

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PLANNING & DEVELOPMENT COMMITTEE

Agenda Item No.

meeting date: THURSDAY, 10 NOVEMBER 2016  
 title: MINOR CHANGES TO THE DEVELOPMENT MANAGEMENT PROTOCOL  
 submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES  
 principal author: JOHN MACHOLC, HEAD OF PLANNING SERVICES

## 1 PURPOSE

1.1 To advise members of minor changes to the development management protocol which has resulted from an update and suggestions following meetings with planning agents and other users of the service.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives - } To be a well-managed Council, providing efficient services and to ensure the authority provides Council
- Corporate Priorities - } Tax payers with value for money within the current
- Other Considerations - } financial constraints.

## 2 BACKGROUND

2.1 The Development Management Protocol has been operating since November 2005 and has been the subject of various modifications, the most recent in July 2015 which resolved to changes in how Parish and Town Councils were notified on planning applications and gave delegation to Head of Planning Services in relation to further minor changes.

2.2 The minor changes to the document relate to the following:

### **Section 1.5.6 now reads:**

1.5.6 "Applicants, objectors and others should contact the case officer for advice regarding details or progress about the application. As a rule officers will not contact the applicants or objectors about progress. However, in relation to Committee items where possible the Council will contact the applicant and any Action Group to advise them when the application is to be determined by Planning and Development Committee."

2.3 This section has been altered to include a commitment to contact applicants and any relevant Action Group the date the application is scheduled to be determined at Committee. This will normally be done when the Committee Agenda has been published and is available for inspection on the Council's website. It is recognised that it will not be possible to advise all interested parties but I consider this to be an improved level of service and enable key participants to be informed in relation to the timetable of any Committee application. In the past there has been some concern expressed by objectors and applicants that they were not aware of the application being presented to

Committee. It is important to emphasise that anyone can contact the Department to check progress and will be advised as appropriate.

- 2.4 Other changes are minor changes regarding the wording to reflect the previously agreed changes.

**Section 1.7.4 now reads**

1.7.4 Any responses from an objector/supporter of a scheme will not be acknowledged and correspondence would not normally be entered into regarding the substance of a letter.

**Section 1.20.1 now reads**

1.20.1 The Council recognises the need for continued improvement and therefore the receipt of information from its service users is valuable. It is therefore committed to improving the service and adding value to the development control service. To assist with this it will continue to seek to improve the service and have regard to suggested improvements that come forward from contact with agents and members of the public.

- 2.5 The protocol has been amended to reflect the current delegation arrangements and the percentage of planning applications now determined under the existing scheme. This has increased from 82% to 93% and is now in line with the national target.

**Section 1.13.2 now reads**

1.13.2 The Government has a target to increase the amount of delegation to Officers and currently the Council's existing delegation rate is about 93%. The current Delegation scheme can be inspected on the Council's website.

**Section 1.14.4 now reads**

1.14.4 Public participation is also available subject to certain criteria. If it is your intention to speak and wish to circulate documents you are asked to forward the documents in advance of the meeting so Members are aware of the information and also to assist the smooth running of the meeting. The Council from time to time reviews its Public Participation procedure and may update and alter the procedure. It is always best to contact the Committee Clerk should you wish to speak at Committee to check if the arrangements and obtain the current guidance.

3 ISSUES

- 3.1 I do not consider the changes have any significant impact on the resources of the Department and the improved level of communication will lead to an overall improvement in the service offered to the users.

4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:

- Resources – The changes to development management protocol would result in time and resource efficiencies.
- Technical, Environmental and Legal –The changes do not have any implications of this nature

- Political – None.
- Reputation – As the measures would result in an overall improvement to the Planning Service it would enhance its reputation.
- Equality & Diversity – No implications identified.

## 5 **CONCLUSION**

The changes are either an update to the current situation or result in an improved level of service for the users and as such should be welcomed.

JOHN MACHOLC  
HEAD OF PLANNING SERVICES

JOHN HEAP  
DIRECTOR OF COMMUNITY SERVICES

For further information please ask for John Macholc, extension 4502.

### BACKGROUND PAPERS

DM Protocol Revised July 2013 and July 2015

REF: JM/CMS/10/11/16/P&D



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

# DEVELOPMENT MANAGEMENT PROTOCOL

Adopted 22<sup>nd</sup> November 2005

First modified 13<sup>th</sup> June 2006

Modified July 2013

Modified July 2015

Modified September 2016

# CONTENTS

<b>DEVELOPMENT MANAGEMENT PROCESS</b> .....	<b>1</b>
1.1 OBJECTIVES OF THE PROTOCOL.....	1
1.2 Pre-Application Process .....	2
1.3 Submission of Application.....	4
1.4 Contents of Applications .....	5
1.5 Processing the Application.....	6
1.6 Consultation Process.....	8
1.7 Neighbour Notification .....	8
1.8 Applications to be determined by Lancashire County Council.....	10
1.9 Statutory and Other Consultees .....	11
1.10 Parish and Town Council.....	12
1.11 Negotiation and Amendments .....	13
1.12 Recommendations .....	14
1.13 Decision Making .....	14
1.14 Planning and Development Committee.....	15
1.15 Delegation to Officers .....	16
1.16 Issue of Decision Notice .....	17
1.17 Appeals .....	17
1.18 Policy on Minor Amendments .....	18
1.19 Retrospective Planning Applications.....	18
1.20 Review of the Service.....	19
1.21 Appendix - Validation Checklist .....	21
<b>FULL PLANNING APPLICATION</b> .....	<b>23</b>
<b>FULL PLANNING APPLICATION FOR CHANGE OF USE WITHOUT EXTERNAL BUILDING WORKS</b> .....	<b>25</b>
<b>OUTLINE PLANNING APPLICATION</b> .....	<b>27</b>
<b>PRIOR NOTIFICATION PROCEDURE</b> .....	<b>29</b>
<b>HOUSEHOLDER APPLICATIONS</b> .....	<b>31</b>
<b>LISTED BUILDING AND CONSERVATION AREA CONSENT APPLICATIONS</b> .....	<b>32</b>
<b>CERTIFICATES OF LAWFULNESS</b> .....	<b>33</b>
<b>TREE APPLICATIONS</b> .....	<b>34</b>
<b>ADVERTISEMENT CONSENT</b> .....	<b>35</b>

# DEVELOPMENT MANAGEMENT PROCESS

## 1.1 OBJECTIVES OF THE PROTOCOL

1.1.1 The production of a development control protocol has been and will continue to be one of the key actions in the Council's service plan. It is important that the objectives of the development management protocol fit into the delivery of the Council's ambitions and the objectives as set out in the Corporate Plan.

1.1.2 One of the core values of the Corporate Plan is to "Ensure that access to services is available to all.

1.1.3 Within that overall context the objectives of the protocol are:

- To ensure that the development management process is open and consistent.
- To ensure that Members, officers, applicants, agents and all other stakeholders are clear about their respective roles in the process.
- To ensure that the process accommodates community involvement in an open and accessible way
- To ensure that the optimum balance is reached between the quality of the decision reached and the time taken to reach it.

## 1.2 *Pre-Application Process*

- 1.2.1 The key to making a speedy decision is getting it right first time. Discussing a development proposal before the submission of the planning application is often essential to achieving this. Pre-application discussions are encouraged and the Council operates a charging system with a dedicated part time pre application advice officer. The pre application process can sift out schemes which can be clearly unacceptable which save both time and money to all parties.
- 1.2.2 The Council is committed to this process and will endeavour to make the necessary arrangements. To allow the Council to offer the best advice possible the applicant should be clear about what they want to achieve and provide comprehensive details of any proposal, including sketch plans, working drawings and photographs of the site. The applicant is requested to complete the appropriate pre application form and pay the requisite fee at the time of requesting pre application advice.
- 1.2.3 There is some concern that pre application advice could be misinterpreted or prejudicial to an eventual decision. To minimise this concern the Council will:
- Record all pre-application advice in a retrievable format and send out a written response. These guidelines will apply:
  - Any discussions do not commit the Council to make a particular decision and are an informal officer opinion and not binding to any final decision of the Council.

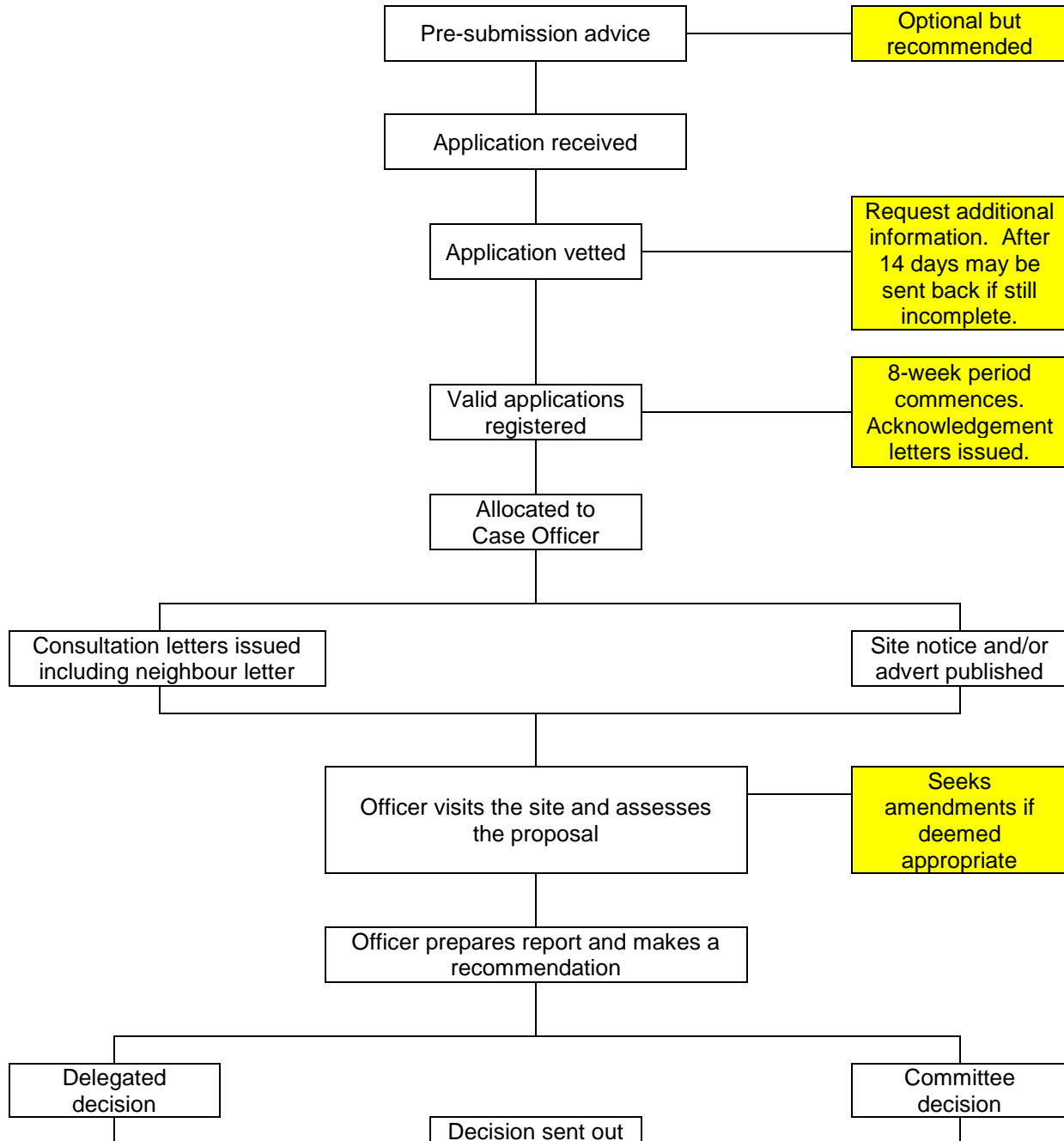
- In giving pre-application advice, officers will outline the procedure of a planning application including Committee involvement in the decision making process.



### 1.3 Submission of Application

1.3.1 The following flow chart gives an example of the normal process of a planning application and identifies some of the main stages from concept to decision.

Application Flow Chart - Key Stages



---

## 1.4 *Contents of Applications*

1.4.1 It is important that all applications contain relevant documents so that they can be validated as soon as possible. As well as the statutory requirements the agent/applicant is required to include the following additional information on certain, if not all, applications:

CD's containing all documents and plans on all applications other than Householder schemes and prior notification applications.

Structural survey on all proposals involving conversions of agricultural buildings.

Blue edge the extent of the entire site ownership on all agricultural developments.

Dimensioned drawing with all elevations annotated.

Accurate description of the proposal eg extension should read single storey rear extension if that is what it is.

Accurate site address including postcode.

In cases of proposals for Certificate of Lawfulness for an Existing Use the applicant is asked to give as much additional information as possible. Depending on the nature of the proposal this may include historic factual evidence, sworn affidavits.

Design Statements.

Protected Species survey.

Employment Statistics.

Travel plans and Transport assessments.

Plans of Existing Elevations.

On proposals in sensitive locations or ones that would have an impact on neighbouring buildings or the open countryside, plans showing its relationship to the surrounding area.

Where developments are attached to neighbouring properties such as semi detached or terraced dwellings it is also useful to include the relevant elevation of the adjoining property.

- 1.4.2 A high quality submission with as much detail as possible will often assist the Council and its consultees in making a quicker decision as it may avoid the need for protracted correspondence that could hinder the speed of any formal decision.

## ***1.5 Processing the Application***

- 1.5.1 In cases where applications are incomplete they will not be formally registered but recorded as an invalid. The applicant will be advised accordingly and contacted by either phone, email or letter requesting the additional information. It is aimed to contact the applicant by the next working day.

- 1.5.2 If an apparently valid application is later found to be invalid following registration, the original start date for processing the application should be disregarded. On invalid applications:

Officers will continue to request additional information or amendment if necessary to enable the application to be processed. If the application remains invalid after 3 months the documents will be returned the fee will also be refunded in due course.

- 1.5.3 Once the basic registration has been completed, the application will be passed on to the case officer, at this time an acknowledgement will be sent out naming the case officer

and list of committee dates and all other relevant information. The case officer will be responsible for evaluating the application and preparing the necessary recommendation.

The site of each application will be visited at least once by the case officer and where a second opinion is necessary the Head of Planning Services or a senior officer will also visit.

- 1.5.4 Such visits normally occur without an appointment but if it is necessary such as for security reasons, appointments can be made.

If this is an essential requirement the applicant or agent is asked to highlight this on the application covering letter.

- 1.5.5 The purpose of a visit is to allow the case officer to view with the site and assess the situation. In some instances it may be necessary to view the site from other vantage points. In the case of applications determined by Planning and Development Committee Members will usually make their own visits unless there is an organised visit with officers in attendance.

- 1.5.6 Applicants, objectors and others should contact the case officer for advice regarding details or progress about the application. As a rule officers will not contact the applicants or objectors about progress.

- 1.5.7 When applications are submitted by agents they will normally be the sole point of contact for the case officer or administrative assistant.

The agent is requested to advise the applicant that they are the contact point for the Council and that they should not contact the Council regarding their proposal.

- 1.5.8 If this system is operated it will enable more officer time to be spent on the processing of applications and other such work and prevent the duplication of information requests. Often 3 or more people will ask for the same information about an application thereby hindering the officer and delaying completion of the process.

## ***1.6 Consultation Process***

- 1.6.1 The Council as Local Planning Authority is aware of the need to keep people informed about development proposals within the Borough. Certain proposals such as listed buildings, development in conservation areas, and applications termed as “major developments” require a formal statutory notice to be placed in the press and a site notice. However in the terms of the extent of neighbour notification, there is local discretion. A statutory minimum period of 21 days must be allowed for a response.

## ***1.7 Neighbour Notification***

- 1.7.1 The Council typically consults adjoining or potentially affected householders in the case of minor or straight-forward extensions but widening the notification as the scale of the proposal increases. Site notices will also be placed when legally required, and in some instances the Council will place notices on ones which may be deemed to be of interest to the wider area. Examples of such notices may be for a hot food takeaway or employment uses in residential areas.

1.7.2 One of the most common causes of complaints about the Council's planning services is an alleged failure to notify someone of a planning application. The Council will try to make sure everyone who may wish to comment is personally notified but this is not always feasible and it is also recognised that letters can go astray.

1.7.3 It is not possible to consult everyone who may have an opinion and therefore judgement is used by the case officer to determine how wide direct consultation should be. However, details of all planning applications received are published on the Council's website [www.ribblevalley.gov.uk/planning](http://www.ribblevalley.gov.uk/planning) and most applications are picked up by the local press. All written representations, whether or not received as a result of direct consultation are taken into account before a recommendation or decision is reached.

The Council will continue to accept all written comments until the decision has been made, irrespective of whether or not the statutory consultation period has elapsed.

When an application is to be determined at Planning and Development Committee correspondence received on the day of the meeting may not always be accepted but where possible this will be reported verbally.

1.7.4 Any responses from an objector/supporter of a scheme will not be acknowledged and correspondence would not normally be entered into regarding the substance of a letter.

The Council will continue to accept anonymous objections.

It should be noted that objections and supporting letters are public documents and available for inspection upon receipt.

1.7.5 The fact that objections have been received does not necessarily mean any scheme will be resisted. The case officer will consider the validity of the objections in all instances and assess the proposal according to all relevant planning considerations. Many consultees feel frustrated that their objections are overruled but this does not mean the Council has ignored them. It is simply the case that the Council has assessed their comments but considered the scheme acceptable having regard to other considerations. Sometimes issues are raised that fall outside planning considerations such as:

- the work has already started;
- devaluation of property;
- loss of a view.
- He is a local man and a valued member of the community.

1.7.6 In certain instances, applicants and objectors have the opportunity to speak at Committee and to explain their views to members.

## ***1.8 Applications to be determined by Lancashire County Council***

1.8.1 When Ribble Valley are consulted by Lancashire County Council on planning applications that are to be determined by the County the responsibility of neighbour notification is with the County. In these circumstances the County is requested to forward a list of neighbours consulted to the Council and, advise the consultee to contact the local council to enquire about the council's public participation procedure and asked to forward all correspondence received as a result of the neighbour notification exercise to the council.

## 1.9 *Statutory and Other Consultees*

1.9.1 Depending on the complexity and nature of the application the Council may consult with other agencies. These include the Environment Agency, English Heritage and the Highways Authority. While in all cases the comments received are considered carefully, the formal decision or recommendation is based on a balanced assessment of all of the relevant factors from a planning perspective. In some situations there may be insufficient justification on planning grounds to support the recommendations of the statutory consultees. Conditions are often imposed to accommodate the views of the statutory consultees.

The Council will give 21 days for the statutory consultees to respond but where they consider their response to be critical they will normally wait for a formal response.

1.9.2 If the statutory consultee is unable they are to advise the Council accordingly.

1.9.3 In some situations it is possible to give a verbal response to an application to offer a quicker response. In these circumstances:

The Council will accept an initial verbal response followed by a formal written response or e-mail.

If deemed appropriate the Council will forward a consultation response direct to the applicant/agent.



1.9.4 In some situations reports may be prepared prior to the expiry of consultation dates. In these cases no decisions will be issued until the expiry of such date and if there are any late observations, these will be reported verbally. In cases when reports have been prepared prior to the consultation expiry date an addendum report summarising correspondence up and to the consultation expiry date may be circulated to Councillors prior to any relevant Committee meeting. Each case will be considered by the case officer on its individual merits as to whether or not such a report is necessary. -

## *1.10 Parish and Town Council*

1.10.1 In view of the need to inform the Parish and Town councils of planning applications within their boundary as quickly as possible the Council will send out details of the applications with links to the relevant plans and documents as soon as possible after submission of the planning application. The weekly list of all planning applications submitted within the borough will be available on the Council's website [www.ribblevalley.gov.uk/planning](http://www.ribblevalley.gov.uk/planning). This will enable them to comment on any developments that may be adjacent to their boundary.

The Council will normally send out consultation letters within 3- 5 days of receipt of a valid application.

The Council will notify adjacent Parishes of major developments close to their boundary.

When a Parish Council has objected to a proposal which is to be determined by Planning and Development Committee the Council will advise them of the date it is to be determined by Committee.

The Council may send out plans to Parish Councils upon request but will not send them out as normal practice with the application. If it considers that the application is of such significance that the sending out of plans would significantly benefit the decision making process and service, plans or a CD will also be sent out, an example of this might be major housing proposals which may generate significant public interest.

## *1.11 Negotiation and Amendments*

1.11.1 The Council is aware of the balance between quality of decision and speed and as such remains focused in securing amendments schemes to make an unacceptable proposal acceptable. However, it is often the case that some schemes are so far off the mark that it is appropriate to refuse applications without further discussion. In such cases, it is often appropriate to discuss the possibility of a resubmission which will not normally attract a fee.

When a proposal can be made acceptable by amendments to submitted plans the Council will require the necessary alterations to be submitted within a specified timescale, normally 10 days.

If the applicant is unable to meet the timescale specified, it is advisable to notify the Council and either withdraw the application or expect a refusal based on the original submission.

The applicant/agent is requested to be realistic and have regard to policies in the Plan in their initial proposals rather than expecting the Council to negotiate.

If any amendments are made the Council will not usually re-notify neighbours or Parish Council if there is a perceived improvement but will determine the applications having regard to the previously expressed concern. However, due consideration will be given to the effect of changes in any subsequent report.

In order to determine applications promptly there may be situations when reports have been prepared prior to the consultation period expiring. In such situations no formal decision will be issued until expiry of the consultation period.

## *1.12 Recommendations*

1.12.1 When the Case Officer has completed the evaluation of the application a recommended decision is prepared. .

1.12.2 Once the report has been prepared, it is checked by the Head of Planning Services. This is part of the quality control mechanism built into the process to ensure a level consistency. At this stage recommendations may occasionally be overturned by the Head of Planning Services usually reflecting the fact that the proposal is finely balanced. All recommendations are based on the planning merits of the application.

## *1.13 Decision Making*

1.13.1 In common with most local planning authorities Ribble Valley Borough Council make decisions on planning applications in one of two ways:

- Planning and Development Committee
- Delegation to Officers

1.13.2 The Government has a target to increase the amount of delegation to Officers and currently the Council's existing delegation rate is about 93%. The current Delegation scheme can be inspected on the Council's website.

### *1.14 Planning and Development Committee*

1.14.1 The Council's Planning and Development Committee meets approximately every 4 weeks.

1.14.2 A detailed report is prepared by the case officer for each planning application that is determined by the Planning and Development Committee. These planning application reports follow a standard format and provide a detailed issue by issue evaluation of each proposal. Reference is made to the planning history and a list of relevant planning policies. Consultation reports and letters of support/objection are summarised. On each report the case officer recommends a decision to Committee.

1.14.3 The reports are designed to be as comprehensive as possible without being long winded. All correspondence is available in the public file for any member or to inspect and any late items are reported verbally. Senior Officers attend Committee to give further advice if this is required.

1.14.4 Public participation is also available subject to certain criteria. If it is your intention to speak and wish to circulate documents you are asked to forward the documents in advance of the meeting so Members are aware of the information and also to assist the smooth running of the meeting. The Council from time to time reviews its Public Participation procedure and may up date and alter the procedure. It is always best to contact the Committee Clerk should you wish to speak at Committee to check if the arrangements and obtain the current guidance.

1.14.5 In the majority of cases the Committee decisions follow the Officer recommendation. From time to time however, Committee will weigh up the planning merits of a particular proposal and come to a different conclusion or require additional conditions. The Committee do have to give specific planning reasons for any decisions taken. When a decision is made by the Committee to overturn an officer recommendation it may be necessary to defer a decision and for the application to go back to a subsequent meeting with a revised report.

## *1.15 Delegation to Officers*

1.15.1 In recognition of the fact that the majority of applications are relatively straight forward, Committee has delegated power to delegate determination of some applications to the Director of Community Services.

1.15.2 Although the scheme of delegation process avoids the need for the preparation of detailed Committee reports, each application is dealt with thoroughly. A delegated file report is prepared with each application. This summarises the case and explains the

recommendations. The application files are open to the public and all relevant information is recorded

## *1.16 Issue of Decision Notice*

1.16.1 A planning permission does not legally come into force until the applicant receives the formal decision notice. The Council endeavours to despatch decision notices as soon as possible.

On delegated items decisions will normally be despatched within 24 hours of the date of the decision and sent out as second-class post.

On Committee items decisions will normally be despatched within 48 hours following the date of the Meeting.

If an agent has been appointed all decision notices will go to the agent unless the applicant has specifically required otherwise.

The Council will send out the decision notices and not send out any accompanying documents or plans with the decision notice.

## *1.17 Appeals*

1.17.1 All decisions can be challenged by applicants by way of appeal. Appeals are formally made to the Planning Inspectorate or the appropriate Office who will appoint an

independent Inspector to deal with the matter. Depending on the complexity or at the request of the applicant, the appeal could be dealt with by written representations, a hearing or a public inquiry. The Inspector considers the case of both parties and any third party representation and visits the site before making the decision. Either side may challenge the decision in the high court providing there are sufficient grounds on a point of law or in the case of judicial review the reason must be an irregularity in the process or in how the decision was arrived at.

1.17.2 The council will publish copies of the grounds of appeal as well as the statement of case submitted by the appellant and the Council on the website. This and the eventual appeal decision will be attached to the relevant web page relating to the planning application the subject of the appeal.

### ***1.18 Policy on Minor Amendments***

1.18.1 The Council will not normally give advice on minor amendments other than through the formal process of determining planning applications for Non material amendments or minor material amendment applications.

### ***1.19 Retrospective Planning Applications***

1.19.1 A person or persons responsible for a breach of planning control has the right to seek to regularise the matter through the submission of an application for retrospective planning permission.

The Council will not encourage such applications in respect of serious breaches of planning control where the granting of retrospective permission is considered to be unlikely.

Enforcement action will **not** be held in abeyance pending the outcome of the application in situations where there is a serious breach of control. However, it may be the case that prosecutions have to be adjourned in certain circumstances pending the result of such applications.

In the case of less serious breaches of control, formal enforcement action may be held in abeyance pending the outcome of a retrospective application, but, if the application is refused then formal action will be taken in all cases and if an appeal has been lodged the Council will in most cases continue to take the appropriate enforcement action.

## *1.20 Review of the Service*

1.20.1 The Council recognises the need for continued improvement and therefore the receipt of information from its service users is valuable. It is therefore committed to improving the service and adding value to the development control service. To assist with this it will continue to seek to improve the service and have regard to suggested improvements that come forward from contact with agents and members of the public





## *1.21 Appendix - Validation Checklist*

# Planning Services

## VALIDATION CHECKLIST

### *FOR ALL APPLICATIONS FOR PLANNING PERMISSION*



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

Your application **MUST** include the following:

CD including all plans and supporting documents is often useful but an application will not be made invalid without such details.

2 sets copies of the completed planning application forms, signed and dated.

2 sets of the Article 7 Certificate (Agricultural Holdings), signed and dated.

2 sets of the completed signed and dated Ownership Certificate (A, B, C or D).

If applicable, details of any assistance or advice sought from a Planning Officer prior to submitting your application – please indicate dates of any correspondence or discussion and name of officer.

2 sets of the location plan (Ordnance Survey based), at a scale of 1:1250 or 1:2500 or larger, or at an appropriate scale to show at least two main roads and surrounding buildings and should show the direction of North. The application site should be edged clearly with a red line and a blue line must be drawn around any other land owned by the applicant. (Hand drawn/traced or any plans subject to copyright will not be acceptable.)

3 copies of any other drawings required (see application specific checklist).

All plans should have a reference number on them.

Plan showing proposed development in relation to adjoining/adjacent property indicating door and window openings.

Indicate demolition on plan by hatching or labelling.

Plan showing section showing any addition to roof eg solar PV panels/dormer.

The correct fee.

# Planning Services

## VALIDATION CHECKLIST

### *FULL PLANNING APPLICATION*

If you are submitting all the details of new buildings, engineering works or extensions, the following additional plans will be required:



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

CD including all plans and supporting documents is often useful but an application will not be made invalid without such details.

2 sets of the block plan of the site to a scale of not less than 1:500.

2 sets of the existing and proposed elevations to a scale of not less than 1:100.

2 sets of existing and proposed sections and finished floor levels at a scale of not less than 1:100.

2 sets of existing and proposed floor plans at a scale of not less than 1:100 plus annotated with external dimensions.

2 sets of a site survey plan to a scale of not less than 1:200 showing existing features of the site eg walls, trees, buildings and other structures.

2 sets of a site survey plan at a scale of not less than 1:200 showing proposed features eg landscaping.

All proposed elevation plans to have annotated dimensions on plans.

In addition to the information that **MUST** be submitted with your application, the following information may also be required:

Transport Assessment

Draft Travel Plan

Environmental Statement

Retail Assessment

Design Statement

Supporting Planning Statement

Heritage Statement

Regeneration Assessment

Air Quality Assessment	<input type="checkbox"/>
Sustainability Appraisal	<input type="checkbox"/>
Noise Impact Assessment	<input type="checkbox"/>
Sound Insulation Assessment	<input type="checkbox"/>
Energy Statement	<input type="checkbox"/>
Nature Conservation and Ecological Assessment	<input type="checkbox"/>
Historical and Archaeological Assessment	<input type="checkbox"/>
Listed Building and Conservation Area Appraisal	<input type="checkbox"/>
Flood Impact Assessment	<input type="checkbox"/>
Assessment for the Treatment of Foul Sewage	<input type="checkbox"/>
Utilities Statement	<input type="checkbox"/>
Access Statement	<input type="checkbox"/>
Affordable Housing Statement	<input type="checkbox"/>
Ventilation/Extraction and Refuse Disposal Details	<input type="checkbox"/>
Structural Survey	<input type="checkbox"/>
Tree Survey	<input type="checkbox"/>
Lighting Assessment/Details of Lighting Scheme	<input type="checkbox"/>
Sunlight/Day Lighting Assessment	<input type="checkbox"/>
Planning Obligation(s)/Draft Heads of Terms	<input type="checkbox"/>
Bat/Barn Owl/Protected Species Survey	<input type="checkbox"/>
Landscape Visual Impact Assessment (Wind Turbines)	<input type="checkbox"/>
Viability Assessment.	<input type="checkbox"/>
Marketing Statement.	<input type="checkbox"/>
Business Support Statement (Holiday Let)	<input type="checkbox"/>
Photo Montages (Wind Turbines)	<input type="checkbox"/>
Noise Assessment (Site Specific – Wind Turbines)	<input type="checkbox"/>
Vehicle Park-up – diagram to show existing park-up and proposed park-up	<input type="checkbox"/>
Housing Needs Assessment	<input type="checkbox"/>

# Planning Services

## VALIDATION CHECKLIST

### *FULL PLANNING APPLICATION FOR CHANGE OF USE WITHOUT EXTERNAL BUILDING WORKS*

For applications that involve changing the use of a building or land but are not proposing any external works to the building, the following additional plans will be required:

CD including all plans and supporting documents is often useful but an application will not be made invalid without such details.

2 sets of the block plan of the site to a scale of not less than 1:500.

2 sets of existing and proposed floor plans at a scale of not less than 1:100.

### **FULL PLANNING APPLICATION FOR CHANGE OF USE WITH EXTERNAL BUILDING WORKS**

If your proposal involves the change of use of a building or land and involves external alterations eg construction of a flue, insertion of new windows, additional plans will be required:

CD including all plans and supporting documents is often useful but an application will not be made invalid without such details.

2 sets of the block plan of the site to a scale of not less than 1:500.

2 sets of the existing and proposed elevations to a scale of not less than 1:100.

2 sets of existing and proposed sections at a scale of not less than 1:100.

2 sets of existing and proposed floor plans at a scale of not less than 1:100.

2 sets of a site survey plan to a scale of not less than 1:200 showing existing features of the site eg walls, trees, building and other structures.

2 sets of a site survey plan at a scale of not less than 1:200 showing proposed features eg landscaping.

All proposed elevation plans to have annotated dimensions on plans.

All submitted plans should have a reference number.



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

In addition to the above, the following information may also be required for all change of use applications:

- Transport Assessment
- Draft Travel Plan
- Environmental Statement
- Regeneration Assessment
- Retail Assessment
- Design Statement
- Sustainability Appraisal
- Access Statement
- Supporting Planning Statement
- Air Quality Assessment
- Noise Impact Assessment
- Sound Insulation Assessment
- Energy Statement
- Assessment for the Treatment of Foul Sewage
- Listed Building and Conservation Area Appraisal
- Affordable Housing Statement
- Ventilation/Extraction and Refuse Disposal Details
- Structural Survey
- Lighting Assessment/Details of Lighting Scheme
- Sunlight/Day Lighting Assessment
- Planning Obligation(s)/Draft Heads of Terms
- Bat/Barn Owl/Protected Species Survey
- Heritage Statement
- Marketing Statement
- Tree Survey

# Planning Services

## VALIDATION CHECKLIST

### OUTLINE PLANNING APPLICATION

If you are proposing to erect buildings but do not wish to submit all the details at present, and would like to 'reserve' some or all of the details for future consideration, you will need to submit the following:



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

CD including all plans and supporting documents is often useful but an application will not be made invalid without such details.

2 sets of the maximum envelope of the proposed buildings (to show whether the proposed floorspace can be adequately accommodated within the site).

2 sets of other plans/drawings or details, which you would like to be considered at this stage, eg access arrangements, external appearance.

In addition to the information that **MUST** be submitted with your application, the following information may also be required:

All submitted plans should have a reference number.

Draft Section 106 (Heads of Terms)

Transport Assessment

Environmental Statement

Supporting Planning Statement

Design Statement

Access Assessment

Flood Impact Assessment

Utilities Statement

Tree Survey

Planning Obligation(s)/Draft Heads of Terms

Regeneration Assessment

Sustainability Appraisal

Energy Statement

Statement of Community Involvement



Ecological Surveys



Tree Information/Survey/Constraints



Archaeological Information



# Planning Services

## VALIDATION CHECKLIST

### *PRIOR NOTIFICATION PROCEDURE*

In addition to the form, the following information may also be required:

- Supporting Planning Statement
- Design Statement
- Access Statement
- Flood Impact Assessment
- Tree Survey
- Telecommunications

In addition to the information required to be submitted under Part 24 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995 (as amended) for a prior approval application and the requirements specified on the Council's application forms for planning permission, it is recommended that the following information is also submitted in order to assist with the processing of the application:

- A signed declaration that the equipment and installation fully complies with the ICNIRP requirements.
- Site type (micro or macro).
- Confirmation as to whether the Council's mast register and/or the industry site database has been checked for suitable sites.
- Details of annual rollout and pre application discussions with the Council.
- Details of all consultations carried out and copies of all written comments.
- Details of any consultations carried out with a particular school or further education college if relevant.
- Details of any consultation carried out with the



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

CAA/Secretary of State for Defence/Aerodrome operator if relevant.

Area of search.

Details of the proposed structure including the type of structure and its dimensions, height of existing building and details of the size of equipment housing and materials.

A map showing the relationship of the application site to schools and other telecommunication equipment in the vicinity.

A statement explaining the reasons for the choice of the design.

Technical information including the frequency, modulation characteristics, power output and the height of the proposed antenna.

Technical justification – details about the purpose of the site and why the particular development is required.

Details of alternative sites rejected with a justification for rejecting them: This should include existing masts, structures and other buildings within the search area.

An explanation if no alternatives considered.

Visual impact assessment where relevant.

Acoustic report where relevant.

Any other relevant additional information.

Agricultural Applications

Complete blue edge on plan  
Additional Agricultural Information (new buildings or farmhouses)

# Planning Services



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

## VALIDATION CHECKLIST

### *HOUSEHOLDER APPLICATIONS*

The following additional plans will be required:

- 2 sets of the existing and proposed site layout at a scale of not less than 1:100 or 1:200. This should include all buildings and structures, gardens, open spaces and car parking in the context of adjacent buildings including the location of any window.
- 2 sets of the existing and proposed elevations to a scale of not less than 1:100.
- 2 sets of existing and proposed floor plans at a scale of not less than 1:100.
- All proposed elevation plans to have annotated dimensions on the plans.
- In addition to the information that **MUST** be submitted with your application, the following information may also be required:
- 2 sets of existing and proposed sections at a scale of not less than 1:100.
- All submitted plans should have a reference number.
- Design statement (including details of proposed materials to be used for walls, roofs, windows, doors, hardstanding and boundary treatments).
- Supporting Planning Statement.
- New or Altered Access to a Public Highway or a Public Right of Way.
- Details on existing and proposed car parking arrangements.
- Drainage Strategy or Flood Risk Assessment.
- Tree Survey.
- Heritage Statement (if in Conservation Area)
- Bat Survey
- Design and Access Statement
- Street Scene Plan
- Plan showing development in relation to adjoining/adjacent properties, showing window and door openings.

# Planning Services

## VALIDATION CHECKLIST

### *LISTED BUILDING AND CONSERVATION AREA CONSENT APPLICATIONS*



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

The following additional plans will be required:

- CD including all plans and supporting documents is often useful but an application will not be made invalid without such details.
- 2 sets of existing and proposed elevations where alterations are proposed to a scale of not less than 1:100.
- 2 sets of Block Plans to a scale not less than 1:500 showing the boundaries of the site, the position of all existing buildings and the position of new extensions and buildings.
- 2 sets of Building Plans to a scale not less than 1:100 including plans of each floor where works are proposed.
- 2 sets of sections through the building.
- 2 sets of detail plans to a scale of not less than 1:20 to show all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details.
- All submitted plan should have a reference number.
- All proposed elevations to have dimensions annotated on plans.
- In addition to the information that **MUST** be submitted with your application, the following information may also be required:
- Structural Survey of the building.
- Supporting Planning Statement including reasoned justification for the proposed works which may include the submission of a structural survey or other analysis of the character or appearance of the Conservation Area.
- Heritage Statement which analyses the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact.
- Design Statement including the type colour, make and name of all materials to be used both internally and externally, including roofing and the surfacing of car parking areas etc.
- 3 sets of Photographs – up to date photographs showing the whole building and its setting and/or the particular section of the building affected by the proposals.

# Planning Services

## VALIDATION CHECKLIST

### *CERTIFICATES OF LAWFULNESS*

The burden of proof in a Lawful Development Certificate is firmly with the applicant and therefore sufficient and precise information should be provided. This may include the following:



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

CD including all plans and supporting documents is often useful but an application will not be made invalid without such details.

Existing and proposed floor plans (for all applications involving use of a building) to a scale not less than 1:100

Existing and proposed extensions (for all proposed building works) to a scale not less than 1:100 – annotated with dimensions

Sworn affidavit(s) from people with personal knowledge of the existing use or works carried out

Description of all uses of land within the site (if relevant)

Supporting Planning Statement (to include statement of grounds on which the Certificate is sought)

All submitted plans should have a reference number

# Planning Services

## VALIDATION CHECKLIST

### *TREE APPLICATIONS*

In addition to the information that **MUST** be submitted with your application, the following information may also be required:



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

CD including all plans and supporting documents is often useful but an application will not be made invalid without such details.

2 sets of dimensioned plan showing the precise location of all tree(s). The tree(s) should be numbered.

Tree Survey identifying the types of tree(s) and full details of the proposed works eg thin crown by X%.

In addition to the information that **MUST** be submitted with your application, the following information may also be required:

Supporting Statement stating reasons for the proposed work.

Photographs.

All submitted plans should have a reference number.

# Planning Services

## VALIDATION CHECKLIST

### *ADVERTISEMENT CONSENT*

In addition to the information that **MUST** be submitted with your application, the following information may also be required:



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

CD including all plans and supporting documents is often useful but an application will not be made invalid without such details.

2 sets of all advertisement drawings (showing advertisement size, position on the land or building, materials to be used, colours, height above the ground and extent of projection).

If the advertisement is to be illuminated, give full details of the method of illumination, including the colour.

In addition to the above, the following information may also be required:

Photomontages.

Supporting Statement.

3 copies of existing and proposed sections at a scale of not less than 1:100.

3 copies of the advertisements in the context with adjacent buildings.

All submitted plans should have a reference number.