



Validation

Criteria for

**Planning Applications
November 2020**

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Introduction

The standard application form covers the following types of application:

- Householder Applications
- Applications for outline, reserved matters and full planning permission
- Listed Building Consent
- Advertisement Consent
- Applications for Lawful Development Certificates
- Prior notification applications
- Applications for Hedgerow Removal Notice
- Applications for removal or variation of a condition
- Applications for approval of details reserved by condition
- Applications for tree work
- Applications for a New Planning Permission to replace an Extant Planning Permission
- Applications for a Non-material Amendments
- Prior approval applications

The information required to make a planning application valid will vary dependent on the type of application. However the information required will consist of:

- National List which are mandatory for all applications.
- Information provided on the standard application form
- Local List which are set out for each of the types of applications depending on the nature of the proposal.

Providing all the required information is included at the outset the application will be classed as 'Valid' and will progress to a decision.

If information is missing, the application will be held as 'Invalid' and delayed until the necessary information is received. If information is not provided within 21 days of us requesting it, we will not be able to deal with the application and it will be treated as withdrawn. We will not keep any documents relating to such applications.

If you do not intend to provide all the information required by the Councils local list of validation requirements, you should provide a short written justification as to why it is not appropriate in the particular circumstance.

Pre-Application Discussions

UPDATE: Please note the Council are not undertaking pre-application discussions during the COVID-19 crisis.

The Council are keen to promote the use of early discussions with agents and developers as part of the development management approach to facilitating acceptable development. Open and constructive discussions about schemes before they are formally submitted as a planning application can help steer proposals into a form that are more likely to be acceptable to the Local Planning Authority whilst leading to the reworking or dropping of proposals that appear to be fundamentally unacceptable. Entering into pre application discussions will help save time, avoid wasted expense and avoid frustration.

Further benefits include:

- Avoiding incomplete applications that cannot be registered
- Reducing the number of unsuccessful applications
- Raising the quality of development
- Securing satisfaction with the process
- Reducing confrontation in the planning process

We will expect that guidance given by the Council's officers is taken into account in the preparation and working up of your proposals. Where it is evident that pre application advice has not been sought or taken into account in a subsequent planning application, the Council may not be able to negotiate on a scheme and applications are likely to be determined as submitted.

Advice given at pre-application stage will be based on the case officer's professional judgment and assessment of the information provided. Pre application advice whether favourable or not is given on a 'without prejudice' basis since the Council must on submission of an application go through the statutory procedures and formal consultation and assess the outcomes before a decision can be made. Whilst advice can be given in good faith, we cannot guarantee that a subsequent planning application will be successful. We nevertheless believe that pre application advice is an extremely important part of the planning process.

Full details of the Council's Pre Application Advice Charging Scheme and Post Application Service can be found at <https://chorley.gov.uk/planning>

It should be noted that the Council's Local List of validation requirements is not mutually inclusive. The list is intended to assist applicants to enable applications to be validated on receipt. It is advised that early pre-application discussions are entered into so the documents, plans and drawings, which reflect the nature and scale of the development, required to support the planning application can be identified.

It is also advised that for major schemes (including residential, commercial, retail etc) that pre-application engagement with the community is undertaken in accordance with the Council's Statement of Community Involvement. It is considered that such engagement adds value to the process and the outcome and is strongly encouraged. The Planning Section can provide full details of the relevant ward and town/parish council details to enable a full community consultation to be undertaken.

National List and Standard Application Form

The national list is a list of statutory information required to accompany all applications (as specified in the Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO)). The information required includes:

1. The standard application form

A completed standard application form is required which is available to complete on line.

2. Required Plans

The following plans are required to support planning applications (except where the application is made pursuant to section 73 (determination of applications to develop land without conditions previously attached) or section 73A(2)(c) (planning permission for development already carried out) of the 1990 Act(a)). The plans should be provided at the stated scale **including the paper size** (i.e. 1:500 at A1) in digital format and should accurately show the direction of North (where appropriate):

a) Location Plan (a plan which identifies the land to which the application relates)

The location plan should clearly identify the application site. The plan will be required to be based on an up-to-date map at a scale of 1:1250 or 1:2500. In exceptional circumstances plans of other scales may also be required. The plan should include a least two named roads and the surrounding buildings. The buildings should be numbered/ named to ensure that the application site is clearly identified.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.) A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

b) Site Plan

The site plan should be drawn at a scale of 1:500 or 1:200 and should accurately show:

- a) The direction of North
- b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries
- c) All the buildings, roads and footpaths on the land adjoining the site including access arrangements
- d) The position of all trees on the site, and those on adjacent land that could influence or be affected by the development.
- e) The extent and type of any hardstanding
- f) Boundary treatment including walls or fencing where this is proposed.

c) Block Plan

A block plan of the site is required at a scale of 1:100 or 1:200 showing any site boundaries, the type and height of boundary treatment (e.g. walls, fences etc), the position of any building or structure on the other side of such boundaries.

d) Existing and proposed floor plans (at a scale of 1:50 or 1:100)

These should be drawn to a scale of 1:50 or 1:100 and 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).

The submitted plans should include the dimensions of the proposal annotated onto the plan.

e) Existing and Proposed Elevations (at a scale of 1:50 or 1:100)

These should be drawn to a scale of 1:50 or 1:100 and 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 show that this is in fact 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.

The submitted plans should include the dimensions of the proposal annotated onto the plan.

f) Existing and proposed site sections and finished floor and site levels (at a scale of 1:50 or 1:100)

Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) 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. 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 existing ground levels or where ground levels outside the extension would be modified.

Levels should also be taken into account in the formulation of design and access statements.

g) Roof plans (at a scale of 1:50/ 1:100/ 1:200)

A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material, vents and their location are typically specified on the roof plan.

3. Ownership Certificates

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Article 14 of the , the Town and Country Planning (Development Management Procedure) (England) Order 2015 the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have 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 must be completed stating the ownership of the application site.

The ownership certificate confirms the ownership of the land to which the application relates and that the relevant notices have been served.

Certificate A must be completed when the applicant is the sole owner of the site and there are no agricultural tenants.

This should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.

Certificate B must be completed when there is shared ownership of the land to which the application relates (owners and/or agricultural tenants) and they are known to the applicant.

This should be completed if the applicant is not the sole owner, or if there are agricultural tenants, and the applicant knows the names and addresses of all the other owners and/or agricultural tenants.

Certificate C must be completed when there is shared ownership (owners and/or agricultural tenants) only some of whom are known.

This should be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants

Certificate D must be completed when there is shared ownership of the land to which the application relates (owners and/or agricultural tenants) and none of them are known to the applicant.

This should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants.

For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than seven years.

An 'agricultural tenant' is a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates.

If either Certificate B, C or D have been completed there is a requirement to serve notice and/or undertake publicity requirements prior to an application being made (see below).

4. Notice(s)

An applicant is required to notify owners of the land or buildings to which the application relates, as well as any agricultural tenants, in accordance with article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2015. When making an application, an applicant is required to sign a certificate confirming the ownership of the land to which the application relates and that the relevant notices have been served.

5. The correct fee (where one is necessary)

The full fee information can be found at
http://www.planningportal.gov.uk/uploads/english_application_fees.pdf

Any application which is submitted without a fee will be treated as invalid until a fee is received. The application will not be checked for validity in all other regards until a fee has been received.

PLEASE NOTE: it is not possible to pay for planning fees via cheque. The payment options for any planning related fees include contacting 01257 515151 to pay via a debit/ credit card, pay on-line at the time of submission or pay via the Council's BACs system:

A/C Name: Chorley Borough Council Collections Account

Sort Code: 20-69-93

A/C No: 63417069

Account Branch Details: 23 Market Street, Chorley, Lancashire, PR7 2SY

6. Design and Access Statements

In accordance with the DMPO Design and Access Statement will be required to accompany:

In all areas:

- major development ¹
- development is in a designated area² consisting of-
 - (i) the provision of one or more dwellinghouses; or
 - (ii) the provision of a building or buildings where the floor space created by the development is 100 square metres or more.

¹ For the purposes of the Development Management Procedure Order, "major development" means:

- (a) the winning and working of minerals or the use of land for mineral-working deposits;
- (b) waste development;
- (c) the provision of dwellinghouses where —
 - (i) the number of dwellinghouses to be provided is 10 or more; or
 - (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c)(i);
- (d) 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
- (e) development carried out on a site having an area of 1 hectare or more;

² "designated area" means-

- (a) a conservation area;
- (b) a property appearing on the World Heritage List kept under article 11(2) of the 1972 UNESCO Convention Concerning the Protection of the World Cultural and National Heritage (a World Heritage Site)(b).

The Design and Access Statement should deal with the design principles and concepts that have been applied to the development and how issues relating to access to the development have been dealt with. The Statement shall:

- a) Explain the design principles and concepts that have been applied to the development;
- b) Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;
- c) Explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account;
- d) state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and
- e) Explain how any specific issues which might affect access to the development have been addressed.

Design and Access Statement are not required to accompany applications:

- (a) for permission to develop land without compliance with conditions previously attached made pursuant to section 73 of the 1990 Act(a);
- (b) of the description contained in article 20(1)(b) or (c);
- (c) for engineering or mining operations;
- (d) for a material change in use of the land or buildings; or
- (e) for development which is waste development.

The Local List

It should be noted that the Council's Local List of validation requirements is not mutually inclusive. The list is intended to assist applicants to enable applications to be validated on receipt. Requests for documents/plans listed below will take into account:

- the nature and scale of the proposed development; and
- matters which will be material to consideration of the application

If the need for a certain document/ plan is disputed (i.e. that the particulars or evidence required do not meet the requirements set out in article 34(6)(c) of the Town and Country Planning (Development Management Procedure) (England) Order 2015) then the applicant/ agent may send a notice to the authority. The notice must—

- (i) Specify which particulars or evidence the applicant considers do not meet the requirements set out in article 34(6)(c);
- (ii) Set out the reasons the applicant relies upon in holding that view; and
- (iii) Request the authority to waive the requirement to include those particulars or evidence in the application.

The Local Planning Authority will then assess the justification and determine whether or not the document/ plan is material to consideration of the application.

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1. Electronic Application Submissions

Planning applications should be made online via the Government's Planning Portal website which is the route preferred by the Council. The Council will not accept the submission of paper based applications (by post or hand delivered) to the Local Planning Authority.

If you are having difficulty submitting your application online please contact the Local Planning Authority on 01257 515151 for assistance. A planning duty officer is available between 9.30am and 1pm Monday to Friday.

2. Outline Planning Applications

Outline applications are about establishing whether a particular type of development is acceptable on a site in principle. Part 3 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 identifies certain 'reserved matters', which may be set aside at the outline application stage for subsequent approval by the local planning authority. These are:

- layout
- scale
- appearance
- access
- landscaping

The following information is required to accompany an outline planning application:

Amount: cannot be reserved within an outline application, the amount of development proposed for each use, how this will be distributed across the site and how the proposal relates to the site's surroundings should be explained in any design and access statement.

Layout: where layout is to be a reserved matter then the information requirements will be judged on a site-by-site basis having regard to the complexity and specific context of a particular application.

PLEASE NOTE: It is advised that prior to submitting an outline planning application formal pre-application discussions are entered into to establish the level of detail required to accompany the application. In respect of layout this can include details of the approximate location of buildings, routes and open spaces proposed.

Scale: Where scale is to be a reserved matter then the information requirements will be judged on a site-by-site basis having regard to the complexity and specific context of a particular application.

PLEASE NOTE: It is advised that prior to submitting an outline planning application formal pre-application discussions are entered into to establish the level of detail required to accompany the application. In respect of scale this can include details of the parameters for the upper and lower limits of the height, width, and length of each building proposed. This is in order to establish a three dimensional building envelope within which the detailed design of the buildings will be constructed.

Landscaping: where landscaping is to be a reserved matter then the application does not need to provide any specific landscaping information. However, any design

and access statement should explain and justify the principles that will inform any future landscaping scheme.

Appearance: where appearance is to be a reserved matter then any design and access statement should explain and justify the principles behind the intended appearance and explain how these will inform the final design of the development.

Access: the location point of the access(es) are required to be indicated on the site plan, even if access is to be a reserved matter. This is to enable an early assessment of whether safe vehicular and pedestrian access will be possible.

PLEASE NOTE: If the Local Planning Authority are of the opinion that, in the circumstances of the case, the application ought not to be considered separately from all or any of the reserved matters, further details can be required, in accordance with the DMPO.

3. Environmental Impact Assessment (EIA)

Town and Country Planning (Environmental Impact Assessment) Regulations 2017 came into force on 16th May 2017. The regulations apply the amended EU directive “on the assessment of the effects of certain public and private projects on the environment” (usually referred to as the ‘Environmental Impact Assessment Directive’) to the planning system in England.

For development listed in Schedule 1 an Environmental Impact Assessment is required in every case.

For projects listed in Schedule 2, the Local Planning Authority are to consider whether it is likely to have significant effects on the environment known as ‘screening’.

If a proposed project is listed in the first column in Schedule 2 of the 2017 Regulations and exceeds the relevant thresholds or criteria set out in the second column (sometimes referred to as ‘exclusion thresholds and criteria’) the proposal needs to be screened by the Local Planning Authority to determine whether significant effects on the environment are likely and hence whether an Environmental Impact Assessment is required.

Projects listed in Schedule 2 which are located in, or partly in, a sensitive area also need to be screened, even if they are below the thresholds or do not meet the criteria.

The indicative thresholds and criteria for Schedule 2 projects can be found at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/630689/eia-thresholds-table.pdf

The EIA Regulations (article 3) state that a person making a request or a screening opinion must provide the following:

- (a) a plan sufficient to identify the land;
- (b) a description of the development, including in particular—
 - (i) a description of the physical characteristics of the development and, where relevant, of demolition works;

- (ii) a description of the location of the development, with particular regard to the environmental sensitivity of geographical areas likely to be affected;
- (c) a description of the aspects of the environment likely to be significantly affected by the development;
- (d) to the extent the information is available, a description of any likely significant effects of the proposed development on the environment resulting from—
 - (i) the expected residues and emissions and the production of waste, where relevant; and
 - (ii) the use of natural resources, in particular soil, land, water and biodiversity;
- and
- (e) such other information or representations as the person making the request may wish to provide or make, including any features of the proposed development or any measures envisaged to avoid or prevent what might otherwise have been significant adverse effects on the environment.

Article 4 also prescribes that the screening submission must, where relevant, take into account—

- (a) the criteria set out in Schedule 3; and
- (b) the results of any relevant EU environmental assessment which are reasonably available to the person requesting the screening opinion.

The Local Planning Authority will adopt a screening opinion within:

- (a) 3 weeks beginning with the date of receipt of a request made; or
- (b) Such longer period, not exceeding 90 days from the date on which the person making the request submits the information required and as agreed in writing.

If a proposed development is screened as being EIA development, a request for a Scoping Opinion can be submitted to the Local Planning Authority. This will seek to provide sufficient information that the scope of an EIA can be agreed, i.e. the significance of the various impacts and the level of detail to be explored.

A request for a Scoping Opinion must include, as a minimum:

- (i) a plan sufficient to identify the land;
- (ii) a brief description of the nature and purpose of the development, including its location and technical capacity;
- (iii) an explanation of the likely significant effects of the development on the environment; and
- (iv) such other information or representations as the person making the request may wish to provide or make;

The Local Planning Authority will consult the relevant consultation bodies and will respond to the request within 5 weeks, unless a longer period has been agreed.

An EIA application should be submitted with a full Environmental Statement (ES) and a non-technical summary. Technical appendices should also be included where relevant.

An application proposing EIA Development has a target date for consideration of 16 weeks to allow the Local Planning Authority and all the interested parties greater opportunity to consider the impacts of the proposed development.

Further information can be found at:

<https://www.gov.uk/guidance/environmental-impact-assessment#Sensitive-areas>

The Regulations can be found at:

<http://www.legislation.gov.uk/ukxi/2017/571/contents/made>

PLEASE NOTE: Following the Court of Appeal Judgement *SAVE Britain's Heritage v SSCLG* the demolition of buildings is now classed as 'development'. As a result, where demolition works are likely to have a significant effect on the environment, by virtue of factors such as its nature, size, or location, EIA screening must be carried out to consider whether EIA is required.

4. Energy Efficiency / Resource Conservation Statement

Policy 27 of the Adopted Central Lancashire Core Strategy sets out the requirements for ensuring that new build development is designed in a sustainable way and incorporates sustainable resources in order to minimise the impacts of new development on climate change.

Minimum energy efficiency standards for all new buildings (apart from residential development) will be 'Very Good' (or where possible, in urban areas, 'Excellent') according to the Building Research Establishment's Environmental Assessment Method (BREEAM).

Sustainable Resources and New Developments

All planning applications for non-residential units of 500 sq metres or more must be accompanied by an Energy Efficiency/Resource Conservation Statement. The Statement will not be required for outline planning applications apart from those for major schemes. However, where details of the layout of the site are submitted as part of an outline planning application, the applicant will be expected to demonstrate how the principles of passive solar design have been considered when designing the layout. The Energy Efficiency/Resource Conservation Statement must demonstrate how the requirements of Policy 27 are met.

All non-residential developments must meet the above requirements. The only circumstance in which the Council will approve a proposal that does not accord with Policy 27 is if the applicant can demonstrate, through open book accounting, that an individual site's circumstances are such that development would not be feasible or viable if the policy were implemented.

In respect of residential developments Policy 27 of the Adopted Core Strategy requires all new residential developments to achieve a minimum of Level 4 of the Code for Sustainable Homes. From 1st January 2016 all new build residential developments are required to achieve a minimum of Level 6 of the Code for Sustainable Homes. However since the 2015 Deregulation Bill received Royal Assent on Thursday 26th March 2015 which effectively removes Code for Sustainable Homes all new dwellings will be required to achieve a minimum Dwelling Emission Rate of 19% above 2013 Building Regulations in accordance with the transitional provisions of the Bill.

Applications for domestic microgeneration equipment/ wind turbines shall be accompanied by Manufacturers specification, a site plan detailing the position of the

equipment (scale 1:100/ 1:200), elevational plans (scale 1:50/1:100) and roof plans (scale 1:50/1:100) for equipment attached to the roof.

5. Ecological Assessments & Wildlife Surveys

An ecological assessment and/or wildlife survey shall be submitted for all proposals where the development of the site might affect protected species and/or habitats, Biological Heritage Sites, Ancient Woodland, woodland areas, any water body, pond ditch, or other similar feature. Further advice in respect of the need for surveys can be found at Appendix C.

The report shall include the following:

- Details of the appointed ecologist to demonstrate their competence
- Confirmation that surveys were undertaken or updated within the last 3 years (the need for more recent surveys may become apparent during consultation)
- A detailed method for the ecological assessment/ survey
- Detailed results of the survey/ assessment and an evaluation of the ecological interest
- An assessment of likely impacts
- Proposals to avoid, mitigate or compensate for any ecological impacts
- In the case of developments affecting European Protected Species (e.g. bats, otters, great crested newts), information required to address the three licensing tests of the Habitats Regulations.

In addition where developments that are proposed adjacent to such a site, but it might have an impact upon it, will also be required to be submitted with a full assessment of the impact of the proposal on the feature of importance.

This requirement cannot be conditioned, as the Local Planning Authority is obliged by the law to make a full assessment of the impact of the proposed development at the time of its consideration. Additionally following a High Court judgement the Council has a legal duty, as part of a planning application, to determine whether the three 'derogation tests' of the Habitats Directive implemented by the Conservation (Natural Habitats &c.) Regulations 1994 have been met when determining whether to grant planning permission for a development which could harm a European Protected Species. The three tests include:

- (a) the activity must be for imperative reasons of overriding public interest or for public health and safety;
- (b) there must be no satisfactory alternative and
- (c) favourable conservation status of the species must be maintained.

Where any impact is identified, full mitigation measures shall be identified and justified within the Assessment. Additionally a habitat creation and management plan may be required. Lancashire County Council Ecology Section will be able to advise on the necessary requirements.

Additionally the Central Lancashire Councils recognise the important contribution that planning can make to improving biodiversity within Central Lancashire. This includes enhancing the international, national and local areas of recognised importance, as well as species and habitats. To this end, the Councils have worked with The Wildlife Trust for Lancashire, Manchester & North Merseyside (The Wildlife Trust) and Lancashire Environment Record Network (LERN) to produce a Biodiversity and

Nature Conservation Supplementary Planning Document. This SPD provides guidance for applicants in terms of understanding the relevant Central Lancashire policies and what is required as part of the planning application process. This includes guidance in relation to ecological networks and can be found at: <http://chorley.gov.uk/Documents/Planning/Planning%20Policy/July%202015%20Biodiversity%20and%20Nature%20Conservation%20SPD%20v1.pdf>

6. Archaeological Assessment

Any development which is situated within an area of known to have archaeological interest shall be accompanied by an Archaeological Assessment which sets out a programme of archaeological work including a scheme of investigation. This is to ensure that any archaeological assets are excavated and recorded correctly.

7. Heritage Statement

For planning applications which involve a Heritage Assets, including but not limited to, Listed Buildings, Conservation Areas or where the setting of heritage assets would be affected, a Heritage Statement will be required. This should describe the significance of any heritage assets affected, including any contribution made by their setting; and should assess the impact of the proposal on their significance. As a minimum, the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise, where necessary. The level of detail should be proportionate to the assets' importance and sufficient to understand the potential impact of the proposal on their significance.

Details of whether a property is listed and/ or within a Conservation Area can be found at:

<https://myaccount.chorley.gov.uk/MyChorley.aspx>

This information together with an assessment of the impact of the proposal will be required as part of the explanation of the design concept. It should detail the sources that have been considered and the expertise that has been consulted.

PLEASE NOTE: It will not be possible to validate applications where the extent of the impact of the proposal on the significance of any heritage assets affected cannot adequately be understood from the application and supporting documents.

8. Structural Surveys

For applications which include the reuse of existing buildings, the application shall be accompanied by a specialist report on the condition of the building. This report should be undertaken by a qualified structural surveyor, structural engineer and/or timber framed specialist if appropriate. The report must clearly identify the extent of any required rebuilding and detail, via a method statement, the means by which the retained structure is to be safeguarded.

Applications for demolition which include justification based on the structural integrity of the building/ structure shall also be accompanied by a Structural Survey

9. Proof of Marketing Statement

All existing employment premises and sites last used for employment will be protected for employment use. There will be a presumption that 'Best Urban' and 'Good Urban' sites will be retained for B use class employment use. Proposals on all employment sites/premises for re-use or redevelopment other than B use class employment uses will be assessed under the following criteria:

- (a) there would not be an unacceptable adverse impact on the type, quality and quantity of employment land supply;
- (b) the provision and need for the proposed use;
- (c) the relative suitability of the site for employment and for the alternative use;
- (d) the location of the site and its relationship to other uses;
- (e) whether the ability to accommodate smaller scale requirements would be compromised;
- (f) there would be a net improvement in amenity.

Any proposals for housing use on all employment sites/premises will need to accommodate criteria (a)-(f) above and also be subject to:

- evidence of lack of demand through an active 12 month marketing period for employment re-use and employment redevelopment;
- an assessment of the viability of employment development including employment re-use and employment redevelopment.

Any proposals for a proposed change from a community use in a rural area are required to be accompanied by a report demonstrating that the community facility is no longer financially viable, is surplus to local needs, is available elsewhere in the settlement, or where there is an amenity or environmental reason why a community use is not acceptable.

10. Planning Performance Agreement

The Council encourages the use of a Planning Performance Agreements (PPA) for the larger more complex planning applications. A PPA is a framework agreed between a local planning authority and a planning applicant for the management of complex development proposals within the planning process.

A PPA allows both the developer and the local planning authority to agree a project plan and programme which will include the appropriate resources necessary to determine the planning application to a firm timetable. The PPA agrees a timeframe for determination and is considered outside the standard 13 week time frame.

11. Section 106 Agreement

For all applications which will require a Section 106 Agreement the Heads of Terms will be required to be agreed prior to the submission of any planning application. It is advised that the S106 obligations are considered at pre-application stage as the obligations are material planning considerations which could potentially delay the consideration of planning applications. Applicants should be aware that there will be a legal fee which the applicant will need to pay on completion of the Agreement.

The Council's Legal Department will normally draft the legal agreement and will require the following information:

1. Name and Address of Developer(s)
2. Name of Developers Representative
3. Name and Address of Land Owner(s)
4. Name and Address of Land Owners Representative
5. Name and Address of any Mortgagee
6. Name and Address of any person with an interest in the Application Site
7. Confirmation of who to serve with the Draft Section 106 Agreement
8. Evidence of Title / Office Copy Entries from Land Registry. If the application site is unregistered the Council's Legal Department will require certified copies of the original Conveyance to prove ownership. If the application site has been acquired as a result of the death of the previous proprietor then the Council's Legal Department will require certified copies of the grant of probate or Letters of administration from the applicant.
9. A Land Registry compliant red edged location plan (normally 1:1250 or 1:2500 or for large rural areas 1:5000 with North identified).

12. Community Infrastructure Levy (CIL)

The Community Infrastructure Levy (CIL) is a way that developers can be required to fund infrastructure - such as transport, education, health and open space facilities. The levy will partly replace and partly be in addition to developer contributions to providing infrastructure made under Section 106 of the Town and Country Planning Act 1990.

Applications which fall within the definition of chargeable development (please see below) will be required to provide a CIL contribution and be accompanied by a form 'Community Infrastructure Levy (CIL) - Determining whether a Development may be CIL Liable Planning Application Additional Information Requirement', which can be downloaded at

https://www.planningportal.co.uk/info/200136/policy_and_legislation/70/community_infrastructure_levy/5

PLEASE NOTE: Any application for planning permission shall be accompanied by a schedule of built development setting out the internal floorspace broken down by house type and garage type.

When a development is granted by way of general consent (i.e. a prior approval application) the application should be accompanied by the following form:

http://www.planningportal.gov.uk/uploads/1app/forms/form_5_notice_of_chargeable_development.pdf

You can find information on [what constitutes a Chargeable Development](#) :

CIL will be charged on the total net additional floorspace created (measured as a gross internal area) as per [Chorley Councils CIL Charging schedule](#):

PLEASE NOTE: Small buildings or building extensions of less than 100 square metres are exempt from CIL, except that all new built dwellings are subject to being charged irrespective of their size.

It should be noted that larger scale major developments typically have larger and more concentrated impacts and so may necessitate site specific infrastructure such as schools, community facilities and junction improvements. In securing such planning obligations on larger sites the council will apply the statutory tests and avoid duplication with CIL. The types of infrastructure for which planning obligations may typically be sought on sites, is in accordance with the Policies set out in the Central Lancashire Adopted Core Strategy and SPDs and will potentially include;

- affordable housing
- open space
- transport/highways (in a limited set of circumstances)
- community & sporting facilities
- education and school provision
- environmental improvements

PLEASE NOTE: The Planning Obligations Team offer appointments to discuss the implication of the Community Infrastructure Levy (CIL) on development proposals.

To make an appointment or for any CIL related queries please call 01257 515151.

13. Financial Viability Assessment

Any application submitted which would be contrary to Local Planning Policies due to the specific financial considerations of the scheme (i.e. a reduced affordable housing contribution) will be required to be supported by a financial viability assessment containing the following information:

- Value of the land (2/3 different estate agents valuations)
- Abnormal development costs
- Construction costs
- Price RSL will pay for the units (in the case of affordable housing)
- Open market value of the dwellings/ value of the development
- Developer return
- Details of the proposed obligations/ specific elements of the scheme which are proposed to be included (i.e. Code for Sustainable Home level)

The Assessment may include 3 different scenarios to demonstrate the financial impacts of the scheme which include:

1. Details of the scheme with no financial obligations/ elements which increase costs on site
2. Details of the scheme with both the financial obligations and/or specific scheme details which accord fully with Planning Policy
3. Details of the scheme as proposed including proposed financial obligations and specific details of the scheme.

Any financial viability assessment submitted will need to accord with the RICS guidance note 'Financial viability in planning' 1st edition (GN 94/2012)

14. Adoption Statement

It is essential that arrangements for the future management and maintenance of new roads/ drainage facilities within developments, is addressed at the planning stage. As such any development which involves the construction of new roads, alterations/ connect to existing highways, extensions to and/ or connections to services will be required to be accompanied by a statement which details the future arrangements.

The Adoption Statement shall include:

- An Estate Road Phasing and Completion Plan setting out the development phasing and phasing of the construction of the roads.
- Full details of the proposed arrangements for the future management and maintenance of the proposed streets within the development.

It is the Council's preference that developments which involve the construction of new roads shall be accompanied by a Section 38/ Section 278 Agreement with Lancashire County Council Highway Authority for the adoption of the highways. Similarly any application which involves connections/ extensions to existing sewers/ drains shall be accompanied by a Section 104 Agreement with United Utilities.

Any application which is not accompanied by the relevant legal agreements shall have to provide clear details of how the future management and maintenance of the highways and services will be dealt with. This shall include details of a Private Management and Maintenance Company confirming funding, management and maintenance regimes.

15. Transport Statement, Transport Assessments (TA) and Travel Plan

Where developments will have the potential to have transport implications, the planning application shall be accompanied by a Transport Statement or a Transport Assessment and Travel Plan (dependent on the type and size of the development).

Planning applications for the following types and size of developments shall include either a Transport Statement or Travel Assessment and Travel Plan:

Land use	Unit measure	Transport Statement	Transport Assessment and Travel Plan
Food retail (A1)	GFA	>250 <800sq.m	>800sq.m
Non-food retail (A1)	GFA	>800 <1500sq.m	>1500sq.m
Financial and professional services (A2)	GFA	>1000 <2500sq.m	>2500sq.m
Restaurants and cafes (A3)	GFA	>300 <2500sq.m	>2500sq.m
Drinking establishments (A4)	GFA	>300 <600sq.m	>600sq.m
Hot food takeaway (A5)	GFA	>250 <500sq.m	>500sq.m
Business (B1)	GFA	>1500 <2500sq.m	>2500sq.m
General industrial (B2)	GFA	>2500 <4000sq.m	>4000sq.m
Storage or distribution	GFA	>3000 <5000sq.m	>5000sq.m
Hotels (C1)	Bedroom	>75 <100 bedrooms	>100 bedrooms
Hospitals and nursing homes (C2)	Beds	>30 <50 beds	>50 beds
Residential education (C2)	Students	>50 <150 students	>150 students
Institutional hostels (C2)	Residents	>250 <400 residents	>400 residents
Dwelling houses (C3)	Unit	>50 <80 units	>80 units
Non-residential institutions (D1)	GFA	>500 <1000sq.m	>1000sq.m
Assembly and leisure (D2)	GFA	>500 <1500sq.m	>1500sq.m
Any development which it is considered would have a significant impact on the highway network			

National Planning Practice Guidance in the chapter titled 'Transport evidence bases in plan making and decision taking' provides further detail on Transport Statements and Transport Assessments:

<https://www.gov.uk/guidance/transport-evidence-bases-in-plan-making-and-decision-taking>

For more detailed information and advice, please contact the Sustainable Travel Team:

Sustainable Travel Team
Lancashire County Council
PO Box 78, County Hall
Preston
Lancashire
PR1 8XJ
Tel 01772 530201
Email sustainabletravel@lancashire.gov.uk

16. Affordable Housing Statement

For housing schemes which require an element of affordable housing the planning submission will be required to detail how the required percentage of affordable housing will be achieved on site, the tenure of the proposed affordable units, the number of bedrooms of the proposed affordable units.

In certain circumstances the Council acknowledges that some locations are unsuitable for affordable housing and in those cases financial contributions, instead of on-site affordable housing, may be considered acceptable. In these situations the Council will review each case individually. If the applicant believes provision of affordable housing will have a negative effect on the viability of the scheme they will need to submit a viability assessment containing the following information:

- Value of the land (2/3 different estate agents valuations)
- Abnormal development costs
- Construction costs
- Price RSL will pay for the units
- Open market value of the dwellings
- Developer return
- Details of the percentage of affordable units which can be accommodated on the site

In addition in their analysis of this information officers may also need to use the Central Lancashire Housing Viability toolkit (produced by Three Dragons consultancy) to assess the proposed scheme.

PLEASE NOTE: Following the adoption of the Central Lancashire Core Strategy the Council is now seeking 30% affordable housing in urban areas, 35% in rural areas and 100% on rural exception sites, including those in the Green Belt. The Adopted Central Lancashire Supplementary Planning Document 'Affordable Housing' (October 2012) (<http://chorley.gov.uk/Pages/AtoZ/Planning-Policy.aspx>) contains guidance on the range of approaches, standards and mechanisms required to deliver a range of affordable housing to meet local needs.

17. Coal Mining Risk Assessment (CMRA)

All non-householder applications which fall within the Coal Mining Development Referral Area (advice can be sought from the Local Planning Office) require a Coal Mining Risk Assessment. Further guidance can be found at <http://coal.decc.gov.uk/en/coal/cms/services/planning/strategy/strategy.aspx>

The Assessment shall be prepared by a suitably qualified and competent person and should contain:

- Site specific coal mining information (including past/ present/ future underground mining, shallow coal workings, mine entries (shafts or adits), mine gas, within an area which has a current licence to extract coal, geological features, any recorded surface hazards, or within a former or present surface mining [old opencast] area).
- Identify what risks these coal mining issues, including cumulative effects, pose to the proposed development
- Identify how coal mining issues have influenced the proposed development and whether any other mitigation measures are required to manage those issues and/or whether any changes have been incorporated into the development
- Any development that involves intrusive activities which intersect, disturb or enter any coal seams, coal mine workings or mine entries will require the prior written permission of The Coal Authority

If an Environmental Statement is required (please see above in relation to Environmental Impact Assessment) then the CMRA should be included within the ES.

PLEASE NOTE: There may be exemptions made for the nature of development, where the engineering operations are minimal and therefore would not require a Coal Authority Permit for ground works that intersect coal/ workings. Examples of such exemptions include:

- Change of use (land/ buildings) where no other built development is proposed;
- Temporary structures with no ground works;
- Means of enclosure;
- Street type furniture;
- Alterations to existing non-residential buildings that create no new floor space;
Non-commercial private/ domestic stables

18. Land Stability Report

A Land Stability Report is required where development is proposed on unstable or potentially unstable land. The report should establish the nature and extent of the instability and any gas emissions that might be associated with any land filling.

19. Statement of Community Involvement (SCI)

Please note the [temporary changes during the COVID-19 crisis](#):

Planning applications for larger/ major development should include a Statement of Community Involvement. The aim of the Statement of Community Involvement is to ensure that all sections of the community, from individual members of the public through to representative organisations, have the opportunity to participate in the preparation of planning proposals for the Borough's towns, villages and countryside.

Developers are encouraged to incorporate community involvement into their development programme to allow for enough time to be devoted to involve the community in a particular scheme. Options for involvement include

- Arrange a meeting with relevant Ward Councillors and Parish/ Town Council;
- Circulate a letter and statement in the locality explaining proposals with plans or a diagram;
- Circulate a specially prepared leaflet;
- Arrange an exhibition and invite local people;
- Arrange a press release/advertisement in local newspapers;
- Arrange a public meeting;
- Arrange a meeting with particular groups in the community;
- Use of social media by the developers to advertise the development and associated consultation events.

View full details of [the requirements for community involvement](#)

Please note, the council are not under taking pre-application discussions during the COVID-19 crisis.

Pre-application consultation is encouraged where the proposal constitutes "major development". "Major development" is defined as:

- the provision of dwellinghouses where —
 - (i) the number of dwellinghouses to be provided is 10 or more; or
 - (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c) (i);
- 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.

The omission of pre-application consultation may result in a major planning application being invalid on receipt where there is likely to be significant public interest in the proposals.

For small-scale proposals such as house extensions or advertisements applicants are encouraged to discuss their proposals with the occupiers of neighbouring properties who will be affected and to take account of their concerns where possible. This can reduce the need for changes after the application has been submitted to the Council, increase the prospect of planning permission being granted and speed up the time taken for proposals to be dealt with.

20. Flood Risk Assessment (FRA)

Planning applications for development proposals of one hectare or greater in Flood Zone 1 and all proposals for new developments located in Flood Zones 2 and 3, should be accompanied by a Flood Risk Assessment (FRA).

The Environment Agency Flood Maps for planning can be found at:

<https://flood-map-for-planning.service.gov.uk/>

For householder applications located within a Flood Risk Zone, the planning application shall be accompanied by a simple flood risk assessment using the Standing Advice. Further information can be found at:

<https://www.gov.uk/guidance/flood-risk-assessment-standing-advice>

21. Land Contamination Assessment

Where there is reason(s) to suspect contamination of land, controlled waters, property or ecological systems (such as the existence of former industrial uses, infilled ground, or other indications of potential contamination) and for particularly sensitive end-uses such as a day nursery or housing likely to be used by families with children, a planning application shall be accompanied by either a Desk study or a Land Contamination Assessment.

Initially a desk study should be undertaken of the readily-available records assessing the previous uses of the site and their potential for contamination in relation to the proposed development. If the potential for contamination is confirmed, further studies by the intending developer to assess the risks and identify and appraise the options for remediation will be required.

Where the potential for contamination is confirmed a Land Contamination Assessment shall be submitted which includes: an assessment of ground contamination (The objectives of the investigation shall be, but not limited to, identifying the type(s), nature and extent of contamination present to the site, risks to receptors and potential for migration within and beyond the site boundary), and any necessary remediation proposals to render the site capable of development (the remediation proposals shall include an implementation timetable and monitoring proposals). Upon completion of the remediation works, a validation report containing any validation sampling results shall be submitted to and approved in writing by the Local Planning Authority.

Further advice and information can be obtained from

waste.management@chorley.gov.uk

22. Noise Impact Assessment

Proposals for which are likely to generate noise located close to noise sensitive areas (e.g. close to residential areas) are required to be accompanied by a Noise Impact Assessment. The assessment shall indicate the levels of noise expected to be created and methods for mitigating any impact.

Similarly proposals for noise sensitive developments within areas of noisy development (e.g. adjacent to a railway line) will be required to detail measures to protect the new development from noise.

For developments located close to existing residential dwellinghouses the planning application shall be accompanied by full details of the proposed construction hours, full details of the access arrangements during construction and full details of the site compound and parking for construction traffic during the construction period.

Regard must be had for the Noise Action Plan and Environmental Noise Mapping data for the Preston Agglomeration. Any proposed development in the top priority areas will require site specific environmental noise assessment and appropriate noise reduction measures. Further advice on designing out noise problems during development can be obtained from:
environmental.services@chorley.gov.uk

23. Parking Provision Statement

Planning applications for new development shall be accompanied by a Parking Provision Statement detailing how the scheme shall accommodate adequate parking provision. The document shall include detailing the existing and/or proposed parking layout including manoeuvring areas along with details of the access including any proposed access alterations.

The Council's parking requirements associated with proposed developments can be found within Appendix D of the Chorley Local Plan 2012-2026.

For new housing developments 1 bedroom dwellings shall incorporate 1 off road parking space, 2/3 bedroom dwellings shall accommodate 2 off road parking spaces and 4+ bedroom properties shall accommodate 3 off road parking spaces. Details on adequate parking provision can be found in Manual for Streets 2.

For garage accommodation to 'count' as a parking space it should measure 6x3 metres and driveways to the front of garages shall measure 6 metres in length to 'count' as a parking space.

For householder developments which result in additional bedroom accommodation adequate parking shall be provided within the curtilage of the site in accordance with the above requirements.

24. Planning Statement

For major planning applications a Planning Statement will be required as part of the submission. The Statement shall provide an explanation of and justification for the proposals in the context of relevant national and local planning policies affecting the site.

The Statement shall include: an assessment of the site and its context, a description of the development proposal, an assessment of the planning policy context and an appraisal of the proposed development against relevant planning policies affecting the site

25. Tree Survey

For proposals which have the potential to impact on trees (either within the application site or adjacent to the application site) the planning application shall be accompanied by a Tree Survey.

The survey shall indicate on a plan all of the trees and vegetation present within/ adjacent to the application site, shall indicate the species and height of the trees/ vegetation plus canopy diameter, shall indicate which trees/ vegetation will be retained as part of the development and shall indicate, including justification, which trees/vegetation are proposed to be removed.

The survey shall also incorporate a tree constraints plan, a tree retention plan and a root protection plan in accordance with BS 5837:2012.

26. Tree Works

For applications which relate to works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in a conservation area the following information will be required:

- Sufficient evidence to support the case for works to trees protected by a TPO in the form of a report from a qualified expert or diagnostic information (**PLEASE NOTE:** failure to provide sufficient information may result in the application being invalidated/ rejected/ refused.)
- A sketch plan clearly identifying the trees subject to the application (the plan should also identify other trees on the site clearly marked that they are not subject to the application). The sketch plan should include the site boundaries, the adjacent properties (including house names/ numbers), distances between the trees and nearby features on the site, an arrow indicating north, the position of the trees in relation to nearby buildings and the individual trees/ groups of trees should be numbered. (please see appendix A for a suitable example).
- If individual trees cannot be clearly identified (i.e. they are part of a woodland/ group on trees) the approximate location should be marked on the plan and identified as part of a site visit with the case/ tree officer.
- Photographs can be utilised to identify the trees subject to the application and/ or specific features of the trees which directly relate to the application.
- Full details of the condition of the trees and/ or the damage they are causing
- The presence and impact of pests, diseases or fungi that require work to be carried out to the trees should be described in written evidence or diagnostic information from an arboriculturist or other appropriate expert. Arboricultural evidence must be provided to support applications that suggest the tree has defects that may be of concern to the future or future safe retention of the tree or parts of the tree.

Full details as to whether a tree is subject to a TPO can be found at:
<https://myaccount.chorley.gov.uk/MyChorley.aspx>

27. Waste Management Strategy

Planning applications for new residential and commercial development along with developments to existing properties that will result in inadequate refuse and recycling

storage and collection facilities will be required to be accompanied by a Waste Management Strategy.

Full details of waste management should be considered at an early stage to ensure that schemes are designed with adequately sized bin storage areas and adequate access for bin collection crews and vehicles.

Full details of the refuse storage and collection requirements can be obtained from the Council's Waste Management Section:
waste.management@chorley.gov.uk

28. Additional Plans

For certain proposals, including new housing schemes, the following plans will be required to enable a full assessment of the proposals. The inclusion of these plans can also reduce the number of prior commencement conditions attached to a planning approval:

- Materials plan- detailing the proposed external facing materials and the proposed hard-surfacing materials (please be advised that the Council will require either the use of permeable materials on a permeable base for the construction of driveways or provision for drainage facilities within the site to ensure that surface water does not drain onto the highway.)
- Boundary treatment plan- detailing the proposed walls, fencing etc to be erected on the site along with plans detailing the height and appearance of these boundary treatments. (Please note that for new housing schemes adequate boundary treatment will be required to create private garden space within the curtilage of the dwelling).
- Landscape plan- including full details of all existing trees and those to be removed, all existing and/ or proposed ground cover planting, size, species, density and position of proposed trees and details of all existing and proposed hardstanding/parking areas.
- Street scene plans- detailing the proposed scheme within the existing street scene and plans of proposed street scenes within the development

29. Access Ramp Details

Applications which include a new external access ramp shall include floor plans detailing the position and gradient of the ramp along with a plan detailing any handrails/ barriers and anti-skating measures.

30. Flues & Ventilation extraction details

For all applications which involve the sale or preparation of cooked food, launderettes and other uses which require air conditioning or extraction and filtration equipment shall be accompanied by full details of the proposed equipment. The details shall include the manufacturers specifications, plans detailing the location of the equipment and the dimensions of the proposed equipment.

31. Shopfront Details

Applications for new shopfronts shall be accompanied by a section plan detailing the projection of any signage, canopies and roller shutters along with elevational plans detailing the existing and proposed shopfront. Further advice on shopfronts can be found at <https://chorley.gov.uk/planningpolicy> within the Council's Shop Fronts and Signs Design Guide.

32. Telecommunications Development

Applications incorporating telecommunications shall be accompanied by:

- Standard application forms
- Layout Plan (scale 1:100/1:200) detailing the position of the structure
- Elevation Plan (scale 1:50/ 1:100) detailing height and design of the structure
- Section through structure (scale 1:10/1:20) detailing width of structure
- Elevation and layout plan (scale 1:100/1:200) of associated equipment
- Certificate/ Statement confirming compliance with ICNIRP and diagram indicating beam of greatest intensity
- Existing and proposed coverage maps
- Details of alternative sites rejected (including existing masts, structures and other buildings) with justification for rejecting them.

33. Lighting Assessment

Planning applications which include new external lighting shall be accompanied by a Lighting Assessment.

A lighting scheme should include the following:

- Plans detailing the location of the lighting
- Specific Site survey – including District Ambient Brightness Category
- Calculations – determining Glare, Intensity and Spill and recommendations to control these
- Risk assessment – in relation to crime and disorder and impact on light sensitive premises
- Schedule of installation
- Equipment design – must be identified & used to determine aim, glare and overspill
- Measured luminance of the proposed scheme
- Hours of illumination

34. Sequential Test and Impact Assessment

A sequential assessment will be required for main town centre uses that are not in an existing centre and are not in accordance with an up-to-date Local Plan. Applications for main town centre uses should be located in town centres, then in edge of centre locations and only if suitable sites are not available will out of centre sites be considered.

The assessment shall demonstrate:

- that sites have been assessed for their availability, suitability and viability.

- that all in-centre options have been thoroughly assessed before less central sites are considered
- that there are no town centre sites to accommodate a proposed development, (in these circumstances preference will be given to edge of centre locations which are well connected to the centre by means of easy pedestrian access)

For proposals on the edge of existing centre developers shall demonstrate flexibility in terms of:

- scale: reducing the floorspace of their development;
- format: more innovative site layouts and store configurations such as multi- storey developments with smaller footprints;
- car parking provision; reduced or reconfigured car parking areas; and
- the scope for disaggregating specific parts of a retail or leisure development, including those which are part of a group of retail or leisure units, onto separate, sequentially preferable, sites.

PLEASE NOTE: This sequential approach will not be applied to applications for small scale rural offices or other small scale rural development.

Applications for retail, office and leisure development outside of town centres, which are not in accordance with an up-to-date Local Plan, will be required to be supported by an impact assessment if the development is over 2,500 sq m.

The assessment shall include:

- the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and
- the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made. For major schemes where the full impact will not be realised in five years, the impact should also be assessed up to ten years from the time the application is made.

35. Air Quality Assessment

Regard must be had for the Chorley Council Air Quality Review and Assessments and local monitoring data. Where a proposed development meets the following criterion an Air Quality Assessment will be required:

- The development is in or near an Air Quality Management Area;
- There is a cumulative significant impact of traffic generation (an increase of traffic flow of 5%); or
- This is a significant number (>300 spaces) of additional parking, or coach and lorry parking is to be provided; or
- there is already a recognised congestion or air quality problem in the area; or
- there will potentially be significant emissions to the air from sources other than traffic; or
- there is the introduction of new exposure to sensitive receptors from an existing source.

36. Demolition of Buildings

Following the Court of Appeal Judgement *SAVE Britain's Heritage v SSCLG*, the demolition of buildings is now classed as 'development'. As such an application is required to the planning authority to ascertain whether the authority requires prior approval of the method of demolition.

Applications for prior approval shall be accompanied by:

- Details of the method of demolition
- Details of the proposed restoration of the site
- Confirmation from a licenced Ecologist that the demolition will not adversely impact on any ecological assets or protected species
- Confirmation from an accredited archaeologist/ Lancashire County Council Archaeology section that the demolition will not adversely impact on any items of archaeological significance at / adjacent to the site.

37. Agricultural applications

Applications for new agricultural buildings/ horticultural enterprises/ agricultural workers dwellings will be required to be accompanied by the following information:

- Full details of the all the land which forms part of the agricultural holding
- Full details of the business enterprise
- Full details of the employees of the business
- Financial details directly linked to the proposed development
- Full details of existing farm buildings and their uses

The Council have produced a pro-forma document which can be found at Appendix B which should be completed and attached to any application for new agricultural buildings/ agricultural workers dwellings (including prior notification applications).

38. S73 Applications

Applications for removal/ variation of condition(s) (submitted under S73 of the Town and Country Planning Act 1990) will be required to be accompanied by the following information:

- A supporting statement which specifically details all of the amendments proposed and where relevant a list of the substituted plans
- A copy of the originally approved plan(s) and a copy of the amended plan(s) with the amendments clearly identified on the plan(s).

National Planning Practice Guidance provides further information on Flexible options for planning permissions.

39. S96A Minor Non-material amendments

Applications for minor non-material amendments under S96A will be required to be accompanied by the following information:

- A supporting statement which specifically details all of the amendments proposed and where relevant a list of the substituted plans
- A copy of the originally approved plan(s) and a copy of the amended plan(s) with the amendments clearly identified on the plan(s).

National Planning Practice Guidance provides further information on Flexible options for planning permissions

40. Applications made under Section 106BA of the Town and Country Planning Act 1990

Applications to modify or discharge of a section 106 planning obligation relating to affordable housing on grounds of economic viability shall be accompanied by:

- A covering letter including the address or location of the land to which the obligation relates and the nature of the applicant's interest in the land.
- A status report on the progress of the development.
- A copy of the original Section 106 agreement
- Evidence that the affordable housing element of the existing Section 106 agreement means that the scheme is unviable in the form of relevant viability evidence.
- The proposal for the maximum level of affordable housing consistent with viability and the optimum mix of provision. This should clearly identify the nature and form of the proposed change.
- Evidence that all signatories to the Section 106 agreement have been notified of the application or where it is not possible for all of the signatories to be notified, evidence that the application has been published in the local area.

Section 2 of the 'Section 106 affordable housing requirements' guidance (published April 2013) explains the 'Viability Test'. This is that *"the evidence indicates that the current cost of building out the entire site (at today's prices) is at a level that would enable the developer to sell all the market units on the site (in today's market) at a rate of build out evidenced by the developer, and make a competitive return to a willing developer and a willing landowner"*.

Section 2 confirms that a viable level of affordable housing provision in the alternative should be proposed and this may include adjustments to the mix and provision for phasing.

The submission of clear, up-to-date and appropriate evidence in support of the application, usually in the form of an open book review of the original viability appraisal, that (if any), is the most recently agreed by the local planning authority and the developer, is required.

41. Mineral Resource Assessment

Proposals located with a mineral safeguarding area should be accompanied by a minerals resource assessment. This is to ensure sufficient information is available on mineral resources to enable Chorley Borough Council to determine the applications conformity to Joint Lancashire Minerals and Waste Local Plan Policy M2 – Safeguarding Minerals.

The mineral resource assessment should specify whether there are minerals present and, if so, whether it is practicable or sustainable to extract them. Information could be provided on:

- the depth of overburden,

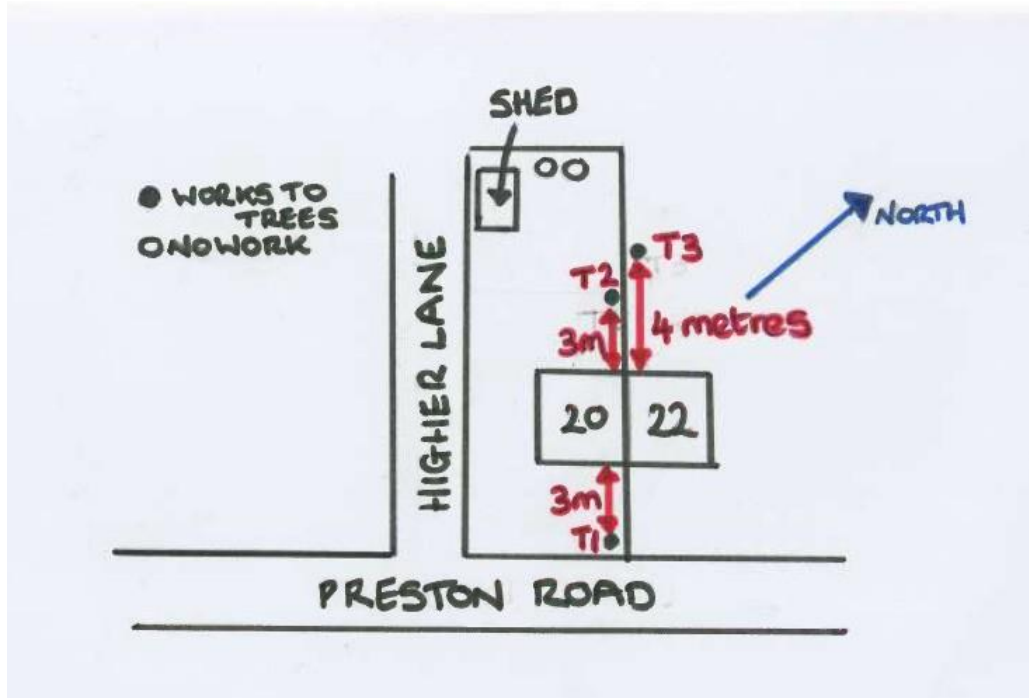
- the quantity and quality of any mineral present,
- the height of the water table,
- the proximity and nature of any surrounding land uses,
- the size of the site.

The level of detail should be appropriate to the scale and nature of the proposed development. Details of whether a site is located within a mineral safeguarding area can be downloaded at:

<https://www.lancashire.gov.uk/council/planning/local-planning-policy-for-minerals-and-waste/>

Appendix A

Example sketch plan for applications which works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in a conservation area



Appendix B

Additional information for new agricultural buildings/ horticultural enterprises/
agricultural workers dwelling



**ADDITIONAL INFORMATION
REQUIRED FOR NEW
AGRICULTURAL BUILDINGS,
HORTICULTURAL ENTERPRISES
AND AGRICULTURAL WORKERS
DWELLINGS**

Applicant Name	
Application Site	
Proposed Development	
Planning History (Previous Applications)	

1. Land

Land	Total Area in Hectares	Agricultural Land Classification
Owned		
Rented		
Short-term		

Land Use (In hectares) : Pasture Meadow Crop

2. Enterprise

Dairy (Pedigree/Commercial)

Type	Number	Milk Quota
Dairy Cows		
In-calf heifers		
Bulling heifers		
Calving		
Young Stock		

Beef Breeding

Type	Number
Suckler Cows	
Calving	
Heifers	
Calves	

Beef Rearing

Type	Number	Age	Age at Purchase	Age at Sale
Store Cattle				
Calves				
Bulls				

Sheep (Pedigree/ Commercial)

Type	Number
Breeding ewes	
Lambs	
Store Sheep	

Other Stock

Type	Number

Details of other site operations (e.g. storage of hay etc.)

3. Labour and Accommodation

Name	Age	Basis Full-time/ part-time/ casual	Hours of Work	Main Duties	Address and length of time at address

Property	Number	Address(es)	Number of years in ownership
Existing dwellings			
Other properties (incl occupiers)			
Previously owned properties			
Available properties in the locality			

(Continue on separate sheet if necessary)

4. Agricultural Machinery

Existing

Type	Size	Details of storage/ garaging

Proposed

Type	Size	Details of storage/ garaging	Justification of need

5. Proposed Development Justification

Need

Siting

Design

Future Plans

6. Financial Details

7. Existing Buildings (details of existing buildings and their uses)

Appendix C

Timetable for works involving protected species, habitats and vegetation

Part 1 Local Requirements For Protected 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 in this table. 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, 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. 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 alternative 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. 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.

The information provided in response to the above requirements are consistent with those required for an application to Natural England for a European Protected Species Licence. A protected species survey and assessment may form part of a wider Ecological Assessment and/or part of an Environmental Impact Assessment.

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

- a) 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.
- b) If it is clear that no protected species are present, despite the guidance in the above table 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 person, or a relevant local nature conservation organisation).
- c) 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 above *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

Proposals for Development that will trigger a Protected Species Survey	Species likely to be affected and for which a survey will be required									
	Bats	Barn Owls	Breeding Birds	Great Crested Newts	Otters	Water Vole	Badger	Reptiles	Amphibians	Plants
<p>Proposed development which includes conversion, modification, demolition or removal of buildings (including hotels, schools, hospitals, churches, commercial premises and derelict buildings) which are:</p> <ul style="list-style-type: none"> • agricultural buildings (e.g. farmhouses, barns and outbuildings) of traditional brick or stone construction and/or with exposed wooden beams; • buildings with weather boarding and/or hanging tiles that are within 200m of woodland and/or water; • pre-1960 detached buildings and structures within 200m of woodland and/or water; • pre-1914 buildings within 400m of woodland and/or water; • pre-1914 buildings with gable ends or slate roofs, regardless of location; • located within, or immediately adjacent to woodland and/or immediately adjacent to water; • Dutch barns or livestock buildings with a single skin roof and board-and-gap or Yorkshire boarding if, following a preliminary roost 	•	•	•							

assessment (see Chapter 8 for details) the site appears to be particularly suited to bats.										
<p>Development affecting built structures:</p> <ul style="list-style-type: none"> tunnels, mines, kilns, ice-houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and structures; unused industrial chimneys that are unlined and brick/stone construction; bridge structures, aqueducts and viaducts (especially over water and wet ground). 	•									
<p>Floodlighting of:</p> <ul style="list-style-type: none"> churches and listed buildings, green space (<i>e.g.</i> sports pitches) within 50m of woodland, water, field hedgerows or lines of trees with connectivity to woodland or water; any building meeting the criteria listed in (1) above. 	•	•	•							
<p>Felling, removal or lopping of:</p> <ul style="list-style-type: none"> woodland; field hedgerows and/or lines of trees with connectivity to woodland or water bodies; old and veteran trees that are more than 100 years old; mature trees with obvious holes, cracks or cavities, or which are covered with mature ivy (including large dead trees). 	•		•				•			•

Proposals affecting water bodies: <ul style="list-style-type: none"> in or within 200m of rivers, streams, canals, lakes, reed beds or other aquatic habitats. 	•		•		•	•			•	•
Proposals located in or immediately adjacent to: <ul style="list-style-type: none"> quarries or gravel pits; natural cliff faces and rock outcrops with crevices or caves and swallets. 	• •		• •					• •		
Proposals for wind farm developments of multiple wind turbines and single wind turbines	•									
Proposed development affecting any type of buildings, structures, feature or location where protected species are known to be present	•	•	•	•	•	•	•	•	•	•
	Bats	Barn Owls	Breeding Birds	Great Crested Newts	Otters	Water Vole	Badger	Reptiles	Amphibians	Plants

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 in these tables. 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, 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 or geological data from a local environmental records centre. 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.

In addition, proposals are to be encouraged that will enhance, restore or add to designated sites priority habitats, other biodiversity features or geological 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.

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 ecological advisor and/or the local Wildlife Trust 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.

Table 2

<p>1. Designated Sites</p> <p>Nationally designated sites</p> <p>Regionally/ Locally designated sites</p>	<p>Sites of Special Scientific Interest (SSSI)</p> <p>Historic Parks and Gardens</p> <p>Biological Heritage Site (BHS)</p> <p>Geological Heritage Site</p> <p>Ancient Woodland</p> <p>Ancient Woodland buffer zone</p>
<p>2. Priority Habitats</p>	
Arable field margins	
Traditional orchards	
Hedgerows	
Aquifer-fed naturally fluctuating water bodies	
Eutrophic standing waters	
Mesotrophic lakes	
Oligotrophic and dystrophic lakes	
Ponds	
Rivers	
Lowland calcareous grassland	
Lowland dry acid grassland	
Lowland meadows	
Purple moor-grass and rush pastures	
Upland calcareous grassland	
Upland hay meadows	
Lowland heathland	
Mountain heaths and willow scrub	
Upland heathland	
Calaminarian grasslands	
Inland rock outcrop and scree habitats	
Limestone pavements	
Open mosaic habitats on previously developed land	
Blanket bog	
Lowland fens	
Lowland raised bog	
Reedbeds	
Upland flushes, fens and swamps	
Lowland beech and yew woodland	
Lowland mixed deciduous woodland	
Upland mixed ashwoods	
Upland oakwood	
Wet woodland	
Wood-pasture and parkland	

Table 3 Ecological Survey Seasons

Optimal Time



Extending Into



	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Badgers		Optimal Time			Extending Into						Optimal Time	Extending Into
Bats (Hibernation Roosts)	Optimal Time										Optimal Time	
Bats (Summer Roosts)				Extending Into	Optimal Time					Extending Into		
Bats (Foraging/ Commuting)				Extending Into	Optimal Time					Extending Into		
Birds (Breeding)			Optimal Time				Extending Into					
Birds (Over-Wintering)	Optimal Time										Optimal Time	
Great Crested Newts			TERRESTRIAL Optimal Time							Extending Into		
			AQUATIC Optimal Time									
Otters	Optimal Time											
Reptiles				Optimal Time						Extending Into		
Water Voles			Extending Into	Optimal Time						Extending Into		
White Clawed Crayfish							Optimal Time					

Habitats/ Vegetation			WOODS			
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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. 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).

Local Biological/ 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 can undertake such surveys (*e.g.* issued by Natural England). Surveys should follow published national or local methodologies.