



**Validation Checklist  
for  
Planning Applications**

August 2019

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## Introduction

Wigan Council aims to determine planning applications as efficiently as possible. To help with this it is essential that applications are submitted with all the information that the Council will need to determine them. At the same time it is important that our information requirements are proportionate and do not force applicants to incur unnecessary expense.

We have produced this Validation Checklist in order to ensure that we strike this balance. In preparing it we have had regard to article 11(3)(c) of the Town and Country Planning (Development Management Procedure) Order 2015, and to paragraph 44 of the National Planning Policy Framework.

### How to use this Checklist

The Checklist is in two parts:

**PART ONE** lists a range of national and local information requirements and details the circumstances in which they will apply.

**PART TWO** provides further information to help applicants understand what a particular document should contain. Applicants should ensure that their submissions reflect these requirements in order to avoid delay in processing their applications.

Applicants should note that it will sometimes be necessary for the case officer to request further information about an application that has already met the validation criteria. We will only do this where it is essential for the case officer, and the public, to fully understand and be able to assess the development that is proposed and its impact.

## The Council’s policy on the validation of planning applications

1. The Council’s preferred channel for the submission of planning applications is via the Planning Portal webpage which can be accessed via <https://www.planningportal.co.uk/applications>
2. Electronic submissions must adhere to the following:
  - Files to be in .pdf format; others may be acceptable if no alternative exists.
  - All drawings and documents must be provided in files not exceeding 10MB in size, to

enable them to be published on the Council's website. If necessary the applicant must split larger files apart so as to ensure that the information within them remains at a sufficiently high resolution to be legible. Larger / higher resolution files will be accepted provided a version meeting the above size and legibility criteria is also submitted.

- File names should include the drawing / document number (including revision version), and signify the content of the file, eg "12456 Rev A\_Site Plan"
  - All plans must include a scale bar as well as a numerical scale
3. Paper submissions are accepted but the Council may at a future date introduce a charge for scanning these to allow them to be stored in our database and published on our website.
  4. The Council aims to complete its validation check on all applications within three working days of receipt.
  5. If your application is invalid we will write to you, setting out all the matters that need to be addressed in order for the application to become valid. We will require all the information specified in the letter to be submitted no later than 14 days from the date of the letter. We will check the application again once, when all the required information has been submitted. If all the requested information has not been provided to the required standard within the specified time period, the application will be treated as withdrawn and the file destroyed. No reminders will be sent. The Council may at a future date introduce a charge for the handling of these applications.
  6. If an application made retrospectively is subsequently deemed to be invalid, details of the development that has been undertaken will be passed to the Council's Planning Enforcement team for investigation.
  7. Unless you have agreed with a planning case officer through pre-application discussion that a particular piece of information will not be needed, if you do not intend to provide a piece of information that would be required by this Checklist, then you should provide your reasons for this as a "validation dispute" under the provisions of Part 3, Article 12 of the Town and Country Planning (Development Management Procedure) Order 2015.

# PART ONE – SUBMISSION REQUIREMENTS

## National Requirements

Information detailed on the national list is always required. Applications that are missing any of this information will automatically be invalid. Applicants must take note of the requirements as regards file format and size set out on Page 2.

	Requirement	Have you included? ✓
N1	<b>Application Form:</b> Answer all questions	
N2	<b>Correct Fee</b>	
N3	<p><b>Ownership Certificates</b></p> <ul style="list-style-type: none"> <li>• <b>Certificate A</b> must be completed when the applicant is the sole owner of the site</li> <li>• <b>Certificate B</b> must be completed when the applicant is not the sole owner of the site but the other owner(s) are known</li> <li>• <b>Certificate C and D</b> must be completed when some or none of the owners are known</li> </ul> <p>For this purpose an “owner” is anyone with a freehold interest, or a leasehold interest the unexpired term of which is not less than 7 years.</p>	
N4	<b>Agricultural Holdings Certificate</b>	
N5	<p><b>Notices Served on Owners</b></p> <ul style="list-style-type: none"> <li>• <b>If Certificate B or C is used</b> an Article 6 Notice must have been served on the owner</li> <li>• <b>If Certificate D is used</b> the proposed application must have been advertised in the press in the correct form; and a copy of the advertisement must be submitted with the application.</li> </ul>	
N6	<p><b>Location Plan</b></p> <ul style="list-style-type: none"> <li>• Ordnance Survey quality</li> <li>• At a scale of 1:1,250 unless the size of the site dictates that a different scale is necessary</li> <li>• Show a North point</li> <li>• Show at least 2 road names and sufficient property numbers to allow the site location to be clearly identified</li> <li>• Show a red edge around the application site which includes all the land required to carry out the development, including any required to connect the development site to a highway</li> <li>• Show a blue edge around any other land the applicant owns or has an interest in</li> </ul>	

	Requirement	Have you included? ✓
N7	<p><b>Site Plans</b></p> <p><b>ALWAYS REQUIRED for:</b></p> <ul style="list-style-type: none"> <li>• Major developments</li> <li>• Commercial / industrial extensions</li> <li>• New buildings</li> <li>• Householder extensions where the development displaces or alters existing parking arrangements</li> <li>• Development which will increase the demand for parking</li> <li>• Development which increases the number of bedrooms in a dwelling</li> <li>• Adverts which are not fixed to a building</li> </ul> <p><b>USUALLY NOT REQUIRED for householder applications involving:</b></p> <ul style="list-style-type: none"> <li>• Development involving terraced houses with no existing on site parking;</li> <li>• Development where there is no increase in the number of bedrooms; or</li> <li>• There is no loss of existing parking arrangements</li> </ul> <p><b>EXISTING <u>AND</u> PROPOSED SITE PLANS must clearly show:</b></p> <ul style="list-style-type: none"> <li>• The direction of North</li> <li>• The proposed development in relation to the site boundaries and any existing buildings on site or adjacent to it, including the position of windows or other openings in neighbouring properties</li> <li>• Any buildings or structures to be demolished</li> <li>• Any roads, footpaths or Public Rights of Way crossing or adjoining the site</li> <li>• The existing and proposed access arrangements</li> <li>• The existing and proposed parking arrangements</li> <li>• The position of trees on or adjacent to the site (See L32)</li> <li>• The extent and type of any proposed hard surfacing</li> <li>• Any existing or proposed boundary treatments</li> <li>• Clearly annotated dimensions</li> <li>• Proposed bin / refuse storage arrangements (See L23)</li> </ul> <p><b>SITE PLANS must:</b></p> <ul style="list-style-type: none"> <li>• Be at a scale of 1:500 or 1:200</li> <li>• If submitted electronically, be provided in a format that allows accurate digital measurement at the scale indicated. <u>The applicant should check that this is the case after converting CAD plans to pdf format.</u></li> </ul>	

	Requirement	Have you included? ✓
N8	<p><b>Floor Plans</b></p> <p><b>EXISTING <u>AND</u> PROPOSED FLOOR PLANS are needed for:</b></p> <ul style="list-style-type: none"> <li>• Applications where new floor space is proposed</li> <li>• Applications where a change in the use of floor space is proposed</li> <li>• Advertisement applications to show the position of the propose advert</li> </ul> <p><b>ALL FLOOR PLANS must:</b></p> <ul style="list-style-type: none"> <li>• Be drawn to a recognised metric scale, normally 1:50 or 1:100</li> <li>• Explain the proposal in detail</li> <li>• Show details of the existing buildings and those for the proposed development</li> <li>• Show the development in context with any adjacent buildings (including property numbers where appropriate)</li> <li>• Correspond with details on elevation plans</li> <li>• Accurately show the positions of windows in neighbouring properties</li> </ul>	
N9	<p><b>Elevations and Roof Plans</b></p> <p><b>EXISTING <u>AND</u> PROPOSED ELEVATIONS are needed where:</b></p> <ul style="list-style-type: none"> <li>• New elevations are proposed</li> <li>• Existing elevations are to be altered</li> </ul> <p><b>ALL ELEVATION PLANS must:</b></p> <ul style="list-style-type: none"> <li>• Explain the proposal in detail</li> <li>• Show details of the existing buildings and those for the proposed development</li> <li>• Show all sides of the proposal</li> <li>• Clearly show the relationship between the development and any adjoining buildings or buildings in close proximity (2 metres), providing details of the positions of any openings on each property</li> <li>• Correspond with details on floor plans</li> </ul> <p><b>ELEVATION PLANS REQUIRED FOR ADVERTISEMENT CONSENT APPLICATIONS must show:</b></p> <ul style="list-style-type: none"> <li>• The size and position of the proposed advertisement in relation to the associated site and buildings</li> <li>• The height of the advertisement above ground level</li> <li>• The amount of projection</li> <li>• Sections</li> <li>• Proposed materials and colours</li> <li>• The method of fixing</li> </ul> <p><b>ROOF PLANS are needed where:</b></p> <ul style="list-style-type: none"> <li>• A new roof is proposed; or</li> <li>• An existing roof is altered</li> </ul>	

	Requirement	Have you included? ✓
	<p><b>Unless</b> the development is householder development and the roof form is a simple one with one or two planes only</p> <p><b>All elevation and roof plans must be drawn to a recognised metric scale, normally 1:50 or 1:100.</b></p>	
N10	<p><b>Section Drawings and Finished Floor and Site Levels</b> <b>ALWAYS NEEDED where:</b></p> <ul style="list-style-type: none"> <li>• A proposal involves a change in ground levels or involves development set at a different ground level than adjoining existing development</li> <li>• Development is proposed on a sloping site</li> </ul> <p><b>Sufficient section drawings must be provided to enable an accurate understanding of the relationship between land levels and buildings in existing and proposed development.</b></p>	
N11	<p><b>Design &amp; Access Statement</b> <b>ALWAYS REQUIRED for:</b></p> <ul style="list-style-type: none"> <li>• Major development</li> <li>• Development creating one or more dwellings in a Conservation Area</li> <li>• Any new development creating 100 sq m or more of new floorspace in a Conservation Area</li> <li>• Applications for Listed Building Consent</li> </ul>	
N12	<p><b>Environmental Statement</b> <b>ALWAYS REQUIRED where:</b></p> <ul style="list-style-type: none"> <li>• The development is automatically EIA development in line with the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 or their successor; or</li> <li>• The development has been the subject of a screening opinion provided by Wigan Council which determined that an Environmental Statement is required</li> </ul>	
N13	<p><b>Pre-Application Information</b> <b>IF PRE-APPLICATION ADVICE WAS SOUGHT:</b></p> <ul style="list-style-type: none"> <li>• Any additional information requested by the Council at pre-application stage</li> <li>• A copy of the pre-application advice provided by the Council</li> </ul>	

## Local Requirements

	Requirement	When required	Have you included? ✓
L1	<b>Affordable Housing Statement</b>	Residential development comprising 11 dwellings or more	
L2	<b>Air Quality Assessment</b>	See SPD "Development and Air Quality"	
L3	<b>Biodiversity Survey and Report</b>	<ul style="list-style-type: none"> <li>• Where a proposed development may have a possible impact on wildlife and biodiversity, or designated areas as referred to in Policy CP12 of the Core Strategy.</li> <li>• Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses.</li> <li>• If required by the Biodiversity Checklist for Greater Manchester produced by Greater Manchester Ecological Unit.</li> </ul>	
L4	<b>Crime Impact Statement</b>	<ul style="list-style-type: none"> <li>• Residential Development greater than 10no. units (or 6no. for student accommodation)</li> <li>• Proposals involving B1, B2, B8 or A1 use greater than 500 square metres of floor space</li> <li>• Community Facilities, Stadia, Public Open Space, proposals involving A3, A4 or A5 uses greater than 150 square metres.</li> </ul>	
L5	<b>Coal Mining Risk Assessment</b> <b><u>(must comply with Coal Authority guidance)</u></b>	Full applications (excluding change of use), Outline applications and applications for the winning or working of minerals on sites falling partially or entirely within a <b>Coal Mining Referral Area</b> .	
L6	<b>Construction Environment Management Plan</b> <b><u>(must be in accordance with the Council's published guidance)</u></b>	Full and Reserved Matters applications for: <ul style="list-style-type: none"> <li>• Residential development greater than 10no. units; or, where the number of units is not known, on sites 0.4ha or greater in area</li> <li>• Retail, commercial and industrial schemes (including changes of use) involving floorspace of 1,000 square</li> </ul>	

		metres; or more or sites of 1ha or more in area	
L7	<b>Drainage Scheme (including SuDS)</b>	<ul style="list-style-type: none"> <li>Residential development greater than 10no. units; or, where the number of units is not known, on sites 0.4ha or greater in area</li> <li>Retail, commercial and industrial schemes (including changes of use) involving floorspace of 1,000 square metres; or more or sites of 1ha or more in area</li> </ul>	
L8	<b>Electric Vehicle Charging Point Details</b>	<p>Full and Reserved Matters applications for:</p> <ul style="list-style-type: none"> <li>Residential development greater than 10no. units; or on sites 0.4ha or greater in area</li> <li>Retail, commercial and industrial schemes (including changes of use) involving floorspace of 1,000 square metres; or more or sites of 1ha or more in area</li> </ul> <p>All planning applications for the creation of freestanding public car parks</p>	
L9	<b>Flood Risk Assessment</b>	<p>All development of:</p> <ul style="list-style-type: none"> <li>1ha or greater</li> <li>All proposals for new buildings or changes of use introducing a more vulnerable use located in Flood Zones 2 and 3</li> <li>0.5ha or greater within Critical Drainage areas identified within the Council's Strategic Flood Risk Assessment</li> </ul>	
L10	<b>Health Impact Assessment</b>	<ul style="list-style-type: none"> <li>All proposals (full and outline) for residential development comprising over 150 units</li> <li>All applications accompanied by an Environmental Statement</li> </ul>	
L11	<b>Heritage Assessment (including historical, archaeological features and scheduled ancient monuments)</b>	<ul style="list-style-type: none"> <li>Where development impacts upon a heritage asset or its setting</li> <li>A heritage asset includes: listed buildings; conservation area; scheduled ancient monument; historic parks and gardens (nationally and locally listed); and archaeological features.</li> </ul>	
L12	<b>High Speed Broadband Infrastructure Details</b>	<ul style="list-style-type: none"> <li>Residential development greater than 10no. units; or, where the number of units is not known, on sites 0.4ha or</li> </ul>	

		greater in area	
L13	<b>Land Contamination Assessment</b>	<ul style="list-style-type: none"> <li>All new development on land which has the potential to be affected by contamination as required by Policy CP17 of the Core Strategy.</li> <li>Householder applications within 250m of a known landfill site</li> </ul>	
L14	<b>Landscaping Details</b>	<ul style="list-style-type: none"> <li>Applications for full planning permission</li> <li>Applications for reserved matters where layout and scale are shown</li> <li>Householder applications should be accompanied by landscaping proposals, in circumstances where the proposal would be particularly prominent or result in the loss of significant existing landscape features</li> <li>Other developments if specified in pre-application advice</li> </ul>	
L15	<b>Lighting Assessment</b>	<ul style="list-style-type: none"> <li>Proposals introducing artificial lighting into any sensitive context, normally close to residential development or in the open countryside</li> </ul>	
L16	<b>Minerals and Landfill Details</b>	<ul style="list-style-type: none"> <li>All applications involving the working of minerals and / or the importation of material for landfill</li> </ul>	
L17	<b>Noise Impact Assessment</b>	<ul style="list-style-type: none"> <li>Development that could lead to a noise nuisance to nearby occupiers and/or amenity users</li> <li>Development of a noise sensitive use close to a source of noise</li> </ul>	
L18	<b>Open Space Assessment</b>	<ul style="list-style-type: none"> <li>Development within or incorporating any existing area of open space as set out in Policy CP2 of the Core Strategy.</li> </ul>	
L19	<b>Parking Plan</b>	<ul style="list-style-type: none"> <li>Development that proposes new parking or proposes an alteration to existing parking provision</li> </ul>	
L20	<b>Photographs and Photomontages</b>	<ul style="list-style-type: none"> <li>Proposal involving the demolition of an existing building or development affecting a conservation area or a listed building. For example photographs of internal details of a listed building may be of assistance to an application for listed building consent for internal works.</li> <li>Proposal for buildings over 18m in height.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Proposal for a building of any height, which is substantially taller than the predominant height of the buildings in the surrounding area.</li> <li>• Proposal for a building, which would make a significant impact on the skyline.</li> <li>• Proposal that may have a significant impact on the townscape or landscape</li> </ul>	
L21	<b>Planning Obligations / Draft Heads of Terms (See also Viability Appraisal)</b>	<ul style="list-style-type: none"> <li>• Proposals where recreation provision is required for future residents of a housing development in accordance with Policy R1E of the saved Wigan UDP.</li> <li>• Proposals where the provision of affordable housing is required in accordance with Policy CP6 of the Core Strategy.</li> <li>• Proposals where the provision of public artwork is required in accordance with Policy CP10 of the Core Strategy.</li> <li>• Proposal for hot food establishments in accordance with the Supplementary Planning Guidance 'Hot Food Establishments.'</li> <li>• Proposals involving the need for infrastructure and service provision.</li> </ul> <p><b>All applications where a Section 106 agreement would normally be required must be accompanied by either a Draft Planning Obligation / Heads of Terms, or a Viability Appraisal (L34)</b></p>	
L22	<b>Planning Statement</b>	<ul style="list-style-type: none"> <li>• Major and other proposals where it is necessary to justify that a proposal complies with national, regional and Core Strategy policies.</li> <li>• Schemes for major employment generating proposals (i.e. 50 + jobs)</li> </ul>	
L23	<b>Refuse Storage Facilities / Recycling Details <u>(for residential developments must be prepared in accordance with the Council's published guidance)</u></b>	<ul style="list-style-type: none"> <li>• Residential development greater than 10no. units</li> <li>• All residential development involving the creation of flats</li> <li>• All new non-residential buildings</li> </ul> <p>(This information is usually shown on the Site Plan)</p>	

L24	<b>Site Waste Management Plan</b>	<ul style="list-style-type: none"> <li>Major development requiring demolition of buildings / structures</li> </ul>	
L25	<b>Statement of Consultation</b>	<ul style="list-style-type: none"> <li>See the Council's Statement of Community Involvement</li> </ul>	
L26	<b>Structural Survey</b>	<ul style="list-style-type: none"> <li>Proposals for conversion of rural buildings.</li> <li>Proposals on sites where there is the possibility of land instability.</li> <li>Proposals for listed building consent or conservation area consent where a case is being made based on the condition of the existing structure.</li> </ul>	
L27	<b>Telecommunications Statement</b>	<ul style="list-style-type: none"> <li>All applications for masts and antennae by mobile phone network operators</li> </ul>	
L28	<b>Topographical Survey / Site Levels / Finished Floor Levels</b>	<p>Full and Reserved Matters applications for:</p> <ul style="list-style-type: none"> <li>Residential development greater than 10no. units or sites 0.4ha or greater in area</li> <li>Retail, commercial and industrial schemes (including changes of use) involving floorspace of 1,000 square metres; or more or sites of 1ha or more in area</li> </ul>	
L29	<b>Town Centre Uses: Impact Assessment / Sequential Test</b>	<ul style="list-style-type: none"> <li>In line with the thresholds set out in the NPPF</li> </ul>	
L30	<b>Transport Assessment</b>	<ul style="list-style-type: none"> <li>Set out in the NPPF</li> </ul>	
L31	<b>Travel Plan</b> <b><u>(must be prepared using the Greater Manchester Travel Plan Toolkit where applicable)</u></b>	<ul style="list-style-type: none"> <li>Development likely to have significant transport implications as set out in Supplementary Planning Document "Travel Plans"</li> </ul>	
L32	<b>Tree Survey / Arboricultural Assessment</b>	<ul style="list-style-type: none"> <li>Where there are trees within the application site or on adjacent land (including the highway) that could influence or be affected by the development</li> </ul>	
L33	<b>Ventilation / Extraction Details</b>	<ul style="list-style-type: none"> <li>Any commercial development where an external extraction vent or flue is required</li> <li>Any application proposing the creation or alteration of an extractor vent or flue in isolation</li> </ul>	
L34	<b>Viability Appraisal (see also Planning Obligations / Draft Heads of Terms)</b>	<ul style="list-style-type: none"> <li>Any development where the developer does not intend to fully comply with policy requirements in respect of affordable housing and / or</li> </ul>	

		<p>developer contributions</p> <p><b>Viability Appraisals must include a summary which will be placed in the public domain</b></p> <p><b>All applications where a Section 106 agreement would normally be required must be accompanied by either a Draft Planning Obligation / Heads of Terms (L21), or a Viability Appraisal</b></p>	
L35	<b>Waste Management Scheme Details</b>	<ul style="list-style-type: none"> <li>• Any development for uses involving the processing, transfer or deposition of waste</li> </ul>	

# PART TWO – ADDITIONAL INFORMATION ON LOCAL REQUIREMENTS

This section sets out additional detail as to what the Council expects to be included in the documents listed in Part One. The content of documents will not be checked in detail at validation stage, but applicants are strongly advised to ensure their submissions address the issues set out below, in order to avoid delays in determining their application once submitted. Where an application clearly does not contain information which is asked for in this Checklist, to a standard sufficient to determine the application, the Council may refuse the application, within the statutory time period, on the grounds of having insufficient information.

## **L1 Affordable Housing Statement**

Should explain what, if any provisions are to be made for affordable housing, including size and tenure of dwelling units and arrangements with social housing providers. Statements should take into account Policy CP6 of the Core Strategy and the Council's Supplementary Planning Document "[Affordable housing in new developments](#)".

Additional guidance is available in "Affordable Housing Provision in New Residential Developments – A Guidance Note on Implementation of the Policy".

## **L2 Air Quality Assessment**

An assessment showing how the requirements of Policy CP17 of the Core Strategy and Supplementary Planning Document "[Development and Air Quality](#)" have been taken into account and to show how the proposal will avoid significant adverse impacts on air quality or mitigate any unavoidable impacts.

## **L3 Biodiversity Survey and Report**

The report should provide information on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed. Proposals for long term maintenance and management should be included. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc.) Regulations 1994 or the Protection of Badgers Act 1992.

This information might form part of an Environmental Statement, where one is necessary.

Policy CP12 of the Core Strategy and Supplementary Planning Document "[Development and Protected Species](#)" should be taken into account in how to assess the ecological impact of proposals on wildlife and biodiversity, including any proposals for mitigating and compensating for such effects.

## **L4 Construction Environment Management Plan**

The Construction Environment Management Plan, or CEMP, must set out how the construction process will be managed so as to avoid harm to both environmental interests at or around the site, and communities in the vicinity of the site. The CEMP must address the specific issues arising in relation to an individual development site and consider in detail how these will be managed. The Council has published guidance on CEMPs which can be found [here](#): all submitted CEMPs must

include, as a minimum, the information referred to in this guidance.

### **L5 Crime Impact Statement / Crime Prevention Plan**

Crime Impact Statements should:

- Be produced by a competent individual/organisation that is independent of the design process
- Include current crime data as a basis for assessing potential risk
- Assess the development proposals in terms of their likely effect on crime and disorder in the area
- Identify design solutions based on analysis of the development context and the crime issues in the area that will reduce the development's vulnerability to crime.

The author of a CIS should:

- Be accredited through the National Police Improvement Agency
- Have access to up to date raw crime data material pertinent to the proposed scheme e.g. individual site analysis and experience of similar developments
- Have a facility to protect and secure the storage of sensitive crime data information (such as that used by solicitors)
- Contact other specialist police departments e.g. GMP emergency planning, GMP counter terrorism unit etc. for those schemes requiring additional specialist advice
- Be able to demonstrate continuing crime prevention CPD

### **L6 Coal Mining Risk Assessment**

The Coal Mining Risk Assessment should be prepared by a suitably qualified and competent person. It must be carried out in complete accordance with the technical guidance published by the Coal Authority which is available via the [gov.uk website](http://gov.uk). It should:

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

Applicants should note that other forms of “environmental check report”, including any reports which simply identify the presence of mine entries but do not interpret this information into a scheme-specific assessment of risk, do not conform to the Coal Authority’s guidance and do not fulfil the requirement for a Coal Mining Risk Assessment. Applications submitted with reports that do not fulfil this requirement are likely to be delayed or may be determined as submitted.

### **L7 Drainage Scheme**

On 18 December 2014 the government issued a written statement in relation to sustainable drainage systems. Existing national planning policy has been strengthened to make it clear that the

government expects sustainable drainage systems (SuDS) to be provided in new developments. To this effect, where planning applications are for major development, the local planning authority must ensure that SuDS are put in place, unless demonstrated to be inappropriate.

Further information on the technical standards for sustainable drainage systems can be found on the [gov.uk website](https://www.gov.uk).

Outline applications for Major development must be submitted with a Proof of Concept Plan containing:

- Site location and layout plans.
- Topographical survey of the existing catchment of the site to include contours at 1 metre interval and existing surface water flow routes, drains, sewers and watercourses.
- Site plan showing areas of Main River and surface water flooding.
- Flood Risk Assessment.
- Site Drainage Strategy to include:
  - SuDS proposals.
  - Infiltration test results.
  - Outfall locations.
  - Rates of discharge.
  - On-site storage requirements.
- Operational Maintenance Plan as detailed below.

Full and Reserved Matters applications for Major development must be submitted with the following in addition to the Proof of Concept Plan:

- Proposed site plan showing exceedance flow routes.
- Drainage layout plan (to include all SuDS, sewers, drains and watercourses).
- A condition survey of any existing drainage assets, infrastructure or watercourse to be utilised.
- Design calculations as necessary to demonstrate the functionality of the SuDS.
- Detailed design drawings.
- SuDS flow calculations (.mdx files compatible with WinDes Micro drainage software if that software has been used).
- Cross sections including design levels.
- Specification of materials.
- Phasing of development including Construction Management Plan.
- Construction phase Surface Water Management Plan.
- Construction details.
- Details of inlets and outlets and flow controls.
- Operational Maintenance Plan
- Health and Safety Risk Assessment for construction, operation and maintenance of the SuDS.

### **L8 Electric Vehicle Charging Point Details**

All major applications for residential development, must include details of provision for the charging of electric vehicles on all plots having in-curtilage parking. This may take the form of high-speed charging points provided directly as part of the development; or, as a minimum, inclusion of provision within the property's electrical installation and associated connection boxes etc, to allow such a point to be easily installed by an occupier at a later date.

Applications for the creation of new public car parks not associated with any development must be accompanied by details of dedicated charging points to be provided within the car park.

### **L9 Flood Risk Assessment**

A Flood Risk Assessment (FRA) should identify and assess the flood risk to property and people both now and taking into account climate change, and demonstrate how these risks from all sources of flooding will be managed. It should identify opportunities to reduce the probability and consequences of flooding. The assessment should address the requirement for safe access to and from the development in areas at risk of flooding as required by Core Strategy Policy CP16. Applicants should also provide evidence on the Sequential Test.

The Flood Risk Assessment should form part of an Environmental Statement when one is required.

The Planning Practice Guidance<sup>1</sup> provides comprehensive advice in relation to the undertaking of flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere. Additional information is available on the [Environment Agency's website](#) and [United Utilities' website](#).

### **L10 Health Impact Assessment**

A statement that identifies the impacts of the development proposal on health (including obesity, mental health and wellbeing); identifies opportunities to reduce health inequalities as a result of the development including in their design, construction and management; and details necessary mitigation.

Where a proposal is accompanied by an Environmental Statement, the details may be provided within the document as part of a socio-economic chapter.

### **L11 Heritage Assessment (including historical, archaeological features and scheduled ancient monuments)**

The detail required within the Heritage Assessment will vary according to the particular circumstances of each application. The following is a guide to the range of information that may be required.

For applications for listed building consent should include:

- A written statement that includes a schedule of works to the listed building(s) with photographs and plans as appropriate;
- An analysis of the values of the building, including any contribution made by its setting (with reference to historic, evidential, communal and architectural value);
- An analysis of the heritage significance of the building / structure;
- An analysis of the impact of the works upon the special character and significance of the listed building or structure and on its setting and the setting of adjacent listed buildings;
- A structural survey may also be required in some circumstances (see L26).

For applications for works within or adjacent to a Conservation Area should include:

- A written statement that includes an assessment of the significance of the area;
- An analysis of the character and appearance of the building/structure;

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<sup>1</sup> <https://www.gov.uk/guidance/flood-risk-and-coastal-change>

- An assessment of the impact of the works upon the special character of the conservation area;
- Where demolition is proposed, the statement should include the principles of and justification for the proposed demolition and its impact on the special character of the area. Details of the replacement building and a structural survey may also be required.
- See L32 in relation to trees in Conservation Areas.

For all major development proposals or proposals involving significant infrastructure works involving the disturbance of ground with an area of archaeological potential, an assessment of existing archaeological information will be required. The Greater Manchester Archaeological Unit will specify cases where a heritage assessment is required in these circumstances.

### **L12 High Speed Broadband Infrastructure Details**

Major applications for residential development must include details of how the infrastructure to be installed as part of the development will accommodate high speed (fibre) broadband.

### **L13 Land Contamination Assessment**

All new developments on land which has the potential to be affected by contamination will require a land contamination assessment. Sufficient information is required to determine the existence or not 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. This may include; a desk study, walk over site reconnaissance and conceptual model identifying potential pollutant sources, pathways and receptors as a basis for assessing the risks and appraising the options for remediation.

Dependent on the site and end use and the potential for contamination to affect the development proposals, it may be a requirement that a Site Investigation and Risk Assessment and Remediation Strategy need to be submitted with the application.

In regard to householder applications in cases where the property is within 250m of a known landfill site then remediation/precautionary measures may be required.

It is essential for applicants to address potential pollution matters early in pre application discussions with planning officers. Also, additional technical advice should be sought from the Environmental Protection Team, or, in the case of water environment pollution concerns, from the Environment Agency.

### **L14 Landscaping details**

Landscape plans should be produced in line with BS 8545:2014 (Trees: from nursery to independence in the landscape) and BS 4428:1989 (Code of practice for general landscape operations).

The landscape drawings should be at a scale between 1:200 and 1:10 and contain accurate and precise information on the following:

- Proposed finished ground levels or contours; means of enclosure; car parking layouts; other vehicle and pedestrian access and circulation areas, hard surfacing materials, structures and ancillary objects (refuse and recycling bins/storage areas/buildings, lighting columns etc);

- Proposed and existing functional services above and below ground (e.g. drainage, power, communications cables, pipelines etc. indicating lines, manholes etc.);
- Existing vegetation to be retained together with measures for its protection during the course of construction (see also L32 Tree Surveys).
- Structural planting plans (including species, planting density, numbers, sizes and location);
- Long term maintenance and landscape management arrangements

Detailed guidance is provided the Landscape Design SPD.

### **L15 Lighting Assessment**

Proposals involving the provision of artificial lighting or floodlighting columns designed to illuminate an area, in locations close to residential properties or in the open countryside, must be accompanied by details of the lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation, a lighting diagram showing the intensity of illumination, and a schedule of the equipment in the design.

### **L16 Minerals and Landfill Details**

Applications for minerals and landfill related applications should be accompanied by:

- Plans showing:
  - Existing topographical survey of the site including land contour levels and relationship to surrounding land;
  - Land use planning designations or physical constraints
- A Geological Assessment including where necessary an assessment of land stability on the site and its environs.
- Method of Working and Phasing showing soil movement, storage, haulage routes, direction and phasing of working and phasing of restoration, and any pre-working landscaping proposals (including soil screens and tree and hedgerow planting);
- Restoration Plan showing: final restoration landform; post development proposed landscaping, including tree and hedgerow planting with details of numbers, size and species, and grass seeding details; and for landfilling showing pre and post settlement levels. These plans should be at a suitable scale related to the size of the site (typically 1:10,000).

### **A Needs Assessment**

You should refer to the Greater Manchester Joint Minerals and Joint Waste Development Plan Documents. Applicants are advised to describe how the proposals will contribute to the relevant provisions of the Joint GMMWP. In particular it will be necessary to demonstrate existing and projected future demand as well as markets served. The latest position Statement will provide further assistance on this matter.

### **L17 Noise Impact Assessment**

A Noise Impact Assessment is required for developments that could lead to a noise nuisance to nearby occupiers and/or amenity users (both during and after development) and for development of a noise sensitive use close to a permanent source of noise e.g. a main road or motorway.

During pre-application discussions advice should be sought from both the planning officer and officers from the Environmental Protection Team about requirements for sound insulation in residential and commercial developments in relation to Policy CP17 of the Core Strategy.

### **L18 Open Space Assessment**

For development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. In the absence of a robust and up to date assessment by a local authority, an applicant may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements.

Policy CP2 of the Core Strategy should be taken into account. Government planning policy is set out in the National Planning Policy Framework.

### **L19 Parking Plan**

A plan is required showing details of existing and proposed parking provision, (including cycle parking), the number and layout of car parking provision for disabled people and a justification for the level of provision proposed.

Policy CP7 of the Core Strategy and saved policy A1S of the Wigan Replacement UDP should be taken into account.

### **L20 Photographs and Photomontages**

These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene.

Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.

### **L21 Planning Obligations / Draft Heads of Terms**

This statement is required to explain how the applicant proposes to resolve planning requirements in relation to infrastructure and service provision made necessary by the development, and any other matters which it is anticipated would need to be the subject of an s106 planning agreement or obligation, as required by Policy CP18 of the Core Strategy.

All applications which generate requirements for planning obligations in accordance with the Council's planning policies will require either a S.106 Agreement or S.106 unilateral undertaking.

All such legal agreements and their contents should be discussed with the Council as fully as possible during pre-application discussions. All applications where such an agreement is required shall include with them Heads of Terms and details of the applicant's legal representative who would deal with the drafting of the S.106 Agreement.

Standard templates for section 106 Agreements and Unilateral Undertakings are available from the Council on request.

### **L22 Planning Statement**

To identify the context and need for a proposed development and explain how the proposal accords with relevant national, regional and local planning policies, including Supplementary Planning Guidance and Supplementary Planning Documents.

The Planning Statement may also include details of consultations with the council and wider community/statutory consultees undertaken prior to the submission of the planning application.

### **L23 Refuse Storage Facilities / Recycling Details**

Applications for major residential developments, all residential development involving the creation of flats, and all new non-residential buildings will need to be accompanied by detailed plans demonstrating i) that the development can accommodate the number and type of bins required to be provided in line with the Council's policies as waste authority; and ii) that the development is laid out in a manner which allows the bins to be presented for collection in a position that can safely be accessed by the Council's refuse collection vehicles. The Council will shortly be publishing guidance on this issue.

### **L24 Site Waste Management Plan**

Development involving the demolition and replacement of existing buildings or structures should be supported by site waste management plans, which consider the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of material and to demonstrate how off-site disposal of waste will be minimised and managed.

### **L25 Statement of Consultation**

To demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals. The Council's [Statement of Community Involvement](#) provides guidance on how developers might engage with communities prior to the submission of an application.

### **L26 Structural Survey**

A structural survey is required to support applications for the conversion of a rural building in the green belt to demonstrate that it is capable of conversion without major or complete reconstruction. Details are required to justify the need for any rebuilding proposed and a construction methodology to show how the stability of the building will be maintained during the conversion. A plan should be provided showing the areas where rebuilding is proposed.

A structural survey is required to support applications for the erection of buildings on sites where there is a possibility of land instability.

In some cases structural information would be required to support applications for listed building consent or conservation area consent. This should be identified during pre-application discussions.

### **L27 Telecommunications Statement**

Information should be submitted showing the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development.

Planning applications should be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).

### **L28 Topographical Survey / Site Levels / Finished Floor Levels**

Detailed applications for major developments must be accompanied, at application stage, by a topographical survey of the site and details of proposed land and finished floor levels. This is essential in order to allow the Council and communities consulted on planning applications to understand the relationship between the development and neighbouring land uses, and for any issues of concern to be addressed at an early stage before layouts and other aspects of the

development are finalised.

### **L29 Town Centre Uses: Impact Assessment / Sequential Test**

To assess the impact of a retail or leisure development on the vitality and viability of the town centre and other local shopping centres, and to address tests applied by the National Planning Policy Framework in relation to the location of, and need for, proposed retail development.

The level and type of evidence and analysis required to address the key considerations should be proportionate to the scale and nature of the proposal.

### **L30 Transport Assessment**

The purpose of a transport assessment (TA) is to quantify and assess the impact of the proposals on traffic movement and highway safety; to quantify and assess how the development could be accessed by alternative transport modes and how such alternative modes would be promoted, including, where appropriate, green travel plans; and providing details of any proposals for access or transport improvements.

The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal.

For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility of the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.

### **L31 Travel Plan**

A travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts. The travel plan should have a strategy for its implementation that is appropriate for the development proposal under consideration. It should identify the travel plan site coordinator, the management arrangements for the plan – (for example a steering group) and the development timetable. The strategy should also include activities for marketing and promoting sustainable modes of transport to occupiers, users, visitors and residents of the site. It should be produced taking into account the guidance in the Council's Supplementary Planning Document "[Travel Plans](#)".

Travel Plans for commercial development must be completed using the [Greater Manchester Travel Plan Toolkit](#) prepared by Transport for Greater Manchester.

### **L32 Tree Survey / Arboricultural implications**

Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during construction works.

Full guidance on the survey information, protection plan and method statement that should be provided is set out in BS 5837 "Trees in Relation to Construction – Recommendations". It should include;

- The positions of all trees of 75 mm stem diameter at a height of 1.5 metres within the site and adjoining or overhanging the site boundaries;

- Species, height; diameter, Root Protection Area (RPA); canopy spread of each tree; age class, condition and life expectancy for all trees plotted;
- Constraints plan showing Root Protection Areas (RPA) and features such as utility routes and depths and area of hardstanding;
- All shrub masses and hedges;
- Any other relevant features of the site such as banks, slopes, walls and fences and water features;
- Existing and proposed levels;
- Details of the trees should be categorised in accordance with the tree categorisation method set out in BS 5837 (categorised A-C or U grading and colour coded to identify suitability for retention).

Tree surveys should be undertaken by suitably qualified arboriculturalist.

If you are uncertain whether a development may affect trees, you should as a minimum submit a plan to scale (1:200 or 1:500) indicating the proposed development and location of tree trunks and crown spreads of all trees within falling distance of the application site. Based on this information a assessment will be made on whether a tree survey is required.

### **L33 Ventilation / Extraction Details**

Any application for a commercial use necessitating an external extractor vent or flue, or any application relating to such a vent or flue in isolation, will be required to be supported by details of:

- The location and appearance of any external equipment for fume extraction/ventilation, e.g. grilles/flues.
- Scaled plans and elevational drawings as existing and proposed
- Relevant floorplans showing the location of any equipment internally and the route any ducting would take to the internal riser/exterior walls
- The noise levels that would be generated from the proposed equipment and the acoustic attenuation measures proposed to reduce the equipment's noise output externally
- A technical specification of the proposed equipment from the manufacturer
- Information regarding the proposed cleaning/maintenance regime for the fume extraction equipment

### **L34 Viability Appraisal**

Where a developer proposes that their development will not comply fully with the Council's policies as regards affordable housing or infrastructure, the application must be submitted along with a viability appraisal evidencing why the development cannot viably sustain the level of contribution required. The developer will be required to meet the cost of an independent review of their appraisal.

All viability appraisals must be accompanied by a summary which the Council will place in the public domain. The Council will seek to protect commercial confidentiality so far as possible in respect of the full appraisal; however developers should note that in some circumstances the Council may be required to disclose the full content of a viability appraisal.

### **L35 Waste Management Scheme Details**

Applications for uses involving the transfer, processing or deposition of waste must be accompanied by a Needs Assessment. You should refer to the Greater Manchester Joint Waste Development Plan Document. Applicants are advised to describe how the proposals will contribute to the relevant provisions of the Joint GMMWP. In particular it will be necessary to demonstrate existing and

projected future demand as well as markets served. The latest Position Statement will provide further assistance on this matter.

Applications must also be supported by a full description of the development, how it will operate and its effects; the timescale over which the development will operate and its days and hours of operation.

Details are also required of:

- The types and quantities of waste to be managed, including the daily throughput for which planning permission is being sought, estimated annual quantity of each waste type to be received, and estimated total capacity where relevant;
- Arrangements for the disposal of residues and any hazardous materials to be used or stored on the site
- Design, layout, buildings and plant – a full description of the proposed development including the processes involved, layout and design of buildings, plant, operational areas, haul roads and external lighting
- Landfill and leachate control infrastructure
- Measures to control energy efficiency and recovery where relevant.