

# 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
<b>1. FORMS</b>			
Correct National Standard Application Form ( <b>original and 3 copies unless submitted electronically</b> )			
All signed and dated			
All relevant questions answered correctly			
<b>2. PLANS</b>			
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	
<b>3. CERTIFICATES</b>			
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	
<b>4. FEE</b>			
Appropriate fee. For guidance refer to Circular 04/2008: Planning Related Fees.			
<b>5. DESIGN AND ACCESS STATEMENT</b>			
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.	
<b>6.B. NEW NON-RESIDENTIAL DEVELOPMENT</b>	<b>YOU SHOULD COMPLETE SECTION 6.B IF THE PROPOSAL IS FOR NEW NON-RESIDENTIAL DEVELOPMENT</b>		
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.	
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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)