Validation of planning applications

How to make sure that your application includes all the required information when submitted

NOTE: All information contained in this document is correct at the date of publication. It is likely that some requirements may change over time. Changes will be incorporated when the document is revised.
# APPLICATION VALIDATION CHECKLISTS

*Town and Country Planning Act 1990*

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1 INTRODUCTION

The purpose of Application Validation Checklists [AVC] is to provide users of the Development Management Service with clear guidance on the form and content of information required for the submission of planning applications. By providing AVCs for the scope and extent of the information required applicants should have greater certainty of their responsibilities, the public will be informed of the nature of development proposals leading to a more open, accessible and efficient service.

This Planning Advice Note explains the procedure which the Council will use to decide whether a planning application is valid when it is received. The Service has produced local checklists for common application types, designed to ensure applicants submit correct information with their applications.

During 2010, the Service has undertaken a review of the Validation Checklists to reflect national guidance. This has led to some changes to bring these in line with more recent national and local planning policy changes and other information requirements of statutory consultees. These have been kept to a minimum as it is felt the checklists are clear and have proven since 2008 to have worked well.

2 LEGISLATION BACKGROUND

The form and content of planning applications are prescribed by law and in particular the Town and Country Planning (Development Management Procedure) Order 2010 (the DMPO) and Applications Regulations 1988. This details the essential information required nationally for specified application types and enables individual Local Planning Authorities to introduce their own local information requirements to add to the AVCs.

Local Planning Authorities are encouraged to consult and adopt their own lists of information requirements that are drawn from a recommended and nationally defined list that is set out in government guidance. Once a Local Planning Authority has undertaken consultation and adoption of their local list in accordance with the government guidelines, it can be used as the local requirement of the AVCs when validating applications under the revised law to be introduced in April 2008.

The Council has prepared this guidance and local AVC’s for users of its Development Management Service in this context. The guidance takes account of existing legislation, existing Government guidance, the relevant provisions of the adopted Rochdale Unitary Development Plan First Review [UDP Review] and Supplementary Planning Guidance and Documents, and the implementation of the e-government planning agenda. Account has been taken of changes to legislation announced to date by the Government.

3 PRE-APPLICATION DISCUSSION

For all but the most straightforward developments it is strongly recommended that contact is made with the Development Management Service before submitting an application. In the first instance this should be with the Development Management Area Team where the site is located. Contact details can be found in Appendix 1 (Page 30)
Pre-application discussion will enable the information requirements of individual development applications to be assessed, identified and agreed with the Planning Officer. This would enable an individual Validation Checklist to be completed and submitted with the formal application.

In order to fully assess the proposal as much information as possible should be provided with the request for advice. Where appropriate the Case Officer will consult with internal and external bodies for specialist advice on any issues raised before finally responding. The reply will refer to material planning considerations including relevant policies of the UDP Review, Supplementary Planning Documents and the emerging policies of the Local Development Framework [LDF] and outline the information requirements of the potential application.

For particularly complex proposals it may be appropriate to set up a team of relevant officers to co-ordinate a Council response. A meeting with the potential developer may be necessary in some cases to clarify aspects of the proposed development.

Prospective developers and their agents are also encouraged to contact relevant external bodies for advice as part of a pre-application discussion [e.g. United Utilities, Environment Agency, English Heritage etc]. Contact details of external bodies are available from the Development Control Service. The results of any consultation should be shared with all parties.

The Development Management Service is considering the introduction of charging for preliminary application advice. Further details of these arrangement and any charges to be applied will be displayed on the service web pages.

4 THE VALIDATION PROCESS

From April 2008 with the introduction of the revised law [DMPO] validation of planning applications will be in two parts.

Firstly applications will need to provide all the information needs required nationally and set out in the revised law. These needs have been detailed in government guidance and vary depending on the application type. The national information requirements are set out below at pages 5 – 10.

Secondly, after adoption of the requirements, applications will also need to include relevant local information. The local information needs are listed on the individual AVCs which are available on the service web pages.

Further information on the National and Local information requirements are detailed below. After April 2008 an application will be considered invalid if it does not include any relevant information requirement contained in the National and Local lists.

The Council will only consider applications that are valid. “Valid” means that all the information required by the Council to determine the application is provided in full at the start of the process, and to an acceptable quality. If information specified on the relevant AVC has not been provided or correct fee not paid, the Council will not be able to start determining the application causing delay. Poor quality information and drawings may also prevent validation and cause delay.
It is recommended that potential applicants undertake pre-application discussion to identify the information needs for all but the most straightforward of proposals.

The Development Management Service has prepared this guidance to make the process as simple as possible. Checklists have therefore been prepared for common application types. These confirm what information is required for different types of application.

There are different types of planning application, some of which will be complex and raise issues requiring the submission of technical information. This is required so that the Council and relevant consultees can properly assess the impacts of the proposal such as traffic, noise or flood risk. Applicants should consider appointing a professional architect and/or planning consultant to prepare the information necessary to validate a particular application. This may seem additional expense. However, it will almost certainly save time and money in the longer term and mean the planning application will be considered more quickly.

You are therefore encouraged to use these checklists to ensure that applications are complete when submitted to the Council. These should be completed by the applicant or agent and submitted as part of the planning application. Council Officers will then assess the information submitted against the national and local information requirements to determine whether the application can be validated. Where an application does not include relevant Local Information Requirements considered necessary for its determination, the Council will notify the applicant or agent accordingly in writing. Government advice is that Local Planning Authorities should aim to determine whether minor/other applications are valid within 3 working days from date of receipt and 5 working days in respect of small scale major applications. A period of up to 10 days may be required for the validation of larger scale major applications. An explanation will be given as to what is required to ensure validation and a timescale given for the submission of missing information or fee. In these circumstances applicants may submit to the Council a written justification why the requested information listed is not appropriate in a particular case. The Council will take account of any written justification and only invalidate applications where it is satisfied that the additional information is necessary to determine the application.

When an application has been validated, the processing of the application may result in further information requirements, without which it may be necessary to refuse permission. Once validated, additional copies of plans or other supporting documents, or electronic versions of such information, may sometimes be requested by the Council if it needs to consult a wide range of consultees, to speed up processing of the application.

5 NATIONAL REQUIREMENTS FOR INFORMATION

The following list of information needs is outlined at the beginning of each individual AVC and will be mandatory from April 2008 for the validation of new applications.

The Communities and Local Government document, ‘Guidance on Information Requirements and Validation published in March 2010 sets out the arrangements to be applied. This may be viewed on the service web pages or online at:

5.1 **The standard application form**

Planning applications will be submitted on a standard application form that will be available electronically. The government encourages applicants to submit applications electronically since it can reduce delay and costs. However, applicants will retain the right of submitting paper versions of the form and in doing so will need to provide three additional copies of the form. Applicants choosing to submit electronically using the Planning Portal will be issued with a decision notice electronically.

5.2 **The location plan**

All applications should include copies of a location plan based on an up to date map preferably to 1:1250 or 1:2500 scale. If the application is not submitted electronically, then three copies of the location plan will be required. Wherever possible the plan should show at least two named roads and surrounding buildings, and indicate the direction of north. The properties should be numbered or named to ensure the exact location of the application site is clear.

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

5.3 **Site Plan**

3 copies to be supplied unless the application is submitted electronically drawn to a scale of 1:500 or 1:200 and accurately showing:

- The direction North;
- The proposed development in relation to the site boundaries and other buildings on the site with written dimensions including those to the boundaries and any adjoining buildings/residential properties or highway;
- All the buildings, roads and footpaths on land adjoining the site including the access arrangements;
- The position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- The extent and type of any hard surfacing
- Boundary treatment including walls or fencing where this is proposed

5.4 **Other Plans**

In addition, other plans should be submitted dependent on the type of application (see the individual AVCs for further information) and may include:

- **Block plan** of the site at a scale of 1:100 or 1:200 showing any site boundaries, the type and height of boundary treatment (e.g. Fences, walls etc), the position of any building or structure on the other side of such boundaries

**Existing and proposed elevations** for example to a scale of 1:50 or 1:100. The elevations should 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 confirm this would be 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** to a scale of 1:50 or 1:100. The plans 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** to a scale of 1:50, 1:100. The plans should show a cross section 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, including a street scene where appropriate. 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 ground levels or where ground levels outside the extension within the cartilage of the property are to be modified. Levels should also be taken into account in the formulation of design and access statements.

5.5 **Roof Plans**

Roof plans to a scale of 1:50 or 1:100 are used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Where proposed, details such as the roofing material, vents, air condensing units and their location should be specified on the roof plan.

5.6 **Ownership Certificates**

The provisions of Section 65(5) of the Town and Country Planning Act 1990 and Article 7 of the General Permitted Development Order 1995 (GPDO) require that an application for planning permission cannot be entertained without the relevant certificates concerning the ownership of the application site having 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 as applicable 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.

5.7 **Notice(s)**

A Notice(s) to owners of the application site must be completed and served in accordance with Article 6 of the GPDO.

5.8 **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.

5.9 The Correct Planning Fee  where one is necessary. Fee details can be obtained from the Development Control Service or website.

5.10 Design and Access Statements
A Design and Access Statement (DAS) must accompany applications for both outline and full planning permission for certain types of development. The criteria for which a DAS will be required were revised in April 2010 and can be found on the service web pages.

A Design and Access Statement [DAS] 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 will depend on the scale and complexity of the proposal. The DAS 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. What is required in a DAS is set out in Article 4C of the GPDO as revised in April 2010 and the Department of Communities and Local Government website.

The Communities and Local Government document, ‘Guidance on Information Requirements and Validation published in March 2010 sets out the arrangements to be applied. This may be viewed on the service web pages or online at:


Guidance is also available on the Council’s website at:

Applications for Listed Building Consent should be accompanied by a DAS and should address:
- The special architectural or historic interest of the building
- The particular physical features of the building that justify its designation as a listed building; and
- The buildings setting.

The relevant Council Policy context can be found in the UDP Review in particular policies G/A/1, (Accessibility) G/A/3, (New Development – Access for Pedestrians and Disabled People), G/BE/1, (Design Quality) and BE/2, (Design Criteria for New Development). Government guidance on design issues and planning can also be found in Planning Policy Statement 1 [Delivering Sustainable Development] and supporting documents. The links below indicate where these documents can be found on the websites of the Council and the Department of Communities and Local Government:

http://www.rochdale.gov.uk/environment_and_planning/planning.aspx

http://www.communities.gov.uk/index.asp?id=1143802 Advice on the preparation of Design and Access Statements can also be found on the websites of the Council and the Commission for Architecture and the Built Environment [CABE] at:

5.11 Environmental Impact Assessment:
The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 apply to certain categories of development as defined in Schedule 1 and Schedule 2. The Regulations require developers to prepare an Environmental Statement for Schedule 1 projects and some Schedule 2 projects to enable the local planning authority to give proper consideration to the likely environmental effects of a proposed development.

The Regulations provide a checklist of matters to be considered for inclusion in the Environmental Statement and require the developer to describe the likely significant effects of the development on the environment and to set out the proposed mitigation measures. For more information as to the need for EIA can be provided from the Development Control Service.

5.12 Reserved Matters Applications
Changes to the GPDO in August 2006 revised the definitions of reserved matters as indicated below:

- **Layout**: the way in which buildings, routes and open spaces within the development are provided, situated and orientated in relation to each other and to buildings and spaces outside the development.
- **Scale**: the height, width and length of each building proposed within the development in relation to its surroundings.
- **Appearance**: the aspects of a building or place within the development which determine the visual impression the building or place makes, including the external built form of the development, its architecture, materials, decoration, lighting, colour and texture.
- **Access**: This covers the accessibility to and within the site for vehicles, cycles and pedestrians in terms of the positioning and treatment of access and circulation routes and how these fit into the surrounding access network.
- **Landscaping**: this is the treatment of land [other than buildings] for the purpose of enhancing or protecting the amenities of the site and the area in which it is situated and includes screening by fences, walls or other means, the planting of trees, hedges, shrubs or grass, the formation of banks, terraces or other earthworks, the laying out or provision of gardens, courts, or squares, water features, sculpture, or public art, and the provision of other amenity features.

5.13 Outline applications
Circular 1/2006 revised the information requirements to be included with all outline planning applications. As a minimum all outline applications must now 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. For example for residential development the number of proposed units and for other forms of development the proposed floor-space 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.

The Communities and Local Government document, ‘Guidance on Information Requirements and Validation published in March 2010 sets out the arrangements to be applied. This may be viewed on the service web pages or online at:


Please note from 6 April 2010 that any application involving the submission of more than 100 pages of written information, there is a mandatory requirement to submit a Summary Statement (max 20 pages). This summary may be contained within a Planning Statement but should clearly be referenced as such.

## 6 LOCAL REQUIREMENTS FOR INFORMATION

The Government encourages Local Planning Authorities to prepare their own list of information requirements in connection with applications for planning permission, and this is referred to in its Guidance entitled The Validation of Planning Applications. However the Government also advises that before the local information requirements can become mandatory consultation is undertaken on the contents of a draft list and account taken of the responses received. The final list should then be adopted by the Council for the purposes of the validation of planning applications. The Government guidance has published a generic list of topics from which local planning authorities are able to base their own list; see the link below:

http://www.communities.gov.uk/publications/planningandbuilding/bestpractice

The following list of local information requirements is the list prepared by Rochdale Council for consultation purpose in accordance with Government guidance. The consultation will be undertaken in Summer 2010 and will extend for a period of 6 weeks. Details will be made available on the Development Management pages of the Council website. Hard copies will be available to view at Telegraph House reception. Regular users of the Development Management Service [e.g. architects and planning consultants] will be informed directly by email and invited to give their views. A presentation will also be made to the Rochdale Developers Forum. The document has also been considered by the Council’s Regulatory Committee as part of the consultation process.

The list of local information requirements includes a comprehensive list of additional information that may be required to accompany a planning application in order that it can be properly assessed. The list describes the individual requirements and provides related local plan policy references [e.g. the Unitary Development Plan Review policies and adopted Supplementary Planning Guidance or Documents] and, where relevant, government policy guidance reference [e.g. Planning Policy Statements/Guidance]. Wherever possible advice is given on the criteria that determines when the information will be required for a particular application, [e.g. Affordable Housing Statement for development meeting the current policy thresholds], however it is not possible to be prescriptive in every case. Relevant contact details are provided to sources of advice and guidance.
GENERAL TOPICS

6.1 Pre-application advice
It is recommended that potential developers contact the Development Management service with a draft application, after considering the checklist requirements and before submitting formally for planning permission. This applies to all but the most straightforward of proposals. Pre application discussion will be retained by the Service. This should include consideration of the information requirements of the application, including agreement over matters to be included within the completed checklist below.

6.2 Document Referencing System
All documents accompanying applications shall be referenced for identification purposes. Guidance on referencing can be obtained in Appendix 4

6.3 Statement of Community Involvement
There are instances when consultation with the community in whose area the proposal site is located would be beneficial. Prospective developers can help identify local issues and possible solutions before their particular scheme is finalised and a planning application submitted. Forms and guidance on how to go about this will be developed by the Service and posted on the Development Control website

Applications should include a summary report of any Community Involvement exercise undertaken including the methodology used, the community contacted and the results obtained. Details of any pre application discussions held with the Council or any statutory consultees should also be provided.


6.4 Planning Statement
The submission of a statement provides the opportunity for an applicant to present his/her case for the proposal to be granted planning permission. The statement should provide an overview of the issues raised and refer to all relevant planning considerations including relevant provisions of the First Review Unitary Development Plan, Supplementary Planning Guidance and Documents [see Council website], Government guidelines in the form of Circulars or Planning Policy Statements, site characteristics etc. The Statement may also include the result of consultation and pre-application discussion with the Council, consultees and wider community involvement entered into by the applicant.

It will often be useful for the Planning Statement to refer to a history of the site including previous applications and present and previous uses to help set the context of the new proposal.

The use of sketches, perspectives, photographs, three-dimensional models, computer graphics and sketch models can be used to illustrate a supporting Planning Statement.

A Planning Statement may also include a Summary Statement (maximum 20 pages) setting out the details of the proposal, community consultation, any community or regeneration benefits, and any mitigation measures proposed. This
Summary Statement is a legal requirement for any application submitted which includes the submission of more than 100 pages of written material.

6.5 Regeneration Statement
A supporting statement of any regeneration benefits from the proposal including details of any new jobs that would be created or supported; the relative floor-space totals for each use where known, any community and economic benefits; and reference to any relevant regeneration strategies may help to clarify some of the benefits of the development. Regeneration statements will be particularly beneficial for larger schemes for the development of previously used or contaminated land, the reuse of vacant and derelict buildings, redevelopment of major sites within Green Belt or defined shopping centres. Details of the Council’s regeneration strategies are available in the UDP Review or via its website and those of its partner organisations including the Rochdale Development Agency. However there will be cases for the inclusion of a regeneration statement for smaller schemes where it can be demonstrated that benefits to the community will result.

The regeneration benefits of a development may help to counterbalance some of the negative aspects of a proposal.

6.6 Planning Obligations: Draft Section 106 Agreements
The Council through relevant policies of the UDP Review and associated Supplementary Planning Guidance or Documents will seek where appropriate to negotiate a planning agreement [Section 106 of the Town and Country Planning Act]. At present the topics for planning obligations include, but are not limited to, open space provision [UDP Review Policies H/6 and G/4 and Supplementary Planning Document], affordable Housing [UDP Review Policy H/7 and Supplementary Planning Document] and improvements to the transportation network [UDP Review Policies G/A/1 A/7, A/8 and A/9]. To speed up the determination of planning applications, a Draft Legal Agreement including draft heads of terms should be submitted with the planning application to enable it to be assessed at the same time where applicable.

Further guidance concerning the procedure for the scope, extent, compliance and drafting of planning agreements can be obtained from the Development Control Service. To assist applicants, standard Council legal agreements will shortly be made available on the Development Control web site. Government guidance is contained in ODPM Circular 05/2005 Planning Obligations that includes a model section 106 agreement and can be viewed on the Communities and Local Government website.

6.7 Impact Assessments
- Retail Impact Assessment: Major retail developments should satisfy the sequential approach to site selection listed within UDP Review Policy G/S/1. All applications for major retail developments (more than 1,000 square metres of gross floor space) should be supported by retail assessments covering a number of issues listed in UDP Review Policies G/S/1 and S/8 and the approach listed in Planning Policy Statement 4. (PPS4). Major Town Centre retail developments should also demonstrate that there would be positive impacts on the Centre as a whole against criteria listed under UDP Review Policy S/5.
Assessments will also be required for retail development over 500 square metres gross within District Centres, Local Centres and Linear Commercial areas covering issues listed in Policy S/6.

Smaller out of centre schemes, including the extension of existing uses, may require similar information if it is considered that the development would have a significant impact.

To obtain information for scoping the assessments initial contact should be made with the Development Management Team within which the site is located. See Appendix 1. Further information is contained in UDP Review Policies G/S/1 Hierarchy and Role Of Centres, S/3 Primary Shopping Areas, S/5 Development Elsewhere in Town Centres, S/6 District Centre, Local Centres and Linear Commercial Areas, S/7 Local Shops and Services and S/8 Retail Development Outside Town, District and Local Centres. Government's advice is also contained in Planning Policy Statement 4 Planning for Sustainable Economic Growth see: http://www.communities.gov.uk/

- **Leisure Impact Assessment**: Major leisure, tourism and cultural developments should satisfy the sequential approach to site selection listed within UDP Review Policy G/S/1 and LT/4. All major applications (more than 1,000 square metres gross floor-space) should be supported by an impact assessment covering a number of issues listed in UDP Review Policies G/S/1 Hierarchy and Role of Centres and LT/4 Major Built Leisure and Tourism Developments. Smaller schemes may also be required to provide similar information if it is considered that the development would have a significant impact.

Proposals on sites located outside defined centres will be required to demonstrate the need for the development, that a sequential approach has been followed in the selection of the site’s location and they are appropriate in scale to that of the centre and its catchment area.

To obtain information for scoping the assessments initial contact should be made with the relevant Development Control Team within which the site is located. See Appendix 1. Further information is contained in UDP Review Policies G/S/1 Hierarchy and Role of Centres and LT/4 Major Built Leisure and Tourism Developments. Relevant Government advice is contained in Planning Policy Statement 4 Planning for Sustainable Economic Growth see: http://www.communities.gov.uk/

6.8 Other Plans
These include additional plans or drawings which may be required in certain circumstances, dependent on factors such as the location or characteristics of the site and the scale and nature of the development. These might include Street Scene Elevations for proposals within Conservation Areas or which affect the setting of a Listed Building, or where the relationship of the proposal needs to be illustrated in the context of its surroundings.

**DESIGN TOPICS**

6.9 Sustainability and Energy Statement
The sustainability and energy statement should outline the elements of the scheme that address sustainable development issues, including the positive environmental, social
and economic implications. It should also identify how measures to promote energy efficiency have been addressed in terms of proposed building design, orientation and layout. Relevant policies of the UDP Review include A/1 ACCESSIBILITY, A/3 NEWDEVELOPMENT – ACCESS FOR PEDESTRIANS AND DISABLED PEOPLE, A/4 ACCESS FOR CYCLISTS, A/5 ACCESS FOR BUS SERVICES, A/14 – A STRATEGIC CYCLING ROUTE NETWORK and BE/2 DESIGN CRITERIA FOR NEW DEVELOPMENT.

The Council’s adopted Supplementary Planning Document: Energy and New Development expands upon existing UDP Policies to seek improvement in the energy efficiency and on-site renewable energy potential of new developments. All new developments will be expected to achieve as a minimum the standards set out in Chapter 2 of the SPD which will increase over time. The document contains the minimum information which will be required by the Council to validate a planning application, clear requirements expected of new residential or non residential developments, as well as guidance for developers in meeting these requirements and planners assessing applications. There are also details of renewable technologies available and their potential applications / restrictions.

The North West Regional Assembly has produced a Sustainable Development Checklist, promoted by the emerging RSS, which can be used by architects and developers to review good practice and demonstrate the sustainable performance of proposed developments. This free to use web based tool can be accessed at: www.sdchecklist-northwest.org.uk

Government’s advice is also contained in Planning Policy Statement 1: Delivering Sustainable Development see: http://www.communities.gov.uk/

6.10 Landscaping Proposals
Applications for full and outline planning permission should include a detailed landscaping scheme where landscaping is submitted for approval. Pre-application discussions can be used to identify whether landscaping of a site is likely to be required. Cases where landscaping may be required include prominent road frontages, redevelopment sites, sites within Conservation Areas and on or close to buildings listed as being of special architectural or historic interest. In these areas either a detailed landscaping scheme should be submitted with the application, or a scheme that describes the landscape strategy and identifies the main areas and types of planting and hard surfaces on a site plan to a scale of 1:200. Where the latter is submitted and accepted it will be necessary to submit and seek agreement to a detailed scheme at a later date. Further details can be found in UDP Review Policy BE/2 – DESIGN CRITERIA FOR NEW DEVELOPMENT, BE/8 – LANDSCAPING IN NEW DEVELOPMENT and BE/17 – NEW DEVELOPMENT AFFECTING CONSERVATION AREAS. The Landscape Institute can provide details of practising Landscape Architects: http://www.l-i.org.uk/

The submitted schemes will be assessed by the Council’s own Landscape Architect.

6.11 Tree Survey/Arboricultural Assessment
It is important that details of any landscape feature such as trees are included with a planning application to enable the proper assessment of the proposal. A survey plotted at a minimum scale of 1: 200 should indicate any trees to be retained and felled. It should specify the location, species size and crown spread and detail the health of each tree on the site and on adjacent land. Further information is available from the
Further details are listed within UDP Review Policies NE/8 – DEVELOPMENT AFFECTING TREES, WOODLANDS AND HEDGEROWS, BE/2 - DESIGN CRITERIA FOR NEW DEVELOPMENT, BE/8 – LANDSCAPING IN NEW DEVELOPMENT and BE/17 – NEW DEVELOPMENT AFFECTING CONSERVATION AREAS as to how applications will be assessed.

Further guidance on how to integrate development with trees is available in the current BS5837 “Trees in relation to construction – Recommendations”. The submitted schemes should take account of the context of their surroundings including buildings, site levels, existing vegetation and public utilities. The submitted survey and recommendations will be assessed by the Council’s Arboricultural Officer.

6.12 Crime Impact Assessment –

UDP Review Policy BE/2 DESIGN CRITERIA FOR NEW DEVELOPMENT requires developments demonstrate good design, including how opportunities for crime against people or property have been minimised in terms of scheme design and layout. With regards to issues of personal safety, development will be expected to incorporate the principles of Crime Prevention Through Environmental Design (CPTED) Where new development raises significant issues of public health, safety and security applications must be accompanied by a Crime Impact Statement [CIS]. For all major development applications defined by law a CIS must be submitted whilst other application categories will be assessed on a case by case basis. Major development includes the erection of 10 dwellings or more, 1,000 square metres or more floor-space. A complete list of defined major development can be found in Appendix 2

Details of the form and content of a CIS can be obtained from the Greater Manchester Police Design for Security at: http://www.designforsecurity.org

6.13 Land Stability Report/Coal Mining Risk Assessment

Where development is proposed within Coal Mining Development Referral Areas on unstable or potentially unstable land, or application site adjoins potentially unstable land, a land stability report will be required. The report should establish the nature and extent of the instability and how such instability is to be treated. [N.B. responsibility for safe development of land rests with the developer].

A map detailing those parts of the Borough which are identified as falling within the Coal Mining Referral Areas is available upon request.

Any planning application (except householder development or changes of use without external works) proposing new building work within the Coal Mining Referral Areas will be required to include a Coal Mining Risk Assessment. The Coal Authority will be consulted and requested to provide a specific response. The key principle should be that, where development would intersect the ground, than a Coal Mining Risk Assessment should be submitted. For EIA developments, the Coal Mining Risk Assessment can form part of the Environmental Statement.

The Coal Mining Risk Assessment should be prepared by a competent person and address the following issues:
1. A summary of the mining information relevant to the site;
2. An assessment of the risk that coal mining poses to the proposed development;
3. An outline of the mitigation measures (design/layout solutions, treatment works etc) that are proposed to address the risks;
4. A statement outlining whether Coal Authority permission has been obtained, or will be required, to undertake any further site investigation or treatment works.

The Coal Authority will be specifically consulted on all planning applications (excluding householder development and changes of use without alteration) which fall within Coal Mining Development Referral Areas.

The Coal Authority may be contacted as follows:

Planning General Enquiries: 01623 637119
Planning website: www.coal.gov.uk/services/planning
Planning email: planningconsultation@coal.gov.uk

Property specific summary information on Coal Mining may be obtained from The Coal Authority’s Property Search Service on 0845 762 6848 or at www.groundstability.com

Further details can be found in the Government’s Planning Policy Guidance Note 14 ‘Development of unstable land [PPG 14]. The Central Government website will have details of all Planning Policy Statements and Guidance Notes use the link below to access details.
http://www.communities.gov.uk/index.asp?id=1143802

6.14 Foul sewage and Utilities Assessment
All new buildings need separate connection to foul and surface water sewers. The statement should include information (which may be a statement from the relevant utility company) about how an application connects to, or affects the line of or capacity of utility infrastructure, and will be particularly applicable to sites where infrastructure may be absent, crosses the site or where capacity may be inadequate. Most new development requires connection to utility services, including electricity, gas, telecommunications and water, foul and surface water drainage and disposal. Planning issues which may arise include whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands that would arise from the completed development, 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 and whether existing utilities would be adversely affected (e.g. pipelines).

Development, particularly of Greenfield sites usually results in new large areas of impermeable surfaces such as roofs, roads, and car parking. The design of any development should be clearly set out as part of the application and ensure that surface water is managed locally and sustainable drainage systems are encouraged to avoid surcharging of sewer systems. The assessment for sewage effluent discharges should include a description of the type, quantities and means of disposal of any trade waste or effluent. Guidance can be obtained from the Environment Agency, their web site is http://www.environment-agency.gov.uk/
Further details are listed within UDP Review Policy EM/8 – PROTECTION OF SURFACE AND GROUND WATER as to how applications will be assessed.

Developers should also be aware of the impact their developments may have on utility infrastructure near to their site including gas and oil pipelines and the necessary precautions/stand-off distances required to maintain appropriate health and safety standards. The Council will undertake consultation with utility companies on relevant applications to seek their comments before determination.

Further information may be obtained from the utility companies including United Utilities: www.unitedutilities.com/?OBH=207

6.15 Affordable Housing Statement
A statement should be submitted with any application indicating how affordable housing is to be addressed, and where this involves a Section 106 agreement, a draft of the Agreement should be submitted with the application [see paragraph 6.6].

Further details are provided within UDP Review Policy H/7. However, thresholds for affordable housing contained within Policy H/7 are superseded by the Council’s adopted Affordable Housing Supplementary Planning Document to accord with government advice within Planning Policy Statement 3. A statement is required on sites which have an indicative minimum site size threshold of 15 dwellings, or for developments of 15 residential units or more. This should provide information concerning both the affordable housing and any market housing and include details of any Registered Social Landlord acting as partners in the development.

The Council expects developers and landowners to work together before an application is submitted to understand development costs in bringing a site forward for housing development. This will mean most factors, including the delivery of affordable housing, will have been identified and costed at the time of land purchase, limiting the potential for this to subsequently impact on scheme viability. However, applicants who cite non viability due to development costs as a reason for not complying with UDP Policy H/7 and adopted SPD must support their case with financial evidence of sufficient detail, and evidence as to why this could not have been ascertained earlier.

Further details can be found in UDP Review Policy H/7 AFFORDABLE HOUSING and the Affordable Housing Supplementary Planning Document which may be viewed on the website. The Council advises any developer to discuss this issue with specialist officers within Planning and Regulations Service (See Appendix 1) prior to any planning application being submitted.

ENVIRONMENTAL PROTECTION TOPICS

6.16 Air Quality Assessment
Where a proposal has the potential to significantly affect air quality standards, or proposes sensitive development in areas currently affected by poor air quality, an Air Quality Assessment should be submitted. The Council will expect developers to consider the air quality impacts on humans, flora and fauna of traffic using the development as well as pollutant emissions from the proposal itself. Such assessments and measures for controlling air quality to acceptable levels will be particularly appropriate within the Council’s designated Air Quality Management Area [AQMA]. See
UDP Review Policy EM/2 POLLUTION for further details. In addition an assessment should also be made when sensitive development [e.g. residential use] is proposed within the AQMA or when the development outside the AQMA is likely to result in a significant impact on air quality. The AQMA follows the principal roads within the Borough. Details can be obtained from the Council's Environmental Health and Licensing Service at Telegraph House, by telephone at 01706 924137.

6.17 Environmental Impact Assessment
An Environmental Statement [ES] must be provided for any development that falls within Schedule 1 of the Environmental Impact Regulations 1999 [EIA Regulations]. For development included within Schedule 2 an ES must be provided where its location and scale corresponds with the criteria listed in the EIA Regulations. A screening opinion from the Council as to whether an ES is needed for Schedule 2 development may be requested. The application should be accompanied by a plan to identify the site, a brief description of the nature and purpose of the development and of its possible effects on the environment. Other information considered relevant to determining the screening opinion may be requested also.

Where a screening opinion indicates that an ES is required applicants can request from the Council a scoping opinion to indicate the information required to be included in the ES.

Development included within Schedule 1 and 2 include those that produce or are likely to produce significant environmental impact including potential polluters. For further details please contact the Development Control Service or website. Details of the EIA Regulations and guidance can also be found at:

http://www.communities.gov.uk/index.asp?id=1143104

6.18 Flood Risk Assessment [FRA]
A Flood Risk Assessment (FRA) will be required to demonstrate how flood risk from all sources of flooding to the development itself and flood risk to others will be managed now and, if required, mitigated taking climate change into account. Based on such assessment, the suitability of a site for development can be identified and any required mitigation established.

All planning applications for development proposals of 1 hectare or greater in Flood Zone 1 and all proposals for new development in Flood Zones 2 and 3 as designated by the Environment Agency should be accompanied by an FRA. An 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. For major developments in Flood Zone 1, the FRA should identify opportunities to reduce the probability and consequences of flooding.

The FRA should be prepared in consultation with the Council and the Environment Agency and should form part of the Environment Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999

Planning Policy Statement 25: “Development and Flood Risk” provides comprehensive government guidance in the preparation of an FRA that can be viewed on:
http://www.communities.gov.uk/
Further details as to how the Council will assess proposals can be found in UDP Review Policy EM/7 DEVELOPMENT AND FLOOD RISK, the UDP First Review Proposals Map and from the Environment Agency at: www.environment-agency.gov.uk/flood

The Environment Agency has produced a Flood Map containing information about Flood Zones and flood defences. This map is updated at three monthly intervals. It identifies the boundaries of Flood Risk Zones 2 and 3 and provides standing advice for development within these zones on its website. N.B.: Flood Zone 1 relates to the remaining areas not included in Zones 2 and 3!

6.19 Hazardous Installations [Risk Assessment]

UDP Review Policy EM/6 HAZARDOUS NOTIFIABLE INSTALLATIONS controls the location of residential and other development in the vicinity of existing notifiable installations and proposals for the expansion and/or intensification of existing hazardous installations. Consultations will be undertaken with relevant agencies [e.g. the Health and Safety Executive] to assess the risk to the public, land and surrounding environment. Planning permission will only be granted where the Council and agencies are satisfied that risks to the public, the land and the surrounding environment have been fully assessed and are considered acceptable. Appropriate applications should be accompanied by an assessment of the relevant risks the development would incur. Details of existing notifiable sites and pipelines are available in the UDP Review and government guidance is available in Circular 04/2000 [Planning Controls for Hazardous Substances].

Where it is considered that a development would result in a significant risk to the public, the land or surrounding environment, planning permission will be refused.

6.20 Land Contamination Report

In considering planning applications the Council is under a duty to take account of whether a site may be contaminated, or ground gas may be present. Proposals for the development of land which the Council has reasonable grounds to suspect is potentially contaminated will require a detailed survey of ground conditions to determine the existence or otherwise of any contamination, its nature, risks and whether this can be satisfactorily reduced or ameliorated through planning conditions to enable development to proceed. Developers may be required to provide completion reports confirming remediation work has taken place as part of any development and that any contamination has been treated in a manner appropriate to the intended after use of the land. Developers and their agents will be required to provide as much information as is considered necessary. It is therefore recommended that they discuss the issue with the Council’s Development Control and Environmental Health Services before submitting an application.

Applicants are recommended to discuss contamination issues before submitting an application in any cases where contamination or ground gas may be a significant problem. For pre-application discussions or any other advice relating to land contamination issues please contact the Council's Contaminated Land Section in Environmental Health at Telegraph House on 01706 924122 (Mark Brown) or 01796 924107 (Michael Moore).
Applications involving development of sites located on or within 250 metres of a former landfill site will need to include a risk assessment of landfill gas migration. The depth of information required depends on the likely severity of the contamination which is linked to the type of previous use. This may range from a Desk Top study to a Detailed Intrusive Investigation. For further advice contact the Council's contaminated Land Section on 01706 924107.

The Council is required to consult the Environment Agency in these circumstances and they provide standing advice to local planning authorities via their website for this purpose: www.environment-agency.gov.uk

Further information can be found in Unitary Development Plan Review Policy EM/4 CONTAMINATED LAND and Government Guidance [Planning Policy Statement 23 Planning and Pollution Control] that can be viewed on: http://www.communities.gov.uk/

6.21 Lighting Assessment
Where it is intended to install external illumination, full details should be included with the application. This should include the type of light fixing [e.g. wall mounted or free-standing columns, lantern wattage and manufacturer], the level of illumination and spread, site layout indicating the location of lighting units and the proposed hours of usage. A lighting impact statement may be required for significant floodlighting proposals.

Lighting details and an assessment should be provided for all proposals involving the provision of publicly accessible developments, in the vicinity of residential property or commercial areas, a Listed Building or a Conservation Area, or open countryside where lighting would be provided or made necessary by the development. Assessments should demonstrate any lighting proposed is the minimum necessary for security or working purposes and propose measures to minimise light spillage and glare.

UDP Review Policy EM/2 POLLUTION indicates that planning permission will not be granted unless the external lighting proposed is the minimum necessary for its purpose and would not have a detrimental effect on a set of listed criteria Including neighbouring land uses and the environment.

Developers are advised to refer to best practice guidance of the Institute of Housing Engineers “Reduction of Light Pollution.” “Lighting in the countryside: Towards good practice (1997)” is a useful guide for applicants and local planning authorities: http://www.communities.gov.uk/publications/planningandbuilding/lighting

6.22 Noise Impact Assessment

- **Noise and Noise Sensitive Development**: The impact of noise can be a material consideration in the determination of planning applications. Wherever practicable noise sensitive developments [e.g. housing, hospitals or schools] should be separated from major sources of noise [e.g. road, rail and air transport]. It is equally important that new development involving noisy activities should if possible be sited away from noise sensitive uses.

Where a proposal raises the issue of noise, early consultation with the Development Control and/or Environmental Health and Licensing Service should be undertaken to explore the measures that could be taken to control the source of or limit the exposure to noise. Planning Policy Guidance Note 24 ‘Planning and Noise’ prepared
by the Government contains guidance on this matter. The Note [PPG 24] can be viewed at Telegraph House and at the Government web site http://www.communities.gov.uk/

Applications should be accompanied by a report that details the measures proposed to mitigate the impact of the noise source or limit the exposure to noise [e.g. sound insulation]. UDP REVIEW Policy EM/3 details how proposals will be assessed. Where the effects of noise on proposed new development, or noise likely to be generated by new development, can be adequately controlled by design, landscaping or other measures, the Council may impose conditions on any planning permission, provided the development is acceptable in all other respects. The scheme should be justified in the context of the noise assessment.

6.23 Site Waste Management Plan
Where major development proposals, including new highways and road improvements, involve the generation of spoil which cannot be disposed of within the boundaries of the site, the Council will require details of the volume and type of excess waste material to be disposed of, and the methods by which it is proposed to dispose of the material. Encouragement will be given to schemes for waste disposal which bring significant community benefits eg reclamation of open land, subject to compliance with other UDP Review Policies. UDP Review Policy W/7 ARRANGEMENTS FOR SPOIL DISPOSAL provides further details.

Proposed new development should be supported by Site Waste Management Plans of the type encouraged by the code of practice published by the Department of Trade and Industry in 2004 “Site Waste Management Plans: guidance for construction contractors and clients.” These do not require formal approval by local 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 re-use and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed.

Proposals involving the demolition of more than 1,000 square metres of floor space should also submit a Site Waste Management Plan.

6.24 Telecommunications Development
All telecommunications applications should be accompanied by a statement of compliance with ICNIRP guidelines, evidence of assessment of alternative sites and/or mast sharing, and a justification for why the installation is needed. Applications should also include results of pre-application consultation carried out by the applicants with interested parties and members of the local community including the Traffic Light Model system agreed by the code operators.

The policy background to telecommunications development includes UDP Review Policy CF/4 TELECOMMUNICATIONS and Planning Policy Guidance Note 8 ‘Telecommunications,’ that can be viewed at Telegraph House and at http://www.communities.gov.uk/

6.25 Ventilation/Extraction statement
All applications for restaurants [Class A3 use], hot food takeaways [Class A5 use] and bars/pubs [Class A4 use] which sell hot food should include details of measures for fume extraction. This will include new buildings or changes of use. Details may also be needed in the case of proposals for the extension of existing uses. Where a proposal
includes a commercial use under or adjacent to existing or proposed residential premises which may be harmful to amenity from noise and/or odour the applicant should assess the likely impact of the proposal. If it is considered practical to mitigate these impacts details should be provided of the measures to be taken and their likely effectiveness. Further guidance can be provided from the Council’s Environmental Health and Licensing Service on 01706 924150

The measures for fume extraction should include details of the mechanical equipment proposed including technical specification, the location and design of any external pipework or flues on the building and how visual impact would be minimised, acoustic noise characteristics, odour abatement techniques and the means by which a chimney would be capped to prevent ingress by rain. Applicants should demonstrate how this has been designed to avoid detriment to the visual amenity of the building or surrounding area, and neighbouring residential amenity. Further information can be found in UDP Review Policy S/10 FOOD AND DRINK OUTLETS.

This information will also be required for significant retail, business, industrial or leisure or similar developments where substantial ventilation or extraction equipment is proposed to be installed.

**CONSERVATION/HERITAGE TOPICS**

**6.26 Nature Conservation and Ecology**

- **Protection of wildlife** A Wildlife Survey will be required where there are or may be protected species on an application site. Examples of where a wildlife survey would be required include: demolition/alteration of vacant buildings (bats), development along watercourses (water voles), greenfield development (Great Crested Newts and badgers) and tree removal [bats]. Where protected species are found to be present, an assessment should be made of the likely impact that the development would have upon the species concerned and should be accompanied by a set of mitigation measures. Planning Policy Statement 9 on Biodiversity sets out central government advice and UDP Review Policy NE/4 PROTECTED SPECIES applies and provides more information.

Indicative thresholds and types of development proposal for when a survey will be required are set out at Appendix 5 of this document.

Licenses for surveys and mitigation measures may be required from Natural England and/or DEFRA. For further advice, please contact the Greater Manchester Ecology Unit Ryecroft Hall, Manchester Road, Audenshaw, Tameside, M34 5ZJ Tel: 0161-342 8355. http://www.tameside.gov.uk/ecology

To assist applicants, GMEU has also prepared a Biodiversity Validation Checklist for Greater Manchester. The Unit also a data search service to applicants and agents via its website. Further information can be found at: http://www.tameside.gov.uk/ ecologysearches or by contacting gmeu@tameside.gov.uk

- **Ecological Assessment:** An Ecological Assessment should be submitted where a site contains a landscape feature or features of significant ecological importance as outlined in UDP Review policies NE/1, NE/2 and NE/3, or where
development is close to a site of Ecological Importance. Details of such sites can be found on the UDP Review Proposals Map. For further pre application advice on the content of an Ecological Assessment, contact the Greater Manchester Ecology Unit (GMEU) , Ryecroft Hall, Manchester Road, Audenshaw, Tameside M34 5ZJ, Tel: 0161-371 9171. http://www.tameside.gov.uk/ecology unit

To assist applicants, GMEU has also prepared a Biodiversity Validation Checklist for Greater Manchester attached at Appendix 5. The Unit also a data search service to applicants and agents via its website. Further information can be found at: http://www.tameside.gov.uk/ecologysearches or by contacting gmeu@tameside.gov.uk

UDP Review Policies NE/3 BIODIVERSITY AND DEVELOPMENT, NE/2 DESIGNATED SITES OF ECOLOGICAL AND GEOLOGICAL/GEOMORPHOLOGICAL IMPORTANCE applies. The Council’s adopted Biodiversity SPD also provides more information.


6.27 Heritage Assessments

A Heritage Assessment became a mandatory requirement, as set out in Planning Policy Statement 5: Planning for the Historic Environment. This will apply to any application for listed building consent or conservation area consent, and planning application that will affect any designated or non designated heritage asset.

Statement of Significance: An assessment of significance for any heritage asset to be affected by a proposed development such as a Listed Building and/or a Conservation Area, scheduled monuments, registered park, garden or battlefield. and the contribution of that setting to that significance.

Assessment of Impact: An assessment of the impact of the development, use or works on the significance of any affected heritage asset as part of the design concept.

- Development within a Conservation Area
  Development within or adjoining a Conservation Area should demonstrate how it preserves or enhances the character or appearance of the area. All proposals to erect new buildings, the extension and/or alteration of buildings, or change of land uses within a Conservation Area must be accompanied by details to demonstrate the impact on the setting and surroundings. The Council will not permit the demolition of unlisted buildings within a Conservation Area where its retention is necessary to preserve the character or appearance of the Conservation Area. Applications that include demolition of unlisted buildings will only be approved where it can be demonstrated that the development itself will preserve or enhance the character or appearance of the Conservation Area and such applications will require a detailed justification statement. Relevant UDP Review Policies BE/16 DEMOLITION OF BUILDINGS IN CONSERVATION AREAS, BE/17 NEW DEVELOPMENT AFFECTING CONSERVATION AREAS and BE/18 CHANGES OF USE TO BUILDINGS IN CONSERVATION AREAS”
Details of Rochdale’s Conservation Areas are available from Telegraph House reception.

Further advice can be obtained from the government’s Planning Policy Statement 5 Planning for the Historic Environment http://www.communities.gov.uk/

- **Development and Listed Buildings:**
  The Council will not permit the demolition of listed buildings, including partial demolition, unless there are exceptional circumstances supported by clear evidence that the building is incapable of restoration or sensitive adaptation and every effort made to continue its present use or find a suitable alternative, including placing the building on the market without restriction. All proposals to demolish Listed Buildings must be accompanied by a structural survey and justification, including photographic evidence as to why the building is not suitable for conversion. If granted, a condition will be imposed preventing demolition until a contract for the carrying out if redevelopment works has been made and planning permission for these works has been granted. See UDP Review Policy BE/12 DEMOLITION OF LISTED BUILDINGS for further details.

For applications involving the alteration of listed buildings which may affect the character and appearance of the host building, its curtilage and surrounding area, an assessment and plan details must be submitted to illustrate how relevant architectural and historic features are to be retained as part of the proposal. This will also be required for proposals involving the repair and restoration of listed buildings. [See UDP Review Policy BE/14 ALTERATIONS AND EXTENSIONS TO LISTED BUILDINGS].

Proposals involving the change of use of listed buildings should demonstrate how the proposed use is sympathetic to the building’s special architectural and historic interest. An assessment of the viability and impact of the proposal compared to alternative possible uses should be carried out. (See UDP Review Policy BE/13 CHANGES OF USE TO LISTED BUILDINGS)

Further advice can be obtained from the government’s Planning Policy Statement 5 Planning for the Historic Environment http://www.communities.gov.uk/

The Service holds a list of Rochdale’s listed buildings which can be viewed at Telegraph House.

- **Locally Important Buildings and Features of Architectural and Historic Interest**

An assessment may also be required for development proposals affecting buildings or features of local interest and which contribute to the character of an area and/or are important in townscape terms (architectural style and materials, town parks, gardens, former houses and estates, traditional boundaries, walls, hedgerows, mill lodges and public utilities). Any heritage value and contribution to local character should be recognised and opportunities to conserve any buildings or features of local interest incorporated into scheme design. The Council is seeking to produce a local list of buildings and features to guide developers and others which would be available at Telegraph House and posted on the website. UDP Review Policy BE/11 PROTECTION OF LOCALLY IMPORTANT BUILDINGS AND FEATURES OF ARCHITECTURAL OR HISTORIC INTEREST provides further information on the application of this Policy.
Pre application discussion is therefore recommended with the Development Control Service to establish whether a building or site contains features of any local interest.

Further advice can be obtained from the government’s Planning Policy Statement 5 Planning for the Historic Environment http://www.communities.gov.uk/

**Archaeological Assessment**

Developments must take full account of the presence of known Ancient Monuments and sites of Archaeological Importance and their settings in proposals. An assessment is required for proposals on sites known or suspected of containing important archaeological remains and proposals should accommodate their physical preservation in situ, or make provision for their recording. Further information of known sites is included on the Greater Manchester Sites and Monuments Record that is maintained by the Greater Manchester Archaeological Unit www.art.man.ac.uk/FieldArchaeologyCentre/

The GMAU provides a guidance note for developers which may be viewed online at: http://arts.stage.manchester.ac.uk/umfac/gmau/developers/

Tel: 0161 275 2314

Address: Field Archaeology Centre, Humanities Bridgeford St, University of Manchester, Oxford Road, Manchester

An Archaeological Field Evaluation must be submitted for development that may affect any known or suspected archaeological site. Further information can be found at UDP Review Policy BE/10 DEVELOPMENT AFFECTING ARCHAEOLOGICAL SITES AND ANCIENT MONUMENTS

Further advice can be obtained from the government’s Planning Policy Statement 5 Planning for the Historic Environment http://www.communities.gov.uk/

The PPS5 Good Practice Guide (paragraphs 99 – 109 provides useful further guidance in preparing an archaeological assessment.

### 6.28 Landfill Applications and Waste Development

UDP Review policies W/2 EXISTING WASTE FACILITIES, W/3 CRITERIA FOR LOCATION OF WASTE DISPOSAL FACILITIES, W/4 OPERATION AND RESTORATION OF WASTE DISPOSAL SITES, W/7 ARRANGEMENTS FOR SPOIL DISPOSAL and W/8 TRANSPORT OF WASTE set out criteria against which applications for waste management and disposal are to assessed and the information required to make that assessment. Such applications often raise complex issues and it is important that all the necessary supporting information is submitted with the application.

Information and Technical advice can also be obtained from the Greater Manchester Geological Unit at:

Address: Room 2.22 Williamson Building, University of Manchester, Oxford Road, Manchester, M13 9PL

Tel: (0161) 275 7150

Fax: (0161) 275 7151
6.28 Open Space Assessment
There is strong pressure for development of land in Rochdale. The distribution of open space relative to need is uneven across the Borough and the quality of certain open spaces poor. UDP Review Policy G/3 PROTECTION OF EXISTING RECREATIONAL OPEN SPACE states the development of public or private recreational open space will not be permitted except in limited circumstances.

The UDP Proposals Map highlights sites of more than 0.2 hectares. However, there are a number of sites which, because of their small size, difficult location, topography or ground conditions have limited value or potential for recreation. These may however have amenity value and are covered by UDP Policy G/10 PROTECTION OF URBAN AMENITY OPEN SPACE. An assessment may therefore also be required for developments involving the loss of these smaller areas of local amenity value.

Proposals involving the loss of open space should be accompanied by an open space assessment. This should demonstrate there would be no deficiency in open space in relation to present or future needs, make alternative provision of an equivalent quality and quantity in an appropriate location or fund improvements to existing outdoor sports facilities within the site, or on another site commensurate with the open space being lost. The assessment should also include the extent of current usage, needs and opportunities for the use of the land for open space and sport/recreation and the implications of the loss, including any mitigation measures. Where this assessment would involve entering into a legal agreement to achieve an agreed objective a draft agreement should be submitted as part of the assessment [see paragraph 6.6].

Pre application advice with Development Management and Strategic Planning Services is strongly recommended on this issue.

Further details can be found in the guidance set out in Planning Policy Guidance Note 17 ‘Sport and Recreation,’

Consultation with Sport England - Proposals for Development Affecting Playing Fields

Since August 1996, Sport England has been a statutory consultee on planning applications affecting playing fields. This means Sport England must be consulted when a planning application received, and comments afforded significant weight in the determination of that proposal. Where the Council is minded to grant planning permission contrary to Sport England views, referral to the Secretary of State is required.

Early pre application engagement with Sport England if therefore recommended. Sport England can provide early planning advice and guidance in relation to the development of sports related projects. Prospective applicants are advised to contact Sport England at:

http://www.sportengland.org/about_us/how_we_are_structured/our_local_offices.aspx

E-mail planning.northwest@sportengland.org
6.30 Structural Survey

- **Re-use of buildings in the Green Belt**: Applications for the conversion of existing, permanent and substantial buildings within the Green Belt should include a supporting structural survey to demonstrate the structural integrity of the building for assessment. The application detail should demonstrate that the proposal would make a positive contribution to the appearance of the host building, any neighbouring buildings and the openness and character of the surrounding area. Further detail is available at UDP Review Policy D/9 RE-USE AND ADAPTATION OF BUILDINGS IN RURAL AREAS and Planning Policy Guidance Note 2 ‘Green Belts,’ that can be found on the government web site at: http://www.communities.gov.uk/

- **Demolition of Listed Buildings and unlisted buildings in Conservation Areas**: see references to Heritage Statements above for policy and guidance details [paragraph 6.27].

**TRANSPORT TOPICS**

6.31 Draft Travel Plan

UDP Review Policy A/12 NEW DEVELOPMENT – TRAVEL PLANS AND SCHOOL TRAVEL PLANS states Travel Plans should be submitted to accompany planning applications likely to have significant transport implications. The Council will therefore require applications for development likely to have significant transport implications to be supported by a Travel Plan and Appendix 3 provides indicative thresholds for their use. The Travel Plan should detail the measures to be implemented to encourage staff, visitors and residents to reduce car travel, particularly single occupancy car journeys, and promote increased walking, cycling and public transport, improve safety and security for pedestrians, cyclists and users of public transport, and deal with freight movements so that environmental impacts are minimised.

Development of new school facilities that have the potential to change the number or nature of trips to/from the site will be required to submit a School Travel Plan with the application.

Certain employment and mixed use designations within the UDP Review Plan require a Travel Plan to be submitted within any application submitted for the site.

The requirement for a Travel Plan will depend on the nature of the proposal but the Council will have regard to the guidance in Planning Policy Guidance 13 “Transport” at paragraphs 87 to 91 and Annex D, see: http://www.communities.gov.uk/

Further guidance can be found in Using the Planning Process to secure travel plans: best practice guidance for local authorities, developers and occupiers [ODPM and DfT, 2002] and Making residential travel plans work [DfT, 2007].

Where development is speculative, or in the case of outline proposals, for which detailed data upon which the Travel Plan would be based is unknown, a framework travel plan should be submitted with a more detailed Travel Plan approved before the completed development first brought into use.
6.32 Parking and Access Arrangements

Proposals should include sufficient parking provision (including disabled, motorcycle and cycle parking) and servicing facilities for new developments within the site curtilage to satisfy the needs of the development. Regard will be made to existing parking availability within the surrounding area. However, where reduced parking is proposed, this should be justified and supported by evidence to support the level proposed [e.g. Travel Plans]. Further information is provided at UDP Review Policy A/7 NEW DEVELOPMENT – ACCESS FOR GENERAL TRAFFIC and A/10 NEW DEVELOPMENT – PROVISION OF PARKING. The Council’s Schedule of Parking Standards is set out at Appendix C to the UDP Review Plan and can be viewed on the web site at: http://www.cartoplus.co.uk/rochdale/

See also paragraph 5.3 that refers to the National information requirements to provide a site plan to a scale of 1:500 or 1:200 including roads and access arrangements. For disabled car parking, cycle parking and motorcycle parking, new development will be expected to meet the minimum standards set out in UDP Review Appendix C.

Where the Council requires controls on parking issues, conditions will be imposed on planning permissions or planning obligations sought. Where necessary to establish parking control on highways adjacent to an application site, or to mitigate traffic impact, Traffic Orders may be requested, funded by the developer.

6.33 Transport Assessment and Transport Statements

A Transport Statement [TS] or Transport Assessment [TA] should be submitted with any application that would result in a material increase in the volume of road traffic, or increased impact due to type of traffic, and it is necessary to determine whether highway works or other measures are necessary whether adjacent to or remote from the site. The report should identify the effect of the development on the road network, demonstrate that the increase could be accommodated in a sustainable manner, indicate any works necessary to overcome any safety and efficiency issues, and access provision in emergencies [e.g. Fire service vehicles and equipment]. A TA will be required for all major applications and should reflect the scale of proposal and extent of transport implications. Scoping the TA can be carried out in consultation with the Council’s Highway Engineers, contacted details at Appendix 1 [page 32]. Where there is likely to be a material effect upon the trunk road network, early discussions should also be held with the Highways Agency, contact details below:

Highways Agency, Room 810, City Tower, Piccadilly Plaze, Manchester, M1 4BE. Tel: 0161 930 5576 or via the website at http://www.highways.gov.uk/

Further details can be found within UDP Policies A/8 NEW DEVELOPMENT – CAPACITY OF THE HIGHWAY NETWORK, A/10 NEW DEVELOPMENT – PROVISION OF PARKING and A/11 NEW DEVELOPMENT – TRANSPORT ASSESSMENTS.

Detailed guidance and indicative thresholds for Transport Statements and Assessments can also be found in Guidance on Transport Assessment published by the Department of Transport in March 2007 see: http://www.dft.gov.uk/pgr/regional/transportassessments/

Indicative thresholds are detailed in Appendix 3 to this document.
Building Control and Need for Building Regulations Approval

Applicants are also advised of the need to contact the Council's Building Control Service (01706 924325) before drawing up plans and submitting a planning application. This is because many planning proposals will also separately require approval under the Building Regulations. The need to design proposals to accord with the Building Regulations may affect the overall scheme submitted for planning permission. Pre application contact with Building Control in drawing up plans prior to lodging the planning application may in some cases save both time and money.
INDIVIDUAL CHECKLISTS

CHECKLISTS FOR DIFFERENT APPLICATION TYPES

The following application types have been assessed for their information requirements and the Service has produced revised Checklists for the following application types:

Full Planning Application
Reserved Matters Application
Outline Planning Matters Application
Householder Planning Application
Listed Building Consent Application
Conservation Area Consent Application
Advertisement Consent Application
Lawful Development Certificate Application
Telecommunications Development
Applications for Tree Works
Prior Notification (Agricultural Development)

These Checklists may be viewed and downloaded from the web pages with the relevant application forms at:

http://www.rochdale.gov.uk/environment_and_planning/planning/development_management/planning_-_application_forms.aspx

Pre-Application Discussion

*It is recommended that potential applicants contact the Development Management Service [DMS] before submitting their applications for consideration to the Council. For all but the most straightforward proposal discussion before submitting an application can save valuable time later.*

Pre-application discussion will be recorded by the Service and applicants should include the reference given with their submitted application details. In addition the discussion should include consideration of the information requirements including the completion of the relevant checklists listed below.

Please note the Development Management Service is considering the introduction of charging for preliminary application advice for certain types of development proposal. Further details of these arrangements and any charges to be applied will be displayed on the service web pages in due course.
APPENDIX 1

OTHER INFORMATION AND CONTACTS

The Rochdale Unitary Development Plan Review is available to view on the website at: http://www.cartoplus.co.uk/rochdale/

Government guidance can be obtained from the Department of Communities and Local Government at: http://www.communities.gov.uk/planningandbuilding/

The latest government guidance on the Validation of planning applications can be viewed at:


Information sources: The Development Management website holds a range of information in addition to the documents mentioned above which can help you assess whether additional details are required with your application. In addition, other planning information is available from the Service reception and there may be a charge made if you require this to be extracted for you. You are also able to submit to the Council a Land Registry Search indicating the information you require for a property. The list below is not necessarily exhaustive.

OFFICER CONTACTS: TELEPHONE NUMBERS AND EMAIL ADDRES.

The Development Management Service [DMS] is part of the Planning and Regulation Service:

Full postal address: Telegraph House, PO Box 32, Baillie Street, Rochdale OL16 1JH
Courier Address: Floor 1, Telegraph House
Telephone: 01706 864317
Fax: 01706 864242
Service email: development.control@rochdale.gov.uk

Development Manager: Mark Robinson – 01706 924308

Office opening hours are 08.45 to 16.45 Mondays to Fridays. However, the public is able to inspect new and undetermined planning applications or planning decision notices via the website at:
http://www.rochdale.gov.uk/swiftlg/apas/run/wchvarylogin.display

Alternatively undetermined planning applications may be viewed online at any libraries across the Rochdale Borough.

Details of other information relating to the Service can also be found on the web pages.

Key Contacts

The DCS is split into three sections East and West Area Teams with further specialist Design and Conservation Officer and Planning Enforcement Officers. The East and West Teams consist of Planning Case Officers dealing with planning applications, appeals and preliminary enquiries. Due to varying workloads there is some overlap but the teams are roughly split as follows:
### Heywood and Middleton Townships and Rochdale (East)

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Tel:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Planning Officer</td>
<td>Rob Disney</td>
<td>01706 924315</td>
</tr>
<tr>
<td>(Area Team Manager)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Planning Officer</td>
<td>Robin Bennett</td>
<td>01706 924315</td>
</tr>
<tr>
<td>Principal Planning Officer</td>
<td>Richard Butler</td>
<td>01706 924329</td>
</tr>
<tr>
<td>Panning Assistant</td>
<td>Matthew Taylor</td>
<td>01706 924316</td>
</tr>
</tbody>
</table>

### Rochdale North, Central and East and Pennines Township

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Tel:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Planning Officer</td>
<td>Lynne Schofield</td>
<td>01706 924314</td>
</tr>
<tr>
<td>(Area Team Manager)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Planning Officer</td>
<td>Paul Ambrose</td>
<td>01706 924310</td>
</tr>
<tr>
<td>Planning Officer</td>
<td>Suzi Magnall</td>
<td>01706 924310</td>
</tr>
<tr>
<td>Panning Assistants</td>
<td>Robert Major</td>
<td>01706 924316</td>
</tr>
<tr>
<td></td>
<td>Jennifer Reynolds</td>
<td>01706 924314</td>
</tr>
<tr>
<td>Conservation and Design Officer</td>
<td>David Morris</td>
<td>01706 924352</td>
</tr>
<tr>
<td>Assistant C and D Officer</td>
<td>Kerrie Smith</td>
<td>01706 924352</td>
</tr>
<tr>
<td>Enforcement Team Manager</td>
<td>Mark Lupton</td>
<td>01706 924313</td>
</tr>
<tr>
<td>Enforcement Officers</td>
<td>Rachel Hudson</td>
<td>01706 924312</td>
</tr>
<tr>
<td></td>
<td>Jeff Hart</td>
<td>01706 924312</td>
</tr>
<tr>
<td></td>
<td>Diane Rothwell</td>
<td>01706 924313</td>
</tr>
</tbody>
</table>

### ADDITIONAL COUNCIL CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Tel:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Planning Manager</td>
<td>Paul Simpson</td>
<td>01706 924369</td>
</tr>
<tr>
<td>Regeneration Projects</td>
<td>Chris Hall</td>
<td>01706 924375</td>
</tr>
<tr>
<td>(Land Use Strategy)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning Officer</td>
<td>Wayne Poole</td>
<td>01706 924373</td>
</tr>
<tr>
<td>(Housing Policy)</td>
<td>Sohida Banu</td>
<td>01706 924364</td>
</tr>
<tr>
<td>Strategic Housing</td>
<td>Graham Pilling</td>
<td>01706 924042</td>
</tr>
<tr>
<td>(Affordable Housing)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning Officer</td>
<td>Andrew Eadie</td>
<td>01706 924371</td>
</tr>
<tr>
<td>(Open Space and Renewable Energy)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning Officer (Retail)</td>
<td>Sohida Banu</td>
<td>01706 924364</td>
</tr>
<tr>
<td>Department</td>
<td>Name</td>
<td>Tel:</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>-----------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Rural and Environment</td>
<td>Fran Comyn</td>
<td>01706 924353</td>
</tr>
<tr>
<td>Programmes Co Ordinator (Biodiversity/Landscape/Flood Risk)</td>
<td>Emily Barker</td>
<td>01706 924324</td>
</tr>
<tr>
<td>Strategic Transport Policy</td>
<td>Richard Chapman</td>
<td>01706 924361</td>
</tr>
<tr>
<td>Environmental Health (Noise)</td>
<td>Penny Aldred</td>
<td>01706 924150</td>
</tr>
<tr>
<td>Environmental Health (Land Contamination)</td>
<td>Michael Moore</td>
<td>01706 924107</td>
</tr>
<tr>
<td>Highway Development Control (Impact Partnership Network Management)</td>
<td></td>
<td>01706 647474</td>
</tr>
<tr>
<td>Arboricultural Officer</td>
<td>Graeme Douglas</td>
<td>01706 922086</td>
</tr>
<tr>
<td>Landscape Design</td>
<td>Andy Catt</td>
<td>01706 923227</td>
</tr>
<tr>
<td>Greater Manchester Archaeology Unit</td>
<td>Norman Redhead</td>
<td>0161 275 2314</td>
</tr>
<tr>
<td>Greater Manchester Ecology Unit</td>
<td>Teresa Hughes</td>
<td>0161 371 9171</td>
</tr>
<tr>
<td>Greater Manchester Geology Unit</td>
<td>John Martin</td>
<td>0161 275 7150</td>
</tr>
</tbody>
</table>
APPENDIX 2

MAJOR DEVELOPMENT

The Town and Country Planning [Development Management Procedure] Order 2010 defines major development as involving any one or more of the following:

- The winning and working of minerals or the use of land for mineral-working deposits;
- Waste development;
- The provision of dwelling houses where
  - The number of dwelling houses to be provided is 10 or more; or
  - The development is to be carried out on a site having an area of 0.5 hectare or more and it is not known whether the development falls within the above criteria;
- The provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- Development carried out on a site having an area of 1 hectare or more.
APPENDIX 3

INDICATIVE THRESHOLDS FOR TRANSPORT ASSESSMENTS [TA], TRANSPORT STATEMENTS [TS] AND DRAFT TRAVEL PLANS [TP]

These thresholds are for guidance purposes and should not be read as absolutes. The Council may interpret them in light of their own circumstances and early pre-application discussion is strongly recommended.

<table>
<thead>
<tr>
<th>Land use</th>
<th>Use/description of development</th>
<th>Size</th>
<th>No assessment</th>
<th>TS</th>
<th>TA/TP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Food retail [A1]</td>
<td>Retail sale of food goods to the public-food superstores, supermarkets, convenience food stores</td>
<td>GFA</td>
<td>&lt;250 square metres</td>
<td>&gt;250 &lt;800 square metres</td>
<td>&gt;800 square metres</td>
</tr>
<tr>
<td>2 Non-food retail</td>
<td>Retail sale of non-food goods to the public but includes sandwich bars, sandwiches or other cold food purchased and consumed off the premises, internet cafes.</td>
<td>GFA</td>
<td>&lt;800 square metres</td>
<td>&gt;800 &lt;1500 square metres</td>
<td>&gt;1500 square metres</td>
</tr>
<tr>
<td>3 A2 Financial and professional services</td>
<td>Financial Services-banks, building societies and bureaux de change, professional services [other than health or medical services]-estate agents and employment agencies, other services –betting shops, principally where services are provided to visiting members of the public.</td>
<td>GFA</td>
<td>&lt;1000 square metres</td>
<td>&gt;1000 &lt;2500 square metres</td>
<td>&gt;2500 square metres</td>
</tr>
<tr>
<td>4 A3 restaurants and cafes.</td>
<td>Restaurants and cafés-use for the sale of for consumption on the premises, excludes internet cafes [now A1].</td>
<td>GFA</td>
<td>&lt;300 square metres</td>
<td>&gt;300 &lt;2500 square metres</td>
<td>&gt;2500 square metres</td>
</tr>
<tr>
<td>5 A4 Drinking establishments</td>
<td>Use as a public house, wine bar or other drinking establishment</td>
<td>GFA</td>
<td>&lt;300 square metres</td>
<td>&gt;300 &lt;600 square metres</td>
<td>&gt;600 square metres</td>
</tr>
<tr>
<td>6 A5 Hot food take aways</td>
<td>Use for the sale of hot food for consumption off or on the premises</td>
<td>GFA</td>
<td>&lt;250 square metres</td>
<td>&gt;250 &lt;500 square metres</td>
<td>&gt;500 square metres</td>
</tr>
<tr>
<td>7 B1 Business</td>
<td>Offices other than in use within Class A2 [financial and professional services], research and development-laboratories, studios and light industry.</td>
<td>GFA</td>
<td>&lt;1500 square metres</td>
<td>&gt;1500 &lt;2500 square metres</td>
<td>&gt;2500 square metres</td>
</tr>
<tr>
<td>No.</td>
<td>Class</td>
<td>Description</td>
<td>Type</td>
<td>GFA</td>
<td>2500 square metres</td>
</tr>
<tr>
<td>-----</td>
<td>-------</td>
<td>-------------</td>
<td>------</td>
<td>-----</td>
<td>-------------------</td>
</tr>
<tr>
<td>8</td>
<td>B2 General Industry</td>
<td>General industry [other than classified as B1].</td>
<td>GFA</td>
<td>&lt;2500 square metres</td>
<td>&gt;2500 square metres</td>
</tr>
<tr>
<td>9</td>
<td>B8 Storage or distribution</td>
<td>Storage or distribution centres- wholesale warehouses, distribution centres and repositories</td>
<td>GFA</td>
<td>&lt;3000 square metres</td>
<td>&gt;3000 square metres</td>
</tr>
<tr>
<td>10</td>
<td>C1 Hotels</td>
<td>Hotels, boarding houses and guest houses, development falls within this class if no significant element of care is provided.</td>
<td>Bedroom</td>
<td>&lt;75 bedrooms</td>
<td>&gt;75 &lt;100 bedrooms</td>
</tr>
<tr>
<td>11</td>
<td>C2 residential institutions – hospitals, nursing homes</td>
<td>Used for the provision of residential accommodation and care to people in need of care.</td>
<td>Beds</td>
<td>&lt;30 beds</td>
<td>&gt;30 &lt;50 beds</td>
</tr>
<tr>
<td>12</td>
<td>C2 residential institutions – residential education</td>
<td>Boarding schools and training centres</td>
<td>Student</td>
<td>&lt;50 students</td>
<td>&gt;50 &lt;150 students</td>
</tr>
<tr>
<td>13</td>
<td>C2 residential institutions – institutional hostels</td>
<td>Homeless shelters, accommodation for people with learning difficulties and people on probation</td>
<td>Resident</td>
<td>&lt;250 residents</td>
<td>&gt;250 &lt;400 residents</td>
</tr>
<tr>
<td>14</td>
<td>C3 dwelling houses</td>
<td>Dwellings for individuals, families or not more than 6 people living together as a single household. Not more than 6 people living together includes – students or young people sharing a dwelling and a small group homes for disabled or handicapped people living together in the community.</td>
<td>Dwelling unit</td>
<td>&lt;50 units</td>
<td>&gt;50 &lt;80 units</td>
</tr>
<tr>
<td>15</td>
<td>D1 Non-residential institutions</td>
<td>Medical and health services- clinics and health centres, crèches, day nurseries, day centres and consulting rooms [not attached to the consultant's/ doctor’s house], museums, public libraries, art galleries, exhibition halls, non-residential education and training centres, places of worship, religious instruction and church halls.</td>
<td>GFA</td>
<td>&lt;500 square metres</td>
<td>&gt;500 &lt;1000 square metres</td>
</tr>
<tr>
<td>16</td>
<td>D2 Assembly and Leisure</td>
<td>Cinemas, dance and concert halls, sports halls, swimming baths, skating</td>
<td>GFA</td>
<td>&lt;500 square metres</td>
<td>&gt;500 &lt;1500 square metres</td>
</tr>
</tbody>
</table>
rinks, gymnasiums, bingo halls and casino, other indoor and outdoor sports and leisure uses not involving motorised vehicles or firearms.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>Others</td>
<td>For example stadium, retail warehouse clubs, amusement arcades, laundrettes, petrol filling stations, taxi businesses, car/vehicle hire, businesses, and the selling and displaying of motor vehicles, nightclubs, theatres, hostels, builders’ yards, garden centres, Post Offices, travel and ticket agencies, hairdressers, funeral directors, hire shops and dry cleaners</td>
</tr>
</tbody>
</table>

### Thresholds based on other considerations

<table>
<thead>
<tr>
<th>Other considerations</th>
<th>TS</th>
<th>TA</th>
<th>TA/TP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Any development that is not in conformity with the adopted Development Plan.</td>
<td></td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>2. Any development generating 30 or more two-way vehicle movements in any hour</td>
<td></td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>3. Any development generating 100 or more two vehicle movements per day.</td>
<td></td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>4. Any development proposing 100 or more parking spaces.</td>
<td></td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>5. Any development that is likely to increase accidents or conflicts among motorised users and non-motorised users, particularly vulnerable road users such as children, disabled and elderly people.</td>
<td></td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>6. Any development generating significant freight or HGV movements per day or significant abnormal loads per year</td>
<td></td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>7. Any development proposed in a location where the local transport infrastructure is inadequate, - for example, substandard roads, poor pedestrian/cyclist facilities and inadequate public transport provisions.</td>
<td></td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>8. Any development proposed in a location within or adjacent to an Air Quality Management Area [AQMA].</td>
<td></td>
<td>✔</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX 4

DOCUMENT REFERENCE CONVENTIONS

All drawing file names should be prefixed with a maximum eight character alpha/numeric, followed by a brief description of the drawing. These drawings/files will be accessible for public view and must be clear and comprehensible.

Drawing Description [examples]

1. plans and elevations as proposed
2. plans and elevations as existing
3. Site Plan
4. Block Plan
5. Floor Plans [indicate/describe each level]
6. Cross Sections: through the building
7. Cross Section: through the site
8. Roof Plans
9. Landscape Plans
10. Drainage Plans
11. Traffic Plans
12. Environmental Assessment Plans
APPENDIX 5

BIODIVERSITY VALIDATION CHECKLIST FOR GREATER MANCHESTER

Part 1 Local Requirements for Protected & Priority 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 with the application. Exceptions to when a survey and assessment may not be required are also explained below. The Survey should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year (see Table 3) in suitable weather conditions and using nationally recognised survey guidelines/methods where available. The survey may be informed by the results of a search for ecological data from a local environmental records centre/Greater Manchester Ecology Unit (GMEU). 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 must identify and describe potential development impacts likely to harm the protected species and/or their habitats identified by the survey (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely, evidence must be submitted to show:

- How alternatives 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.

In addition, proposals are to be encouraged that will enhance, restore or add to features or habitats used by protected species, even where there are currently no such species present on the site. 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.

Where species reports are submitted for badgers these should be marked as confidential and not placed on the public record. Badgers are subject to unlawful persecution and the release of locational information may lead to further damage to this species.

Exceptions for When a Full Species Survey and Assessment may not be Required

- 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.
- If it is clear that no protected species are present, despite the guidance in the table below 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 ecologist, or a relevant local nature conservation organisation).
- 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 below 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.
Table 1
Local Requirement for Protected Species: Criteria and Indicative Thresholds (Trigger List) for when a Survey and Assessment is Required

<table>
<thead>
<tr>
<th>Proposals for Development That Will Trigger a Protected Species Survey</th>
<th>Species Likely To Be Affected And For Which A Survey Will Be Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed development which includes the modification conversion, demolition or removal of buildings and structures (especially roof voids) involving the following:</td>
<td>Bats Barn Owls Breeding Birds Wintering Birds Gt. Crested Newts Otters Black redstart Little ringed plover Water Vole Water Vole Badger Reptiles White-clawed crayfish Aquatic plants incl. Floating Water plantain Floating water plantain</td>
</tr>
<tr>
<td>▪ All agricultural buildings (e.g. farmhouses and barns), whatever their condition, particularly of traditional brick or stone construction and/or with exposed wooden beams greater than 20cm thick. The only exception is modern agricultural buildings of prefabricated construction with steel/sheet materials.</td>
<td>● ● ●</td>
</tr>
<tr>
<td>▪ All other buildings of any type of construction except for those either of prefabricated construction with steel/sheet materials (such as modern warehouses) or flat roof structures with no roof voids, soffit or barge boards.</td>
<td>●</td>
</tr>
<tr>
<td>▪ All unused industrial chimneys, which are unlined and of brick or stone construction</td>
<td>●</td>
</tr>
<tr>
<td>▪ All tunnels, culverts, mines, kilns, ice-houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and structures;</td>
<td>●</td>
</tr>
<tr>
<td>▪ All bridge structures, aqueducts and viaducts (especially over water and wet ground).</td>
<td>●</td>
</tr>
<tr>
<td>▪ buildings within the city/town centre</td>
<td>●</td>
</tr>
<tr>
<td>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.</td>
<td>● ●</td>
</tr>
<tr>
<td>Proposals affecting woodland, or field hedgerows and/or lines of trees with obvious connectivity to woodland or water bodies.</td>
<td>● ● ○</td>
</tr>
<tr>
<td>Proposed tree work (felling or lopping) and/or development affecting:</td>
<td>● ● ●</td>
</tr>
<tr>
<td>▪ old and veteran trees that are older than 100 years;</td>
<td>● ● ●</td>
</tr>
<tr>
<td>▪ trees with obvious holes, cracks or cavities;</td>
<td>● ● ●</td>
</tr>
<tr>
<td>▪ trees with a girth greater than 50cm at chest height;</td>
<td>● ● ●</td>
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</tbody>
</table>
Proposals affecting gravel pits or quarries and natural cliff faces and rock outcrops with crevices, or caves.

Major proposals within 250m of a pond/ lodge or Minor proposals within 100m of pond
Where known records for great crested newt occur this should be 500m & 250m respectively.
(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 1000m² floor area or more than 1 hectare)

Proposals affecting or within 50m of rivers, streams, lakes, or other aquatic habitats (including ponds and lodges).

Proposals affecting or within 100m of a canal

Proposals affecting ‘derelict’ land (brownfield sites), allotments and railway land.

Proposals affecting bare ground and/or sparsely vegetated sites, wherever they are located

Proposals on upland/moorland sites (e.g. wind farms)

Proposed development affecting any buildings, structures, feature or locations where protected species are known to be present *.

* Confirmed as present by either a data search (for instance via GMEU/local environmental records centre) or as notified to the developer by the local planning authority or GMEU and/or by Natural England, the Environment Agency or other nature conservation organisation.

** Advice should be sought from GMEU on when wintering bird surveys will be required. Not all lakes or rivers will require this survey.

*** Additional surveys such as shading studies will also be required where floating water plantain is confirmed (see GMEU website for further information (http://www.tameside.gov.uk/ecologyunit)).
Part 2 – Local Requirements for Designated Sites and Priority Habitats

If the application is likely to affect any of the designated sites, priority habitats or biodiversity features listed in Table 2, a survey and assessment for the relevant feature must be submitted with the application. Exceptions to when a survey and assessment may not be required are also explained below. The Survey should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year (see Table 3); in suitable weather conditions and using nationally recognised survey guidelines/methods where available. The survey may be informed by the results of a search for ecological data from a local environmental records centre or GMEU. 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 identify and describe potential development impacts likely to harm designated sites, priority habitats, other listed biodiversity features or geological features (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely, evidence must be submitted to show:

- How alternatives 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.

Proposals affecting an international site are also likely to need a Habitats Regulations Assessment. Additional advice on this process can be obtained from Natural England or GMEU.

In addition, proposals are to be encouraged that will enhance, restore or add to designated sites, priority habitats and/or other biodiversity features. The Assessment should give an indication of likely change in the area (hectares) of priority habitat 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.

The results of the habitat assessment may identify the need to undertake further surveys for protected/priority species.

Exceptions When a Full Survey and Assessment May Not Be Required

International and National Sites: A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with Natural England, where the latter confirms in writing that they are satisfied that the proposed development will not affect any statutory sites designated for their national or international importance.

Regional and Local Sites and Priority Habitats: 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's ecologist (where employed), or GMEU 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.
### 1. DESIGNATED SITES (as shown on the Council’s Development Plan Proposals Map)

<table>
<thead>
<tr>
<th>Internationally designated sites</th>
<th>Special Protection Area (SPA)</th>
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<tbody>
<tr>
<td></td>
<td>Special Areas of Conservation (SAC)</td>
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<tr>
<td></td>
<td>Ramsar Site – (none currently in Greater Manchester)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Nationally designated sites</th>
<th>Site of Special Scientific Interest (SSSI)</th>
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<tbody>
<tr>
<td></td>
<td>National Nature Reserve (NNR)</td>
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<tr>
<th>Regionally and locally designated sites</th>
<th>Local Sites - Sites of Biological Importance (SBI)</th>
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<tbody>
<tr>
<td></td>
<td>Local Nature Reserve (LNR)</td>
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</table>

### 2. UK PRIORITY HABITATS

- Ancient and/or species-rich hedgerows
- Lowland heathland and/or dry acid grassland
- Lowland meadows (e.g. species-rich flower meadows)
- Lowland mixed deciduous woodland (including ancient woodland)
- Lowland raised bog or Upland blanket bog
- Open Mosaic Habitats on Previously Developed Land
- Ponds (as defined by UK BAP)
- Reedbeds
- Rivers and streams (e.g. headwaters, natural stream courses)
- Standing open water and canals* (e.g. lakes, reservoirs, mill lodges, ponds) - Eutrophic standing water
- Upland heathland
- Upland flushes, fens & swamps
- Upland woodlands (e.g. oakwoods, and birchwoods)
- Wet woodland
- Wood-pasture and parkland

### 3. OTHER BIODIVERSITY FEATURES


### Criteria (Trigger List) for When a Survey and Assessment are Required

* Developments affecting the Rochdale Canal SAC and other canals supporting floating water plantain will require additional surveys such as shading studies (see GMEU website for further information [http://www.tameside.gov.uk/education](http://www.tameside.gov.uk/education)).
### TABLE 3 ECOLOGICAL SURVEY SEASONS

<table>
<thead>
<tr>
<th>Species</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUNE</th>
<th>JULY</th>
<th>AUG</th>
<th>SEPT</th>
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<tbody>
<tr>
<td>Badgers</td>
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<td>Bats (Hibernation Roosts)</td>
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<tr>
<td>Bats (Summer Roosts)</td>
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<td>Bats (Foraging/Commuting)</td>
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<tr>
<td>Birds (Breeding)</td>
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<td>Birds (Over Wintering)</td>
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<tr>
<td>Great-Crested Newts</td>
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<td>Otters</td>
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<td>Water Voles</td>
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<td>White-Clawed Crayfish</td>
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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 Table 3.

- Surveys conducted outside of optimal times (Table 3) may be unreliable. For certain species (e.g. Great Crested Newt) surveys over the winter period are unlikely to yield any useful information and are unlikely to be accepted. 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).

- GMEU/ 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 (e.g. issued by Natural England) can...
undertake such surveys. Surveys should follow published national or local methodologies. Further
details may be found in the Local Authority’s SPD for Biodiversity or on the following web sites:
IEEM at: (http://www.ieem.org.uk/Publications.htm - Guidelines for Survey Methodology)