcoming revised guidance), also **Making residential travel plans work: Good practice guidelines for new development: DfT and A guide to development related travel plan** (Addison & Associates).

Please also see the Cheshire County Council **Guidance on Travel Plans for Business and Employment Sites** (2008) available on the Council's website www.cheshireeast.gov.uk

Tree survey/Arboricultural implications

Where there are (any) trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during construction works. Such trees do not have to be subject to a tree preservation order or within a conservation area; any tree that could influence or be effected by the development should be addressed. This information should be prepared by a suitably qualified and experienced arboriculturist. Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to construction – Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

Ventilation/Extraction statement

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within Use Classes A3 (i.e. Restaurants and cafes - use for the sale of food and drink for consumption on the premises), A4 (i.e. Drinking establishments – use as a public house, wine-bar or other drinking establishment) and A5 (i.e. Hot food takeaways - use for the sale of hot food for consumption off the premises). This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

Appendix A – Standard Application Form and Validation Requirements Form Reference Table

The table below identifies which of the individual Validation Requirements forms should be used to correspond with the type of application you are making, based on the Standard Application form that is being used. Where the table states *to be reviewed at a later date* this indicates that there are currently no local requirements for the validation of the corresponding application however the applicant should be aware that any national requirements must still be adhered to.

Standard National Application Form	Validation Requirements Form Number
Householder application for planning permission for works or extension to a dwelling	V1
Application for Planning Permission	V2 (Residential) OR V3 (Non-Residential) OR V13 (Minerals and Waste)
Application for outline planning permission with some matters reserved	V4
Application for outline planning permission with all matters reserved	V4
Application for approval of reserved matters following outline approval	V5
Application for Listed Building Consent for alterations, extensions or demolition of a listed building	V6
Application for consent to display an advertisement(s)	V7
Application for removal or variation of a condition following grant of planning permission	To be reviewed at a later date
Application for approval of details reserved by a condition (Discharge of condition)	To be reviewed at a later date
Application for a lawful development certificate for an EXISTING use or operation or activity including those in breach of a planning condition	V8
Application for a lawful development certificate for a PROPOSED use or development	V8
Application for prior notification of proposed development by telecommunications code system operators	V9
Application for prior notification of agricultural or forestry development – Proposed building	V10
Application for prior notification of agricultural or forestry development – Proposed road	V10
Application for prior notification of agricultural or forestry development – Excavation/waste material	V10
Application for prior notification of agricultural or forestry development – Proposed fish tank (cage)	V10
Application for conservation area consent for demolition in a conservation area	V11
Application for prior notification of proposed demolition	V12
Application for tree works , works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in conservation areas	To be reviewed at a later date
Application for hedgerow removal notice	To be reviewed at a later date

V1

VALIDATION REQUIREMENTS:

HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION

The following form should be completed with your application to ensure all the required information is submitted. Failure to submit any of the requirements will render your application invalid and it will not be registered.

Where an application is not accompanied by 'Local list' requirements a written justification must be produced by a suitably qualified person(s) giving reasons why it is not appropriate in that particular circumstance. In such cases the Council will consider the justification and where it is agreed, the application will be registered. However, if insufficient justification is provided, the Council will declare the application invalid and provide written reasons for the decision.

The list of local requirements is not exhaustive and the local planning authority can still request further information post-validation. Accordingly, an application can still be declared valid and then refused on the grounds of inadequate information.

Supplementary Guidance is available on the Council's website which gives more detail of these requirements.

		TICK, CROSS OR N/A
1. FORMS		
Correct National Standard Application Form (original and 3 copies unless submitted electronically)		
All signed and dated		
All relevant questions answered correctly		
2. PLANS		
Original and 3 copies of all plans and drawings necessary to describe the subject of the application. All detailed drawings should include a scale bar where appropriate.		
Location Plan at a scale of 1:1250 or 1:2500 to show:	The direction of North	
	Application site edged red/other land owned by the applicant edged blue	
	Wherever possible, at least 2 named roads and surrounding buildings	
Site Plan at a scale of 1:500 or 1:200 to show:	The direction of North	
	The development in relation to site boundaries and existing buildings on the site with written dimensions.	
	All buildings, roads and footpaths on land adjoining the site, including access arrangements	
	All public rights of way crossing or adjoining the site	
	The position of all trees on the site and those on adjacent land which could be affected by the development	
	The extent of any hard surfacing	
	Boundary treatment where proposed	
Block Plan at a scale of 1:100 or 1:200 to show:	Any site boundaries	
	The position of any building or structure on the other side of such boundaries	
	The type and height of boundary treatment	

Existing and Proposed Elevations at a scale of 1:50 or 1:100 to show:	The works in relation to what is already there	
	All sides of the proposal (blank elevations should also be included)	
	Where possible, the proposed building materials and the style, materials and finish of the windows and doors	
Existing and proposed floor plans to a scale of 1:50 or 1:100 to show:	Where existing walls or buildings are to be demolished these should be clearly shown	
	Details of the existing building(s) as well as the proposed development	
	New buildings in context with adjacent buildings	
Existing and proposed site sections and finished floor and site levels to a scale of 1:50 or 1:100	Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished floor levels to include details of foundations and eaves.	
	For applications involving new buildings, information to demonstrate how proposed buildings relate to existing site levels and neighbouring development	
	In the case of a sloping site, show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.	
Roof plans	Where appropriate, at a scale of 1:50 or 1:100 to show details such as the roofing material and their location	
3. CERTIFICATES		
Ownership Certificate Completed	Correct certificate - A, B, C or D as required	
Agricultural Holdings Certificate Completed	Required whether or not the site includes an agricultural holding	
4. FEE		
Appropriate fee. For guidance refer to Circular 04/2008: Planning Related Fees.		
5. DESIGN AND ACCESS STATEMENT		
If required. e.g. If the dwelling or part of the curtilage is within a Conservation Area		
6. LOCAL REQUIREMENTS		
Flood Risk Assessment	For householder development within flood zone 2 or flood zone 3 , the applicant should use Table 1 below to identify the requirements of their application. Flood zone maps can be found on the Environment Agency website at www.environment-agency.gov.uk and will identify whether your property is within a flood zone. The dark blue areas represent flood zone 3 and the lighter blue areas flood zone 2.	
Tree Survey/ Arboricultural Implications, Where:	Any external works (if applicable) result in works being carried out within 10 metres of the crown spread of any tree covered by a Tree Preservation Order (TPO)	
	Any external works (if applicable) result in works being carried out within 10 metres of the crown spread of any tree within a conservation area	

Table 1

Applicants to choose one or other of the flood mitigation measures below	Applicant to provide the planning authority with supporting information detailed below as part of their flood risk assessment	
<p>Either;</p> <p>Floor levels within the proposed development will be set to no lower than existing levels AND, Flood proofing of the proposed development has been incorporated where appropriate.</p>	<p>Details of any flood resilience and resistance techniques to be included in accordance with 'Preparing for floods' (ODPM 2003)</p>	
<p>Or;</p> <p>Floor levels within the extension will be set 300mm above the known or modelled 1% (1 in 100 chance each year) river flood level or 0.5% (1 in 200 chance each year) tidal and coastal flood level.</p>	<p>This must be demonstrated by a plan that shows finished floor levels relative to the known or modelled flood level.</p> <p>All levels should be stated in relation to Ordnance Datum</p>	

Notes/Explanation: (Please add any further comments to support the above submissions)

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V2 VALIDATION REQUIREMENTS:

APPLICATIONS FOR PLANNING PERMISSION - RESIDENTIAL

The following form should be completed with your application to ensure all the required information is submitted. Failure to submit any of the requirements will render your application invalid and it will not be registered.

Where an application is not accompanied by 'Local list' requirements a written justification must be produced by a suitably qualified person(s) giving reasons why it is not appropriate in that particular circumstance. In such cases the Council will consider the justification and where it is agreed, the application will be registered. However, if insufficient justification is provided, the Council will declare the application invalid and provide written reasons for the decision.

The list of local requirements is not exhaustive and the local planning authority can still request further information post-validation. Accordingly, an application can still be declared valid and then refused on the grounds of inadequate information.

Supplementary Guidance is available on the Council's website which gives more detail of these requirements.

How To Use This Form

You should first identify which Local Plan your development will be subject to as there are different requirements based on the policies within the various development plans. These are based on the former Boroughs of Congleton, Crewe and Nantwich and Macclesfield, and the former Cheshire County Waste and Mineral Plans.

KEY: The following indicates that the information requirement is necessary where your development falls within that area.

CBC	Congleton Borough Council Local Plan First Review. Adopted January 2005
CNBC	The Borough of Crewe and Nantwich Replacement Local Plan 2011
MBC	Macclesfield Local Plan 2004
All	Required in all cases

			TICK, CROSS OR N/A
1. FORMS			
Correct National Standard Application Form (original and 3 copies unless submitted electronically)			
All signed and dated			
All relevant questions answered correctly			
2. PLANS			
Original and 3 copies of all plans and drawings necessary to describe the subject of the application. All detailed drawings should include a scale bar where appropriate			
Location Plan at a scale of 1:1250 or 1:2500 to show:	All	The direction of North	
		Application site edged red/other land owned by the applicant edged blue	
		Wherever possible, at least 2 named roads and surrounding buildings	

Site Plan at a scale of 1:500 or 1:200 to show:	All	The direction of North	
		The development in relation to site boundaries and existing buildings on the site with written dimensions.	
		All buildings, roads and footpaths on land adjoining the site, including access arrangements	
		All public rights of way crossing or adjoining the site	
		The position of all trees on the site and those on adjacent land which could be affected by the development	
		The extent of any hard surfacing	
		Boundary treatment where proposed	
Block Plan at a scale of 1:100 or 1:200 to show:	All	Any site boundaries	
		The position of any building or structure on the other side of such boundaries	
		The type and height of boundary treatment	
Existing and Proposed Elevations at a scale of 1:50 or 1:100 to show:	All	The works in relation to what is already there	
		All sides of the proposal (blank elevations should also be included)	
		Where possible, the proposed building materials and the style, materials and finish of the windows and doors	
Existing and proposed floor plans to a scale of 1:50 or 1:100 to show:	All	Where existing walls or buildings are to be demolished these should be clearly shown	
		Details of the existing building(s) as well as the proposed development	
		New buildings in context with adjacent buildings	
Existing and proposed site sections and finished floor and site levels to a scale of 1:50 or 1:100	All	Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished floor levels to include details of foundations and eaves.	
		For applications involving new buildings, information to demonstrate how proposed buildings relate to existing site levels and neighbouring development	
		In the case of a sloping site, show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.	
Roof plans	All	Where appropriate, at a scale of 1:50 or 1:100 to show details such as the roofing material and their location	
3. CERTIFICATES			
Ownership Certificate Completed	All	Correct certificate - A, B, C or D as required	
Agricultural Holdings Certificate Completed	All	Required whether or not the site includes an agricultural holding	
4. FEE			
Appropriate fee. For guidance refer to Circular 04/2008: Planning Related Fees.			
5. DESIGN AND ACCESS STATEMENT			
If required. For guidance refer to paragraphs 68 to 71 of Circular 01/2006: Guidance On Changes To The Development Control System.			

6. LOCAL REQUIREMENTS			
PLEASE COMPLETE SECTION 6A, 6B OR 6C DEPENDING ON THE TYPE OF APPLICATION YOU ARE MAKING. IF YOUR PROPOSAL IS FOR DEVELOPMENT CONSISTING OF MORE THAN ONE TYPE OF DEVELOPMENT BELOW, CONSIDERATION WILL NEED TO BE GIVEN TO ALL RELEVANT SECTIONS.			
6.A. RESIDENTIAL CONVERSIONS	YOU SHOULD COMPLETE SECTION 6.A IF THE PROPOSAL INVOLVES THE CONVERSION OF A BUILDING(S) FOR RESIDENTIAL PURPOSES. <u>(CHANGE OF USE TO RESIDENTIAL (USE CLASS C3))</u>		
Affordable Housing Statement, where:	All	The proposal is for affordable rural exceptions housing or;	
		The development is within a village where the population is 3,000 or less and the proposal is for more than 1 unit.	
	CNBC & MBC	The proposal is for development of 15 or more units or;	
		The proposal is for development of a site greater than 0.5 hectares in size.	
	CBC	The proposal is for development of 25 or more units or;	
		The proposal is for development of a site area over 1.0 hectare.	
Air Quality Assessment, where:	All	The development is within or immediately adjacent to an Air Quality Management Area or;	
		The development is for more than 100 dwellings within 100 metres of an Air Quality Management Area.	
Biodiversity and Geodiversity Conservation Statement, where:	All	The development affects any of the designated sites (SSSI's, SBI's etc) identified in the relevant development plan or;	
		The application involves any of the types of development identified in Table 1 of the <i>Guidance on Local Requirements: Biodiversity and Geodiversity Conservation Statement</i> .	
Climate Change and Sustainability	All	Design and Access Statements, or separate Planning Statements shall state how the development addresses the Key Planning Objectives of PPS1 and advice from the RSS on Climate Change.	
	MBC	Where appropriate, complete the associated housing sustainability checklist from PPS3.	
Flood Risk Assessment, where:	All	The development meets the criteria set out in the Environment Agency's Flood Risk Standing Advice	
Heritage Statement, where:	All	The development affects a designated site or its setting (scheduled monuments, listed buildings and structures, conservation areas, historic parks and gardens, and historic battlefields) or;	
		The development involves ground disturbance in an Area of Archaeological Potential as defined in the development plan or;	
		The proposal affects a locally listed building or is within the curtilage or setting of a locally listed building or structure.	
Land Contamination Assessment	All	In accordance with PPS23, Annex 2, paragraphs 2.17 and 2.33.	
Noise Impact Assessment, where the proposal will result in a residential use adjacent to:	All	A use falling within Use Class B1(c), B2 or B8 or;	
		a railway line or;	
		a busy road (i.e. Motorways, Dual Carriageways and A-Roads).	
Open Space Assessment, where:	All	The development will result in the loss of Open Space as identified in the relevant development plan.	
	CNBC	The proposal is for development of more than 20 dwellings.	
	CBC	The proposal is for development that would necessitate public open space contributions as set out in Congleton Borough Council SPG1: Provision of Public Open Space in New Residential Development	

Planning Obligations, where:	MBC	The development meets the criteria within The Macclesfield Borough Council <i>Supplementary Planning Guidance on S106 (Planning Agreements)</i> and Code of Practice (for example more than 6 dwellings, 1000 sqm). Draft Heads of Terms and Certificate of Title shall be submitted.	
	CBC	The development requires a s106 contribution in line with Policies in the Congleton Borough Council Local Plan First Review and associated SPG. Draft Heads of Terms and Certificate of Title shall be submitted.	
Site Waste Management Plan, where:	All	The development is for 50 or more dwellings	
Structural Survey, where:	All	The proposal involves the conversion of a building within the open countryside or green belt (as defined on the proposals map of relevant development plan) not previously used for residential purposes.	
Tree Survey/ Arboricultural Implications, where:	All	There is a tree(s) on the site subject to a Tree Preservation Order (TPO) or;	
	All	The site is within a conservation area.	
6.B. NEW RESIDENTIAL DEVELOPMENT	YOU SHOULD COMPLETE SECTION 6.B IF THE PROPOSAL IS FOR NEW RESIDENTIAL DEVELOPMENT (INCLUDING FLATS)		
Affordable Housing Statement, where:	All	The proposal is for affordable rural exceptions housing or;	
		The development is within a village where the population is 3,000 or less and the proposal is for more than 1 unit.	
	CNBC & MBC	The proposal is for development of 15 or more units or;	
		The proposal is for development of a site greater than 0.5 hectares in size.	
	CBC	The proposal is for development of 25 or more units or;	
		The proposal is for development of a site area over 1.0 hectare.	
Air Quality Assessment, where:	All	The development is within or immediately adjacent to an Air Quality Management Area or;	
		The development is for more than 100 dwellings within 100 metres of an Air Quality Management Area.	
Biodiversity and Geodiversity Conservation Statement, where:	All	The development affects any of the designated sites (SSSI's, SBI's etc) identified in the relevant development plan or;	
		The application involves any of the types of development identified in Table 1 of the <i>Guidance on Local Requirements: Biodiversity and Geodiversity Conservation Statement</i> .	
Climate Change and Sustainability	All	Design and Access Statements, or separate Planning Statements shall state how the development addresses the Key Planning Objectives of PPS1 and advice from the RSS on Climate Change.	
	MBC	Where appropriate, complete the associated housing sustainability checklist from PPS3.	
Flood Risk Assessment, where:	All	The development meets the criteria set out in the Environment Agency's Flood Risk Standing Advice	
Heritage Statement, where:	All	The development affects a designated site or its setting (scheduled monuments, listed buildings and structures, conservation areas, historic parks and gardens, and historic battlefields) or;	
		The development involves ground disturbance in an Area of Archaeological Potential as defined in the development plan or;	
		The proposal affects a locally listed building or is within the curtilage or setting of a locally listed building or structure.	

Land Contamination Assessment	All	In accordance with PPS23, Annex 2, paragraphs 2.17 and 2.33.	
Noise Impact Assessment, where the proposal will result in a residential use adjacent to:	All	A use falling within Use Class B1(c), B2 or B8 or;	
		a railway line or;	
		a busy road (i.e. Motorways, Dual Carriageways and A-Roads).	
Open Space Assessment, where:	All	The development will result in the loss of Open Space as identified in the relevant development plan.	
	CNBC	The proposal is for development of more than 20 dwellings.	
	CBC	The proposal is for development that would necessitate public open space contributions as set out in Congleton Borough Council SPG1: Provision of Public Open Space in New Residential Development	
Planning Obligations, where:	MBC	The meets the criteria within The Macclesfield Borough Council <i>Supplementary Planning Guidance on S106 (Planning Agreements)</i> and Code of Practice (for example more than 6 dwellings, 1000 sqm). Draft Heads of Terms and Certificate of Title shall be submitted.	
	CBC	The development requires a s106 contribution in line with Policies in the Congleton Borough Council Local Plan First Review and associated SPG. Draft Heads of Terms and Certificate of Title shall be submitted.	
Site Waste Management Plan, where:	All	The development is for 50 or more dwellings	
Structural Survey, where:	All	The proposal involves the conversion of a building within the open countryside or green belt (as defined on the proposals map of relevant development plan) not previously used for residential purposes.	
Tree Survey/ Arboricultural Implications, where:	All	There is a tree(s) on the site subject to a Tree Preservation Order (TPO) or;	
	All	The site is within a conservation area.	
Transport Assessment/ Statement, where:	All	The proposal meets the threshold identified in appendix B of the Department for Transport Guidance on Transport Assessment (or as amended)	
6.C. REPLACEMENT DWELLINGS	YOU SHOULD COMPLETE SECTION 6.C IF THE PROPOSAL IS FOR A NEW REPLACEMENT DWELLING		
Biodiversity and Geodiversity Conservation Statement, where:	All	The development affects any of the designated sites (SSSI's, SBI's etc) identified in the relevant development plan or;	
		The application involves any of the types of development identified in Table 1 of the <i>Guidance on Local Requirements: Biodiversity and Geodiversity Conservation Statement</i> .	
Climate Change and Sustainability	All	Design and Access Statements, or separate Planning Statements shall state how the development addresses the Key Planning Objectives of PPS1 and advice from the RSS on Climate Change.	
	MBC	Where appropriate, complete the associated housing sustainability checklist form PPS3.	
Heritage Statement, where:	All	The development affects a designated site or its setting (scheduled monuments, listed buildings and structures, conservation areas, historic parks and gardens, and historic battlefields) or;	
		The development involves ground disturbance in an Area of Archaeological Potential as defined in the development plan or;	
		The proposal affects a locally listed building or is within the curtilage or setting of a locally listed building or structure.	
Land Contamination Assessment	All	In accordance with PPS23, Annex 2, paragraphs 2.17 and 2.33.	

Landscaping Details, where:	All	The site is within a conservation area	
Structural Survey, where:	All	The dwelling is within the open countryside or green belt (as defined on the proposals map of relevant development plan) not previously used for residential purposes	
Tree Survey/ Arboricultural Implications, where:	All	There is a tree(s) on the site subject to a Tree Preservation Order (TPO)	
		The site is within a conservation area	

Notes/Explanation: (Please add any further comments to support the above submissions)

V3 VALIDATION REQUIREMENTS:

APPLICATIONS FOR PLANNING PERMISSION – NON-RESIDENTIAL

The following form should be completed with your application to ensure all the required information is submitted. Failure to submit any of the requirements will render your application invalid and it will not be registered.

Where an application is not accompanied by 'Local list' requirements a written justification must be produced by a suitably qualified person(s) giving reasons why it is not appropriate in that particular circumstance. In such cases the Council will consider the justification and where it is agreed, the application will be registered. However, if insufficient justification is provided, the Council will declare the application invalid and provide written reasons for the decision.

The list of local requirements is not exhaustive and the local planning authority can still request further information post-validation. Accordingly, an application can still be declared valid and then refused on the grounds of inadequate information.

Supplementary Guidance is available on the Council website which gives more detail of these requirements.

How To Use This Form

You should first identify which Local Plan your development will be subject to as there are different requirements based on the policies within the various development plans. These are based on the former Boroughs of Congleton, Crewe and Nantwich and Macclesfield, and the former Cheshire County Waste and Mineral Plans.

KEY: The following indicates that the information requirement is necessary where your development falls within that area.

CBC	Congleton Borough Council Local Plan First Review. Adopted January 2005
CNBC	The Borough of Crewe and Nantwich Replacement Local Plan 2011
MBC	Macclesfield Local Plan
All	Required in all cases

			TICK, CROSS OR N/A
1. FORMS			
Correct National Standard Application Form (original and 3 copies unless submitted electronically)			
All signed and dated			
All relevant questions answered correctly			
2. PLANS			
Original and 3 copies of all plans and drawings necessary to describe the subject of the application. All detailed drawings should include a scale bar where appropriate.			
Location Plan at a scale of 1:1250 or 1:2500 to show:	All	The direction of North	
		Application site edged red/other land owned by the applicant edged blue	
		Wherever possible, at least 2 named roads and surrounding buildings	

Site Plan at a scale of 1:500 or 1:200 to show:	All	The direction of North	
		The development in relation to site boundaries and existing buildings on the site with written dimensions.	
		All buildings, roads and footpaths on land adjoining the site, including access arrangements	
		All public rights of way crossing or adjoining the site	
		The position of all trees on the site and those on adjacent land which could be affected by the development	
		The extent of any hard surfacing	
		Boundary treatment where proposed	
Block Plan at a scale of 1:100 or 1:200 to show:	All	Any site boundaries	
		The position of any building or structure on the other side of such boundaries	
		The type and height of boundary treatment	
Existing and Proposed Elevations at a scale of 1:50 or 1:100 to show:	All	The works in relation to what is already there	
		All sides of the proposal (blank elevations should also be included)	
		Where possible, the proposed building materials and the style, materials and finish of the windows and doors	
Existing and proposed floor plans to a scale of 1:50 or 1:100 to show:	All	Where existing walls or buildings are to be demolished these should be clearly shown	
		Details of the existing building(s) as well as the proposed development	
		New buildings in context with adjacent buildings	
Existing and proposed site sections and finished floor and site levels to a scale of 1:50 or 1:100	All	Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished floor levels to include details of foundations and eaves.	
		For applications involving new buildings, information to demonstrate how proposed buildings relate to existing site levels and neighbouring development	
		In the case of a sloping site, show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.	
Roof plans	All	Where appropriate, at a scale of 1:50 or 1:100 to show details such as the roofing material and their location	
3. CERTIFICATES			
Ownership Certificate Completed	All	Correct certificate - A, B, C or D as required	
Agricultural Holdings Certificate Completed	All	Required whether or not the site includes an agricultural holding	
4. FEE			
Appropriate fee. For guidance refer to Circular 04/2008: Planning Related Fees.			
5. DESIGN AND ACCESS STATEMENT			
If required. For guidance refer to paragraphs 68 to 71 of Circular 01/2006: Guidance On Changes To The Development Control System.			

6. LOCAL REQUIREMENTS			
PLEASE COMPLETE SECTION 6A OR 6B DEPENDING ON THE TYPE OF APPLICATION YOU ARE MAKING.			
6.A. NON-RESIDENTIAL CHANGE OF USE	YOU SHOULD COMPLETE SECTION 6.A IF THE PROPOSAL IS FOR A NON-RESIDENTIAL CHANGE OF USE		
Air Quality Assessment, where the development:	All	Is within, or immediately adjacent to, an Air Quality Management Area or;	
		Has more than 10 parking spaces within 100 metres of an Air Quality Management Area or;	
		Has more than 300 parking spaces within 500 metres of an Air Quality Management Area.	
Biodiversity and Geodiversity Conservation Statement, Where:	All	The application involves any of the types of development identified in Table 1 of the <i>Guidance on Local Requirements: Biodiversity and Geodiversity Conservation Statement</i> .	
		The development affects any of the designated sites (SSSI's, SBI's etc) identified in the relevant development plan.	
Climate Change and Sustainability	All	Design and Access Statements, or separate Planning Statements shall state how the development addresses the Key Planning Objectives of PPS1 and advice from the RSS on Climate Change,	
Draft Travel Plan, where:	All	The proposal meets any of the thresholds as identified in Annex D of Planning Policy Guidance 13 (or as amended).	
Employment Statement where:	CBC	The development involves the loss of an existing commercial use as identified in Policy E10 of the adopted Congleton Local Plan First Review.	
Flood Risk Assessment, where	All	The development meets the criteria set out in the Environment Agency's Flood Risk Standing Advice.	
Heritage Statement, where:	All	The development affects a designated site or its setting (scheduled monuments, listed buildings and structures, conservation areas, historic parks and gardens, and historic battlefields).	
		The development involves ground disturbance in an Area of Archaeological Potential as defined in the development plan.	
		The proposal affects a locally listed building or is within the curtilage or setting of a locally listed building or structure.	
Land Contamination Assessment	All	In accordance with PPS23, Annex 2, paragraphs 2.17 and 2.33.	
Noise Impact Assessment, where:	All	The proposal will result in the use of the premises for purposes within Use Class B1(c), B2 or B8 adjacent to a residential use.	
Open Space Assessment, where:	All	The development will result in the loss of Open Space as identified in the relevant development plan.	
Planning Obligations, where:	MBC	The development meets the criteria within The Macclesfield Borough Council <i>Supplementary Planning Guidance on S106 (Planning Agreements)</i> and Code of Practice (for example more than 6 dwellings, 1000 sqm). Draft Heads of Terms and Certificate of Title shall be submitted.	
	CBC	The development requires a s106 contribution in line with Policies in the Congleton Borough Council Local Plan First Review and associated SPG. Draft Heads of Terms and Certificate of Title shall be submitted.	

Retail Impact Assessment, where:	All	The scale and nature of the proposal requires it, in accordance with paragraph 3.4 of PPS6.	
Site Waste Management Plan, where:	All	The development is for a shopping centre or facility where the floorspace of existing and new development amounts to 2,500 square metres or more	
		The development is for business, industrial, distribution or storage uses involving a net increase in floorspace of 5,000 square metres or more	
		The proposal is for a significant transport, leisure, recreation, tourist or community facility	
Structural Survey, where:	All	The proposal involves the conversion of a building within the open countryside or green belt (as defined on the proposals map of relevant development plan).	
Transport Assessment/ Statement, where:	All	The proposal meets any of the thresholds identified in appendix B of the Department for Transport Guidance on Transport Assessments (or as amended).	
Ventilation/ Extraction Statement, where	All	The proposal will result in the use of the premises for purposes within Use Classes A3, A4 and A5 or garaging.	
		The proposal will result in the use of the premises for food manufacturing and/or food processing.	
6.B. NEW NON-RESIDENTIAL DEVELOPMENT	YOU SHOULD COMPLETE SECTION 6.B IF THE PROPOSAL IS FOR NEW NON-RESIDENTIAL DEVELOPMENT		
Air Quality Assessment, where the development:	All	Is within, or immediately adjacent to, an Air Quality Management Area or;	
		Has more than 10 parking spaces within 100 metres of an Air Quality Management Area or;	
		Has more than 300 parking spaces within 500 metres of an Air Quality Management Area.	
Biodiversity and Geodiversity Conservation Statement, Where:	All	The application involves any of the types of development identified in Table 1 of the <i>Guidance on Local Requirements: Biodiversity and Geodiversity Conservation Statement</i> .	
		The development affects any of the designated sites (SSSI's, SBI's etc) identified in the relevant development plan.	
Climate Change and Sustainability	All	Design and Access Statements, or separate Planning Statements shall state how the development addresses the Key Planning Objectives of PPS1 and advice from the RSS on Climate Change.	
Draft Travel Plan, where:	All	The proposal meets any of the thresholds as identified in Annex D of Planning Policy Guidance 13 (or as amended).	
Employment Statement where:	CBC	The development involves the loss of an existing commercial use as identified in Policy E10 of the adopted Congleton Local Plan First Review.	
Flood Risk Assessment, where	All	The development meets the criteria set out in the Environment Agency's Flood Risk Standing Advice.	
Heritage Statement, where:	All	The development affects a designated site or its setting (scheduled monuments, listed buildings and structures, conservation areas, historic parks and gardens, and historic battlefields).	
		The development involves ground disturbance in an Area of Archaeological Potential as defined in the development plan.	
		The proposal affects a locally listed building or is within the curtilage or setting of a locally listed building or structure.	
Land Contamination Assessment	All	In accordance with PPS23, Annex 2, paragraphs 2.17 and 2.33.	

Noise Impact Assessment, where:	All	The proposal will result in a use falling within Use Class B1(c), B2 or B8 adjacent to a residential use.	
Open Space Assessment, where:	All	The development will result in the loss of Open Space as identified in the relevant development plan.	
Planning Obligations, where:	MBC	The development meets the criteria within The Macclesfield Borough Council <i>Supplementary Planning Guidance on S106 (Planning Agreements)</i> and Code of Practice (for example more than 6 dwellings, 1000 sqm). Draft Heads of Terms and Certificate of Title shall be submitted.	
	CBC	The development requires a s106 contribution in line with Policies in the Congleton Borough Council Local Plan First Review and associated SPG. Draft Heads of Terms and Certificate of Title shall be submitted.	
Retail Impact Assessment, where:	All	The scale and nature of the proposal requires it, in accordance with paragraph 3.4 of PPS6.	
Site Waste Management Plan, where:	All	The development is for a shopping centre or facility where the floorspace of existing and new development amounts to 2,500 square metres or more	
		The development is for business, industrial, distribution or storage uses involving a net increase in floorspace of 5,000 square metres or more	
		The proposal is for a significant transport, leisure, recreation, tourist or community facility	
Transport Assessment/ Statement, where:	All	The proposal meets any of the thresholds identified in appendix B of the Department for Transport Guidance on Transport Assessments (or as amended).	
Tree Survey/ Arboricultural Implications, where:	All	There is a tree(s) on the site subject to a Tree Preservation Order (TPO).	
		The site is within a conservation area.	
Ventilation/ Extraction Statement, where:	All	The proposal is for the use of the premises for purposes within Use Classes A3, A4 and A5 or garaging.	
		The proposal is for the use of the premises for food manufacturing and/or food processing.	

Notes/Explanation: (Please add any further comments to support the above submissions)

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V4 VALIDATION REQUIREMENTS:

APPLICATIONS FOR OUTLINE PLANNING PERMISSION

The following form should be completed with your application to ensure all the required information is submitted. Failure to submit any of the requirements will render your application invalid and it will not be registered.

Where an application is not accompanied by 'Local list' requirements a written justification must be produced by a suitably qualified person(s) giving reasons why it is not appropriate in that particular circumstance. In such cases the Council will consider the justification and where it is agreed, the application will be registered. However, if insufficient justification is provided, the Council will declare the application invalid and provide written reasons for the decision.

The list of local requirements is not exhaustive and the local planning authority can still request further information post-validation. Accordingly, an application can still be declared valid and then refused on the grounds of inadequate information.

Supplementary Guidance is available on the Council website which gives more detail of these requirements.

How To Use This Form

You should first identify which Local Plan your development will be subject to as there are different requirements based on the policies within the various development plans. These are based on the former Boroughs of Congleton, Crewe and Nantwich and Macclesfield, and the former Cheshire County Waste and Mineral Plans.

KEY: The following indicates that the information requirement is necessary where your development falls within that area.

CBC	Congleton Borough Council Local Plan First Review. Adopted January 2005
CNBC	The Borough of Crewe and Nantwich Replacement Local Plan 2011
MBC	Macclesfield Local Plan
All	Required in all cases

			TICK, CROSS OR N/A
1. FORMS			
Correct National Standard Application Form (original and 3 copies unless submitted electronically)			
All signed and dated			
All relevant questions answered correctly			
2. PLANS			
Original and 3 copies of all plans and drawings necessary to describe the subject of the application. All detailed drawings should include a scale bar where appropriate.			
Location Plan at a scale of 1:1250 or 1:2500 to show:	All	The direction of North	
		Application site edged red/other land owned by the applicant edged blue	
		Wherever possible, at least 2 named roads and surrounding buildings	

Site Plan at a scale of 1:500 or 1:200 to show:	All	The direction of North	
		The development in relation to site boundaries and existing buildings on the site with written dimensions.	
		All buildings, roads and footpaths on land adjoining the site, including access arrangements	
		All public rights of way crossing or adjoining the site	
		The position of all trees on the site and those on adjacent land which could be affected by the development	
		The extent of any hard surfacing	
		Boundary treatment where proposed	
Block Plan at a scale of 1:100 or 1:200 to show:	All	Any site boundaries	
		The position of any building or structure on the other side of such boundaries	
		The type and height of boundary treatment	
As a minimum, applications should always include information on:	All	Use – the use or uses proposed for the development and any distinct development zones within the site identified.	
		Amount of development – the amount of development proposed for each use.	
		Indicative layout – an indicative layout with separate development zones proposed within the site boundary where appropriate.	
		Scale parameters – an indication of the upper and lower limits for height, width and length of each building within the site boundary.	
		Indicative access points – an area or areas in which the access point or points to the site will be situated.	
		Where existing walls or buildings are to be demolished these should be clearly shown	
3. CERTIFICATES			
Ownership Certificate Completed	All	Required whether or not the site includes an agricultural holding	
Agricultural Holdings Certificate Completed	All	Required whether or not the site includes an agricultural holding	
4. FEE			
Appropriate fee. For guidance refer to Circular 04/2008: Planning Related Fees.			
5. DESIGN AND ACCESS STATEMENT			
If required. For guidance refer to paragraphs 68 to 71 of Circular 01/2006: Guidance On Changes To The Development Control System.			

6. LOCAL REQUIREMENTS			
PLEASE COMPLETE SECTION 6A OR 6B DEPENDING ON THE TYPE OF APPLICATION YOU ARE MAKING. IF YOUR APPLICATION IS FOR A MIXED USE SCHEME YOU WILL NEED TO CONSIDER THE REQUIREMENTS OF BOTH SECTIONS A AND B			
6.A. RESIDENTIAL DEVELOPMENT	YOU SHOULD COMPLETE SECTION 6.A IF THE PROPOSAL IS FOR RESIDENTIAL DEVELOPMENT		
Affordable Housing Statement, where:	All	The proposal is for affordable rural exceptions housing, or;	
		The development is within a village where the population is 3,000 or less and the proposal is for more than 1 unit.	
	CNBC & MBC	The proposal is for development of 15 or more units or;	
		The proposal is for development of a site greater than 0.5 hectares in size.	
	CBC	The proposal is for development of 25 or more units or;	
		The proposal is for development of a site area over 1.0 hectare.	
Air Quality Assessment, where:	All	The development is within or immediately adjacent to an Air Quality Management Area or;	
		The development is for more than 100 dwellings within 100 metres of an Air Quality Management Area.	
Biodiversity and Geodiversity Conservation Statement, where:	All	The development affects any of the designated sites (SSSI's, SBI's etc) identified in the relevant development plan or;	
		The application involves any of the types of development identified in Table 1 of the <i>Guidance on Local Requirements: Biodiversity and Geodiversity Conservation Statement</i> .	
Climate Change and Sustainability	All	Design and Access Statements, or separate Planning Statements shall state how the development addresses the Key Planning Objectives of PPS1 and advice from the RSS on Climate Change.	
	MBC	Where appropriate, complete the associated housing sustainability checklist form PPS3,.	
Employment Statement where:	CBC	The development involves the loss of an existing commercial use in accordance with Policy E10 of the adopted Congleton Local Plan First Review	
Flood Risk Assessment, where:	All	The development meets the criteria set out in the Environment Agency's Flood Risk Standing Advice	
Heritage Statement, where:	All	The development affects a designated site or its setting (scheduled monuments, listed buildings and structures, conservation areas, historic parks and gardens, and historic battlefields) or;	
		The development involves ground disturbance in an Area of Archaeological Potential as defined in the development plan or;	
		The proposal affects a locally listed building or is within the curtilage or setting of a locally listed building or structure.	
Land Contamination Assessment	All	In accordance with PPS23, Annex 2, paragraphs 2.17 and 2.33.	
Noise Impact Assessment, where the proposal will result in a residential use adjacent to:	All	A use falling within Use Class B1(c), B2 or B8 or;	
		a railway line or;	
		a busy road (i.e. Motorways, Dual Carriageways and A-Roads).	

Open Space Assessment, where:	All	The development will result in the loss of Open Space as identified in the relevant development plan.	
	CNBC	The proposal is for development of more than 20 dwellings, where the development is within the boundaries of the Borough of Crewe and Nantwich Replacement Local Plan 2011	
	CBC	The proposal is for development that would necessitate public open space contributions as set out in Congleton Borough Council SPG1: Provision of Public Open Space in New Residential Development	
Planning Obligations, where:	MBC	The development meets the criteria within The Macclesfield Borough Council <i>Supplementary Planning Guidance on S106 (Planning Agreements)</i> and Code of Practice (for example more than 6 dwellings, 1000 sqm). Draft Heads of Terms and Certificate of Title shall be submitted.	
	CBC	The development requires a s106 contribution in line with Policies in the Congleton Borough Council Local Plan First Review and associated SPG. Draft Heads of Terms and Certificate of Title shall be submitted.	
Site Waste Management Plan, where:	All	The development is for 50 or more dwellings	
Structural Survey, where:	All	The proposal involves the conversion of a building within the open countryside or green belt (as defined on the proposals map of relevant development plan) not previously used for residential purposes.	
Tree Survey/ Arboricultural Implications, where:	All	There is a tree(s) on the site subject to a Tree Preservation Order (TPO) or;	
	All	The site is within a conservation area.	
Transport Assessment/ Statement, where:	All	The proposal meets the threshold identified in appendix B of the Department for Transport Guidance on Transport Assessment (or as amended)	
6.B. NON-RESIDENTIAL DEVELOPMENT	YOU SHOULD COMPLETE SECTION 6.B IF THE PROPOSAL IS FOR NON-RESIDENTIAL DEVELOPMENT		
Air Quality Assessment, where the development:	All	Is within or immediately adjacent to an Air Quality Management Area or;	
		Has more than 10 parking spaces within 100 metres of an Air Quality Management Area or;	
		Has more than 300 parking spaces within 500 metres of an Air Quality Management Area.	
Biodiversity and Geodiversity Conservation Statement, Where:	All	The application involves any of the types of development identified in Table 1 of the <i>Guidance on Local Requirements: Biodiversity and Geodiversity Conservation Statement</i> .	
		The development affects any of the designated sites (SSSI's, SBI's etc) identified in the relevant development plan.	
Climate Change and Sustainability	All	Design and Access Statements, or separate Planning Statements shall state how the development addresses the Key Planning Objectives of PPS1 and advice from the RSS on Climate Change.	
Draft Travel Plan, where:	All	The proposal meets any of the thresholds as identified in Annex D of Planning Policy Guidance 13 (or as amended).	
Employment Statement where:	CBC	The development involves the loss of an existing commercial use as identified in Policy E10 of the adopted Congleton Local Plan First Review.	
Flood Risk Assessment, where	All	The development meets the criteria set out in the Environment Agency's Flood Risk Standing Advice.	

Heritage Statement, where:	All	The development affects a designated site or its setting (scheduled monuments, listed buildings and structures, conservation areas, historic parks and gardens, and historic battlefields).	
		The development involves ground disturbance in an Area of Archaeological Potential as defined in the development plan.	
		The proposal affects a locally listed building or is within the curtilage or setting of a locally listed building or structure.	
Land Contamination Assessment	All	In accordance with PPS23, Annex 2, paragraphs 2.17 and 2.33.	
Noise Impact Assessment, where:	All	The proposal will result in a use falling within Use Class B1(c), B2 or B8 adjacent to a residential use.	
Open Space Assessment, where:	All	The development will result in the loss of Open Space as identified in the relevant development plan.	
Planning Obligations, where:	MBC	The development is within the boundaries of the Macclesfield Borough Local Plan 2004 and meets the criteria within The Macclesfield Borough Council <i>Supplementary Planning Guidance on S106 (Planning Agreements)</i> and Code of Practice (for example more than 6 dwellings, 1000 sqm). Draft Heads of Terms and Certificate of Title shall be submitted.	
	CBC	The development requires a s106 contribution in line with Policies in the Congleton Borough Council Local Plan First Review and associated SPG. Draft Heads of Terms and Certificate of Title shall be submitted.	
Retail Impact Assessment, where:	All	The scale and nature of the proposal requires it, in accordance with paragraph 3.4 of PPS6.	
Site Waste Management Plan, where:	All	The development is for a shopping centre or facility where the floorspace of existing and new development amounts to 2,500 square metres or more	
		The development is for business, industrial, distribution or storage uses involving a net increase in floorspace of 5,000 square metres or more	
		The proposal is for a significant transport, leisure, recreation, tourist or community facility	
Transport Assessment/ Statement, where:	All	The proposal meets any of the thresholds identified in appendix B of the Department for Transport Guidance on Transport Assessments (or as amended).	
Tree Survey/ Arboricultural Implications, where:	All	There is a tree(s) on the site subject to a Tree Preservation Order (TPO).	
		The site is within a conservation area.	
Ventilation/ Extraction Statement, where:	All	The proposal is for the use of the premises for purposes within Use Classes A3, A4 and A5 or garaging.	
		The proposal is for the use of the premises for food manufacturing and/or food processing.	

Notes/Explanation: (Please add any further comments to support the above submissions)

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V5 VALIDATION REQUIREMENTS:

APPLICATIONS FOR APPROVAL OF RESERVED MATTERS

The following form should be completed with your application to ensure all the required information is submitted. Failure to submit any of the requirements will render your application invalid and it will not be registered.

Where an application is not accompanied by 'Local list' requirements a written justification must be produced by a suitably qualified person(s) giving reasons why it is not appropriate in that particular circumstance. In such cases the Council will consider the justification and where it is agreed, the application will be registered. However, if insufficient justification is provided, the Council will declare the application invalid and provide written reasons for the decision.

The list of local requirements is not exhaustive and the local planning authority can still request further information post-validation. Accordingly, an application can still be declared valid and then refused on the grounds of inadequate information.

Supplementary Guidance is available on the Council website which gives more detail of these requirements.

		TICK or CROSS
1. FORMS		
Correct National Standard Application Form (original and 3 copies unless submitted electronically)		
All signed and dated		
All relevant questions answered correctly		
2. PLANS		
Original and 3 copies of all plans and drawings necessary to deal with the reserved matters in the outline permission. All detailed drawings should include a scale bar where appropriate.		
Location Plan at a scale of 1:1250 or 1:2500 to show:	The direction of North	
	Application site edged red/other land owned by the applicant edged blue	
	Wherever possible, at least 2 named roads and surrounding buildings	
Site Plan at a scale of 1:500 or 1:200 to show:	The direction of North	
	The development in relation to site boundaries and existing buildings on the site with written dimensions.	
	All buildings, roads and footpaths on land adjoining the site, including access arrangements	
	All public rights of way crossing or adjoining the site	
	The position of all trees on the site and those on adjacent land which could be affected by the development	
	The extent of any hard surfacing	
	Boundary treatment where proposed	
Block Plan at a scale of 1:100 or 1:200 to show:	Any site boundaries	
	The position of any building or structure on the other side of such boundaries	
	The type and height of boundary treatment	

Existing and Proposed Elevations at a scale of 1:50 or 1:100 to show:	The works in relation to what is already there	
	All sides of the proposal (blank elevations should also be included)	
	Where possible, the proposed building materials and the style, materials and finish of the windows and doors	
Existing and proposed floor plans to a scale of 1:50 or 1:100 to show:	Where existing walls or buildings are to be demolished these should be clearly shown	
	Details of the existing building(s) as well as the proposed development	
	New buildings in context with adjacent buildings	
Existing and proposed site sections and finished floor and site levels to a scale of 1:50 or 1:100	Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished floor levels to include details of foundations and eaves.	
	For applications involving new buildings, information to demonstrate how proposed buildings relate to existing site levels and neighbouring development	
	In the case of a sloping site, show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.	
Roof plans	Where appropriate, at a scale of 1:50 or 1:100 to show details such as the roofing material and their location	

3. OTHER INFORMATION

Such particulars as are necessary to deal with the matters reserved in the outline planning permission

4. FEE

Appropriate fee. For guidance refer to Circular 04/2008: Planning Related Fees.

5. LOCAL REQUIREMENTS

There are no local validation requirements for Reserved Matters applications however applicants are advised to undertake pre-application discussions with the Planning Authority to establish the information requirements for their application in order to avoid any delays due to insufficient information being submitted.

Notes/Explanation: (Please add any further comments to support the above submissions)

V6 VALIDATION REQUIREMENTS:

APPLICATIONS FOR LISTED BUILDING CONSENT

The following form should be completed with your application to ensure all the required information is submitted. Failure to submit any of the requirements will render your application invalid and it will not be registered.

Where an application is not accompanied by 'Local list' requirements a written justification must be produced by a suitably qualified person(s) giving reasons why it is not appropriate in that particular circumstance. In such cases the Council will consider the justification and where it is agreed, the application will be registered. However, if insufficient justification is provided, the Council will declare the application invalid and provide written reasons for the decision.

The list of local requirements is not exhaustive and the local planning authority can still request further information post-validation. Accordingly, an application can still be declared valid and then refused on the grounds of inadequate information.

Supplementary Guidance is available on the Council website which gives more detail of these requirements.

		TICK or CROSS
1. FORMS		
Correct National Standard Application Form (original and 3 copies unless submitted electronically)		
All signed and dated		
All relevant questions answered correctly		
2. PLANS		
Original and 3 copies of all plans and drawings necessary to describe the subject of the application. All detailed drawings should include a scale bar where appropriate.		
Location Plan at a scale of 1:1250 or 1:2500 to show:	The direction of North	
	Application site edged red/other land owned by the applicant edged blue	
	Wherever possible, at least 2 named roads and surrounding buildings	
Site Plan at a scale of 1:500 or 1:200 to show:	The direction of North	
	The development in relation to site boundaries and existing buildings on the site with written dimensions.	
	All buildings, roads and footpaths on land adjoining the site, including access arrangements	
	All public rights of way crossing or adjoining the site	
	The position of all trees on the site and those on adjacent land which could be affected by the development	
	The extent of any hard surfacing	
	Boundary treatment where proposed	

Block Plan at a scale of 1:100 or 1:200 to show:	Any site boundaries	
	The position of any building or structure on the other side of such boundaries	
	The type and height of boundary treatment	
Existing and Proposed Elevations at a scale of 1:50 or 1:100 to show:	The works in relation to what is already there	
	All sides of the proposal (blank elevations should also be included)	
	Where possible, the proposed building materials and the style, materials and finish of the windows and doors	
Existing and proposed floor plans to a scale of 1:50 or 1:100 to show:	Where existing walls or buildings are to be demolished these should be clearly shown	
	Details of the existing building(s) as well as the proposed development	
	New buildings in context with adjacent buildings	
Existing and proposed site sections and finished floor and site levels to a scale of 1:50 or 1:100	Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished floor levels to include details of foundations and eaves.	
	For applications involving new buildings, information to demonstrate how proposed buildings relate to existing site levels and neighbouring development	
	In the case of a sloping site, show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.	
Plans to a scale of not less than 1:20 to show all new:	Doors	
	Windows	
	Shop-fronts	
	Panelling	
	Fireplaces	
	Plaster moulding	
	Other decorative details	
Roof plans	Where appropriate, at a scale of 1:50 or 1:100 to show details such as the roofing material and their location	
3. CERTIFICATES		
Ownership Certificate Completed	Correct certificate - A, B, C or D as required	
Agricultural Holdings Certificate Completed	Required whether or not the site includes an agricultural holding	
4. DESIGN AND ACCESS STATEMENT		
Required in all cases		
5. LOCAL REQUIREMENTS		
Heritage Statement	All applications for listed building consent require a Heritage Statement	
Structural Survey	Where the proposal involves the total or substantial demolition of a listed building	
	Where the proposal involves change of use to a purpose involving heavier floor loading (e.g. Barn Conversions)	

V7 VALIDATION REQUIREMENTS:

APPLICATIONS FOR CONSENT TO DISPLAY AN ADVERTISEMENT

The following form should be completed with your application to ensure all the required information is submitted. Failure to submit any of the requirements will render your application invalid and it will not be registered.

Where an application is not accompanied by 'Local list' requirements a written justification must be produced by a suitably qualified person(s) giving reasons why it is not appropriate in that particular circumstance. In such cases the Council will consider the justification and where it is agreed, the application will be registered. However, if insufficient justification is provided, the Council will declare the application invalid and provide written reasons for the decision.

The list of local requirements is not exhaustive and the local planning authority can still request further information post-validation. Accordingly, an application can still be declared valid and then refused on the grounds of inadequate information.

Supplementary Guidance is available on the Council website which gives more detail of these requirements.

		TICK or CROSS
1. FORMS		
Correct National Standard Application Form (original and 3 copies unless submitted electronically)		
All signed and dated		
All relevant questions answered correctly		
2. PLANS		
Original and 3 copies of all plans and drawings necessary to describe the subject of the application. All detailed drawings should include a scale bar where appropriate.		
Location Plan at a scale of 1:1250 or 1:2500 to show:	The direction of North	
	Application site edged red/other land owned by the applicant edged blue	
	Identifies the proposed position of the advertisement	
	Wherever possible, at least 2 named roads and surrounding buildings	
Existing and Proposed Elevations at a scale of 1:50 or 1:100 to show:	The works in relation to what is already there	
	All sides of the proposal (blank elevations should also be included)	
Advertisement Drawings at a scale of 1:50 or 1:100 to show:	The advertisement size	
	Siting	
	Materials and colours to be used	
	Height above the ground	
	Extent of projection	
	Details of the method and colour(s) of illumination [if applicable]	

3. FEE

Appropriate fee. For guidance refer to Circular 04/2008: Planning Related Fees.

4. LOCAL REQUIREMENTS

Please note that there are no local requirements for the validation of applications for consent to display an advertisement.

Notes/Explanation: (Please add any further comments to support the above submissions)

V8 VALIDATION REQUIREMENTS:

APPLICATIONS FOR A LAWFUL DEVELOPMENT CERTIFICATE

The burden of proof in a Lawful Development Certificate is firmly with the applicant and therefore sufficient and precise information should be provided.

The following form should be completed with your application to ensure all the required information is submitted. Failure to submit any of the requirements will render your application invalid and it will not be registered.

Where an application is not accompanied by 'Local list' requirements a written justification must be produced by a suitably qualified person(s) giving reasons why it is not appropriate in that particular circumstance. In such cases the Council will consider the justification and where it is agreed, the application will be registered. However, if insufficient justification is provided, the Council will declare the application invalid and provide written reasons for the decision.

The list of local requirements is not exhaustive and the local planning authority can still request further information post-validation. Accordingly, an application can still be declared valid and then refused on the grounds of inadequate information.

Supplementary Guidance is available on the Council website which gives more detail of these requirements.

		TICK or CROSS
1. FORMS		
Correct National Standard Application Form (original and 3 copies unless submitted electronically)		
All signed and dated		
All relevant questions answered correctly		
2. PLANS		
Original and 3 copies of all plans and drawings necessary to describe the subject of the application. All detailed drawings should include a scale bar where appropriate.		
Location Plan at a scale of 1:1250 or 1:2500 to show:	The direction of North	
	Application site edged red/other land owned by the applicant edged blue	
	Wherever possible, at least 2 named roads and surrounding buildings	
3. OTHER INFORMATION		
Such evidence verifying the information included in the application as can be provided		
Such other information as is considered to be relevant to the application		
4. FEE		
Appropriate fee. For guidance refer to Circular 04/2008: Planning Related Fees.		

5. LOCAL REQUIREMENTS

Existing and Proposed Elevations at a scale of 1:50 or 1:100	Where the application is for an existing or proposed development	
Existing and proposed floor plans to a scale of 1:50 or 1:100	Where the application is for an existing or proposed development	
Site Survey Plan at a scale of 1:50 or 1:100	Where the application is for an existing or proposed development	
Sworn affidavit(s) from people with personal knowledge of the use or development	Required where the application is for an existing use or development	

Notes/Explanation: (Please add any further comments to support the above submissions)

V9 VALIDATION REQUIREMENTS:

APPLICATIONS FOR PRIOR NOTIFICATION OF PROPOSED DEVELOPMENT BY TELECOMMUNICATIONS CODE SYSTEM OPERATORS

The following form should be completed with your application to ensure all the required information is submitted. Failure to submit any of the requirements will render your application invalid and it will not be registered.

Where an application is not accompanied by 'Local list' requirements a written justification must be produced by a suitably qualified person(s) giving reasons why it is not appropriate in that particular circumstance. In such cases the Council will consider the justification and where it is agreed, the application will be registered. However, if insufficient justification is provided, the Council will declare the application invalid and provide written reasons for the decision.

The list of local requirements is not exhaustive and the local planning authority can still request further information post-validation. Accordingly, an application can still be declared valid and then refused on the grounds of inadequate information.

Supplementary Guidance is available on the Council website which gives more detail of these requirements.

TICK or CROSS

1. FORMS

For applications for Prior Notification of proposed development by telecommunications code system operators the Council encourages the use of the appropriate Standard Application Form however a written description of the proposed development is acceptable in accordance with Part 24 of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995.

Correct National Standard Application Form (original and 3 copies unless submitted electronically)	
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All signed and dated	
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All relevant questions answered correctly	
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2. PLANS

Original and 3 copies of all plans and drawings necessary to describe the subject of the application. All detailed drawings should include a scale bar where appropriate.	
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Location Plan at a scale of 1:1250 or 1:2500 to show:	The direction of North	
	Application site edged red/other land owned by the applicant edged blue	
	The proposed location	
	Wherever possible, at least 2 named roads and surrounding buildings	

3. OTHER INFORMATION

Evidence that the developer has given notice of the proposed development in accordance with A.3(1) of Part 24 of Schedule 2 to the General Permitted Development Order 1995.	
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Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an aerodrome evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome operator in accordance with A.3(2) of Part 24 of Schedule 2 to the General Permitted Development Order 1995.	
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4. FEE

Appropriate fee. For guidance refer to Circular 04/2008: Planning Related Fees.

5. LOCAL REQUIREMENTS

A signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).

The local planning authority encourages applicants to submit details in line with those outlined in paragraphs 70-82 of the Code of Best Practice on Mobile Phone Network Development. This includes the additional information identified in the Supplementary Information Template as set out in Annex F of the above document.

Notes/Explanation: (Please add any further comments to support the above submissions)

V10 VALIDATION REQUIREMENTS:

APPLICATIONS FOR PRIOR NOTIFICATION OF AGRICULTURAL OR FORESTRY DEVELOPMENT (including proposed buildings, roads, excavation/deposit of waste material from the farm and fish tanks)

The following form should be completed with your application to ensure all the required information is submitted. Failure to submit any of the requirements will render your application invalid and it will not be registered.

Where an application is not accompanied by 'Local list' requirements a written justification must be produced by a suitably qualified person(s) giving reasons why it is not appropriate in that particular circumstance. In such cases the Council will consider the justification and where it is agreed, the application will be registered. However, if insufficient justification is provided, the Council will declare the application invalid and provide written reasons for the decision.

The list of local requirements is not exhaustive and the local planning authority can still request further information post-validation. Accordingly, an application can still be declared valid and then refused on the grounds of inadequate information.

Supplementary Guidance is available on the Council website which gives more detail of these requirements.

		TICK or CROSS
1. FORMS		
For applications for Prior Notification of Agricultural or Forestry Development the Council encourages the use of the appropriate Standard Application Form however a written description of the proposed development and of the materials to be used is acceptable in accordance with A.2(2) of Part 6 of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995.		
Correct National Standard Application Form (original and 3 copies unless submitted electronically)		
All signed and dated		
All relevant questions answered correctly		
2. PLANS		
Original and 3 copies of all plans and drawings necessary to describe the subject of the application. All detailed drawings should include a scale bar where appropriate.		
Location Plan at a scale of 1:1250 or 1:2500 to show:	The direction of North	
	Application site edged red/other land owned by the applicant edged blue	
	Wherever possible, at least 2 named roads and surrounding buildings	
3. FEE		
Appropriate fee. For guidance refer to Circular 04/2008: Planning Related Fees.		
4. LOCAL REQUIREMENTS		
Existing and Proposed Elevations at a scale of 1:50 or 1:100	Where the application is for prior notification of a proposed building	

Existing and proposed floor plans to a scale of 1:50 or 1:100	Where the application is for prior notification of a proposed building	
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Notes/Explanation: (Please add any further comments to support the above submissions)

V11

VALIDATION REQUIREMENTS:

APPLICATIONS FOR CONSERVATION AREA CONSENT

The following form should be completed with your application to ensure all the required information is submitted. Failure to submit any of the requirements will render your application invalid and it will not be registered.

Where an application is not accompanied by 'Local list' requirements a written justification must be produced by a suitably qualified person(s) giving reasons why it is not appropriate in that particular circumstance. In such cases the Council will consider the justification and where it is agreed, the application will be registered. However, if insufficient justification is provided, the Council will declare the application invalid and provide written reasons for the decision.

The list of local requirements is not exhaustive and the local planning authority can still request further information post-validation. Accordingly, an application can still be declared valid and then refused on the grounds of inadequate information.

Supplementary Guidance is available on the Council website which gives more detail of these requirements.

		TICK or CROSS
1. FORMS		
Correct National Standard Application Form (original and 3 copies unless submitted electronically)		
All signed and dated		
All relevant questions answered correctly		
2. PLANS		
Original and 3 copies of all plans and drawings necessary to describe the subject of the application. All detailed drawings should include a scale bar where appropriate.		
Location Plan at a scale of 1:1250 or 1:2500 to show:	The direction of North	
	Application site edged red/other land owned by the applicant edged blue	
	Wherever possible, at least 2 named roads and surrounding buildings	
Block Plan at a scale of 1:100 or 1:200 to show:	Any site boundaries	
	The position of any building or structure on the other side of such boundaries	
	The type and height of boundary treatment	
Existing and Proposed Elevations at a scale of 1:50 or 1:100 to show:	The works in relation to what is already there	
	All sides of the proposal (blank elevations should also be included)	
	Where possible, the proposed building materials and the style, materials and finish of the windows and doors	
3. CERTIFICATES		
Ownership Certificate Completed	Correct certificate - A, B, C or D as required	
4. LOCAL REQUIREMENTS		
Heritage Statement	All applications for conservation area consent require a Heritage Statement	

Structural Survey	Where the proposal involves the demolition of a building in a conservation area	
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Notes/Explanation: (Please add any further comments to support the above submissions)

V12 VALIDATION REQUIREMENTS:

APPLICATIONS FOR PRIOR NOTIFICATION OF PROPOSED DEMOLITION

The following form should be completed with your application to ensure all the required information is submitted. Failure to submit any of the requirements will render your application invalid and it will not be registered.

Where an application is not accompanied by 'Local list' requirements a written justification must be produced by a suitably qualified person(s) giving reasons why it is not appropriate in that particular circumstance. In such cases the Council will consider the justification and where it is agreed, the application will be registered. However, if insufficient justification is provided, the Council will declare the application invalid and provide written reasons for the decision.

The list of local requirements is not exhaustive and the local planning authority can still request further information post-validation. Accordingly, an application can still be declared valid and then refused on the grounds of inadequate information.

Supplementary Guidance is available on the Council website which gives more detail of these requirements.

TICK or CROSS

1. FORMS

For applications for Prior Notification of Proposed Demolition the Council encourages the use of the appropriate Standard Application Form however a written description of the proposed development is acceptable in accordance with Part 31 of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995.

Correct National Standard Application Form (original and 3 copies unless submitted electronically)	
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All signed and dated	
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All relevant questions answered correctly	
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2. OTHER INFORMATION

A statement that the applicant has displayed a site notice in accordance with A.2(b)(iii) of Part 31 of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995.	
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3. FEE

Appropriate fee. For guidance refer to Circular 04/2008: Planning Related Fees.	
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4. LOCAL REQUIREMENTS

There are no local validation requirements for applications for prior notification of proposed demolition, however applicants are advised to undertake pre-application discussion to establish the information requirements for their application in order to avoid any delays due to insufficient information being submitted.

Notes/Explanation: (Please add any further comments to support the above submissions)

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V13

VALIDATION REQUIREMENTS:

APPLICATIONS FOR PLANNING PERMISSION – MINERALS AND WASTE APPLICATIONS

The following form should be completed with your application to ensure all the required information is submitted. Failure to submit any of the requirements will render your application invalid and it will not be registered.

Where an application is not accompanied by 'Local list' requirements a written justification must be produced by a suitably qualified person(s) giving reasons why it is not appropriate in that particular circumstance. In such cases the Council will consider the justification and where it is agreed, the application will be registered. However, if insufficient justification is provided, the Council will declare the application invalid and provide written reasons for the decision.

The list of local requirements is not exhaustive and the local planning authority can still request further information post-validation. Accordingly, an application can still be declared valid and then refused on the grounds of inadequate information.

Supplementary Guidance is available on the Council's website which gives more detail of these requirements.

		TICK, CROSS OR N/A
1. FORMS		
Correct National Standard Application Form (original and 3 copies unless submitted electronically)		
All signed and dated		
All relevant questions answered correctly		
2. PLANS		
Original and 3 copies of all plans and drawings necessary to describe the subject of the application. All detailed drawings should include a scale bar where appropriate		
Location Plan at a scale of 1:1250 or 1:2500 to show:	The direction of North	
	Application site edged red/other land owned by the applicant edged blue	
	Wherever possible, at least 2 named roads and surrounding buildings	
Site Plan at a scale of 1:500 or 1:200 to show:	The direction of North	
	The development in relation to site boundaries and existing buildings on the site with written dimensions.	
	All buildings, roads and footpaths on land adjoining the site, including access arrangements	
	All public rights of way crossing or adjoining the site	
	The position of all trees on the site and those on adjacent land which could be affected by the development	
	The extent of any hard surfacing	
	Boundary treatment where proposed	
Block Plan at a scale of 1:100 or 1:200 to show:	Any site boundaries	
	The position of any building or structure on the other side of such boundaries	
	The type and height of boundary treatment	

Existing and Proposed Elevations at a scale of 1:50 or 1:100 to show:	The works in relation to what is already there	
	All sides of the proposal (blank elevations should also be included)	
	Where possible, the proposed building materials and the style, materials and finish of the windows and doors	
Existing and proposed floor plans to a scale of 1:50 or 1:100 to show:	Where existing walls or buildings are to be demolished these should be clearly shown	
	Details of the existing building(s) as well as the proposed development	
	New buildings in context with adjacent buildings	
Existing and proposed site sections and finished floor and site levels to a scale of 1:50 or 1:100	Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished floor levels to include details of foundations and eaves.	
	For applications involving new buildings, information to demonstrate how proposed buildings relate to existing site levels and neighbouring development	
	In the case of a sloping site, show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.	
Roof plans	Where appropriate, at a scale of 1:50 or 1:100 to show details such as the roofing material and their location	
3. CERTIFICATES		
Ownership Certificate Completed	Correct certificate - A, B, C or D as required	
Agricultural Holdings Certificate Completed	Required whether or not the site includes an agricultural holding	
4. FEE		
Appropriate fee. For guidance refer to Circular 04/2008: Planning Related Fees.		
5. DESIGN AND ACCESS STATEMENT		
If required. For guidance refer to paragraphs 68 to 71 of Circular 01/2006: Guidance On Changes To The Development Control System.		
6. LOCAL REQUIREMENTS		
Supporting Planning Statement	Providing information explaining the background to/reasons for the proposal. It should identify the context and need for the proposal and include how the proposed development accords with the relevant national, regional and local planning policies.	
Affordable Housing Statement, where:	The proposal is for development of 15 or more units; or	
	The proposal is for development of a site greater than 0.5 hectares in size; or	
	The development is within a village where the population is 3,000 or less and the proposal is for more than 1 unit; or	
	The proposal is for affordable rural exceptions housing	
Air Quality Assessment, Where:	The development is within or immediately adjacent to an Air Quality Management Area; or	
	The development is for more than 100 dwellings within 100 metres of an Air Quality Management Area.	
	The development is for extraction of above ground minerals, waste applications involving landfilling/raising or thermal treatment if the proposal is within 500m of housing developments.	

Biodiversity and Geodiversity Conservation Statement, Where:	The application involves any of the types of development identified in Table 1 of the <i>Guidance on Local Requirements: Biodiversity and Geodiversity Conservation Statement</i>	
	The development affects any of the designated sites (SSSI's, SBI's etc) identified in the relevant development plan	
Climate Change and Sustainability	Design and Access Statements, or separate Planning Statements shall state how the development addresses the Key Planning Objectives of PPS1 and advice from the RSS on Climate Change, and where appropriate, complete the associated housing sustainability checklist form PPS3, where the development is within the boundaries of the Macclesfield Borough Local Plan 2004.	
Flood Risk Assessment, where:	The development meets the criteria set out in the Environment Agency's Flood Risk Standing Advice	
Foul Sewerage Assessment, where:	The application proposes to connect to the existing drainage (foul and storm) systems, details of the existing systems should be shown on the application drawings.	
	The application involves the disposal of trade waste or the disposal of foul sewage effluent, a more detailed foul drainage assessment will be required including details of the method of storage, treatment and disposal.	
	The proposal will result in any changes/replacement to the existing system, or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided.	
Heritage Statement, where:	The development affects a designated site or its setting (scheduled monuments, listed buildings and structures, conservation areas, historic parks and gardens, and historic battlefields)	
	The development involves ground disturbance in an Area of Archaeological Potential as defined in the development plan	
	The proposal affects a locally listed building or is within the curtilage or setting of a locally listed building or structure	
Land Contamination Assessment	In accordance with PPS23, Annex 2, paragraphs 2.17 and 2.33	
Landscaping Details	For all planning applications major and minor if they would have a landscape impact, showing both retained and proposed landforms, water bodies and vegetation (including species and plant size). Specify timing of landscape works in relation to other proposed site development works.	
Lighting Assessment	If the proposal involves the provision of publicly accessible developments, in the vicinity of residential properties, a listed building, or a conservation area, or open countryside, where external lighting would be provided or made necessary by the development.	
Noise Impact Assessment,	The proposal is for change of use or built development that will result in a mineral or waste development adjacent to housing, or;	
	The proposal is for mineral extraction or landfill/land raising development.	
Open Space Assessment, Where:	The development will result in the loss of Open Space as identified in the relevant development plan	
	The proposal is for development of more than 20 dwellings, where the development is within the boundaries of the Borough of Crewe and Nantwich Replacement Local Plan 2011	
Parking Provision	For all developments that propose parking, provide details of existing and proposed parking provision. This should also be shown on the layout plan.	
Photographs/ Photomontages	If the proposal involves the demolition of an existing building or development affecting a conservation area or listed building	
	For major planning applications involving land raising/above ground mineral extraction if they are likely to have a visual impact.	
Planning Obligations, where:	Where the developer is prepared to offer to enter into a planning obligation, draft Heads of Terms and Certificate of Title should be submitted.	

Site Waste Management Plan, where:	The proposal falls into the developments listed in Policy 10 or 11 of the Cheshire Waste Local Plan 2007.	
Structural Survey, where:	If the proposal involves substantial demolition of a building, conversion of a rural building and also the modification of a listed building.	
Tree Survey/ Arboricultural Implications, where:	For applications where proposals are likely to affect existing trees or hedgerow trees, or where there are trees/hedgerow trees on or adjacent to the application site. Seek clarification with the case officer. Further guidance can be found in the supplementary guidance document that accompanies this checklist as to what the tree survey should include such as height, spread, trunk diameter, species and condition for all trees identified on the site plan and levels survey.	
	The site is subject to any Tree Preservation Order (TPO)	
Utilities Statement	All applications should indicate how the development connects to existing utility infrastructure (see guidance note for further details and information).	

Notes/Explanation: (Please add any further comments to support the above submissions)

APPENDIX 1 PRO-FORMA FOR THE INITIAL ASSESSMENT

Service Area Planning	Section Development Control	Person responsible for the assessment Shawn Fleet			
Name of the Policy to be assessed	Development Control Committee Meetings	Assessment date	16 March 2009	Is this a new or existing policy?	Existing
			Does this policy have either a time limit or a date for review?		Review Oct 2010

1. Describe the aims, objectives and purpose of the policy/plan/procedure/strategy	<i>Please continue on a separate sheet if necessary</i> The aim of the policy is to establish an appropriate time for the North and South Area Development Control meetings and the Strategic Board Meeting.				
2. Please note any associated objectives of the policy	Associated objectives are the site visit protocol for Members and Public Speaking at Committee.				
3. Who is intended to benefit from the policy and in what way?	The policy is intended to benefit two groups. Members of the public especially neighbours and those directly affected by development and secondly, members of the Planning Committee.				
4. What outcomes are wanted from this policy?	To ensure that all members of the community can be involved in the planning process and their concerns listened to.				
5. What factors/forces could contribute/detract from the outcomes?	Availability and location of meeting room. Flexibility for individuals to attend meetings during normal working hours or evenings. Child or family care commitments. Accessibility to public transport.				
6. Who are the main stakeholders in the policy?	The Council (Members and Officers) and the public.	7. Who implements the policy and who is responsible for the policy?	The policy is to be implemented and managed jointly by Members, Committee Services and planning officers.		

8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?	It is felt that the time of the meeting would not have a differential impact on any racial group.		
9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?	Due to the predominance of households that are structured around a working male, meetings based during the daytime it could be difficult for some men to attend.		
10. Are there concerns that the policy <u>could</u> have a differential impact due disability?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?	There is a concern that the lack of public transport and reduced care arrangements may limit the potential for disabled people to attend evening meetings especially for those people who do not drive (partially sighted, mobility issues etc.)		
11. Are there concerns that the policy <u>could</u> have a differential impact on people due to sexual orientation?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?	It is felt that the time of the meeting would not have a differential impact on any group.		
12. Are there concerns that the policy <u>could</u> have a differential impact on people due to their age	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?	It is felt that late evening meetings may dissuade some elderly people from attending public meetings especially during the winter. Lack of access to a private car and reliance on public transport would compound these challenges.		

13. Are there concerns that the policy <u>could</u> have a differential impact on people due to their religious belief?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?	It is felt that the time of the meeting would not have an impact on peoples religious beliefs.		
14. Are there concerns that the policy <u>could</u> have a differential impact on people due to them having dependants/caring responsibilities?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?	Whilst daytime meetings would place a challenge on parents or carers looking after very young children, late afternoon or evening meetings would impact on people looking after older school age children or other dependants.		
15. Are there concerns that the policy <u>could</u> have a differential impact on people due to their offending past	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?	It is felt that the time of the meeting would not have a differential impact on any individual.		
16. Are there concerns that the policy <u>could</u> have a differential impact on people due to them being transgendered or transsexual	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?	It is felt that the time of the meeting would not have a differential impact on any group.		

17. Are there concerns that the policy could have a differential impact on people due issues surrounding poverty	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?	Where people do not have access to a private car and have to rely on public transport, later times for meetings may prove difficult with limited availability of transport especially on the return journey possibly necessitating the use of expensive taxis.		
18. Is there <i>potential</i> for the policy to have either a positive <u>OR</u> a negative impact on children (aged 0-19)?	Y	N	Leave blank
18a. If yes please describe the nature and level of the impact (Also consider impact both now and in the future)	The time of meetings may affect childcare. Whilst later meetings may benefit parents with very young children and who have access to baby-sitting facilities, earlier meetings will assist parents of school aged children.		
18b If yes , please also describe any consultation undertaken with children and their families to inform this policy (please state if none carried out)	None		
18c. If no , please describe why there is considered to be no impact / significant impact on children			
19. Could the differential impact identified in questions 8-18 amount to there being the potential for <u>adverse</u> impact in this policy?	Y	N	<i>Please explain</i> Although accessibility to the meeting might vary for different groups, it is not felt that the time of the meeting will actually have a detrimental impact on any person or group.

20. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?			<p><i>Please explain for each relevant area (questions 8-18), using a separate sheet of paper if necessary</i></p> <p>Whilst earlier meetings may result in their being some adverse impact on people who work traditional 9:00 to 5:00 hours this is felt to be more than off set by the difficulties that would be faced by people who have children or who have a carer role from a later meeting.</p> <p>One of the key problems that may be faced by a number of different people, will be the lack of public transport during evenings which may limit the availability of most people without a private car to attend the meeting.</p> <p>In respect of daytime meetings being difficult to attend during normal working hours, it should be remembered that the process of commenting on a planning application is an infrequent event for most people and except with a few occurrence, most people would be able to take leave to allow them to attend the meeting during the day.</p> <p>On balance, it is felt that earlier meetings during the daytime would result in the largest number of people being able to attend the Planning Committee, and for those people who may be inconvenienced by the time, the problem would not, in the main, be too difficult to overcome.</p>				
21. Should the policy proceed to a partial impact assessment?	<p>Y</p>	<p>N</p>	22. If Yes, is there enough evidence to proceed to a full EIA?	<p>Y</p>	<p>NA</p>	23. Date on which Partial or Full impact assessment to be completed by	<p>N.A.</p>

Signed (completing officer) __Shawn Fleet_____

Signed (Lead Officer) _____

SIGNED EQUALITY OFFICER _____

DATE APPROVED BY EQUALITY WORKING GROUP _____

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