

**RIBBLE VALLEY BOROUGH COUNCIL  
REPORT TO PLANNING & DEVELOPMENT COMMITTEE**

---

meeting date: 11 APRIL 2019  
title: VALIDATION CRITERIA  
submitted by: DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING  
principal author: REBECCA BOWERS, ASSISTANT PLANNING OFFICER

1 PURPOSE

- 1.1 To request that Committee approve the draft version of the Validation Criteria, (See Appendix A,) for a consultation period of six weeks. Following from the consultation period the Validation Criteria List will be reported back to Committee for final approval.
  
- 1.2 Relevance to the Council’s ambitions and priorities
  - Community Objectives }
  - Corporate Priorities } To be a well-managed council providing efficient services based on identified customer need.
  - Other Considerations }

2 BACKGROUND

- 2.1 The Growth and Infrastructure Bill, which was introduced to Parliament on 18 October 2012, includes measures which will place limits on the powers of local authorities to require information with planning applications by stipulating that such requests must be genuinely related to planning and reflect the nature and scale of the development proposed. Paragraph 44 of the National Planning Policy Framework (the Framework) makes it clear that local planning authorities should only request supporting information that is relevant, necessary and material to the application.
  
- 2.2 The Framework states that local planning authorities should publish a list of their information requirements for planning applications, which should be proportionate to the nature and scale of development proposals and reviewed at least every two years. The list should be subject to consultation and should be published on the local planning authority’s website.
  
- 2.3 The Council’s current Validation Checklists date back to 2013. The checklists include ‘national validation requirements’ which are statutory requirements for all applications, and a ‘local list’ of supporting documents that may be required depending on the nature and scale of an application. The intention of this document is to assist applicants when submitting planning applications and to ensure that planning applications can be validated on receipt.
  
- 2.4 The Council’s Local List of validation requirements is not intended to be overly prescriptive and 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 intended that this checklist will be reviewed and updated, where necessary, on a frequent basis.

### 3 ISSUES

- 3.1 The draft validation criteria sets out the supporting information that will usually be required to be submitted with a planning application, along with a description of the relevant threshold for the submission of each type of document.
- 3.2 Applicants will be able to view the validation criteria online prior to the submission of a planning application to ensure that they have the relevant documentation required to enable a swift and efficient validation.

### 4 The Next Steps

- 4.1 It is proposed to consult on the draft validation criteria for a minimum period of six weeks. The consultation will be sent to selection of agents/ developers who are active within the Borough, all elected Members, Town Councils, the local community and will be available to view on the Council's website. The consultation will be wholly electronic with an aim to ensure regular users of the service will be advised of the consultation although a paper version of the checklist will be available to view within the Council offices.
- 4.2 After the consultation period expires, any responses to the draft validation criteria will be taken into account when preparing the final revised criteria. The final version of the validation criteria will be reported back to Committee for approval.

### 5 Legal Implications

- 5.1 Information requested by a local planning authority for submission with a particular planning application must comply with two statutory tests set out in section 62(4A) of the Town and Country Planning Act 1990 (inserted by the Growth and Infrastructure Act) and article 11(3)(c) of the Town and Country Planning (Development Management Procedure)(England) Order 2015. These are:
  - reasonable, having regard in particular, to the nature and scale of the proposed development; and
  - about a matter which it is reasonable to think will be a material consideration in the determination of the application.
- 5.2 Regard has been had to these tests in producing the revised draft Validation Checklist.

### 6 RISK ASSESSMENT

- 6.1 The approval of this report may have the following implications

- Resources - any changes could be met with existing staffing and it may also free up some Member and officer time.

Technical, Environmental and Legal - The Town and Country Planning (Development Management Procedure) (England) Order 2015 sets out the provisions in respect of a local authority's ability to request information in respect of validating an application submitted to the Local Planning Authority. The only requirements which are to apply to a particular application are those published on their website which has been published within two years immediately before the date on which the application is made.

The Town and Country Planning (Development Management Procedure) (England) Order 2015 sets out a formal route for an applicant to challenge information requests by local authorities, enabling an applicant to appeal against non-determination after the statutory time period has passed and no formal validation has taken place.

This means that a local authority can no longer compel a developer to provide information because it is on a local validation list. If an applicant considers that the information requested on a local list does not meet the tests set out in the National Planning Policy Framework and the Act, they can now challenge the need to provide it.

As such currently the Local Planning Authority cannot insist upon the submission of any other documentation, other than the national requirements, to support an application which can cause delays at validation stage in both officer time and to the customer and runs the risk of the submission of a non-determination appeal where validation is in dispute.

- Political- No implications identified.
- Reputation – No implications identified
- Equality & Diversity – No implications identified

## **7 RECOMMENDED THAT COMMITTEE**

- 7.1 The Council's current Validation criteria documents are several years old now and do not reflect current local or national planning policy. Additionally the Local Planning Authority currently cannot compel a developer/applicant to provide documentation contained within the current local lists as they are more than two years old.
- 7.2 It is considered that changes to the existing validation criteria documents are necessary to ensure they align with local and national policy and guidance. In such circumstances there is a requirement for the proposed changes to be issued to the local community, including applicants and agents, for consultation.
- 7.3 The Committee is asked to agree to the publication of the draft Validation Criteria for consultation, with the final version of the criteria being approved at a subsequent committee post consultation.

7.4 Delegate the method of consultation to the Director of Economic Development and Planning

REBECCA BOWERS  
ASSISTANT PLANNING OFFICER

NICOLA HOPKINS  
DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING

For further information please ask for Rebecca Bowers, extension 4518.



Validation

Criteria for

Applications submitted to the  
Local Planning Authority

**Draft version March 2019**

## **Preface**

This document has been prepared by Ribble Valley Borough Council following the introduction of standard application forms (April 2008) and the introduction of the Pre-Application Advice Charging Scheme (introduced 2012).

## **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 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**

The Council are keen to promote the use of early discussions with agents and developers at pre-application stage as it is considered that early, collaborative discussions between developers, public sector agencies and the communities can help to shape better quality, more accepted schemes. These developments can be brought forward more quickly and deliver improved outcomes for the community. These discussions also avoid wasted effort, time costs 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 can be found at [https://www.ribblevalley.gov.uk/info/200361/planning\\_applications/1597/how\\_to\\_apply\\_for\\_planning\\_permission](https://www.ribblevalley.gov.uk/info/200361/planning_applications/1597/how_to_apply_for_planning_permission)

## **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 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 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.
- 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.

#### **b) any other plans, drawings and information necessary to describe the development which is the subject of the application and can include:**

- Site Plan
- Block Plan
- Existing and proposed floor plans
- Existing and Proposed Elevations
- Existing and proposed site sections and finished floor and site levels
- Roof plans

### **3. Ownership Certificates**

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Article 14 of 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.

**Certificate A-** 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-** 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-** 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-** 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.

#### **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.

The applicant is required to publicise, in a newspaper circulating in the locality in which the land to which the application relates is situated, their intended application at least 21 days prior to submission where the names and addresses of the land owners are not known in accordance with article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2015

#### **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](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 fee can be paid:

- over the phone (01200 425111) by debit or credit card; or
- by cheque - Payable to Ribble Valley Borough Council – please quote 'Planning Fee' on back of cheque; or
- Via on-line banking -for details please contact our finance department directly.

#### **6. Design and Access Statements**

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

In all areas:

- major development <sup>1</sup>
- development is in a conservation area 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.
- Applications for listed building consent

The Design and Access 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) of the DMPO;
- (c) for engineering or mining operations;
- (d) for a material change in use of the land or buildings;

---

<sup>1</sup> For the purposes of the Development Management Procedure Order, “major development” means:  
(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;

## **The Local List**

It should be noted that the Council's Local List of validation requirements is not mutually inclusive and the aim of the Checklist is to set out clearly for anyone submitting an application what is required by the Council to determine an application, which increases the certainty for consultants, developers, neighbours and community groups. The Checklist has been produced in line with national guidance and informed by policy, and therefore items and requirements on the local list are only requested where (as set out within article 34(6) (c) of the DMPO):

- they are proportionate to the nature, scale and location of the proposed development and
- matters which will be relevant, necessary and material to consideration of the application

Paragraph 44 of the National Planning Policy Framework states that local planning authorities should only request supporting information that is relevant, necessary and material to the application. This guidance is supported by the National Planning Practice Guidance (NPPG) and is intended to assist applicants when submitting planning applications and to ensure that planning applications can be validated on receipt.

## **Validation Dispute (article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015)**

If the need for a certain document/ plan is disputed (i.e. it is not considered 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/ are material to consideration of the application.

The Local Planning Authority can require additional information within 28 days of the receipt/ validation of the application.

## **Planning Obligations**

It is advised that the Planning obligations are considered at pre-application stage as the obligations are material planning considerations which could potentially delay the consideration of planning applications. As such whilst it is not a requirement for the validation of a planning application it is considered to be good practice to submit information about a proposed planning obligation alongside an application.

**Applicants should be aware that there will be a legal fee which the applicant will need to pay on completion of a Section 106 Agreement/Unilateral Undertaking.**

## **Local List Contents**

Plans to support an application.....	10
Householder Applications .....	12
Outline Planning Applications .....	12
Environmental Impact Assessment (EIA) .....	13
Biodiversity.....	14
Archaeological Assessment .....	15
Heritage Statement .....	15
Applications for Listed Building Consent.....	16
Structural Surveys.....	16
Proof of Marketing Statement .....	17
Financial Viability Assessment.....	17
Adoption Statement .....	18
Transport Statement, Transport Assessments (TA) and Travel Plan.....	18
Affordable Housing Statement.....	19
Land Stability Report .....	20
Statement of Community Involvement.....	20
Flood Risk Assessment.....	21
Drainage .....	22
Land Contamination Assessment .....	22
Noise Impact Assessment.....	23
Planning Statement .....	23
Tree Survey.....	24
Tree Works .....	24
Waste Management Strategy (Bin store/refuse disposal/recycling details).....	25
Landscape .....	25
Certificate of Lawfulness .....	25
Access Ramp Details .....	26
Flues & Ventilation extraction details .....	26
Shopfront Details.....	26
Telecommunications Development .....	26
Lighting Assessment .....	27
Sequential Assessment and Impact Assessment.....	27
Air Quality Assessment.....	28
Demolition of Buildings (including conservation areas).....	28

Agricultural applications.....	29
S73 Applications and Minor Non-material amendments.....	29
Mineral resource assessment.....	29
Prior Approval Applications- Part 3, Classes C, J, M, N, O, P, PA, Q, R, and S of the Town and Country Planning (General Permitted Development) Order.....	30
Wind Energy Applications .....	31
Appendix A .....	35
Appendix B.....	45
Appendix C.....	50
Appendix D .....	52
Appendix E.....	55
Appendix F .....	56
Appendix G .....	58
Appendix H .....	59

## Plans to support an application

The following plans will be required in support of the application. The plans should be provided at the stated scale **including the paper size** (i.e. 1:500 at A1) and should accurately show the direction of north (where appropriate):

### ***Existing and Proposed Site Plan***

The site plan(s) 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.
- g) Any footpaths/ public rights of way within the application site

### ***Existing and Proposed Block Plan***

Block plan(s) 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.

### ***Existing and proposed floor plans***

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.

### ***Existing and Proposed Elevations***

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

### ***Existing and proposed site sections and finished floor and site levels***

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.

### ***Roof plans***

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 (i.e. at a scale of 1:50/ 1:100/ 1:200). Details such as the roofing material, vents and their location are typically specified on the roof plan.

### ***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 hardsurfacing 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

## Householder Applications

The Council's Local List includes a list of all potential supporting documents for all types of applications. This list is extensive and the majority of the documents listed will not be applicable to householder applications. To assist with householder applications a separate checklist will be produced which sets out the documentation required to support a householder planning application (found at Appendix E).

## 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 and
- 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 within the design and access statement/ planning 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 (PLEASE NOTE: that plans submitted for illustrative purposes will not form part of the list of approved plans on any planning approval and should be clearly marked 'ILLUSTRATIVE' on the plans)**

**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, the accompanying 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 the accompanying 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 shown to the site. This is to enable an early assessment of whether safe vehicular and pedestrian access will be possible.

## Environmental Impact Assessment (EIA)

An Environmental Impact Assessment (EIA) should be provided for any major development that falls within Schedule 1 of the The Town and Country Planning (Environmental Impact Assessment) Regulations 2017. An EIA may also be required for other developments identified in Schedule 2 where its location and scale corresponds with those criteria listed in the EIA Regulations. An assessment will need to be undertaken as to the significance of any impact. This is to enable the likely environmental impacts of the proposed development to be properly considered by the Local Planning Authority. This is a three-stage process.

If you suspect that a proposal may need an EIA you can submit a request to the Local Planning Authority for a Screening Opinion. This request will need to be accompanied by:

- (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.

On receipt of the application for a screening opinion the Local Planning Authority will consult the relevant organisations and respond to the request normally within 3 weeks. If the Local Planning Authority considers that the proposal could have significant effects on the environment then they will require an EIA to be submitted with the planning application.

If a proposed development is EIA Development (by virtue of either Schedule 1 or Schedule 2) then 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. The Local Planning Authority will consult the relevant organisations and respond to the request normally within 5 weeks.

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.

**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.

## Biodiversity

Biodiversity is a material consideration in the planning decision. Development which has the potential to impact on biodiversity will be required to be supported by adequate information about important species, habitats and geological features, and appropriate design solutions.

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. This includes the conversion of existing buildings. Further advice in respect of the need for surveys can be found at Appendix A.

Further advice on where bats are likely to be present can be found at Appendix H

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, badgers), 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.

In order to help achieve gain for biodiversity each new residential unit (this includes conversions of non-residential buildings and new dwellings built to replace demolished dwellings) shall provide at least one bat or bird box/ brick per unit within the scheme. Other developments (e.g. commercial) will be required to provide a scheme including integrated boxes for bats and birds.

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.

**The Local Planning Authority undertake a hierarchical assessment of options for biodiversity on sites. The principle of the hierarchy is that enhancement should be the starting point when looking at the biodiversity of sites, before looking at avoiding and reducing impacts, then mitigating them, and only as a last resort compensating for their loss (please see Appendix G).**

## 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.

## Heritage Statement

For planning applications which involve a Listed Building, impact on the setting of a Listed Building and/or involve work within a Conservation Area the planning application will be required to include a description of the significance of any heritage assets affected, including any contribution made by their setting. 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 within a Conservation Area can be found at [https://www.ribblevalley.gov.uk/info/200359/conservation\\_and\\_listed\\_buildings/908/conservation\\_areas](https://www.ribblevalley.gov.uk/info/200359/conservation_and_listed_buildings/908/conservation_areas))

As a minimum the relevant historic environment record should be consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is proposed includes or has the potential to include heritage assets with archaeological interest an appropriate desk-based assessment and, where necessary, a field evaluation will be required.

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.

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.

## Applications for Listed Building Consent

Consent will be required from the Local Planning Authority for the following works to a Listed Building:

- Any works of demolition, alteration or extension that would affect the building's special character (Section 7 of the Planning (Listed Buildings and Conservation Areas) Act 1990).
- For replacement windows or doors or any other features that will affect the character of the building (e.g. flood resilient doors)

Applications for listed building consent shall be accompanied by:

- Existing and proposed elevation plans at a scale of 1:50 or 1:100
- Detailed plans at a scale of 1:2 showing all new doors, windows, panelling, fireplaces, plaster moulding and other decorative details
- Details of any pre-application discussion
- Structural Survey of the Building (if required)
- Photographs/photomontages
- Statement of Significance relating to elements of building or area (if Conservation Area or historic park and garden) or setting to be affected. Statement should be proportionate to assets importance and sufficient to understand potential impact of proposal on significance.

## Structural Surveys

For applications which include the reuse of existing buildings and include elements of demolition and rebuild, 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-frame 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

## Proof of Marketing Statement

In accordance with Policy DMB1 of the Adopted Core Strategy the loss of existing employment sites and buildings to non-employment generating uses will only be supported when it can be demonstrated that attempts have been made to secure an alternative employment generating use for site (must be supported by evidence ( such as property agents details including periods of marketing and response) that the property/business has been marketed for business use for minimum period of six months or information that demonstrates to the councils satisfaction that the current use is not viable for employment purposes.

Where the Council considers the loss of a commercial facility may have negative impacts for the local economy, it will be necessary to demonstrate there is no demand to retain the premises in commercial use. The property will be expected to have been offered for sale on the open market for a period of at least 12 months at a realistic price (confirmed by independent verification). Information on all offers made, together with copies of the sale particulars will also be required to accompany the application.

**PLEASE NOTE: The methodology for marketing should first be agreed by the Council and it is advised this is agreed at pre-application stage. Guidance on what will be required to form part of the proof of marketing is attached at Appendix F**

Proposals that have an adverse impact on existing community facilities will only be permitted as an exception where the proposed development would bring defined and demonstrable benefits.

## Financial Viability Assessment

Where an application submitted which would be contrary to Core Strategy Policies (i.e. a reduced affordable housing contribution) the application 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 Registered Provider 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. Open Space)

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) or any subsequent amendment

## 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/ connections 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 (if available).
- 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.

## 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).

A Transport Assessment is a comprehensive and systematic process that sets out various transport issues relating to a proposed development. It identifies what measures will be taken to deal with the anticipated transport impacts of the scheme in relation to all forms of travel.

Sustainable travel should take precedent over measures to increase traffic capacity and increased use of vehicles.

In some cases, the transport issues arising out of development proposals may not require a full Transport Assessment. In these instances a simplified report in the form of a Transport Statement may be more appropriate.

For major development the Transport Assessment is normally accompanied by a Travel Plan, which is a report containing a package of measures tailored to the transport needs of the development aimed at increasing travel choices and reducing reliance on the private car.

Planning applications for the following types and size of developments shall include either a Transport Statement or Travel Assessment and Travel Plan (**PLEASE NOTE:** These thresholds are for guidance purposes and should not be read as absolutes as some parts of the local highway network will be more sensitive to change than others. Early pre-application consultation with Lancashire County Council as the Highway Authority is recommended to determine the level and scope of the assessment that may be required):

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			

Full details of what should be included within a Transport Statement and Transport Assessment can be found at:

<https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>

Lancashire County Council's Sustainable Travel Team will be able to advise on the requirements for a Travel Plan Tel (01772 530201) or Email [sustainabletravel@lancashire.gov.uk](mailto:sustainabletravel@lancashire.gov.uk)

## Affordable Housing Statement

For housing schemes which require an element of affordable housing (in accordance with Policy DMH1 of the Adopted Core Strategy) 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 and details of the Registered Provider / Housing Association who will manage the affordable units (if applicable). The scheme should demonstrate how the split responds to local needs.

For proposed affordable discount sale housing units within a development the following calculation will be utilised to set a maximum sales value for these units:

The average weekly fulltime income in the borough x 1.5 = for weekly household income x 52 for the annual income X 4 for the which is the standard mortgage calculation.

Unless otherwise agreed with the Council, a relaxation of the Policy requirements of Policy DMH1 of the Adopted Core Strategy will only be considered if it is demonstrated that this would result in the development being financially unviable based on the findings of an economic viability assessment submitted to and approved by the Council. The Assessment should include the following:

- Value of the land (2/3 different estate agents valuations)
- Abnormal development costs
- Construction costs
- Price Registered Provider 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

Where the Council is not in agreement with the findings of the assessment an independent auditor will be appointed, at the cost of the applicant, to undertake a site-specific economic viability assessment.

Affordable housing will be provided on-site as part of a suitable mix of housing for the site. In rare situations the Council may assess a locations as unsuitable for affordable housing. In those cases financial contributions, instead of on-site affordable housing, may be considered acceptable.

## Land Stability Report

A Land Stability Report is required where development is proposed on or adjacent to 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.

## Statement of Community Involvement

Planning applications for major development should include a Statement of Community Involvement [**PLEASE NOTE:** Other types of application may benefit from pre-application community involvement and this should be discussed at pre-application stage]. 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.

The Localism Act 2011 proposed mandatory pre-application consultation with local communities for major applications and although to date this has not been activated (apart for Wind Energy Proposals as set out above) more formal 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 will provide 10 or more dwellinghouses;
- 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 any neighbouring property(ies) 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.

## Flood Risk Assessment

A flood risk assessment (FRA) will be required to accompany most planning applications for development proposals within one of the flood zones.

This includes development:

- in flood zone 2 or 3 including minor development and change of use
- more than 1 hectare (ha) in flood zone 1
- less than 1 ha in flood zone 1, including a change of use in development type to a more vulnerable class (for example from commercial to residential), where they could be affected by sources of flooding other than rivers and the sea (for example surface water drains, reservoirs)
- in an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency

Further information on whether your site is located within a flood zone can be sought from the Local Planning Authority

For householder applications located within a Flood Risk Zone the planning application shall be accompanied by a simple flood risk assessment. Further guidance can be obtained at: <https://www.gov.uk/guidance/flood-risk-assessment-standing-advice#what-to-include-in-your-assessment>

## Drainage

If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s) along with full details of the proposed drainage arrangements within the site.

It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers. Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage.

Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory.

If the proposed development results in any changes or replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.

Applications should include details of the disposal of surface water run-off. Where it is proposed to drain this to existing drains the location of those drains should be indicated and where Sustainable Drainage Solutions (SuDS) are proposed there should be sufficient engineering, geotechnical and hydrological information provided to demonstrate the feasibility and suitability of the proposed solution

## 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.

For small scale housing developments ( no more than 3 houses) the Assessment form found at Appendix C can be should be completed and submitted as part of the planning application

## Noise Impact Assessment

Proposals 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/ motorway) 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.

## Planning Statement

For major planning applications a Planning Statement will be required as part of the submission. Planning Statement's may also be useful for minor planning applications, where the development is likely to be controversial or to enable the case for the development to be put forward, this can be identified at pre-application stage. 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

## 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 BS5837:2005.

## 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 D 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 by contacting [planning@ribblevalley.gov.uk](mailto:planning@ribblevalley.gov.uk) or 01200 414499.

## Waste Management Strategy (Bin store/refuse disposal/recycling details)

All proposals which will include the creation new dwellings or extensions to existing ones, or new retail, business, industrial developments will be required to submit details of the proposed facilities for the storage & collection of refuse, as well as for the provision of recycling facilities. Hot food takeaways should indicate the provision of litter bins along with a regime for litter picking associated with the hot food takeaway use.

## Landscape

The Council requires the inclusion of basic information, including provision of levels at an early stage. Landscape strategies may be required for especially complex or phased developments where an overview or framework is needed.

It is recommended that landscape strategies are included either as supporting information or as part of Design and Access Statements or EIAs.

For sites that are considered to be particularly sensitive in landscape or visual terms Landscape and Visual Impact Assessment (LVIA) will be required. For example:

- where large scale developments are proposed, particularly vertical developments;
- where developments are within areas with a national or international landscape or landscape heritage designation (eg AONB);
- where developments may affect the settings of the above areas; or
- where developments will be particularly visible from publicly accessible viewpoints.

LVIAs should be carried out by qualified landscape professionals in accordance with the Landscape Institute and Institute of Environmental Management and Assessment's Guidelines for Landscape and Visual Assessment (GLVIA) 3rd Edition (2013) or any subsequent amendment.

## Certificate 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.

In accordance with article 39 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 as a minimum this should include:

- a) a plan identifying the land to which the application relates drawn to an identified scale and showing the direction of north;
- b) such evidence verifying the information included in the application as the applicant can provide; and
- c) a statement setting out the applicant's interest in the land, the name and address of any other person known to the applicant to have an interest in the land and whether any such other person has been notified of the application.

This evidence required in respect of criteria (b) above may include the following:

- 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
- 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)

## 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.

## Flues & Ventilation extraction details

All applications which involve the sale or preparation of cooked food, laundrettes 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 manufacturer's specifications, plans detailing the location of the equipment and the dimensions of the proposed equipment.

## Shopfront Details

Applications for new shopfronts shall be accompanied by:

- A section plan detailing the projection of any signage, canopies and roller shutters,
- Elevation plans detailing the existing and proposed shopfront, at a scale of 1:10 or 1:20, and
- A section plan of proposed shopfront, at a scale of 1:1 or 1:2

## 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.

## 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

## Sequential Assessment and Impact Assessment

A sequential assessment will be required for main town centre uses that are not proposed in an existing centre and are not in accordance with an up-to-date Local Plan. Proposals 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 1,000m<sup>2</sup> (200m<sup>2</sup> in the case of extensions to existing premises).

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.

## Air Quality Assessment

Regard must be had for the impact on Air Quality as a result of the development and where the development will worsen the air quality for those already living in the area mitigation measures will be required. Any such application shall be accompanied by an Air Quality Assessment setting out the identified impacts and the suggested mitigation measures.

In 2015 Central Government released the damage costs associated with Nitrogen Dioxide levels, with the document “Valuing Impacts on Air Quality – Updates in valuing changes in emissions of Oxides of Nitrogen (NOX) and concentrations of Nitrogen Dioxide (NO2) (September 2015). Within this document it is suggested that there are health effects associated with the Nitrogen Dioxide levels below those targets set by the National Air Quality Objectives.

Additionally in accordance with National Guidance the Council is keen to promote the use of alternative fuels for transport purposes.

One suggested form of mitigation is the inclusion of electric vehicle charging within schemes for new residential dwellings.

## Demolition of Buildings (including conservation areas)

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 along with details of the future use/ restoration of the site.

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 that the demolition will not adversely impact on any items of archaeological significance at / adjacent to the site.

If you live in a conservation area, you will need planning permission for relevant demolition in a conservation area to do the following:

- Demolish a building with a volume of more than 115 cubic metres.



- To demolish a gate, fence, wall or railing over 1 metre high next to a highway (including a public footpath or bridleway) or public open space; or over 2 metres high elsewhere
- Any building erected since 1 January 1914 and in use, or last used, for the purposes of agriculture or forestry.

The application shall be accompanied by:

- Floor Plans and Elevations of the building/ structure to be demolished
- A structural survey.
- An Ecological survey and report (to include where necessary a bat survey).
- A tree survey/Arboricultural implication where trees exist on the site or are immediately adjacent to areas of work.

## Agricultural applications

Applications for new agricultural buildings/ horticultural enterprises/ agricultural workers dwellings will be required to be accompanied by the following information in respect of the existing and proposed site arrangements:

- Full details of 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 [https://www.ribblevalley.gov.uk/download/downloads/id/10001/agricultural\\_information\\_form.pdf](https://www.ribblevalley.gov.uk/download/downloads/id/10001/agricultural_information_form.pdf) which should be completed and attached to any application for new agricultural buildings/ agricultural workers dwellings (including prior notification applications)

## S73 Applications and Minor Non-material amendments

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

- The description of the development on the application forms (question 5 on the application forms for removal or variation of a condition and question 7 on the application forms for a non-material amendment) shall list all of the amendments proposed.
- A supporting statement which specifically details all of the amendments proposed.
- 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).

## 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 Ribble Valley Borough Council to determine the application.

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/media/305791/Proposals-Map-2-MSA-A0.pdf>

## Prior Approval Applications- Part 3, Classes C, J, M, N, O, P, PA, Q, R, and S of the Town and Country Planning (General Permitted Development) Order

The Town and Country Planning (General Permitted Development) Order 2015 includes provisions to change the use of a building without the need to apply to the Local Planning Authority for planning permission (Part 3 of the GPDO, Classes C, J, M, N, O, P, PA, Q, R, and S) however prior to undertaking the development a developer is required to make an application to a local planning authority for a determination as to whether the prior approval of the authority will be required.

The application must be accompanied by—

- a written description of the proposed development, which, in relation to development proposed under Class C, M, N or Q of this Part, must include any building or other operations;
- a plan indicating the site and showing the proposed development- floor plans and elevations of the existing and proposed development, preferably at a scale of 1:50/ 1:100 or with the written dimensions on the plans, should be provided.
- in relation to development proposed under Classes M, N, O, P, PA and Q of this Part, a statement specifying the net increase in dwellinghouses proposed by the development
- the developer's contact address;
- the developer's email address if the developer is content to receive communications electronically;
- a site specific flood risk assessment ( where the site is in an area within Flood Zone 2 or Flood Zone 3; or in an area within Flood Zone 1 which has critical drainage problems)
- The required fee.

**PLEASE NOTE:** The local planning authority may require the developer to submit such information as the authority may reasonably require in order to determine the application, which may include—

- (a) assessments of impacts or risks;
- (b) statements setting out how impacts or risks are to be mitigated; or
- (c) details of proposed building or other operations.

## Wind Energy Applications<sup>2</sup>

All wind energy applications will be required to meet the requirements listed within Appendix F. Additional information may also be requested by Ribble Valley Borough Council prior to the validation of wind energy applications depending on the specific details and nature of the application or the nature or character of the area within which the application site is situated. Applicants or their agents are advised to seek advice on the need for such additional information from the Council at pre-submission stage.

**PLEASE NOTE: In accordance with The Town and Country Planning (Development Management Procedure) (England) Order 2015 applicants/ developers carry out consultation on a proposed application for planning permission, prior to the submission of the planning application to the Local Authority, for any development involving an installation for the harnessing of wind power for energy production where—**  
**(a) the development involves the installation of more than 2 turbines; or**  
**(b) the hub height of any turbine exceeds 15 metres.**

**(The above requirements do not apply to applications made pursuant to section 73 of the 1990 Act or applications of the description contained in article 20(1)(b) or (c) (consultations before the grant of a replacement planning permission subject to a new time limit))**

**The application for planning permission to the Local Planning Authority must be accompanied by particulars of—**

- (a) how the applicant complied with section 61W(1) of the 1990 Act;**
- (b) any responses to the consultation that were received by the applicant;**
- and**
- (c) the account taken of those responses by the applicant.**

***Please note that turbine height should be taken as the maximum height to the blade tip, rather than just the height of the mast or tower.***

The following information expands on some of the requirements of the validation checklist listed in Appendix F which are specific to these types of applications:

**FEE:** To calculate the fee, you must work out the total land area over which the blades of the turbine(s) can rotate (the total swept area), plus the area of any ancillary structures, engineering works and newly constructed access roads. As the fee for wind turbine developments is based on the area covered by the sweep of the turbine blades, the red line on the site location plan only needs to encompass this along with the ancillary works and new access tracks, rather than the whole site (please see appendix F)

**Transport Statement** shall include:

- The proposed total number of lorry and crane movements and routes of travel
- Details of what measures will be required to accommodate oversize loads on the road network

---

<sup>2</sup> PLEASE NOTE: All references to distances from the wind turbine etc. within this section are applicable unless a different approach is fully justified by the applicant.

- Details of the proposed engineering design and construction of access tracks, including details of their permanence or removal once the wind turbine(s) are erected, and source of materials.
- Details of crane hard standings
- Details of any concrete mixing to be carried out on site, and details of disposal of excess concrete and washing out of equipment
- Location and design of construction compound where appropriate
- Design and location of any electricity transmission equipment
- Proposed hours of construction

### **Landscape and Visual Impact Assessment**

A landscape and visual impact assessment which demonstrates how visual impacts have been minimised / mitigated and how the proposed turbine(s) will fit into the landscape. The assessment should include details of the following:

- Alternative sites which have been considered for the development
- Alternative turbine amounts / layouts / configurations which have been considered
- Alternative turbine heights / models / appearances which have been considered
- Alternative access arrangements / routes which have been considered
- Landscaping arrangements which have been considered to mitigate the visual / landscape impact of the proposed turbine(s)

For the above, it should be clearly demonstrated why the chosen arrangements represent the best option in terms of visual and landscape impact minimisation. The cumulative visual impact of the proposed turbine(s) with other existing operational or permitted turbines, or turbines currently subject to a planning application should be fully addressed in the Landscape and Visual Impact Assessment.

**Heritage Statement (which can be incorporated into the required Planning Statement):** Applications shall include an assessment of the impacts of the proposed turbine(s) on significant cultural, recreational or heritage assets which could potentially be affected. This should include any potential sub-surface archaeological issues. For turbines with a total height of under 40m, this should cover assets within a minimum radius of ten times turbine height (the Council reserves the right to request an assessment of the impacts on significant assets outside this radius if it is deemed necessary). For proposed turbines with a total height of 40m or above, the assessment should extend to significant assets within a radius of 5km of the nearest boundary of the site. For schemes of greater than 100 metre total height the 5km distance may be extended.

**Photomontage and/or Wireframe Diagrams:** The Council will expect all wind turbine applications to be accompanied by a representative range of photomontages and/or wireframe diagrams to demonstrate how the proposed turbine(s), ancillary equipment and access roads will fit into the landscape. Photomontages and wireframe diagrams should be created by a suitably qualified person or organisation. Locations for photomontage and wireframe diagram viewpoints should be agreed with the Council at the pre-submission stage.

**Zone Theoretical Visibility Maps:** Unless the application is for a single turbine with a height of 25m or less (which is not within 1km of any other operational or permitted turbines, or turbines currently subject to a planning application), the Council will expect applications to be accompanied by two Ordnance Survey based maps showing the Zone Theoretical Visibility (ZTV) of the proposed turbine(s):

- The first of the maps should show the ZTV of the proposed turbine(s) only.
- The second map should show the cumulative ZTV of the proposed turbine(s) along with any other operational and permitted turbines (and those currently subject to a planning application). Applicants should contact the Council to obtain an up to date list of such turbines.

The radius of the ZTV maps required depends on the proposed height of the turbine(s) in the application and other factors- please see Appendix F.

**Public Rights of Way Map:** The Council will expect a plan to be submitted which identifies all Public Rights of Way within a radius of 10 times turbine height from the centre of the turbine. The impact on locally and sub-regionally significant or recreational routes or long distance trails should be fully addressed where the turbine(s) will be located within 1km of such a route applicants are advised to contact the Council's Development Control department for clarification where they are unsure if such a route exists in proximity to the proposed turbine(s).

**Noise & Shadow Flicker Assessment:** For all wind energy applications the Council will expect that a plan is submitted which identifies any occupied buildings situated within a radius of ten times turbine height from the centre of the proposed turbine. In exceptional circumstances a greater distance may be prescribed. Site-specific noise assessments for all buildings within the identified radius should be carried out and full details and recommendations included within a report accompanying the planning application. The report should demonstrate that any noise is compliant with ETSU-R-97, as amended. Depending on the size of the proposed turbine(s) and the proposed location, submission of manufacturers' standard noise output specifications for a given turbine model may or may not be sufficient, as such specifications do not generally address site-specific conditions. Applicants should contact the Council at pre-application stage to confirm the likely requirements for information relating to noise.

In terms of shadow flicker effect, the Council will expect a report to be submitted which demonstrate that the impact on occupied properties within a radius of 10 times turbine height and if necessary any mitigating measures. The effects of Shadow flicker on the users of bridleways within a 10 times turbine height radius should also be addressed. Such reports should be carried out by a suitably qualified person or organisation, and set out clear recommendations.

**Details of Decommissioning Bond / Arrangements:** An indication of how decommissioning will be undertaken shall be provided. For all single wind turbines over a height of 40m (or multiple turbines of any height), the Council will expect that evidence is provided to demonstrate that a bond has been put in place with the Local Authority to cover the entire costs of decommissioning and removing the wind turbine(s) from site once they have reached the end of their 25 year operational period. This should be done through a Unilateral Undertaking. This is necessary to prevent redundant wind turbines from remaining in the landscape once the end of their operating life has been reached, and acts as a

safeguard in case of any financial constraints which may prevent the owner / operator of the turbine(s) from carrying out decommissioning works in future.

**Details of proposed Community Benefits:** Applicants for wind energy developments with a total generating capacity of 250kW or above should indicate how consideration has been given to compensating the community for the negative effects of the proposal. Provision of a community benefit scheme to compensate the communities likely to be most heavily impacted by proposed turbines will be expected for proposals generating 1Mw of power or greater.

**Details of impacts on communications / broadcast equipment:** The Council will consult the Ministry of Defence (Defence Infrastructure Organisation) and National Air Traffic Services (NATS) on wind turbine applications. As such, there is no requirement for applicants to consult with these two bodies prior to submission of an application. However, it is the responsibility of the applicant to demonstrate that the proposed turbine(s) will not cause any interference to the operation of any communications or broadcast equipment, through consultation with the operators of any masts or antennae which may be subject to adverse effects from the proposed turbine(s). Consultation responses from any such individuals or organisations should be submitted to the Council alongside the planning application.

Applicants should also demonstrate that any possible effects on telecommunications equipment, including television reception, have been considered and if necessary mitigation measures taken.

## Appendix A

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,
  - demonstrate that there will be no significant effect on any protected species present and



- 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"> <li>• agricultural buildings (e.g. farmhouses, barns and outbuildings) of traditional brick or stone construction and/or with exposed wooden beams;</li> <li>• buildings with weather boarding and/or hanging tiles that are within 200m of woodland and/or water;</li> <li>• pre-1960 detached buildings and structures within 200m of woodland and/or water;</li> <li>• pre-1914 buildings within 400m of woodland and/or water;</li> <li>• pre-1914 buildings with gable ends or slate roofs, regardless of location;</li> <li>• located within, or immediately adjacent to woodland and/or immediately adjacent to water;</li> <li>• Dutch barns or livestock buildings with a single skin roof and board-and-gap or Yorkshire boarding if, following a preliminary roost</li> </ul>	•	•	•							

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"> <li>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;</li> <li>bridge structures, aqueducts and viaducts (especially over water and wet ground).</li> </ul>	•									
<p>Floodlighting of:</p> <ul style="list-style-type: none"> <li>churches and listed buildings, green space (e.g. sports pitches) within 50m of woodland, water, field hedgerows or lines of trees with connectivity to woodland or water;</li> <li>any building meeting the criteria listed in (1) above.</li> </ul>	•	•	•							
<p>Felling, removal or lopping of:</p> <ul style="list-style-type: none"> <li>woodland;</li> <li>field hedgerows and/or lines of trees with connectivity to woodland or water bodies;</li> <li>old and veteran trees that are more than 100 years old;</li> <li>mature trees with obvious holes, cracks or cavities, or which are covered with mature ivy (including large dead trees).</li> </ul>	•		•				•			•

Proposals affecting water bodies: <ul style="list-style-type: none"> <li>in or within 200m of rivers, streams, canals, lakes, reed beds or other aquatic habitats.</li> </ul>	•		•		•	•			•	•
Proposals located in or immediately adjacent to: <ul style="list-style-type: none"> <li>quarries or gravel pits;</li> <li>natural cliff faces and rock outcrops with crevices or caves and swallets.</li> </ul>	• •		• •					• •		
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><b>1. Designated Sites</b></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><b>2. Priority Habitats</b></p> <hr/> <p>Arable field margins</p> <hr/> <p>Traditional orchards</p> <hr/> <p>Hedgerows</p> <hr/> <p>Aquifer-fed naturally fluctuating water bodies</p> <hr/> <p>Eutrophic standing waters</p> <hr/> <p>Mesotrophic lakes</p> <hr/> <p>Oligotrophic and dystrophic lakes</p> <hr/> <p>Ponds</p> <hr/> <p>Rivers</p> <hr/> <p>Lowland calcareous grassland</p> <hr/> <p>Lowland dry acid grassland</p> <hr/> <p>Lowland meadows</p> <hr/> <p>Purple moor-grass and rush pastures</p> <hr/> <p>Upland calcareous grassland</p> <hr/> <p>Upland hay meadows</p> <hr/> <p>Lowland heathland</p> <hr/> <p>Mountain heaths and willow scrub</p> <hr/> <p>Upland heathland</p> <hr/> <p>Calaminarian grasslands</p> <hr/> <p>Inland rock outcrop and scree habitats</p> <hr/> <p>Limestone pavements</p> <hr/> <p>Open mosaic habitats on previously developed land</p> <hr/> <p>Blanket bog</p> <hr/> <p>Lowland fens</p> <hr/> <p>Lowland raised bog</p> <hr/> <p>Reedbeds</p> <hr/> <p>Upland flushes, fens and swamps</p> <hr/> <p>Lowland beech and yew woodland</p> <hr/> <p>Lowland mixed deciduous woodland</p> <hr/> <p>Upland mixed ashwoods</p> <hr/> <p>Upland oakwood</p> <hr/> <p>Wet woodland</p> <hr/> <p>Wood-pasture and parkland</p>	

**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			
-------------------------	--	--	-------	--	--	--

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 may be 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.



## Appendix B

Small scale residential development Contamination Assessment Form

**Site Description (including grid reference)**

Include details of layout and ground covering, any evidence of former buildings or site activities, any evidence of made/ filled ground, any signs of subsidence or contamination (e.g. ground staining/ discolouration, odours, vegetation distress/ dieback)

--

**Site History (tick all that apply)**

	Domestic	Agricultural	Commercial	Industrial	Other (give details)
Proposed Land Use					
Current Land Use					
Past Land Use- last 150 years					

If the past land use has changed, please give date of changes (please use category types from previous table)	From	To	Land Use

What have the existing buildings on site been used for?		
Are there any buildings constructed from suspected asbestos containing material?	<b>Yes</b>	<b>No</b>

	<b>Yes</b>	<b>No</b>
Have any fuels been stored onsite?		
Have there been any fuel/chemical spills or leaks?		
If 'Yes' to either of the above, please state fuel./chemical, storage method and location, and details of any spillages		

Have there been any pollution incidents, either reported or unreported?	Reported		Unreported	
	Yes	No	Yes	No

Provide details of any surface water present onsite (including drains, ponds, streams and rivers)	
Provide details of any groundwater or surface water abstractions (including wells and boreholes)	

	<b>Yes</b>	<b>No</b>
Have any waste disposal activities (including the burning of waste) been carried out on site?		
Have any waste disposal activities been carried out on surrounding land within 250m of the site?		
Is there any evidence of demolition activities (e.g. rubble) onsite?		
If 'Yes' to any of the above, please provide details		

**Adjacent Land Use**

	Domestic	Agricultural	Commercial	Industrial	Other (give details)
Current Land Use					
Past Land Use- last 150 years					

Provide details of any surface water present onsite (including drains, ponds, streams and rivers)	
Provide details of any groundwater or surface water abstractions (including wells and boreholes)	

**Previous Land Contamination Reports**

Have any land contamination reports previously been completed for the site	Yes (please provide a copy)	No
--	-----------------------------	----

**Imported Soil**

Do you intend to import and soil or soil forming materials onto the site for use in garden areas, soft landscaped areas or to raise ground levels?	Yes (if so please refer to the YAHPAC guidance on Verification Requirements for Cover Systems)	No
--	--	----

**Suspected Contamination**

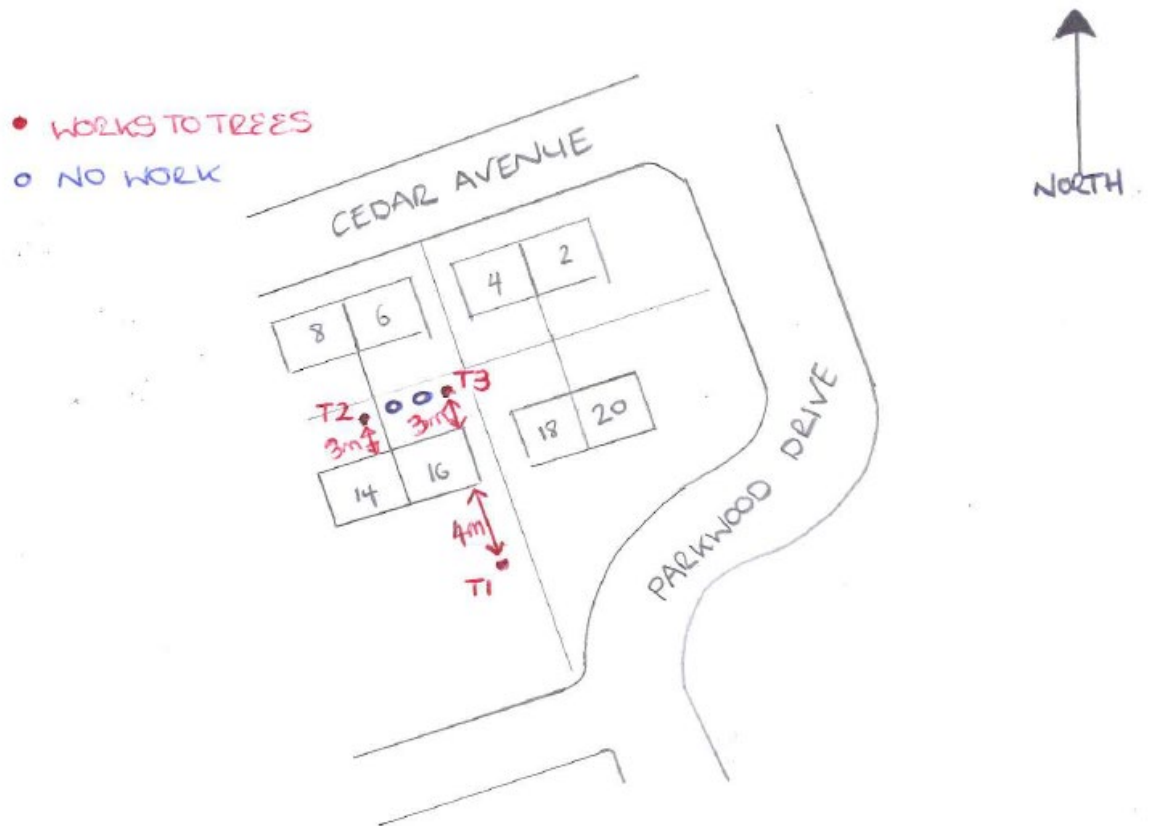
Based on the information you have provided in this form, do you think that contamination could be present at the site?	Yes	No
If 'yes' please provide details		

Please provide details of the sources of information you have used to complete this form

Signed..... Date.....

## Appendix C

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





## Appendix D

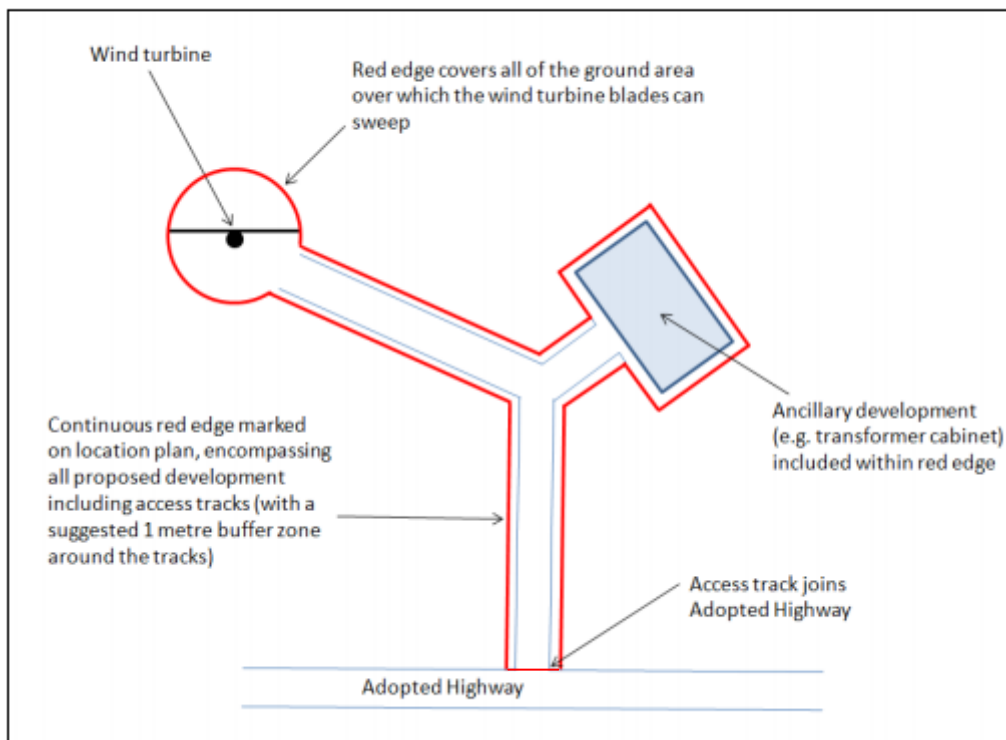
### Wind Energy Applications



**Applicants should ensure that applications include each of the items contained in the following table:**

1.	A completed application form and the correct certificates
2.	The correct planning application fee
3.	Location Plan at 1:1250 or 1:2500 scale
4.	Site / Block Plan at 1:250 or 1:500 scale
5.	Elevation Plans of Turbines and Ancillary Equipment at 1:50 or 1:100 scale
6.	Transport Statement
7.	Landscape and Visual Impact Assessment
8.	Planning Statement/ Heritage Statement
9.	Photomontage and/or Wireframe Diagrams
10.	Zone of Theoretical Visibility (ZTV) Maps
11.	Public Rights of Way Map
12.	Ecological Assessment
13.	Noise & Shadow Flicker Assessment
14.	Pre-application Community Consultation (IF REQUIRED)
15.	Coal Mining Risk Assessment (IF REQUIRED)
16.	Details of Decommissioning Bond / Arrangements (IF REQUIRED)
17.	Details of proposed Community Benefits (IF REQUIRED)
18.	Environmental Statement / Environmental Impact Assessment (IF REQUIRED)
19.	Details of impacts on communications / broadcast equipment (IF REQUIRED)

**Example of a Correctly Drawn Red Edge on Location Plan**



**ZTV Maps**

The radius of the ZTV maps required depends on the proposed height of the turbine(s) in the application and other factors. The following table sets out the Council's general requirements:

<b>Turbine Height (to blade tip)</b>	<b>Number of Turbines</b>	<b>Is the site within 1km of any other operational or permitted turbines, or turbines currently subject to a planning application?</b>	<b>Required Radius of ZTV Maps</b>
0-25m	1	No	Not required
0-25m	1	Yes	2km
0-25m	2-5	No	10km
0-25m	2-5	Yes	15km
0-25m	6-10	No	20km
0-25m	6-10	Yes	20km
0-25m	10+	No	20km
0-25m	10+	Yes	30km
26-60m	1	No	20km
26-60m	1	Yes	30km
26-60m	2+	No	30km
26-60m	2+	Yes	30km
Over 60m	1	No	30km
Over 60m	1	Yes	30km
Over 60m	2+	No	30km
Over 60m	2+	Yes	30km

## Appendix E

### Householder Checklist

<b>National Requirements</b>	
<input type="checkbox"/>	Completed application form, signed and dated
<input type="checkbox"/>	Completed ownership certificate and agricultural land declaration (A, B, C or D) as required by Article 14 of the Town and Country Planning (Development Management Procedure) Order 2010
<input type="checkbox"/>	Where Ownership Certificates B, C or D has been completed, the Householder Notice to Owners must also be submitted and/or published in accordance with Article 13 of the Town and Country Planning (Development Management Procedure) Order 2010.
<input type="checkbox"/>	Site location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of north (at a scale of 1:1250 or 1:2500)
	Plans, drawings and information necessary to describe the development which is the subject of the application, which can include:
<input type="checkbox"/>	Site plan (at a scale of 1:100 or 1:200) showing any site boundaries
<input type="checkbox"/>	Existing and proposed elevations (at a scale of 1:50 or 1:100)
<input type="checkbox"/>	Existing and proposed floor plans (at a scale of 1:50 or 1:100)
<input type="checkbox"/>	Existing and proposed site sections and finished floor and site levels (at a scale of 1:50 or 1:100)
<input type="checkbox"/>	Roof plans (at a scale of 1:50 or 1:100)
<input type="checkbox"/>	Design and Access Statement (for listed buildings or properties in a conservation area)
<input type="checkbox"/>	The appropriate fee

--

<b>Ribble Valley Local Information Requirements – Supporting Information</b>	
The following supporting documents (where relevant):	
<input type="checkbox"/>	Bat Survey
<input type="checkbox"/>	Flood Risk Assessment
<input type="checkbox"/>	Heritage Statement
<input type="checkbox"/>	Details of existing and proposed parking arrangements where the proposal will affect existing arrangements or include the creation of additional bedrooms.

## Appendix F

### Proof of Marketing

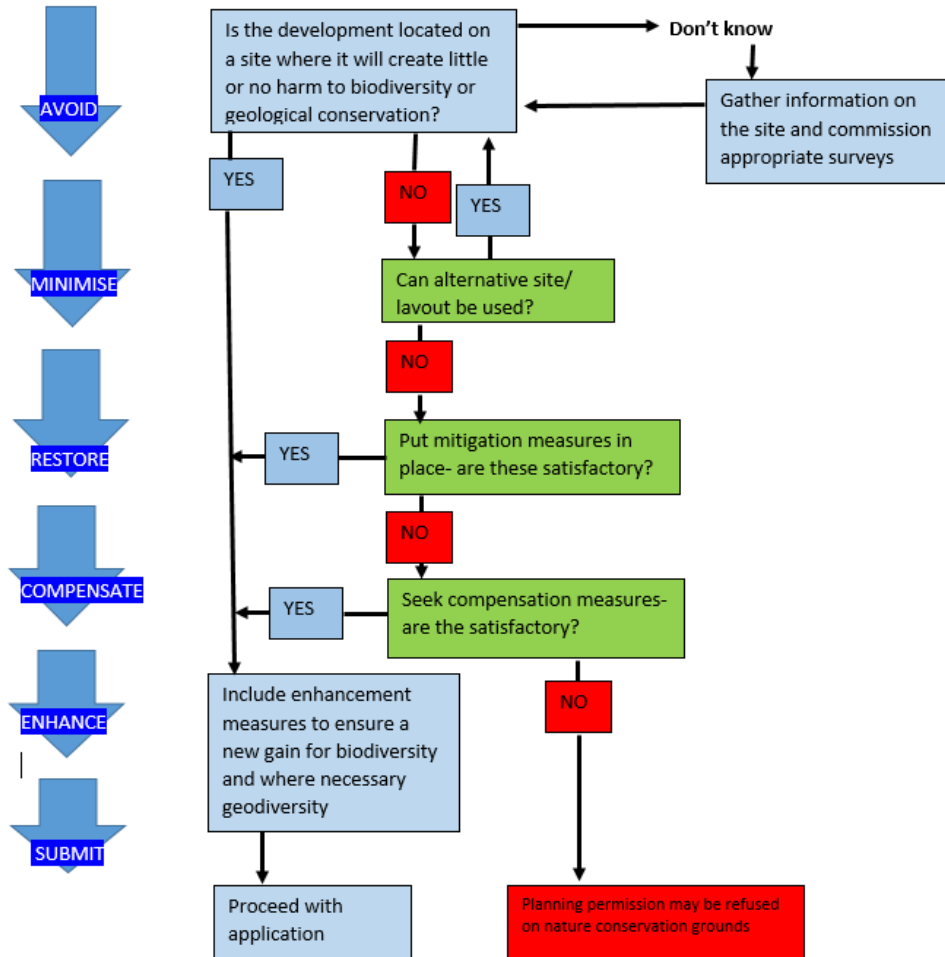
The Proof of Marketing should include as a minimum:

- a) The market price of the site/premises and an indication of this price relative to those prevailing for similar sites/premises in the local market, including details of an independent valuation;
- b) Details of any reductions in market price made during the course of marketing;
- c) The marketed use of the site which should include options for retaining the premises in commercial use including:
  - the potential for refurbishment;
  - redevelopment for new commercial uses;
  - sub-division,
  - amalgamation or selective demolition, in order to improve the format, layout and access arrangements;
- d) Details of the site particulars prepared, which should include the following information as a minimum:
  - Good quality internal and external photographs
  - A description of the site / premises
  - The current permitted use and all potential employment uses, subject to planning permission
  - Dimensions of the building / internal rooms / eaves height / door widths, if relevant/gross internal area / total size of the site, including any land. (Note: Any residential element to the property should be removed or subordinate to the commercial particulars.)
  - Extent of site, shown on a site plan
  - Site location, including map – the map extract should show the property in relation to the road network
  - Services e.g. electricity, gas, water and any other relevant information
  - Asking price & tenure – including both leasehold and freehold
  - All restrictions, conditions and covenants
  - Known costs, such as service charges, rateable value and any other known items
  - Terms and conditions associated with the sale
  - Parking availability and access to public transport
  - Contact details for viewing and more information
- e) The site should be continuously advertised by way of a commercial agent's advertisement board (minimum size 0.5 square metres in area) on each site frontage to the main highway throughout the period;
- f) The site should be continuously included on the commercial agent's website, the Councils' commercial property database/website and commercial property search sites, together with the agents own property papers and/or lists of commercial premises. Circulation should be undertaken to other local commercial agents, by way of mail shots

- and/or hard copies of sales particulars, and circulated again if any significant details change;
- g) The site should be advertised in the regional and local press, including the property press and specialist trade papers, on a frequent basis (minimum 6 adverts) throughout the marketing period. Details of where and how often the site was advertised, with copies of all advertisements placed, including dates, must be produced;
  - h) A monthly breakdown should be compiled, detailing contact details of interested parties in the property. All expressions of interest / offers received, including rental interest should be shown and progress with negotiations, including any offers rejected and the reasons for this. Where possible the applicant should obtain from interested parties the reasons why they were not able or willing to proceed. It is not sufficient evidence to just quote the number of viewings and generalise on the feedback;
  - i) Details should be shown of any variations in the marketed use of the site / premises that were introduced in the course of marketing;
  - j) Details should be provided of any variation in terms and conditions on which the site is being made available.

# Appendix G

## Biodiversity Hierarchy



## Appendix H

Guideline list of where bats are likely to be present and where developers can reasonably be expected to submit a bat survey.

- a) Proposed development which includes the modification, conversion, demolition or removal of buildings and structures (especially roof voids) involving the following:
  - all agricultural buildings (e.g. farmhouses and barns) particularly of traditional brick or stone construction and/or with exposed wooden beams greater than 20 cm thick;
  - all buildings with weather boarding and/ or hanging tiles that are within 200 m of woodland and/or water;
  - pre-1960 detached buildings and structures within 200 m of woodland and/ or water;
  - pre-1914 buildings within 400 m of woodland and/or water;
  - pre-1914 buildings with gable ends or slate roofs, regardless of location;
  - all tunnels, mines, kilns, ice-houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and structures; - all bridge structures, aqueducts and viaducts (especially over water and wet ground); and
  - all developments affecting buildings, structures, trees or other features where bats are known to be present.
- b) Proposals involving lighting of churches and listed buildings or floodlighting of green space within 50 of woodland, water, field hedgerows or lines of trees with obvious connectivity to woodland or water.
- c) Proposals affecting quarries with cliff faces with crevices, caves or swallets.
- d) Proposals affecting or within 400 m of rivers, streams, canals, lakes, or within 200 m of ponds and other aquatic habitats.
- e) Proposals affecting woodland or field hedgerows and/or lines of trees with obvious connectivity to woodland or water bodies.
- f) Proposed tree work (felling or lopping) and/or development affecting:
  - old and veteran trees that are older than 100 years;
  - trees with obvious holes, cracks or cavities; and
  - trees with a girth greater than 1 m at chest height.
- g) Proposed development affecting any feature or locations where bats are confirmed as being present, revealed by either a data trawl (for instance of the local biological records centre) or as notified to the developer by any competent authority (e.g. planning authority, Statutory Nature Conservation Organisation or other environmental or conservation organisation).

Remember this is intended as a guide only and bats may be found in other situations beyond those listed above. For example, pipistrelle and brown long eared bats will frequently occupy modern buildings and built

structures. You may therefore be asked to submit a bat survey prior to determination even if your development type is not shown on this trigger list. Developers, and those acting for them, should be mindful that disturbance of any roosts or harm to a bat or bats is a criminal offence.