

Appendix 2: VC1 Draft General Validation Checklist 2024

(VC1) - GENERAL PLANNING APPLICATION VALIDATION CHECKLIST

The following details must be submitted with your application to allow it to be registered as a valid planning application. 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 Checklist' requirements, a written justification must be produced by a suitably qualified person(s) giving reasons why it is not appropriate in that 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 reserve the right to request further information post-validation. A valid planning application may still be refused on the grounds of inadequate information. SUPPLEMENTARY GUIDANCE is available on the Council's website which gives more detail of some of these requirements.

NATIONAL REQUIREMENTS

APPLICATION FORM
<input type="checkbox"/> Correct National Standard Application Form (1 original copy unless submitted electronically)
<input type="checkbox"/> All signed and dated
<input type="checkbox"/> All relevant questions answered correctly
CERTIFICATES
<input type="checkbox"/> Ownership Certificate and Agricultural Land Declaration Completed
<ul style="list-style-type: none">• Correct certificate - A, B, C or D as required
PLANS
1 original copy of all plans (unless submitted electronically) and drawings necessary to describe the subject of the application. All detailed drawings should include a scale bar where appropriate
<input type="checkbox"/> Location Plan at a scale of 1:1250 or 1:2500 to show:
<ul style="list-style-type: none">• 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
<input type="checkbox"/> Site Plan at a scale of 1:500 or 1:200 to show:
<ul style="list-style-type: none">• 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• All public rights of way crossing or adjoining the site
<input type="checkbox"/> Block Plan at a scale of 1:100 or 1:200 to show:
<ul style="list-style-type: none">• Any site boundaries• The position of any building or structure on the other side of such boundaries• The type and height of boundary treatment

<input type="checkbox"/> Existing and Proposed Elevations at a scale of 1:50 or 1:100 to show:
<ul style="list-style-type: none"> • 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
<input type="checkbox"/> Existing and proposed floor plans to a scale of 1:50 or 1:100 to show:
<ul style="list-style-type: none"> • 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
<input type="checkbox"/> Existing and proposed site sections and finished floor and site levels to a scale of 1:50 or 1:100:
<ul style="list-style-type: none"> • 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 new development would be modified
<input type="checkbox"/> Roof Plan:
<ul style="list-style-type: none"> • Where appropriate, at a scale of 1:50 or 1:100 to show the proposed roof form and details such as the roofing material and their location
APPROPRIATE FEE
<input type="checkbox"/> For guidance refer to Planning Portal / Website (http://ecab.planningportal.co.uk/uploads/english_application_fees.pdf)
BIODIVERSITY NET GAIN COMPLETED METRIC CALCULATION & BASELINE HABITAT PLAN
<input type="checkbox"/> All developments except: <ul style="list-style-type: none"> • Variations of planning permission • A development that does not impact a priority habitat and impacts less than 25 square metres (5m by 5m) of on-site habitat and 5 metres of on-site linear habitats such as hedgerows (A development 'impacts' a habitat if it decreases the biodiversity value) • Self-build and custom build dwellings • Biodiversity gain sites where the purpose of fulfilling the BNG planning condition for another development are exempt • Any development forming part of, or ancillary to, the high-speed railway transport network • Urgent crown developments • Developments that are granted planning permission by a development order (including permitted development rights) <p>More information on the requirements are available at: Biodiversity net gain - GOV.UK (www.gov.uk)</p>
DESIGN AND ACCESS STATEMENT
<input type="checkbox"/> For all major applications (10 or more dwellings or where the floor space to be built is 1,000 square metres or more or where the site area is 1 hectare or more) unless solely a change of use of land and buildings or engineering/mining operations <input type="checkbox"/> Development in a Conservation Area of one or more dwelling houses or provision of a building or buildings with a floor space of 100 square metres or more <input type="checkbox"/> Is a Listed Building
FIRE SAFETY STATEMENT
<input type="checkbox"/> For proposals containing two or more dwellings or educational accommodation and exceeding 18 metres or more in height, or 7 or more storeys

LOCAL REQUIREMENTS

Active Travel England Planning Application Assessment Toolkit for:

- All developments comprising of at least 150 residential units or 7,500sqm of non-commercial floor space or sites of at least 5ha in size

Full details at the following weblink: <https://www.gov.uk/government/publications/active-travel-england-planning-application-assessment-toolkit>

Affordable Housing Statement where:

- The proposal is for affordable rural exceptions housing or;
- The proposal is for development of 15 or more units (or 0.4 hectares) in the Principal Towns and Key Service Centres
- The proposal is for development of 11 or more units (or has a maximum combined gross floorspace of more than 1,000 sq.m) in Local Service Centres and all other locations

Agricultural Land Quality Assessment where:

- The proposal results in the loss of best and most versatile agricultural land

Further details at the following weblink:

[Guide to assessing development proposals on agricultural land - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/guide-to-assessing-development-proposals-on-agricultural-land)

Air Quality Assessment for:

- any development within [Air Quality Management Areas](#) (AQMA) or within 500 metres
- food retail development >0.2HA (1000m² gross floor space)
- office development >0.8Ha (2500m² gross floor space)
- housing development >1.0 Ha or >80 units
- development likely to lead to an increase of >60 vehicle movements per hour
- development likely to result in increased traffic, congestion, or changes to vehicle speeds (new junctions, roundabouts etc)
- development likely to significantly change the traffic composition
- development significantly increasing car parking provision (>300 spaces or 25% increase)
- development in close proximity (<100m) to busy roads / junctions
- development likely to result in a significant change in air quality, or development of residential properties in an area of already poor air quality.
- poultry establishments > 400,000 birds (mechanical ventilation) or 200,000 (natural ventilation) or > 100,00 (Turkeys) and with relevant exposure within 100m of the unit.
- biomass / CHP / Industrial Installation (see guidance under the [biomass](#) and [clean air act](#) pages)

Full details at the following weblink: [Air Quality and Planning \(cheshireeast.gov.uk\)](https://www.cheshireeast.gov.uk/air-quality-and-planning)

Archaeological Assessment when:

- Any proposed development includes new building or ground disturbance on or adjoining a heritage asset of archaeological interest, a scheduled monument, archaeological site of national importance, or area of archaeological interest.

Biodiversity Net Gain Statement of Intent when:

- For those applications subject to mandatory BNG when offsite habitat creation will be required in order to achieve BNG

** 'will be a Statement outlining how the proposed development will achieve Biodiversity Net Gain including an indication of whether BNG will be delivered on or offsite or through the purchase of statutory credits. If offsite provision is proposed an indication of where and how it*

is intended that these will be secured should be provided. A commentary of how the proposals comply with the Biodiversity Net Gain Hierarchy should also be included’.

Full details at the following weblink: [Biodiversity net gain - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/biodiversity-net-gain)

Contaminated Land Assessment for:

- All major residential, commercial, industrial or leisure applications
- Minor applications for change of use to residential or development of brownfield / greenfield sites
- Developments on a former landfill site or within 50 metres of a current landfill site

Full details at the following weblink including Developers Guide and Change of Use Questionnaire:

https://www.cheshireeast.gov.uk/business/environmental_health/contaminated_land/development_and_contamination.aspx

Community Infrastructure Levy (CIL)

- Submission of appropriate CIL ‘Planning Application Additional Information Requirement Form’ (Form “zero”)

https://www.cheshireeast.gov.uk/planning/view_a_planning_application/making_a_planning_application/community-infrastructure-levy.aspx

Construction Management Plan for:

- All major development

Design Quality Assessment:

- Completion of Cheshire East Design Guide checklist/BfL12 assessment for all major development - 10 houses or more
- Design codes for developments over 150 dwellings or that form part of a phase of a larger development of over 150 dwellings (spatial for outline applications; detailed character area codes for reserved matters; comprehensive, full code for full applications)

Full details at the following weblink: https://www.cheshireeast.gov.uk/planning/spatial-planning/cheshire_east_local_plan/supplementary_plan_documents/design-guide-supplementary-planning-document.aspx

Ecological and Geodiversity Assessments when:

- Proposal is for major development and / or developments affecting semi-natural habitats
- The development affects any of the designated sites (SSSI’s, Local Wildlife sites etc)
- The application involves any of the types of development identified in Table PART I of the ‘Guidance on Local Requirements: Biodiversity and Geodiversity Conservation Statement’

Full details at the following weblink:

https://www.cheshireeast.gov.uk/planning/view_a_planning_application/making_a_planning_application/planning_constraints/planning_constraints.aspx

Ecological Enhancement Strategy for:

- All new residential development (1 dwelling or more including conversion of rural buildings outside of settlement boundaries)
- All new employment / commercial / industrial development exceeding 100 square metres floorspace
- All new buildings for agricultural / equestrian use

Energy / Sustainability Statement for:

<ul style="list-style-type: none"> • All major residential development • All non-residential development comprising over 1,000 square metres
<p><input type="checkbox"/> Flood Risk Assessment when development is:</p> <ul style="list-style-type: none"> • Located in flood zone 2 or 3 including minor development and change of use • Site measures more than 1 hectare in size (ha) in flood zone 1 • Site measures less than 1 ha in flood zone 1, including a change of use in development type to a 'more vulnerable class; (for example from commercial to residential), where they could be affected by sources of flooding other than rivers and the sea (for example groundwater, surface water drains, reservoirs) • Located in an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency <p>Detailed guidance from the Environment Agency can be checked at: http://www.environment-agency.gov.uk/research/planning/82584.aspx and local flood risk can be checked at: https://flood-warning-information.service.gov.uk/long-term-flood-risk/map?easting=379172&northing=355094&address=100010065642&map=SurfaceWater</p>
<p><input type="checkbox"/> Green Belt / Open Countryside Statement when:</p> <ul style="list-style-type: none"> • The development involves extensions and alterations to buildings outside of settlement boundaries and are located in the Green Belt / Open Countryside
<p><input type="checkbox"/> Heritage Statement when:</p> <ul style="list-style-type: none"> • The development affects a designated or non-designated heritage asset or its setting • Includes works in Conservation Areas, listed buildings and structures, locally listed buildings, scheduled monuments, historic parks and gardens and historic battlefields
<p><input type="checkbox"/> Housing Mix Statement for:</p> <ul style="list-style-type: none"> • All major housing developments
<p><input type="checkbox"/> Housing Needs Survey for:</p> <ul style="list-style-type: none"> • Rural exceptions housing schemes, where an up-to-date survey does not already exist • Applications to remove an essential rural worker occupancy condition when the applicant does not agree for the dwelling to be affordable where an up-to-date survey does not already exist / or there is evidence that no Registered Providers will acquire the property
<p><input type="checkbox"/> Landscape / Visual Impact Appraisal when:</p> <ul style="list-style-type: none"> • All major development • The development affects one of the designated landscape areas (LLDs) • Any proposal that due to its size, scale or location is likely to have a significant visual impact upon the surrounding landscape • Proposals for wind energy development • Proposals for solar farms/parks (ground mounted solar energy developments)
<p><input type="checkbox"/> Landscape Scheme (and Management Plan as appropriate) for:</p> <ul style="list-style-type: none"> • All major development <p><i>*Certain other developments due to their type, size, scale or location may also require a landscape scheme for example, replacement dwellings, new dwellings, commercial, leisure, retail development. *Landscape plans and documents must in accordance with the CEC checklist for landscape schemes: Landscaping schemes for planning applications in Cheshire East</i></p>
<p><input type="checkbox"/> Leisure / Recreation Facilities Needs Assessment when:</p>

<ul style="list-style-type: none"> Proposals involving the loss of existing leisure and recreation facilities unless alternative provision of equivalent or better quality is to be made
<input type="checkbox"/> Lighting Scheme (including spillage / contour details) for:
<ul style="list-style-type: none"> All major developments where external lighting is proposed Facilities for outdoor sports and recreation where external lighting is proposed
<input type="checkbox"/> Location Plan at a scale of 1:1250 or 1:2500 for all Prior Approval Applications to show:
<ul style="list-style-type: none"> 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
<input type="checkbox"/> Noise Impact Assessment when:
<p>Where the proposal will result in a residential use adjacent to:</p> <ul style="list-style-type: none"> A use falling within Use Class E(b), B2 or B8 A railway line A busy road (motorway, dual carriageway and 'A' Roads) A licensed premises or entertainment source Noise sensitive development located under the flight path for Manchester Airport or within the Aviation Noise Contour Area Air source heat pumps
<input type="checkbox"/> Parking & Access Arrangements Plan / Statement:
<ul style="list-style-type: none"> Details of existing and proposed parking provision and access arrangements
<input type="checkbox"/> Planning Statement including Statement of Community Involvement
<ul style="list-style-type: none"> All major development and major change of use applications
<input type="checkbox"/> Public Open Space Statement when:
<ul style="list-style-type: none"> The proposal is for major residential development The development will result in the loss of Open Space unless it is to be replaced by equivalent or better open space in terms of quantity and quality
<input type="checkbox"/> Retail, Office and Leisure Impact Statement / Assessment (including sequential and impact tests) for:
<ul style="list-style-type: none"> Retail and leisure uses in edge-of centre or out-of-centre locations, exceeding the floorspace thresholds set out in SADPD Policy RET 3, (including proposals to extend or vary the range of goods permitted to be sold for E(a) retail stores)
<input type="checkbox"/> S106 Planning Obligations / Heads of Terms when:
<ul style="list-style-type: none"> Draft Agreement / Heads of Terms where required by policy such as affordable housing, public open space, education contributions Proof of title Contact details for Solicitor <p>See s106 precedents and templates at the following weblink: https://www.cheshireeast.gov.uk/planning/view_a_planning_application/making_a_planning_application/s106_agreements_planning.aspx</p>
<input type="checkbox"/> Shadow Flicker / Reflected Light Assessment:
<ul style="list-style-type: none"> Proposals for wind energy development
<input type="checkbox"/> Site Waste Management Plan when:
<ul style="list-style-type: none"> The development is for 50 or more dwellings

<input type="checkbox"/> Sports Needs Assessment for: <ul style="list-style-type: none"> • All large scale major residential developments • For proposals involving the loss of existing indoor sports and recreation facilities unless alternative provision of equivalent or better quality is to be made
<input type="checkbox"/> Structural Survey <ul style="list-style-type: none"> • The proposal involves the conversion of a building within the open countryside or green belt not previously used for residential purposes. • Where the proposal involves the total or substantial demolition of a listed building and/or associated curtilage buildings or structures • Where the proposal involves total or substantial demolition of a building or structure in a conservation area • Where the proposal involves total or substantial demolition of a locally listed building non designated heritage asset
<input type="checkbox"/> SUDS Drainage Design for: <ul style="list-style-type: none"> • All major developments
<input type="checkbox"/> Transport Statement / Assessment / Travel Plan when: <ul style="list-style-type: none"> • All developments that generate significant amounts of transport movement should be supported by a Transport Statement or Transport Assessment and any associated Travel Plan. See details below: https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements
<input type="checkbox"/> Tree Survey/Arboricultural Implications - An arboricultural statement is required (in accordance with the latest requirements BS5837:2012) where: <ul style="list-style-type: none"> • There is a tree(s) on the site subject to a Tree Preservation Order (TPO) • The site is within a Conservation Area • If the stem of any tree is within 15 metres of any proposed development
<input type="checkbox"/> Ventilation/Extraction Statement (including schematic diagram) when: <ul style="list-style-type: none"> • The proposal is for the use of the premises for purposes within Use Classes E(b) (Restaurants, cafes and Drinking establishments) and Hot food takeaways • The proposal is for the use of the premises for food manufacturing and/or food processing. • A/C plant installations
<input type="checkbox"/> Viability Assessment where: <ul style="list-style-type: none"> • An applicant is proposing that they cannot provide the full range of Planning Obligations / Section 106 requirements (including affordable housing) due to financial viability issues n.b. Such documents should be in a form that can be put into the public domain ('open book') and in accordance with National Planning Policy Guidance n.b. The applicant will be required to bear the cost of an independent review of the viability assessment