

ROCHDALE METROPOLITAN BOROUGH COUNCIL

VALIDATION CHECKLIST

FULL APPLICATIONS FOR PLANNING PERMISSION, (NON-HOUSEHOLDER)

NATIONAL: Compulsory information that is required to validate your application	Include
Completed standard form: one copy to be supplied unless the application is submitted electronically.	Yes/No
<p>Location Plan: this must be based on an up to date map, identifying the land to which the application relates drawn to an identified scale, preferably 1:1250. The plan should, wherever possible, show at least two named roads and surrounding buildings and indicate the direction of north. The application site must be clearly edged with a red line and include all land necessary to carry out the proposed development. Any other adjacent or adjoining land owned by the applicant should be clearly edged with a blue line.</p> <p>One copy to be supplied unless the application is submitted electronically.</p>	Yes/No
<p>Other plans and drawings or information necessary to determine the application:</p> <ul style="list-style-type: none"> • Proposed layout plan at a scale of 1:500 or 1:200, showing the proposed development in relation to the site boundaries and other buildings on the site, with written dimensions including those to the boundaries; buildings, roads and footpaths on land adjoining the site, including access arrangements; all public rights of way crossing or adjoining the site; the position of trees on the site and on adjacent land that could influence or be affected by the development; the extent and type of any hard surfacing; and boundary treatment where this is proposed. • Existing and proposed elevations (at a scale of 1:50 or 1:100) • Existing and proposed floor plans (at a scale of 1:100 or 1:200) • Existing and proposed site sections and finished floor and site levels (at a scale of 1:50 or 1:100) • Roof plans (at a scale of 1:50 or 1:100) <p>One copy of all drawings to be supplied (unless the application is submitted electronically).</p>	Yes/No
<p>Completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995. This must state the ownership of the property.</p> <p>If you are unsure about which Certificate to complete contact the Development Management Service for advice</p> <p>In addition where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article. If in doubt contact the Development Management Service for advice.</p>	Yes/No

<p>Completed Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995. This certificate is required whether or not the site includes an agricultural holding.</p>	<p>Yes/No</p>
<p>Correct Application fee: where one is necessary. Fee details can be obtained from Development Management Service or the website.</p>	<p>Yes/No</p>
<p>Design and Access Statement: From 6 April 2010, a Design and Access Statement is required subject to the following main exceptions:</p> <ul style="list-style-type: none"> ▪ A material change of use of land or buildings, unless operational development is also involved; ▪ Engineering or mining operations; ▪ Applications for a new planning permission to replace an extant planning permission; ▪ Applications to remove or vary conditions; ▪ Fences, walls or other means of enclosure; ▪ The alteration of an existing building (unless the site lies within a Conservation Area); ▪ Applications to amend an existing permission. ▪ Advertisement control ▪ Tree preservation orders ▪ Storage of hazardous substances ▪ Development on operational land consisting of the erection of a building where— <ul style="list-style-type: none"> (i) the cubic content of the development does not exceed 100 cubic metres; and (ii) as a result of the development, the height of the building does not exceed 15 metres above ground level, or its former height, whichever is the greater; and where no part of the development is within designated area. ▪ the alteration of an existing building where the alteration does not increase the size of the building and where no part of the building is within a designated area; ▪ the erection, alteration or replacement of plant or machinery where, as a result of the development, the height of the plant or machinery does not exceed 15 metres above ground level, or its former height, whichever is the greater, and where no part of the development is within a designated area; ▪ The extension of an existing building used for non-domestic purposes where the floor space created by the development does not exceed 100 square metres and where no part of the building or the development is within a designated area ▪ The erection, construction, improvement or alteration of a gate, fence, wall or other means of enclosure where— <ul style="list-style-type: none"> (i) as a result of the development, the height of the gate, fence, wall or means of enclosure does not exceed its former height, or two metres above ground level, whichever is the greater; and (ii) it does not involve development within the curtilage of, or to a gate, fence, wall or other means of enclosure surrounding, a listed building; and where no part of the development is within a designated area <p>Guidance on the preparation of Statements is available on the website and also on the website of the Commission for Architecture and the Built Environment (CABE)</p>	<p>Yes/No</p>

Summary Statement: From 6 April 2010, a summary report (max 20 pages) shall be provided to support any application involving the submission of more than 100 pages of written documentation. This summary may be contained within a Planning Statement	Yes/No
Recreational Open Space contribution: From 1 October 2010 a contribution towards the provision or improvement of open space will be required from new residential developments. Please indicate whether the relevant contribution is being made. A Table of relevant charges can be viewed on the service web pages	Yes/No
Environmental Impact Assessment Regulations: The Town and Country Planning (Environmental Impact Assessment) Regulations (SI1999/293) as amended, set out the circumstances in which an Environment Impact Assessment is required.	Yes/No

Pre Application Discussion

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

Pre application discussion will be retained by the DMS. This should include consideration of the information requirements of the application, including agreement over matters to be included within the completed checklist listed below.

<p>LOCAL: information that may be required to validate your application</p> <p>NOTE: If an application is submitted without a local information requirement stated below as being required for that application it is unlikely to be validated. A written statement setting out reasons why this information has not included should be submitted initially. The Service will then consider the need for this information on a case by case basis.</p>	<p>Included (tick box)</p>
<p>Transport Assessment or Transport Statement: should be submitted for any proposal that has the potential to lead to a material increase in the volume of road traffic or increased impact because of the type of traffic. Also some major proposals may involve a number of individual elements or uses which involve major generators of travel demand. See UDP policy: -</p> <ul style="list-style-type: none"> ▪ G/A/1 – Accessibility ▪ A/11 – New Development – Transport Assessments; and <p>Planning Policy Guidance 13: Transport</p>	<p>Yes/No</p>
<p>Retail Impact Assessment: all applications for major retail developments or developments over 500m2 within District, Local Centres and Linear Commercial Areas should be supported by retail/impact assessments. See UDP policies:</p> <ul style="list-style-type: none"> ▪ G/S/1 – Hierarchy and Role of Centres ▪ S/5 – Development Elsewhere in Town Centres ▪ S/6 – District Centre, Local Centres and Linear Commercial Areas ▪ S/8 – Retail Development Outside Town, District and Local Centres; and <p>Planning Policy Statement 4 – Planning for Sustainable Economic Growth</p> <p>Smaller schemes may also be required to provide similar information if it is considered the development would have a significant impact.</p>	<p>Yes/No</p>
<p>Leisure Impact Assessment: all applications for major leisure, cultural and tourism facilities outside of Town or District Centres of more than 1,000m2 gross floorspace should be supported by an impact assessment covering the issues listed in UDP Policies: -</p> <ul style="list-style-type: none"> ▪ G/S/1 Hierarchy and Role of Centres ▪ LT/4 – Major Built Leisure and Tourism Development; and <p>Planning Policy Statement 4 – Planning for Sustainable Economic Growth</p> <p>Smaller schemes may also be required to provide similar information if it is considered the development would have a significant impact.</p>	<p>Yes/No</p>
<p>Flood Risk Assessment: a Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency. A FRA will also be required for any development other than minor development in a designated Critical Drainage Area which has been notified to the</p>	<p>Yes/No</p>

<p>Local Planning Authority by the Environment Agency or identified in the Strategic Flood Risk Assessment.</p> <p>See UDP Policy;</p> <ul style="list-style-type: none"> ▪ G/EM/1 – Environmental Pollution and Pollution Control ▪ EM/7 Development and Flood Risk; and <p>Planning Policy Statement 25 – Development and Flood Risk</p> <p>The Bury Oldham and Rochdale Strategic Flood Risk Assessment is available to view at: http://www.rochdale.gov.uk/environment_and_planning/planning/local_development_framework/main_ldf_policy_documents/ldf_-_evidence_base.aspx</p>	
<p>Regeneration Statement: a supporting statement should identify any regeneration benefits from the proposal and reference to any relevant regeneration strategies of the Council or partner organisations. Regeneration statements will be particularly beneficial for larger schemes for the development of previously used or contaminated land, the re use of vacant and derelict buildings, redevelopment of major sites within Green Belt or defined shopping centres. There may be cases for the inclusion of a regeneration statement for smaller schemes where it can be demonstrated that benefits to the community will result.</p>	Yes/No
<p>Sustainability and Energy Statement:</p> <p>For residential developments, developers will need to submit</p> <ol style="list-style-type: none"> 1. A Code for Sustainable Homes Design Stage Assessment from a registered assessor or Interim Certification from BRE to at least Level 3 2. An Energy Statement <p>For non-residential developments, developers will need to submit;</p> <ol style="list-style-type: none"> 1. A BREEAM Pre-Assessment Estimator, or a Design Assessment from a registered assessor or BREEAM Certification to at least the “Very Good” standard, showing the required percentage reductions in CO2 emissions against the 2006 Building Regulations demonstrated in Category E01 in the BREEAM assessment. 2. An Energy Statement <p>See UDP Policies:</p> <ul style="list-style-type: none"> ▪ G/EM/12 – Renewable Energy and Energy Conservation ▪ EM/13 – Energy Efficiency and New Development ▪ EM/16 – Sustainable Energy Sources; and <p>UDP Supplementary Planning Document – Energy and New Development</p> <p>Planning Policy Statement 22 – Renewable Energy.</p>	Yes/No

<p>Crime Impact Statement: a statement should be provided for all Major Developments as defined by law including 10 or more residential units or 1,000 square metres of floorspace.</p> <p>Note the intention to widen this requirement to a range of smaller developments, including certain changes of use.</p> <p>Crime Impact Statements must be prepared by Greater Manchester Police Design for Security. www.designforsecurity.org</p>	Yes/No
<p>Draft Travel Plan: proposals that are likely to have significant transport implications are to be supported by a Travel Plan. See UDP policies:</p> <ul style="list-style-type: none"> ▪ G/A/1 – Accessibility ▪ A/12 – New Development – Travel Plans and School Travel Plans; and <p>Planning Policy Guidance 13 – Transport.</p>	Yes/No
<p>Planning Statement: this should include information on how the proposed development accords with policies in the development plan or other relevant planning policy documents and can be useful if the issues are complex or potentially controversial.</p>	Yes/No
<p>Air Quality Assessment: should be provided where the proposal may have an adverse impact on an Air Quality Management Area or involve residential uses within an Air Quality Management Area. See UDP Policies:</p> <ul style="list-style-type: none"> ▪ G/EM/1 – Environmental Protection and Pollution Control; ▪ EM/2 – Pollution; and <p>Planning Policy Statement 23 – Planning and Pollution Control.</p>	Yes/No
<p>Noise Impact Assessment: should be provided for the assessment of the location and design of noise sensitive development and developments that are the sources of noise in relation to one another. See UDP policies:</p> <ul style="list-style-type: none"> ▪ G/EM/1 – Environmental Protection and Pollution Control; ▪ EM/3 – Noise and New Development; and <p>Planning Policy Statement 24 – Planning and Noise</p>	Yes/No
<p>Nature Conservation/Ecological Assessment/Natural Beauty: proposals should show any significant wildlife habitats or features and the location of habitats of any protected species. A wildlife survey is required where a development site, or any building proposed to be demolished or converted within it, contains protected species e.g. bats, badgers or owls. See the Council's Biodiversity Checklist for further details (Appendix 5 of the main Validation Document). An assessment of impact is also required where the site is on or near to an identified site of Ecological Importance. See UDP policies:</p> <ul style="list-style-type: none"> ▪ G/NE/1 – Nature Conservation; ▪ NE/2 – Designated Sites of Ecological and Geological / Geomorphological Importance; ▪ NE/3 – Biodiversity and Development; ▪ NE/4 – Protected Species; and 	Yes/No

Planning Policy Statement 9 – Biodiversity and Geological Conservation.	
<p>Archaeological Assessment: an Archaeological Assessment is to be submitted for proposals on sites known or suspected of containing important archaeological structures, features or remains. Advice should be sought from The Greater Manchester Archeological Unit which provides a curatorial role and monitoring service which advises on and manages such areas. See UDP policies:</p> <ul style="list-style-type: none"> ▪ G/BE/9 – Conservation of the Built Heritage; ▪ BE/10 – Development Affecting Archaeological Sites and Ancient Monuments; and <p>Planning Policy Statement 5 – Planning for the Historic Environment See also PPS5 Good Practice Guide (paragraphs 99 – 109)</p>	Yes/No
<p>Heritage Assessment – to address the following:</p> <p>Statement of Significance: An assessment of significance for any heritage asset to be affected by a proposed development such as a Listed Building and/or a Conservation Area, scheduled monuments, registered park, garden or battlefield. and the contribution of that setting to that significance.</p> <p>Assessment of Impact: An assessment of the impact of the development, use or works on the significance of any affected heritage asset as part of the design concept.</p> <p>See UDP policies; -</p> <ul style="list-style-type: none"> ▪ G/BE/1 – Design Quality ▪ BE/11 – Protection of Locally Important Buildings and Features of Architectural and Historic Interest ▪ BE/14 – Alterations and Extensions to listed buildings ▪ BE/15 – New Development Affecting the Setting of a Listed Building ▪ BE/16 – Demolition of Buildings in Conservation Areas ▪ BE/17 – New Development Affecting Conservation Areas ▪ BE/18 – Changes of Use to Buildings in Conservation Areas; and <p>PPS 5 - Planning for the Historic Environment</p>	Yes/No
<p>Foul Sewage and Utilities Assessment: Development proposals should make satisfactory arrangements for the disposal of sewage, trade effluent or contaminated surface and ground water. See UDP policy;</p> <ul style="list-style-type: none"> ▪ G/EM/1 – Environmental Protection and Pollution Control ▪ EM/8 – Protection of Surface and Ground Water; and <p>Planning Policy Statement 25 – Development and Flood Risk</p>	Yes/No
<p>Tree Survey and Landscape Plan: applications for sites containing significant tree cover should include a detailed survey and indicate which trees are to be retained and the means of protecting those trees during construction works. See UDP Policy:-</p>	Yes/No

<ul style="list-style-type: none"> ▪ G/NE/1 – Nature Conservation ▪ NE/8 – Development Affecting Trees, Woodlands and Hedgerows <p>Development of prominent sites, redevelopment schemes, sites in Conservation Areas and proposals near to or involving listed buildings, scheduled monuments, registered parks or gardens should include high quality hard and soft landscaping proposals. See UDP Policies;</p> <ul style="list-style-type: none"> ▪ G/BE/1 – Design Quality ▪ BE/2 – Design Criteria For New Development ▪ BE/8 – Landscaping In New Development ▪ BE/17 – New Development Affecting Conservation Areas. <p>See also PPS5 Policies HE 9.4 and 10.2</p>	
<p>Affordable Housing Statement: in accordance with PPS3 and the Council's adopted Affordable Housing Supplementary Planning Document a statement is required on sites which have an indicative minimum site size threshold of 15 dwellings, or for development of 15 residential units or more. This should provide information concerning both the affordable housing and any market housing. The affordable housing statement should also include details of any Registered Social Landlords acting as partners in the development.</p>	<p>Yes/No</p>
<p>Structural Survey: surveys are required in support of demolition of listed buildings and the demolition of buildings in Conservation Areas. Conversion of existing buildings (e.g. barns) within the Green Belt requires surveys to demonstrate their structural integrity. See UDP policies BE/12 - DEMOLITION OF LISTED BUILDINGS and BE/16 - DEMOLITION OF BUILDINGS IN CONSERVATION AREAS and D/9 - RE-USE AND ADAPTATION OF BUILDINGS IN RURAL AREAS for further details</p> <p>See also PPS5 Policy HE9.2 in respect of listed buildings or proposals within Conservation Areas</p>	<p>Yes/No</p>
<p>Ventilation/Extraction Statement: details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required for any planning application involving A3, A4 or A5 uses or any leisure/commercial uses when these form part of the planning application. See UDP policies:</p> <ul style="list-style-type: none"> ▪ G/EM/1 – Environmental Protection and Pollution Control; ▪ EM/2 – Pollution; ▪ EM/3 – Noise and New Development; ▪ S/10 – Food and Drink Outlets; and <p>Planning Policy Statement 23 – Planning and Pollution Control Planning Policy Guidance 24 – Planning and Noise.</p>	<p>Yes/No</p>
<p>Lighting Assessment/Details of Lighting Scheme: a lighting impact assessment should be provided for proposals involving the installation of external illumination. The assessment should include details of the level of illumination and spillage spread, height and location of any lighting units, hours of usage and include proposals for mitigation where appropriate. See UDP Policies:</p> <ul style="list-style-type: none"> ▪ G/EM/1 – Environmental Protection and Pollution Control; 	<p>Yes/No</p>

<ul style="list-style-type: none"> ▪ EM/2 – Pollution; and <p>Planning Policy Statement 23 – Planning and Pollution Control</p>	
<p>Planning Obligations: when a proposal is likely to require the completion of a legal obligation under Section 106 of the Town and Country Planning Act 1990 before planning permission can be granted the details of the Head of Terms of the agreement should be submitted with the application.</p>	<p>Yes/No</p>
<p>Land Stability Report/Coal Mining Risk Assessment: Any planning application (except householder development or changes of use without external works) proposing new building work within the Coal Mining Referral Areas will be required to include a Coal Mining Risk Assessment. The Coal Authority will be consulted and requested to provide a specific response. The key principle should be that, where development would intersect the ground, than a Coal Mining Risk Assessment should be submitted. For EIA developments, the Coal Mining Risk Assessment can form part of the Environmental Statement.</p> <p>The Coal Mining Risk Assessment should be prepared by a competent person and address the following issues:</p> <ol style="list-style-type: none"> 1. A summary of the mining information relevant to the site; 2. An assessment of the risk that coal mining poses to the proposed development; 3. An outline of the mitigation measures (design/layout solutions, treatment works etc) that are proposed to address the risks; 4. A statement outlining whether Coal Authority permission has been obtained, or will be required, to undertake any further site investigation or treatment works. <p>A Map of the Coal Mining Development Referral Areas within the Borough can be viewed on request.</p> <p>See UDP policies:</p> <ul style="list-style-type: none"> ▪ G/EM/1 – Environmental Protection and Pollution Control; ▪ EM/9 Development Involving Unstable Land. <p>See Planning Policy Guidance 14: Development on Unstable Ground.</p> <p>The Coal Authority may be contacted as follows: Planning General Enquiries: 01623 637119</p> <p>Planning website: www.coal.gov.uk/services/planning Planning email: planningconsultation@coal.gov.uk</p> <p>Property specific summary information on Coal Mining may be obtained from The Coal Authority's Property Search Service on 0845 762 6848 or at www.groundstability.com</p>	<p>Yes/No</p>

<p>Statement of Community Involvement and Pre-application Discussion: applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the Council's adopted Statement of Community Involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals. Details of any pre application discussions held with the Council or any statutory consultees should be provided.</p>	<p>Yes/No</p>
<p>Land Contamination Report: applications may also need to be accompanied by a land contamination assessment which should include an extended assessment of contamination in line with Planning Policy Statement 23: Planning and Pollution Control.. Sufficient information should be required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed. See also UDP policies:</p> <ul style="list-style-type: none"> ▪ G/EM/1 – Environmental Protection and Pollution Control; ▪ EM/2 – Pollution. <p>Planning Policy Statement 23 – Planning and Pollution Control</p>	<p>Yes/No</p>
<p>Open Space Assessment: application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site and an assessment will be required to accompany applications involving any development that leads to the loss of open space. See UDP policies:</p> <ul style="list-style-type: none"> ▪ G/G/1 – Greenspace; ▪ G/3 – Protection of Existing Recreational Open Space; and <p>Planning Policy Guidance 17 – Planning for Open Space, Sport and Recreation.</p>	<p>Yes/No</p>
<p>Hazardous Installations: Risk Assessment: all applications involving the location of hazardous installations must be accompanied by a Risk Assessment. See UDP policies:</p> <ul style="list-style-type: none"> ▪ G/EM/1 – Environmental Protection and Pollution Control; ▪ EM/6 – Hazardous Notifiable Installations; and <p>Planning Policy Statement 10 – Planning for Sustainable Waste Management.</p>	<p>Yes/No</p>
<p>Landfill and Waste Development: applicants should provide sufficient information to enable the planning authority to fulfil its requirements under the Landfill (England and Wales) Regulations 2002. This information may be provided as part of an Environmental Statement. See UDP policies:</p> <ul style="list-style-type: none"> ▪ G/W/1 – Waste Management; ▪ W/2 – Existing Waste Facilities; ▪ W/3 – Criteria for Location of Waste Disposal Facilities; ▪ W/6 – Civic Amenity Sites; and 	<p>Yes/No</p>

Planning Policy Statement 10 – Planning for Sustainable Waste Management.	
<p>Site Waste Management Plan: proposed new development should be supported by site waste management plans of the type encouraged by the code of practice published in 2004 by the Department of Trade and Industry now the Department for Business Enterprise and Regulatory Reform Site Waste Management Plans: guidance for construction contractors and clients. These do not require formal approval by planning authorities, but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed. See UDP policies:</p> <ul style="list-style-type: none"> ▪ G/W/1 – Waste Management; ▪ W/7 – Arrangements for Spoil Disposal; and <p>Planning Policy Statement 10 – Planning for Sustainable Waste Management.</p>	Yes/No

CONTACT

Development Management Service Telephone: 01706 924387
 PO Box 32 Email: development.control@rochdale.gov.uk
 Telegraph House Web: <http://www.rochdale.gov.uk>
 Baillie Street
 Rochdale OL16 1JH

ROCHDALE METROPOLITAN BOROUGH COUNCIL

VALIDATION CHECKLIST

HOUSEHOLDER APPLICATIONS

Please ensure you complete this checklist and return it with your application

NATIONAL Compulsory requirements for your application	Included?
Completed <u>household</u> application form: one copy to be supplied unless the application is submitted electronically.	Yes/No
Location plan: this must be based on an up to date map, identifying the land to which the application relates drawn to an identified scale, preferably 1:1250. The plan should, wherever possible, show at least two named roads and surrounding buildings and indicate the direction of north. The application site must be clearly edged with a red line and include all land necessary to carry out the proposed development. Any other adjacent or adjoining land owned by the applicant should be clearly edged with a blue line. Three copies to be supplied unless the application is submitted electronically.	Yes/No
Other plans and drawings or information necessary to describe the subject of the application including: <ul style="list-style-type: none">• Site plan at a scale of 1:500 or 1:200, showing the proposed development in relation to the site boundaries and other buildings on the site, with written dimensions including those to the boundaries; buildings, roads and footpaths on land adjoining the site, including access arrangements; all public rights of way crossing or adjoining the site; the position of trees on the site and on adjacent land that could influence or be affected by the development; the extent and type of any hard surfacing; and boundary treatment where this is proposed.• Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries• Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)• Existing and proposed floor plans (e.g. at a scale of 1:100 or 1:200)• Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)• Roof plans (e.g. at a scale of 1:50 or 1:100) One copy of all drawings to be supplied (unless the application is submitted electronically).	Yes/No
Completed ownership certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995. This must state the ownership of the property. If you are unsure about which Certificate to complete contact the Development Control Service for advice	Yes/No

In addition where ownership certificates B, C or D have been completed , notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article. If in doubt contact the Development Control Service for advice.	
Completed agricultural holdings certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995. This certificate is required whether or not the site includes an agricultural holding.	Yes/No
Correct application fee: where one is necessary. Fee details can be obtained from Development Control Service or the website.	Yes/No
Design and Access Statement: a design and access statement is required if the site is with a Conservation Area. Guidance on the preparation of Statements is available on the website and also on the website of the Commission for Architecture and the Built Environment (CABE).	Yes/No

Pre Application Discussion

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

Pre application discussion will be retained by the DMS. This should include consideration of the information requirements of the application, including agreement over matters to be included within the completed checklist listed below.

LOCAL information that may be required for your application	Included?
Supporting Planning Statement: this should include information on how the proposed development accords with policies in the development plan or other relevant planning policy documents and can be useful if the issues are complex or potentially controversial.	Yes/No
Parking and Access Arrangements: parking and access arrangements both existing and proposed provision preferably on a site/block plan scale 1:200.	Yes/No
Tree Survey and Landscape Plan: applications for sites containing significant tree cover should include a detailed survey and indicate which trees are to be retained and the means of protecting those trees during construction works. See UDP Policy NE/8 – DEVELOPMENT AFFECTING TREES, WOODLANDS AND HEDGEROWS for further details. Development of prominent sites, redevelopment schemes, sites in Conservation Areas and proposals near to or involving listed buildings should include high quality hard and soft landscaping proposals. See UDP Policies BE/2 – DESIGN CRITERIA FOR NEW DEVELOPMENT, BE/8 – LANDSCAPING IN NEW DEVELOPMENT and BE/17 – NEW DEVELOPMENT AFFECTING CONSERVATION AREAS.	Yes/No
Nature Conservation/Ecological Assessment: where the proposals involve works to roof spaces and/or architectural features such as soffit boards, barge boards, tiles or cladding a bat survey may be required. See UDP policies NE/3-BIODIVERSITY AND DEVELOPMENT, NE/2 DESIGNATED SITES OF ECOLOGICAL AND GEOLOGICAL / GEOMORPHOLOGICAL IMPORTANCE AND NE/4 – PROTECTED SPECIES for further details.	Yes/No
Flood Risk Assessment: a Flood Risk Assessment (FRA) may be required where the development in a designated critical drainage area which has been notified to the Local Planning Authority by the Environment Agency. See PPS 25 and UDP policy EM/7 DEVELOPMENT AND FLOOD RISK for further details.	Yes/No
Heritage Assessment – to address the following: Statement of Significance: An assessment of significance for any heritage asset to be affected by a proposed development such as a Listed Building and/or a Conservation Area, scheduled monuments, registered park, garden or battlefield, and the contribution of that setting to that significance. Assessment of Impact: An assessment of the impact of the development, use or works on the significance of any affected heritage asset as part of the design concept. See UDP policies; - <ul style="list-style-type: none"> ▪ G/BE/1 – Design Quality ▪ BE/11 – Protection of Locally Important Buildings and Features of Architectural and Historic Interest ▪ BE/14 – Alterations and Extensions to Listed Buildings ▪ BE/16 – Demolition of Buildings in Conservation Areas ▪ BE/17 – New Development Affecting Conservation Areas ; and PPS 5 - Planning for the Historic Environment	Yes/No

Land Contamination Report: protective measures may need to be taken where the development is close to an existing or former landfill site. See UDP Policy EM/4 – CONTAMINATED LAND for further details.	Yes/No
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CONTACT

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Email:

development.control@rochdale.gov.uk

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ROCHDALE METROPOLITAN BOROUGH COUNCIL

VALIDATION CHECKLIST

APPLICATIONS FOR LISTED BUILDING CONSENT

NATIONAL Compulsory requirements for your application	Included (tick box)
Completed standard form: one copy to be supplied unless the application is submitted electronically.	Yes/No
<p>Location Plan: this must be based on an up to date map, identifying the land to which the application relates drawn to an identified scale, preferably 1:1250. The plan should, wherever possible, show at least two named roads and surrounding buildings and indicate the direction of north. The application site must be clearly edged with a red line and include all land necessary to carry out the proposed development. Any other adjacent or adjoining land owned by the applicant should be clearly edged with a blue line.</p> <p>One copy to be supplied unless the application is submitted electronically.</p>	Yes/No
<p>Other plans and drawings or information necessary to describe the subject of the application including:</p> <ul style="list-style-type: none"> • Site plan at a scale of 1:500 or 1:200, showing the proposed development in relation to the site boundaries and other buildings on the site, with written dimensions including those to the boundaries; buildings, roads and footpaths on land adjoining the site, including access arrangements; all public rights of way crossing or adjoining the site; the position of trees on the site and on adjacent land that could influence or be affected by the development; the extent and type of any hard surfacing; and boundary treatment where this is proposed. • Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries • Existing and proposed elevations (e.g. at a scale of 1:50) • Existing and proposed floor plans (e.g. at a scale of 1:50) • Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50) • Roof plans (e.g. at a scale of 1:50 or) <p>Drawings at a scale smaller than 1:50 will only be accepted where this is necessary due to the size of the building/site. The drawings should explain the proposal in detail. Where existing buildings or walls are to be demolished (in whole or part) these should be clearly annotated. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings/extensions should also be shown in context with adjacent buildings including windows. All sides of the proposal must be shown. On sloping sites full information is required concerning alterations to levels and the relative levels between existing and proposed buildings (in the form of contours, spot levels, long or cross sections as appropriate.</p>	Yes/No

One copy of all drawings to be supplied unless the application is submitted electronically	
Completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Area) Regulations 1990. This must state the ownership of the property. If you are unsure about which Certificate to complete contact the Development Control Service for advice.	Yes/No
In addition where Ownership Certificates B, C or D have been completed , notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Area) Regulations 1990 must be given and/or published in accordance with this Regulation. If in doubt contact the Development Control Service for advice.	Yes/No
Design and Access Statement: a Design and Access Statement is required. Guidance on the preparation of Statements is available on the website and also on the website of the Commission for Architecture and the Built Environment (CABE).	Yes/No

Pre Application Discussion

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Pre application discussion will be retained by the DMS. This should include consideration of the information requirements of the application, including agreement over matters to be included within the completed checklist listed below.

LOCAL information that may be required for your application	Included (tick box)
Supporting Planning Statement: including reasoned justification for the proposed works and/or any demolition which may include the submission of a structural survey or other analysis of the character, setting or appearance of the listed building and supporting photographs or other documentation.	Yes/No
Design Statement: including the type, colour, make and name of all materials to be used both internally and externally, including roofing and the surfacing of car parking areas etc together with reasoned justification for their selection.	Yes/No
<p>Archaeological Assessment: to be submitted for proposals on sites known or suspected of containing important archaeological remains. Advice should be sought from The Greater Manchester Archeological Unit which provides a curatorial role and monitoring service which advises on and manages such areas. See UDP policies</p> <ul style="list-style-type: none"> ▪ G/BE/9 – Conservation of the Built Heritage; ▪ BE/10 – Development Affecting Archaeological Sites and Ancient Monuments; and <p>Planning Policy Statement 5 – Planning for the Historic Environment See also PPS5 Good Practice Guide (paragraphs 99 – 109)</p>	Yes/No
<p>Heritage Assessment – A justification for the works in line with Policy HE6 of PPS 5 and Section 5 of the PPS 5 Practice Guide is required</p> <p>Under PPS 5 all applications affecting heritage assets will be expected to conserve the significance of those assets. This should include an assessment of any historical, technical or architectural significance of the asset and explain how the proposal may impact on the significance of the historic and architectural character and appearance of the asset.</p> <p>For proposals affecting sensitive or complex buildings, the assessment should be prepared by a suitably qualified person</p> <p>See UDP policies; -</p> <ul style="list-style-type: none"> ▪ BE/14 – Alterations and Extensions to listed buildings ▪ BE/15 – New Development Affecting the Setting of a Listed Building 	Yes/No
Structural Survey: surveys are required in support of demolition of listed buildings, or works involving their partial demolition. Conversion of existing buildings (e.g. barns) requires surveys to demonstrate their structural integrity and that works of repair and/or restoration, including alternative uses, can take place without detriment to their character, appearance and features of historic interest. See UDP Policy BE/12 – DEMOLITION OF LISTED BUILDINGS.	Yes/No
Tree Survey and Landscape Plan: applications for sites containing significant tree cover should include a detailed survey and indicate which trees are to be retained and the means of protecting those trees during construction works. See UDP Policy NE/8 –	Yes/No

<p>DEVELOPMENT AFFECTING TREES, WOODLANDS AND HEDGEROWS for further details.</p> <p>Proposals affecting the setting of listed buildings should include high quality hard and soft landscaping proposals. See UDP Policies BE/2 – DESIGN CRITERIA FOR NEW DEVELOPMENT, BE/8 – LANDSCAPING IN NEW DEVELOPMENT and BE/15 – NEW DEVELOPMENT AFFECTING THE SETTING OF LISTED BUILDINGS.</p>	
<p>Lighting Assessment/Details of Lighting Scheme: full details of the scheme should be submitted and where the proposal is significant a lighting impact assessment provided.</p>	<p>Yes/No</p>
<p>Statement of Community Involvement and Pre-application Discussion: Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the Council's adopted Statement of Community Involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals. Details of any pre application discussions with the Council and any relevant consultees should be included.</p>	<p>Yes/No</p>

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ROCHDALE METROPOLITAN BOROUGH COUNCIL

VALIDATION CHECKLIST

CONSENT FOR DEMOLITION IN A CONSERVATION AREA

NATIONAL Compulsory requirements for your application	Included (tick box)
Completed standard form: One copy to be supplied unless the application is submitted electronically.	Yes/No
Location Plan: this must be based on an up to date map, identifying the land to which the application relates drawn to an identified scale, preferably 1:1250. The plan should, wherever possible, show at least two named roads and surrounding buildings and indicate the direction of north. The application site must be clearly edged with a red line and include all land necessary to carry out the proposed development. Any other adjacent or adjoining land owned by the applicant should be clearly edged with a blue line. Three copies to be supplied unless the application is submitted electronically.	Yes/No
A copy of other plans and drawings or information necessary to describe the subject of the application, including: <ul style="list-style-type: none">• Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries• Existing and proposed plans and elevations (e.g. at a scale of 1:50 or 1:100) One copy to be supplied unless the application is submitted electronically.	Yes/No
The Completed Ownership Certificate (A B C or D – as applicable) as required by Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990. If you are unsure about which Certificate to complete contact the Development Control Service for advice.	Yes/No
In addition where Ownership Certificates B C or D have been completed notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article. If in doubt contact the Development Control Service for advice.	Yes/No

Pre Application Discussion

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

Pre application discussion will be retained by the DMS. This should include consideration of the information requirements of the application, including agreement over matters to be included within the completed checklist listed below.

LOCAL information that may be required for your application	Included (tick box)
Supporting Planning Statement including reasoned justification for the proposed works which may include the submission of a structural survey or other analysis of the contribution of the building to the character and appearance of the Conservation Area.	Yes/No
<p>Archaeological Assessment: to be submitted for proposals on sites known or suspected of containing historic features or archaeological remains. Advice should be sought from The Greater Manchester Archeological Unit which provides a curatorial role and monitoring service which advises on and manages such areas. See UDP policies</p> <ul style="list-style-type: none"> ▪ G/BE/9 – Conservation of the Built Heritage; ▪ BE/10 – Development Affecting Archaeological Sites and Ancient Monuments; and <p>Planning Policy Statement 5 – Planning for the Historic Environment See also PPS5 Good Practice Guide (paragraphs 99 – 109)</p>	Yes/No
<p>Justification for Demolition of a non listed building within a Conservation Area (can be included in Planning Statement)</p> <p>Please include an assessment of the significance of any building proposed to be demolished and the contribution which that building makes to the character and appearance of the Conservation Area.</p> <p>A structural survey may be required where the proposal involves substantial demolition.</p> <p>See UDP policies; -</p> <ul style="list-style-type: none"> ▪ BE/16 – Demolition of Buildings in Conservation Areas ▪ BE/17 – New Development Affecting Conservation Areas, and: <p>Planning Policy Statement 5 – Policy HE9.2 of Planning for the Historic Environment</p>	Yes/No
Structural Survey: surveys are required in support of demolition of historic buildings in a Conservation Area. See UDP Policy BE/16 – DEMOLITION OF BUILDINGS IN CONSERVATION AREAS for further details.	Yes/No
Statement of Attempts to Re-Use, Market and Repair the Building Setting out any attempts to retain the building (where it makes a contribution to the Conservation area)	Yes/No
Statement of Community Involvement and Pre-application Discussion: Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the Council's adopted Statement of Community Involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals. Details of any pre application discussion with the Council and any relevant consultees should be included.	Yes/No

Nature Conservation/Ecological Assessment/Natural Beauty: a wildlife survey is required where a building proposed to be demolished contains protected species e.g. bats. See the Council's Biodiversity Checklist for further details (Appendix 5 of the main Validation Document). An assessment of impact is also required where the site is on or near to an identified site of Ecological Importance. See UDP policies NE/3-BIODIVERSITY AND DEVELOPMENT, NE/2 DESIGNATED SITES OF ECOLOGICAL AND GEOLOGICAL / GEOMORPHOLOGICAL IMPORTANCE AND NE/4 – PROTECTED SPECIES for further details.	Yes/No
Again is this needed for CC?	Yes/No

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ROCHDALE METROPOLITAN BOROUGH COUNCIL

VALIDATION CHECKLIST

PRIOR APPROVAL APPLICATION (TELECOMMUNICATIONS DEVELOPMENT)

Please ensure you complete this checklist and return it with your application

NATIONAL Compulsory requirements for your application	Included?
Completed standard form: One copy to be supplied unless the application is submitted electronically.	Yes/No
Location Plan: this must be based on an up to date map, identifying the land to which the application relates drawn to an identified scale, preferably 1:1250. The plan should, wherever possible, show at least two named roads and surrounding buildings and indicate the direction of north. The application site must be clearly edged with a red line and include all land necessary to carry out the proposed development. Any other adjacent or adjoining land owned by the applicant should be clearly edged with a blue line. One copy to be supplied unless the application is submitted electronically.	Yes/No
Application fee: where one is necessary. Fee details can be obtained from Development Management Service or the website.	Yes/No
Evidence that the applicant has given notice of the proposed development in accordance with A3(1) of Part 24 of Schedule 2 to the General Permitted Development Order 1995.	Yes/No
Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an aerodrome evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome operator in accordance with A.3(2) of Part 24 of Schedule 2 to the General Permitted Development Order 1995.	Yes/No

Pre Application Discussion

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Pre application discussion will be retained by the DMS. This should include consideration of the information requirements of the application, including agreement over matters to be included within the completed checklist listed below.

LOCAL information that may be required for your application	Included?
<p>A copy of other plans and drawings or information necessary to describe the subject of the application including:</p> <ul style="list-style-type: none"> • Elevations of the telecommunications equipment to at least 1:100 scale • Site layout plan to a scale of 1:200 indicating the position of the equipment, boundaries and any landscape feature such as trees or hedgerow • Statement of compliance with ICNIRP requirements • Network Requirement/Mast Sharing Statement: investigation and evidence relating to proposed site and surrounding facilities including areas of search • Acoustic report where relevant. 	Yes/No
<p>Airport Safeguarding Detail: it is important to protect air corridors, navigational aids and other aviation safety features from inappropriate development.</p>	Yes/No
<p>Statement of Community Involvement and Pre-Application Discussion: Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the Council's adopted Statement of Community Involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals. Details of any pre application discussion with the Council and any relevant consultee should be included.</p>	Yes/No
<p>Planning Statement: provides an opportunity to present the applicant's case and can be useful if the issues are complex and controversial.</p>	Yes/No

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