

Validation Checklist for Planning and Other Applications

Shortened version for householder applications

Amended June 2017

Introduction

This document is for use by applicants and agents when submitting planning and other related applications. The checklist considers both National Requirements - these are mandatory, and Local Requirements - these are determined by the Borough Council and the submission of this information will vary depending on the nature of the proposal.

Please note that this is a shortened version of the full checklist and is for householder applications only. Please see the full checklist for all other types of application

The checklist will:

- help you to understand the type and extent of information that will be required;
- provide greater certainty;
- enable us to have all the information we need in order to determine the application, draft the planning permission and word any planning conditions required; and
- minimise the risk that we will have to go back to you for more information which can result in unnecessary delays.

Submitting Applications

We recommend the submission of applications electronically via the Planning Portal – www.planningportal.gov.uk. Payment of application fees can also be made via the Planning Portal, by paying by cheque or card at the Contact Centre or by paying over the phone by credit or debit card (01282 425011). Payment can also be made through BACS using the following account details:

A/C Name: Burnley Borough Council

A/C Number: 91206850

Sort Code: 40-15-17

Please quote: Ref: R5318/3328 for all planning applications; or,
Ref: R5318/3334 for pre-application enquiries.

If you choose to submit a paper copy of your application, you will need to provide two copies (one plus the original) of all documents and forms.

You can help us to process your application quickly by:

- Submitting your application online and making payment electronically
- Including all the necessary information
- Avoiding the use of large file sizes
- Including a schedule of the documents submitted
- Clearly annotating all document files accordingly
- Agreeing the information requirements with us prior to submission, including the submission of additional copies of documents or CDs if required
- Corresponding with us by email

The Validation Process

If you do not submit an application in accordance with the requirements of the checklist we are entitled to declare the application invalid. If this happens, we will set out our reasons for doing so and specify the information required in order to make the application valid. Wherever possible we will seek to do this via email and within two working days of receiving your application. If you do not agree that a particular piece of information is required to accompany your application, please provide written justification with the application and this will be considered. If we do not hear from you with 28 days, or the requested information is not received, your submitted application and any associated documents will be returned to you.

We will only ask for information which is genuinely necessary and related to the scale and nature of your application

The time period from application to decision begins the day after a valid planning application and the correct fee (where a fee is payable) have been received. If the application is submitted electronically it will be treated as having been delivered at 9am on the next working day following the date of its transmission. The day a valid application is received counts as day zero. Applications will be marked with the date of receipt. We will send a letter to you confirming the validity of the application and the start date of the statutory period for determination.

If an apparently valid application is later found to be invalid because of a factual or legal inaccuracy, the original start date for processing the application will be disregarded. The time from application to decision will start again on the revised validation date.

All drawings must:

- Be at a recognised metric scale
- Show a north point
- Include a linear scale bar

All drawings MUST include a reference number (and highlight any revisions as applicable) as these are referred to in planning conditions.

1. The completed standard application form

Required for all applications

This should be submitted electronically, but paper copies will be accepted. All relevant questions should be answered and if not relevant to the application, then the words 'not applicable' should be inserted for clarity.

2. The correct fee

Required for all applications unless an exemption or concession applies

Where a fee is necessary it must be provided in accordance with the statutory fee scale. If you consider that no fee is necessary, you should specify the reasons for this view. If, however, no fee is required because the application is a resubmission of a previously refused or withdrawn proposal, the planning reference number of the previous application should be provided. An up to date schedule of fees can be viewed on our website:

<http://www.burnley.gov.uk/residents/planning/how-make-application>

3. Ownership Certificates and Agricultural Land Declaration

Required for all householder applications

One of the following Certificates A, B, C and D must be completed stating the ownership of the property:

- Certificate A: When the applicant is the sole owner;
- Certificate B: When person(s) other than the applicant are known to own part or all of the application site;
- Certificates C and D: When not all or none of the owners of the site are known.
- For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

A Part 1 notice must be sent by the applicant to any owners of the application site other than the applicant if Certificate B has been completed.

It may also be required if Certificate C has been completed. A copy must be served on each of the individuals identified in the relevant certificate.

A copy of the notice for householder development can be downloaded from our website:

<http://www.burnley.gov.uk/residents/planning/how-make-application>

4. Location Plan

Required for all applications

This should:

- Be up to date and of Ordnance Survey quality;
- Be at a scale of 1:1250 or 1:2500;
- Show a north point;
- Show at least two named roads;
- Show surrounding buildings which are named or numbered;
- Clearly identify the application site with a red edge which should include all the land required to carry out the proposed development (such as land required for access to the site from a public highway);
- Show any other land in the control or ownership of the applicant which is close to or adjacent to the application site with a blue edge; and
- Show the exact location of the application site.

5. Site Plan/Block Plan

Required for all applications

This should:

- Be at a scale of 1:500 or 1:200;
- Show the direction of North;
- Show the proposed development in relation to the site boundaries and other existing buildings on the site; and
- Include written/annotated dimensions, including those to boundaries;

It should also include the following, unless these would not influence or be affected by the proposed development*

- All the 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 all trees on the site, and those on adjacent land that could influence or be affected by the development;
- The extent and type of any hard surfacing; and
- Boundary treatment including walls or fencing where this is proposed.

**for further advice on whether such information would be required, please contact the Development Management Team (planning@burnley.gov.uk).*

6. Existing and Proposed Floor Plans

Required for all householder applications proposing new floorspace

These should:

- Be drawn to a recognised metric scale, preferably 1:50 or 1:100;
- Include written/annotated dimensions;
- Explain the proposal in detail;
- Clearly show any existing walls or buildings to be demolished; and
- Show the development in context with any adjacent buildings (including property numbers where applicable)

7. Existing and Proposed Elevations

Required for applications where:

- New elevations are proposed; or
- Existing elevations are altered.

These should:

- Be drawn to a recognised metric scale, preferably 1:50 or 1:100;
- Include written/annotated dimensions;
- Explain the proposal in detail;
- Show details of the existing building and those for the proposed development;
- Show all sides of the property (including any blank elevations) and indicate where possible the building materials and the style, materials and finish of windows and doors;
- Correspond exactly with the plan drawings; and
- Clearly show the relationship with any adjoining buildings or buildings in close proximity and provide details of the positions of any window or door openings on each building.

8. Existing and proposed site sections and finished floor and site levels

Required for applications:

- Where a proposal involves a change in ground levels – drawings should be submitted to show both existing and finished site and floor levels, or
- On sloping sites – information is required concerning alterations to levels, the way in which a proposal sites within the site and in particular the relative levels between existing and proposed land and buildings.

These should:

- Be drawn to a recognised metric scale, preferably at 1:50 or 1:100;
- Show a cross section through the proposed building(s); and
- Demonstrate how the proposed building(s) relates to existing site levels and to neighbouring development (with levels related to a fixed datum point off site)

9. Roof plans

Required for applications where new roof details are proposed

These should:

- Be drawn to a recognised metric scale, preferably at 1:50 or 1:100; and
- Include details of roofing materials, vents etc

10. Heritage Statement / Heritage Impact Assessment

Required for householder applications proposing:

- Alterations to or demolition of a listed building or building(s) within a conservation area;
- Alterations or new development affecting the setting of a listed building
- Works affecting any known or suspected archaeological site
- Works to or demolition of a non-designated heritage asset

The level of detail should be proportionate to the importance of the heritage asset and the significance of the change being applied for, and sufficient to understand the potential impact of the proposal on the significance of the heritage asset. Heritage statements should include:

- A statement of the archaeological, architectural, historical or other significance of the building, its site and setting, including any pre-application research and evaluation;
- A schedule of works affecting the asset, its site and setting;
- An assessment of the impact of the proposals on the special interest and character of the asset, its site and setting and that of any adjacent heritage assets; and
- Justification for the proposals, in terms of the principles applied, together with any mitigation measures proposed.

Further information/policy background:

- *Planning Practice guidance:*
<http://planningguidance.planningportal.gov.uk/blog/guidance/conserving-and-enhancing-the-historic-environment/>
- *Lancashire County Council Old Maps* - <http://www3.lancashire.gov.uk/environment/oldmap/>
- *The Lancashire Historic Towns Survey:*
<http://www.burnley.gov.uk/residents/planning/planning-policy/burnleys-emerging-local-plan/evidence-base/historic-environment-evidence>
- *Archaeology Data Service online search facility:* <http://ads.ahds.ac.uk/index.html>
- *English Heritage Advice:*
www.english-heritage.org.uk/professional/advice/
- *Burnley Local Plan Policies E10, E11, E12, E13, E15, E17, E18 and E19*

LOCAL REQUIREMENTS

We may also require additional information prior to the validation of an application depending on the character of the area within which the site is located. It is advisable to seek confirmation on the need for such additional information prior to submitting an application.

Biodiversity Survey and Report

Required for developments which impact upon:

- Biological Heritage Sites,
 - Geological Heritage Sites,
 - Wildlife Corridors,
 - A Site of Special Scientific Interest,
 - A Special Protection Area,
- AND

Development which is likely to affect the habitat of protected species* and species included on the S41** list, including:

- Demolition
- Work affecting roof spaces
- Removal of trees and hedgerows
- Alterations to watercourses and ponds

Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of the application. This should take the form of a biodiversity survey/ecological assessment carried out by a qualified ecologist or other suitably qualified professional. The assessment may incorporate a wildlife survey, where there are, or may be, protected species on or adjacent an application site.

Further information/policy background:

- *Planning Practice Guidance:*
- <http://planningguidance.planningportal.gov.uk/blog/guidance/natural-environment/>
- Burnley Local Plan Policies E1, E2, E3, E4, E5, E6 and E7
- Burnley Local Plan Policies E11 and E13
- Lancashire County Council - <http://www.lancashire.gov.uk/council/planning/planning-application-process/ecology/ecology-advice-for-developers.aspx>
- Natural England - <https://www.gov.uk/government/organisations/natural-england>
- The Bat Conservation Trust – www.bats.org.uk
- East Lancashire Bat Group - www.eastlancsbats.org
- The Lancashire Wildlife Trust - www.lancswt.org.uk
- Campaign to Protect Rural England - www.cpre.org.uk
- www.buglife.org.uk

**Protected Species are identified in the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats, etc) Regulations 1994, and the Protection of Badgers Act 1992.*

***This refers to Section 41 of the Natural Environment and Rural Communities Act 2006. Please see Natural England's website for more information*

Flood Risk Assessment (FRA)

Required for:

- All developments within Flood Zones 2 and 3
- Developments within areas where there are specific localise flooding issues and where the proposal could contribute to flooding problems within or outside the development site

A FRA should assess risks from all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequence of flooding, including the design of surface water management systems including Sustainable Drainage Systems (SUDS) and address the requirement for safe access to and from the development in areas at risk of flooding. Where flood risk relates to the Leeds-Liverpool Canal, early contact should be made with the Canal and River Trust.

Further information/policy background:

- *Planning Practice Guidance: Flood Risk* - <https://www.gov.uk/guidance/flood-risk-and-coastal-change>
- The Environment Agency flood maps can be found at <https://www.gov.uk/environmental-management/flooding-coastal-change>
- The Environment Agency's Flood Risk Standing Advice can also be found at <https://www.gov.uk/environmental-management/flooding-coastal-change>
- Guidance on the use of sustainable drainage systems can be found at www.gov.uk/government/publications/sustainable-urban-drainage-system-suds-techniques-hydraulic-structural-and-water-quality-issues
- Guidance on the SuDS approval process can be found at www.lancashire.gov.uk/council/planning/sustainable-drainage-systems
- *Planning Practice Guidance: Water Supply, Wastewater and Water Quality* - <https://www.gov.uk/guidance/water-supply-wastewater-and-water-quality>

- Where flood risk is related to sewer flooding and reservoir inundation it is advisable that early contact is made with United Utilities at <https://www.unitedutilities.com/services/builders-developers/planning/>
- www.canalrivertrust.org.uk
- <https://www.gov.uk/planning-applications-assessing-flood-risk>
- Burnley Local Plan Policies E7, E8 and E9

Tree Survey/Arboricultural Implications

Required for all developments affecting trees within or adjacent to the application site

All trees and hedges on or adjacent the proposed development site should be identified and appropriately annotated on the Site/Block plan. Where the development has the potential to adversely affect trees or hedges, a Tree Survey/Arboricultural Assessment should be undertaken by a suitably qualified arboriculturist. For the arboricultural implications and method statements, all sections of the British Standard 5837 should be addressed. A topographical survey should indicate current and proposed levels showing all trees on the plan and all features listed in the latest edition of BS5837 Section 4.1. Information will be required on which trees are to be retained and on the means of protecting those trees during construction works. For a tree protection plan all temporary fencing, ground protection and other physical means of protection should be identified. The existing and proposed drainage, soakaway and service runs should also be plotted on the tree protection plan, site plan and landscaping plan.

Further information/policy background:

- Burnley Local Plan Policy E6
- BS5837: 2012 'Trees in relation to design, demolition and construction'
- Planning Practice Guidance:
 - <http://planningguidance.planningportal.gov.uk/blog/guidance/natural-environment/>
 - <http://planningguidance.planningportal.gov.uk/blog/guidance/tree-preservation-orders/>
 - <http://www.trees.org.uk/Help-Advice/Public/A-brief-guide-to-legislation-for-trees>

Purpose of guidance

This document sets out Burnley Borough Council's revised local requirements for Householder Planning Applications. This amended and updated local guidance document has been adopted for use in validating Householder Planning Applications received after 1st June 2017.

The guidance will help applicants to understand the type and extent of the information that will be required from them. It will also ensure that the local planning authority has all the information it needs to determine an application from the outset. The guidance will benefit both the applicant, by ensuring a speedy decision, and the local authority by helping to achieve performance targets.

Graeme Thorpe MRTPI – Planning Team Manager – 01/06/2017