

# Appendix 5: VC4 Draft Waste Validation Checklist 2024

## (VC4) - WASTE 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**

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| <b>APPLICATION FORM</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Correct National Standard Application Form <b>(1 original copy unless submitted electronically)</b></li><li><input type="checkbox"/> All signed and dated</li><li><input type="checkbox"/> All relevant questions answered correctly</li></ul>  |
| <b>CERTIFICATES</b> <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Ownership Certificate and Agricultural Land Declaration Completed</b><ul style="list-style-type: none"><li>• Correct certificate - A, B, C or D as required</li></ul></li></ul>  |
| <b>PLANS</b> <p>1 original copy of all plans <b>(unless submitted electronically)</b> and drawings necessary to describe the subject of the application. All detailed drawings should include a scale bar where appropriate</p> <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Location Plan at a scale of 1:1250 or 1:2500 to show:</b><ul style="list-style-type: none"><li>• The direction of North</li><li>• Application site edged red/other land owned by the applicant edged blue</li><li>• Wherever possible, at least 2 named roads and surrounding buildings</li></ul></li><li><input type="checkbox"/> <b>Site Plan at a scale of 1:500 or 1:200 to show:</b><ul style="list-style-type: none"><li>• The direction of North</li><li>• The development in relation to site boundaries and existing buildings on the site with written dimensions</li><li>• All buildings, roads and footpaths on land adjoining the site, including access arrangements</li><li>• All public rights of way crossing or adjoining the site</li><li>• The position of all trees on the site and those on adjacent land which could be affected by the development identifying those to be retained and lost</li><li>• The extent of any hard surfacing</li><li>• Boundary treatment where proposed</li><li>• Weighbridges, fixed wheel cleaning equipment and the maximum extent of stockpiles should be included</li><li>• Existing watercourses, culverts, drainage ditches, ponds or other water bodies within or bounding the site showing, where appropriate, the direction of flow</li><li>• Underground services, overhead lines on, or adjacent to the site</li></ul></li></ul> |

- Existing contours (within the site and at least 250m outside the site)
- Where relevant, the outline of all areas of current or previous waste disposal and location of current area being filled or restored, and any land susceptible to subsidence, or potentially susceptible to subsidence
- The positions of trial pits and boreholes
- Features of archaeological interest

#### **Phasing/Working Plans**

- Locations of any built development, haul roads and access roads.
- Location of any associated waste infrastructure such as leachate management, landfill gas equipment etc
- Extent of deposit of waste and arrangements for phasing.
- Any un-worked margins to protect rights of way, railway lines, watercourses, services, buildings, trees etc.
- Existing and proposed contours including pre and post settlement on restoration with sufficient detail to show relationship to surrounding land
- Storage areas for waste deposit, product, topsoil, subsoil, clay etc (including screening bunds)
- Details of screening of operations including phasing arrangements, details of fencing or planting and location, design and formation of screen landforms;
- Fencing and external lighting.
- Position of any diverted watercourses, lagoons, sources of water supply, means of drainage and the position of any water discharges going to existing watercourses
- Proposed new vehicular access (if relevant) and route from the site to the public highway.
- Position of existing, diverted and reinstated public rights of way or permissive footpaths

#### **Sections and Profiles**

- Cross sections showing existing, intermediate restoration (pre-settlement) and final restoration (post settlement) surface levels.
- Representative sections and borehole diagrams to show extent of filling, capping, restoration material thickness and location of water table.
- In the case of topsoil, subsoil, the typical profiles and gradients of mounds should be shown

#### **Restoration and Aftercare Plans**

- Final contours on restoration (with typical gradients indicated) and extended to at least 250m outside the site to show relationship to surrounding topography
- Cross sections of all restored areas (including waterbodies) showing how the land levels and profiles relate to surrounding land
- The replacement soil depths
- Position of any permanent water features, estimated depths of water and details of typical marginal treatment
- Drainage details on restoration including position of field drains, ditches, pumps and watercourses (including direction of flow) and permanent discharge points to surrounding watercourses
- Landscape restoration proposals and planting plans/specifications including any habitats to be retained or created on site, and any public access provisions

#### **Block Plan at a scale of 1:100 or 1:200 for any associated built development 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 for any associated built development at a scale of 1:50 or 1:100 to show:**

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| <ul style="list-style-type: none"> <li>• The works in relation to what is already there</li> <li>• All sides of the proposal (blank elevations should also be included)</li> <li>• Where possible, the proposed building materials and the style, materials and finish of the windows and doors</li> </ul>  |
| <input type="checkbox"/> <b>Existing and proposed floor plans for any associated built development to a scale of 1:50 or 1:100 to show:</b>   |
| <ul style="list-style-type: none"> <li>• Where existing walls or buildings are to be demolished these should be clearly shown</li> <li>• Details of the existing building(s) as well as the proposed development</li> <li>• New buildings in context with adjacent buildings</li> </ul>   |
| <input type="checkbox"/> <b>Existing and proposed site sections and finished floor and site levels for any associated built development to a scale of 1:50 or 1:100:</b>  |
| <ul style="list-style-type: none"> <li>• 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.</li> <li>• For applications involving new buildings, information to demonstrate how proposed buildings relate to existing site levels and neighbouring development</li> <li>• 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</li> </ul> |
| <input type="checkbox"/> <b>Roof Plan for any associated built development:</b>   |
| <ul style="list-style-type: none"> <li>• 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</li> </ul>   |
| <b>APPROPRIATE FEE</b>  |
| <input type="checkbox"/> For guidance refer to Planning Portal / Website ( <a href="http://ecab.planningportal.co.uk/uploads/english_application_fees.pdf">http://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</a> )  |

## **LOCAL REQUIREMENTS**

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| <input type="checkbox"/> <b>Active Travel England Planning Application Assessment Toolkit for:</b>   |
| <ul style="list-style-type: none"> <li>• All developments comprising of at least 7,500sqm of non-commercial floor space or sites of at least 5ha in size</li> </ul> <p>Full details at the following weblink: <a href="https://www.gov.uk/government/publications/active-travel-england-planning-application-assessment-toolkit">https://www.gov.uk/government/publications/active-travel-england-planning-application-assessment-toolkit</a></p>  |
| <input type="checkbox"/> <b>Aerodrome Safeguarding Assessment (including bird risk management plan where appropriate)</b>  |
| <ul style="list-style-type: none"> <li>• Scope of the assessment to be agreed with the council – particular attention should be directed to landscaping schemes and identify strike risks. A hazard management plan may be required and should set out which species need to be controlled and methods for deterring them</li> <li>• Further guidance is available on the following link: <a href="http://www.caa.co.uk/What-is-safeguarding/">What is safeguarding?   Civil Aviation Authority (caa.co.uk)</a></li> </ul> |
| <input type="checkbox"/> <b>Agricultural Land Quality Assessment where:</b>  |
| <ul style="list-style-type: none"> <li>• The proposal results in the loss of best and most versatile agricultural land</li> </ul> <p>Further details at the following weblink: <a href="http://www.gov.uk/guidance/guide-to-assessing-development-proposals-on-agricultural-land">Guide to assessing development proposals on agricultural land - GOV.UK (www.gov.uk)</a></p>  |

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| <p><input type="checkbox"/> <b>Air Quality Assessment for:</b></p> <ul style="list-style-type: none"> <li>• any development within <a href="#">Air Quality Management Areas</a> (AQMA) or within 500 metres</li> <li>• development likely to lead to an increase of &gt;60 vehicle movements per hour</li> <li>• development likely to result in increased traffic, congestion, or changes to vehicle speeds (new junctions, roundabouts etc)</li> <li>• development likely to significantly change the traffic composition</li> <li>• development significantly increasing car parking provision (&gt;300 spaces or 25% increase)</li> <li>• development in close proximity (&lt;100m) to busy roads / junctions</li> <li>• development likely to result in a significant change in air quality, or development of residential properties in an area of already poor air quality.</li> <li>• biomass / CHP / Industrial Installation (see guidance under the <a href="#">biomass</a> and <a href="#">clean air act</a> pages)</li> </ul> <p>Full details at the following weblink: <a href="#">Air Quality and Planning (cheshireeast.gov.uk)</a></p> |
| <p><input type="checkbox"/> <b>Archaeological Assessment when:</b></p> <ul style="list-style-type: none"> <li>• Required for all waste development involving ground disturbance or where the site is on or adjoining a heritage asset of archaeological interest, a scheduled monument, archaeological site of national importance, or area of archaeological interest. Further guidance is available on the following links:<br/> <a href="#">Historic environment - GOV.UK (www.gov.uk)</a><br/> <a href="#">Mineral Extraction and Archaeology   Historic England</a></li> </ul>  |
| <p><input type="checkbox"/> <b>Bio-Aerosol Assessment</b></p> <ul style="list-style-type: none"> <li>• Required for any development involving the management of putrescible waste or has the potential to suspend biologically active particles in the air and there are sensitive receptors within 250 metres of the site boundary</li> </ul>   |
| <p><input type="checkbox"/> <b>Biodiversity Net Gain Statement when:</b></p> <ul style="list-style-type: none"> <li>• For those applications subject to mandatory BNG</li> </ul>   |
| <p><input type="checkbox"/> <b>Borehole or Trial Pit Analysis</b></p> <ul style="list-style-type: none"> <li>• For mineral extraction proposals the analysis should identify: depth and volume of soils and minerals proposed to be extracted, mineral type, position of the winter water table and should include the results of soakage tests</li> </ul>   |
| <p><input type="checkbox"/> <b>Climate Change / Energy / Sustainability Statement</b></p>  |

- The extent of information required to be submitted within this statement will be proportionate to the scale of the proposed development. It should provide information to demonstrate that:
- Energy management and resource efficiency have been determining factors in the design of the development. Submitted information must show how the development would contribute to a carbon reduction strategy or plan for the site or how the 'whole life' greenhouse gas emissions of the product or process would be reduced by the proposed development;
- Water use and the requirement for wastewater treatment have been minimised; for example, through the inclusion of sustainable drainage systems and sustainable water management systems;
- The waste management hierarchy – prevention/reduction, re-use, recycling, disposal – has been applied at its highest level;
- Where on-site buildings are proposed, their design and layout promote energy conservation through their orientation, construction materials (for example; locally sourced or recycled) and methods;
- The location of the site would minimise, as far as practicable, the 'road miles' involved in transporting waste or other materials, including the use of non-road transport;
- Where the proposed development would affect or is adjacent to peat bog, the carbon emissions would not be significantly increased and the condition of the remaining peat bog would not be adversely affected;
- Restoration and after use proposals would help to mitigate for or adapt to climate change; for example how biodiversity net gains would be achieved and how green/blue infrastructure would be incorporated to mitigate and respond to climate change;
- Opportunities to increase the proportion of energy derived from renewable sources, including opportunities for on-site renewable and low carbon technologies have been considered and incorporated as far as possible.

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

**Contaminated Land Assessment for:**

- All major waste development.

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

**Coal Mining Risk Assessment**

- An assessment will be required where any proposed development falls within or partly within, the Coal Authorities 'development high risk areas'. Full details on the following link: [Planning applications and Coal Mining Risk Assessments - GOV.UK \(www.gov.uk\)](#)

**Dust Impact Assessment**

- Where dust emissions are likely to arise, operators are expected to prepare a dust assessment study, which should be undertaken by a competent person. Information needed:
  - establish baseline conditions of the existing dust climate around the site of proposed operations
  - identify site activities that could lead to dust emission without mitigation
  - identify site parameters which may increase potential impacts from dust
  - proposed mitigation measures
  - make proposals to monitor and report dust emissions to ensure compliance with appropriate environmental standards and to enable an effective response to complaints

**Ecological and Geodiversity Assessments when:**

- Proposal is for major waste 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](https://www.cheshireeast.gov.uk/planning/view_a_planning_application/making_a_planning_application/planning_constraints/planning_constraints.aspx)

**Environmental Statement/Environmental Outcomes Report**

- Further detailed guidance is available at the following weblink: [Environmental Impact Assessment - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/environmental-impact-assessment)

**Flood Risk Assessment when development is:**

- 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

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>

**Geotechnical and Land Stability Appraisal**

- A geotechnical assessment will be required where the proposal is on land or adjoining land which is known to be unstable or potentially unstable, or where the proposal involves the potential for slope instability. This will include any proposals which involve major soil and spoil movements (including the creation of bunds) and where significant changes to ground levels are required to accommodate the development proposal
- Information is required in terms of the physical capability of the land and its current structure and composition. The assessment should include a Land Stability and/or Slope Stability Risk Assessment as appropriate. Any areas of instability or potential hazards should be identified through appropriate survey work and intrusive investigations of the site and the possible effects of the development on neighbouring land investigated and assessed. Appropriate and realistic remediation measures should be identified within the assessment. Where reports show there is potential for instability details of arrangements for monitoring ground water shall be submitted together with details of any necessary remediation details to prevent landslips

Further guidance is available at the following weblink: [Minerals - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/minerals)

**Heritage Statement when:**

- 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

**Jodrell Bank Mitigation Statement**

- All applications within the Jodrell Bank Observatory Consultation Zone should provide a Radio Interference Assessment

Further guidance is available in the Jodrell Bank SPD at the following weblink:  
[Supplementary Planning Documents \(cheshireeast.gov.uk\)](https://www.cheshireeast.gov.uk)

**Landscape / Visual Impact Appraisal when:**

- All major waste 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

Further guidance is available at the following weblink: [Guidelines for Landscape and Visual Impact Assessment \(GLVIA3\) - Landscape Institute](#)

**Landscaping Scheme**

- All major waste development
- Details of any proposed landscape planting should be included on the submitted Site Plans. Where landscape planting/screening is integral to the development proposals (for example, as identified within a LVIA report) then a detailed landscape strategy will also be required. In some cases this could be secured by planning condition but for more complex applications, full details may be required in order to assess suitability of the scheme prior to determination. Often a Landscape Strategy is included as part of the submitted LVIA
- Information needed: Details of all existing landscape features to be retained, and proposed new planting/landscaping features, including size and type of species. A detailed landscape strategy should also include information on how the landscape planting will be protected and maintained once planted

**Lighting Scheme (including spillage / contour details) for:**

- All waste proposals where external lighting is proposed

Further guidance is available at the following weblink: [Light pollution - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

**Noise and Vibration Impact Assessment**

- Required for any development which is likely to generate significant noise above background levels or regular movements of larger vehicles. Further guidance is available at the following weblink: [Noise - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

**Odour Impact Assessment**

- An Odour Impact Assessment must be proportionate to the proposal. It may include the following:
  1. a full quantitative assessment,
  2. basic qualitative odour impact assessment, and
  3. identification of sources, pathways and receivers.
  4. A supporting Odour Management Plan, the scale of which will depend on risks, must incorporate a description of the odour sources and details of monitoring, evaluation and mitigation methods

Further guidance is available at the following weblink: [odour-guidance-2014.pdf \(iagm.co.uk\)](https://www.iagm.co.uk)

**Parking & Access Arrangements Plan / Statement when:**

- Details of existing and proposed parking provision and access arrangements

**Planning Statement including Statement of Community Involvement**

- All waste development - See Appendix A

**S106 Planning Obligations / Heads of Terms when:**

- Draft Agreement / Heads of Terms where required by policy
- Proof of title
- Contact details for Solicitor

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](https://www.cheshireeast.gov.uk/planning/view_a_planning_application/making_a_planning_application/s106_agreements_planning.aspx)

**Restoration and Aftercare Scheme**

Where not provided as part of other requirements listed in this validation checklist:

- The scheme should demonstrate how the site is proposed to be restored. Details should include the type of material with which the site would be infilled, sources and volumes of materials to be used in restoration, working methods, the end use of the site such as agriculture, woodland or habitat creation and the reason for the choice. Should the proposal involve the disturbance of existing agricultural land, details of soil resources and the Agricultural Land Classification will need to be provided as well as a statement of what the intended restored grade the land would be. It will usually include a soil handling strategy indicating the methodology for soil stripping, storage and replacement, and the plant and machinery to be used. A topographical survey showing predevelopment contours and proposed contours will be required. A phasing plan may be required to show how the site would be progressively restored over a period of years. A plan would also be required setting out how the site would be maintained and monitored for a period of 5 years following the final restoration of the site.

**SUDS Drainage Design / Strategy:**

- All development proposals for waste will be expected to provide details of foul and surface water drainage arrangements - whether connecting to existing systems or developing new ones – and to confirm that the proposed drainage scheme has sufficient capacity to cope with the demands of the new development and takes into account forecasted increased flows due to climate change
- Drainage assessments may be incorporated in the Flood Risk Assessment where one is required
- A Surface Water Drainage Assessment and Scheme/Strategy should include: a description of the type, quantities and means of storage/disposal of any surface water run-off; it should demonstrate that surface water run-off generated up to and including the 1 in 100 year plus climate change critical storm will not exceed the run-off from the undeveloped site following the corresponding rainfall event at any point during or after development; it must demonstrate that the development will not impact neighbouring land during its life or within its proposed restoration scheme
- Schemes should aim to incorporate 'sustainable drainage systems' (SuDS) unless it can be demonstrated through percolation tests that ground conditions are suitable for soakaways to be fully effective
- For proposals involving 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 ; scale plans of the drainage arrangements will also need to be provided

**Transport Statement / Assessment / Travel Plan when:**

- 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>

**Tree Survey/Arboricultural Implications - An arboricultural statement is required (in accordance with the latest requirements BS5837:2012) where:**

- There is a tree(s) on the site subject to a Tree Preservation Order (TPO)
- If the stem of any tree is within 15 metres of any proposed development
- The site is within a conservation area



## Appendix A - Planning Statement

The planning statement should set out the context and justification for the development (where not covered by associated technical reports or plans). Matters to address include:

- A description of the proposed development including proposed activities / development, phases etc.
- A description of site including information on:
  - access;
  - existing and proposed layout, information on buildings, proposed materials and boundary treatment (e.g. height, location and specification of screen bunds and fencing);
  - existing uses;
  - existing on-site and surrounding features and international, national or local designations e.g. landscape, ecological, historical, location of any best and most versatile agricultural land, airport safeguarding, built features or other uses that may be a constraint, site allocations, other physical constraints e.g. nearby housing;
  - any environmental impacts of the proposed development.
- Reference to why the applicant considers there is a valid need for the development when the justification and need of a proposal is considered to be a material planning consideration. This should include where relevant existing demand, projected future demand, and how the proposal would contribute towards identified need, predicted need and the waste hierarchy
- Capacity of proposed site, amount of material involved by origin and type, void space in metres cubed, rates of fill, source and final destination of material, expected levels of settlement and proposed methods of compaction (pre and post settlement levels)
- For variations of conditions/minor material amendments; a summary of the changes proposed and why these are required
- Any details of pre-application discussions and wider consultation with the local community, statutory consultees and other interested parties
- A summary of the conclusions and recommendations of reports and research contained as part of the application documentation.