## VALIDATION CHECKLIST

### OUTLINE APPLICATIONS FOR PLANNING PERMISSION

Please ensure you complete this checklist and return it with your application. To speed up the registration of the application you are recommended to submit online using the Planning Portal.

<table>
<thead>
<tr>
<th>NATIONAL: Compulsory information that is required to validate your application</th>
<th>Included</th>
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</thead>
<tbody>
<tr>
<td>Completed standard form: one copy to be supplied unless the application is submitted electronically.</td>
<td>Yes/No</td>
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</tbody>
</table>

**Location Plan:** this must be based on an up to date map, identifying the land to which the application relates drawn to an identified scale, preferably 1:1250. The plan should, wherever possible, show at least two named roads and surrounding buildings and indicate the direction of north. The application site must be clearly edged with a red line and include all land necessary to carry out the proposed development. Any other adjacent or adjoining land owned by the applicant should be clearly edged with a blue line.

One copy to be supplied unless the application is submitted electronically.

<table>
<thead>
<tr>
<th>Other plans and drawings or information necessary to determine the application:</th>
<th>Yes/No</th>
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<tbody>
<tr>
<td><strong>Proposed layout plan</strong> at a scale of 1:500 or 1:200, showing the proposed development in relation to the site boundaries and other buildings on the site, with written dimensions including those to the boundaries; buildings, roads and footpaths on land adjoining the site, including access arrangements; all public rights of way crossing or adjoining the site; the position of trees on the site and on adjacent land that could influence or be affected by the development; the extent and type of any hard surfacing; and boundary treatment where this is proposed.</td>
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<tr>
<td><strong>Existing and proposed elevations</strong> (at a scale of 1:50 or 1:100)</td>
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<tr>
<td><strong>Existing and proposed floor plans</strong> (at a scale of 1:100 or 1:200)</td>
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<tr>
<td><strong>Existing and proposed site sections and finished floor and site levels</strong> (at a scale of 1:50 or 1:100)</td>
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<tr>
<td><strong>Roof plans</strong> (at a scale of 1:50 or 1:100)</td>
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One copy of all drawings to be supplied (unless the application is submitted electronically).
**Completed Ownership Certificate** (A, B, C or D – as applicable) as required by Article 12 of the Town and Country Planning (Development Management Procedure) Order 2010. This must state the ownership of the property.

If you are unsure about which Certificate to complete contact the Development Management Service for advice.

In addition where Ownership Certificates B, C or D have been **completed**, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure) Order 2010 must be given and/or published in accordance with this Article. If in doubt contact the Development Management Service for advice.

If you are unsure about which Certificate to complete contact the Development Management Service for advice.

**Completed Agricultural Holdings Certificate** as required by Article 12 of the Town and Country Planning (Development Management Procedure) Order 2010. **This certificate is required whether or not the site includes an agricultural holding.**

**Correct Application fee:** where one is necessary. Fee details can be obtained from Development Management Service or the website.

**Design and Access Statement:** From 6 April 2010, a Design and Access Statement is required subject to the following main exceptions:

- A material change of use of land or buildings, unless operational development is also involved;
- Engineering or mining operations;
- Applications for a new planning permission to replace an extant planning permission;
- Applications to remove or vary conditions;
- Fences, walls or other means of enclosure;
- The alteration of an existing building (unless the site lies within a Conservation Area);
- Applications to amend an existing permission.
- Advertisement control
- Tree preservation orders
- Storage of hazardous substances
- Development on operational land consisting of the erection of a building where—
  (i) the cubic content of the development does not exceed 100 cubic metres; and
  (ii) as a result of the development, the height of the building does not exceed 15 metres above ground level, or its former height, whichever is the greater; and where no part of the development is within designated area.
- the alteration of an existing building where the alteration does not increase the size of the building and where no part of the building is within a designated area;
- the erection, alteration or replacement of plant or machinery where, as a result of the development, the height of the plant or machinery does not exceed 15 metres above ground level, or its former height, whichever is the greater, and where no part of the development is within a designated area;
The extension of an existing building used for non-domestic purposes where the floor space created by the development does not exceed 100 square metres and where no part of the building or the development is within a designated area.

The erection, construction, improvement or alteration of a gate, fence, wall or other means of enclosure where—

(i) as a result of the development, the height of the gate, fence, wall or means of enclosure does not exceed its former height, or two metres above ground level, whichever is the greater; and

(ii) it does not involve development within the curtilage of, or to a gate, fence, wall or other means of enclosure surrounding, a listed building; and where no part of the development is within a designated area.

Guidance on the preparation of Statements is available on the website and also on the website of the Commission for Architecture and the Built Environment (CABE).

**Summary Statement:** From 6 April 2010, a summary report (max 20 pages) shall be provided to support any application involving the submission of more than 100 pages of written documentation. This summary may be contained within a Planning Statement.

**Environmental Impact Assessment Regulations:** The Town and Country Planning (Environmental Impact Assessment) Regulations (2011) set out the circumstances in which an Environment Impact Assessment is required.

**Recreational Open Space contribution:** From 1 October 2010 a contribution towards the provision or improvement of open space will be required from new residential developments. Please indicate whether the relevant contribution is being made. A Table of relevant charges can be viewed on the service web pages.

**Pre Application Discussion**

It is recommended that potential applicants contact the Development Management Service (DMS) with a draft application, after considering the checklist requirements and before submitting their application to the Council. For all but the most straightforward proposals discussion before submitting an application can save valuable time later.

Pre application discussion will be retained by the DMS. This should include consideration of the information requirements of the application, including agreement over matters to be included within the completed checklist listed below.
<table>
<thead>
<tr>
<th>LOCAL: information that may be required to validate your application</th>
<th>Included (tick box)</th>
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<tr>
<td>NOTE: If an application is submitted without a local information requirement stated below as being required for that application it is unlikely to be validated. A written statement setting out reasons why this information has not included should be submitted initially. The Service will then consider the need for this information on a case by case basis.</td>
<td>Included (tick box)</td>
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<tr>
<td><strong>Transport Assessment or Transport Statement:</strong> should be submitted for any proposal that has the potential to lead to a material increase in the volume of road traffic or increased impact because of the type of traffic. Also some major proposals may involve a number of individual elements or uses which involve major generators of travel demand. See UDP policy: -</td>
<td>Yes/No</td>
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<tr>
<td>▪ G/A/1 – Accessibility</td>
<td></td>
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<tr>
<td>▪ A/11 – New Development – Transport Assessments; and</td>
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<tr>
<td><strong>Retail Impact Assessment:</strong> all applications for major retail developments or developments over 500m² within District, Local Centres and Linear Commercial Areas should be supported by retail/impact assessments. See UDP policies:</td>
<td>Yes/No</td>
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<tr>
<td>▪ G/S/1 – Hierarchy and Role of Centres</td>
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<td>▪ S/5 – Development Elsewhere in Town Centres</td>
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<td>▪ S/6 – District Centre, Local Centres and Linear Commercial Areas</td>
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<td>▪ S/8 – Retail Development Outside Town, District and Local Centres; and</td>
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<td>Smaller schemes may also be required to provide similar information if it is considered the development would have a significant impact.</td>
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<tr>
<td><strong>Leisure Impact Assessment:</strong> all applications for major leisure, cultural and tourism facilities outside of Town or District Centres of more than 1,000m² gross floorspace should be supported by an impact assessment covering the issues listed in UDP Policies: -</td>
<td>Yes/No</td>
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<tr>
<td>▪ G/S/1 Hierarchy and Role of Centres</td>
<td></td>
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<tr>
<td>▪ LT/4 – Major Built Leisure and Tourism Development; and</td>
<td></td>
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<tr>
<td>Smaller schemes may also be required to provide similar information if it is considered the development would have a significant impact.</td>
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<tr>
<td><strong>Flood Risk Assessment:</strong> a Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency. A FRA will also be required for any development other than minor development in a designated Critical Drainage Area which has been notified to the Local Planning Authority by the Environment Agency or identified in the Strategic Flood Risk Assessment.</td>
<td>Yes/No</td>
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<tr>
<td>See UDP Policy:</td>
<td></td>
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<tr>
<td>▪ G/EM/1 – Environmental Pollution and Pollution Control</td>
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<td>▪ EM/7 Development and Flood Risk; and</td>
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The Bury Oldham and Rochdale Strategic Flood Risk Assessment is available to view at:

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<th>Regeneration Statement: a supporting statement should identify any regeneration benefits from the proposal and reference to any relevant regeneration strategies of the Council or partner organisations. Regeneration statements will be particularly beneficial for larger schemes for the development of previously used or contaminated land, the re-use of vacant and derelict buildings, redevelopment of major sites within Green Belt or defined shopping centres. There may be cases for the inclusion of a regeneration statement for smaller schemes where it can be demonstrated that benefits to the community will result.</th>
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<td>Yes/No</td>
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| Sustainability and Energy Statement:  
For **residential** developments, developers will need to submit  
1. A Code for Sustainable Homes Design Stage Assessment from a registered assessor or Interim Certification from BRE to at least Level 3  
2. An Energy Statement  
For **non-residential** developments, developers will need to submit;  
1. A BREEAM Pre-Assessment Estimator, or a Design Assessment from a registered assessor or BREEAM Certification to at least the “Very Good” standard, showing the required percentage reductions in CO2 emissions against the 2006 Building Regulations demonstrated in Category E01 in the BREEAM assessment.  
2. An Energy Statement  
See UDP Policies:  
- G/EM/12 – Renewable Energy and Energy Conservation  
- EM/13 – Energy Efficiency and New Development  
- EM/16 – Sustainable Energy Sources; and  
UDP Supplementary Planning Document – Energy and New Development |
| Yes/No |

| Crime Impact Statement: a statement should be provided for all Major Developments as defined by law including 10 or more residential units or 1,000 square metres of floorspace.  
Note the intention to widen this requirement to a range of smaller developments, including certain changes of use.  
www.designforsecurity.org |
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<td>Yes/No</td>
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**Draft Travel Plan:** proposals that are likely to have significant transport implications are to be supported by a Travel Plan. See UDP policies:
- G/A/1 – Accessibility
- A/12 – New Development – Travel Plans and School Travel Plans

**Planning Statement:** this should include information on how the proposed development accords with policies in the development plan or other relevant planning policy documents and can be useful if the issues are complex or potentially controversial.

**Air Quality Assessment:** should be provided where the proposal may have an adverse impact on an Air Quality Management Area or involve residential uses within an Air Quality Management Area. See UDP Policies:
- G/EM/1 – Environmental Protection and Pollution Control;
- EM/2 – Pollution; and

**Noise Impact Assessment:** should be provided for the assessment of the location and design of noise sensitive development and developments that are the sources of noise in relation to one another. See UDP policies:
- G/EM/1 – Environmental Protection and Pollution Control;
- EM/3 – Noise and New Development; and

**Nature Conservation/Ecological Assessment/Natural Beauty:** proposals should show any significant wildlife habitats or features and the location of habitats of any protected species. A wildlife survey is required where a development site, or any building proposed to be demolished or converted within it, contains protected species e.g. bats, badgers or owls. See the Council’s Biodiversity Checklist for further details (Appendix 5 of the main Validation Document). An assessment of impact is also required where the site is on or near to an identified site of Ecological Importance. See UDP policies:
- G/NE/1 – Nature Conservation;
- NE/2 – Designated Sites of Ecological and Geological / Geomorphological Importance;
- NE/3 – Biodiversity and Development;
- NE/4 – Protected Species; and

**Archaeological Assessment:** an Archaeological Assessment is to be submitted for proposals on sites known or suspected of containing important archaeological structures, features or remains. Advice should be sought from The Greater Manchester Archeological Unit which provides a curatorial role and monitoring service which advises on and manages such areas. See UDP policies:
- G/BE/9 – Conservation of the Built Heritage;
- BE/10 – Development Affecting Archaeological Sites and Ancient Monuments; and
Heritage Assessment – to address the following:

**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.

See UDP policies; -

- G/BE/1 – Design Quality
- BE/11 – Protection of Locally Important Buildings and Features of Architectural and Historic Interest
- BE/14 – Alterations and Extensions to listed buildings
- BE/15 – New Development Affecting the Setting of a Listed Building
- BE/16 – Demolition of Buildings in Conservation Areas
- BE/17 – New Development Affecting Conservation Areas
- BE/18 – Changes of Use to Buildings in Conservation Areas; and

**Foul Sewage and Utilities Assessment:** Development proposals should make satisfactory arrangements for the disposal of sewage, trade effluent or contaminated surface and ground water. See UDP policy;

- G/EM/1 – Environmental Protection and Pollution Control
- EM/8 – Protection or Surface and Ground Water; and

**Tree Survey and Landscape Plan:** applications for sites containing significant tree cover should include a detailed survey and indicate which trees are to be retained and the means of protecting those trees during construction works. See UDP Policy:-

- G/NE/1 – Nature Conservation
- NE/8 – Development Affecting Trees, Woodlands and Hedgerows

Development of prominent sites, redevelopment schemes, sites in Conservation Areas and proposals near to or involving listed buildings, scheduled monuments, registered parks or gardens should include high quality hard and soft landscaping proposals. See UDP Policies;

- G/BE/1 – Design Quality
- BE/2 – Design Criteria For New Development
- BE/8 – Landscaping In New Development
- BE/17 – New Development Affecting Conservation Areas.
**Affordable Housing Statement:** in accordance with the Council’s adopted Affordable Housing Supplementary Planning Document a statement is required on sites which have an indicative minimum site size threshold of 15 dwellings, or for development of 15 residential units or more. This should provide information concerning both the affordable housing and any market housing. The affordable housing statement should also include details of any Registered Social Landlords acting as partners in the development.

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**Structural Survey:** surveys are required in support of demolition of listed buildings and the demolition of buildings in Conservation Areas. Conversion of existing buildings (e.g. barns) within the Green Belt requires surveys to demonstrate their structural integrity. See UDP policies BE/12 - DEMOLITION OF LISTED BUILDINGS and BE/16 - DEMOLITION OF BUILDINGS IN CONSERVATION AREAS and D/9 - RE-USE AND ADAPTATION OF BUILDINGS IN RURAL AREAS for further details

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**Ventilation/Extraction Statement:** details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required for any planning application involving A3, A4 or A5 uses or any leisure/commercial uses when these form part of the planning application. See UDP policies:
- G/EM/1 – Environmental Protection and Pollution Control;
- EM/2 – Pollution;
- EM/3 – Noise and New Development;
- S/10 – Food and Drink Outlets; and

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<th>Yes/No</th>
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**Lighting Assessment/Details of Lighting Scheme:** a lighting impact assessment should be provided for proposals involving the installation of external illumination. The assessment should include details of the level of illumination and spillage spread, height and location of any lighting units, hours of usage and include proposals for mitigation where appropriate. See UDP Policies:
- G/EM/1 – Environmental Protection and Pollution Control;
- EM/2 – Pollution; and

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<th>Yes/No</th>
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**Planning Obligations:** when a proposal is likely to require the completion of a legal obligation under Section 106 of the Town and Country Planning Act 1990 before planning permission can be granted the details of the Head of Terms of the agreement should be submitted with the application.

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<th>Yes/No</th>
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**Land Stability Report/Coal Mining Risk Assessment:** 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.

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<th>Yes/No</th>
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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.

A Map of the Coal Mining Development Referral Areas within the Borough can be viewed on request.

See UDP policies:
- G/EM/1 – Environmental Protection and Pollution Control;
- EM/9 – Development Involving Unstable Land.

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

| Statement of Community Involvement and Pre-application Discussion: applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the Council’s adopted Statement of Community Involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals. Details of any pre application discussions held with the Council or any statutory consultees should be provided. | Yes/No |
| Land Contamination Report: applications may also need to be accompanied by a land contamination assessment which should include an extended assessment of contamination in line with UDP policies: | Yes/No |
| ▪ G/EM/1 – Environmental Protection and Pollution Control;
▪ EM/2 – Pollution. | |
| Open Space Assessment: application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site and an assessment will be required to accompany applications involving any development that leads to the loss of open space. See UDP policies: | Yes/No |
| ▪ G/G/1 – Greenspace;
▪ G/3 – Protection of Existing Recreational Open Space | |
Adopted by Regulatory Committee 2 December 2010

Hazardous Installations: Risk Assessment: all applications involving the location of hazardous installations must be accompanied by a Risk Assessment. See UDP policies:
- G/EM/1 – Environmental Protection and Pollution Control;
- EM/6 – Hazardous Notifiable Installation

Yes/No

Landfill and Waste Development: applicants should provide sufficient information to enable the planning authority to fulfil its requirements under the Landfill (England and Wales) Regulations 2002. This information may be provided as part of an Environmental Statement. See UDP policies:
- G/W/1 – Waste Management;
- W/2 – Existing Waste Facilities;
- W/3 – Criteria for Location of Waste Disposal Facilities;
- W/6 – Civic Amenity Sites

Yes/No

Site Waste Management Plan: proposed new development should be supported by site waste management plans of the type encouraged by the code of practice published in 2004 by the Department of Trade and Industry now the Department for Business Enterprise and Regulatory Reform

Site Waste Management Plans: guidance for construction contractors and clients. These do not require formal approval by planning authorities, but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed. See UDP policies:
- G/W/1 – Waste Management;
- W/7 – Arrangements for Spoil Disposal

Yes/No

CONTACT
Development Management Service
Number One Riverside
Smith Street
Rochdale
OL16 1XU

Telephone: 01706 924305
Email:development.management@rochdale.gov.uk
Web: http://www.rochdale.gov.uk

WANTING TO PAY A PLANNING FEE BY CARD?

To maximise efficiency and support faster validation of your proposal, you can pay by card by phoning 0300 303 8873. The operator will take the card details and payment. A receipt is then provided to the person making the payment. An automatic confirmation will be sent to the Development Management Service.