BURNLEY BOROUGH COUNCIL

Validation Checklist for Planning and Other Applications

Adopted November 2025

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A. INTRODUCTION

This document sets out Burnley Borough Council's revised local requirements for Planning Applications. This local guidance document has been subject to a six-week period of consultation, and the guidance has been adopted for use in validating all Applications received after 13th November 2025

Purpose of the Guidance

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.

Different types of application require different levels of information and supporting documentation and this checklist should be used to determine what information is required for each application type submitted to Burnley Borough Council. A separate and simpler Checklist is available for Householder applications.

Adherence to the checklist will, in most cases, avoid the need to seek further information during the application process.

The Checklist is split into two parts:

> National Requirements – those required specifically by the Town and Country Planning (Development Management Procedure) (England) Order 2015.
> Local Requirements – those required by other legislation and guidance. Note that this is subject to regular change.

Submitting Applications

We recommend that applications be submitted electronically via the Planning Portal – www.planningportal.gov.uk. Payment of application fees for portal submissions should be made via the Planning Portal.

For applications not submitted through the portal, payment can be taken 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;
	Ref: R5318/3334 for pre-application enquiries

If you choose to submit a paper copy of your application, you will need to provide one copy of all documents and forms, unless you have already been advised that more paper copies are required.

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 (MAX. file size of 10MB)
Including a schedule of submitted documents
Annotating all document files accordingly
Where appropriate agreeing information requirements with us prior to submission.
Corresponding with us by email (planning@burnley.gov.uk)

The Validation Process

If you do not submit documents in accordance with the requirements of this Checklist, the application is likely to be considered 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. We will only ask for information which is genuinely necessary and related to the scale and nature of your application.. If you do not agree that a particular document is required, please provide written justification with the application and your view will be considered. The Town and Country Planning (Development Management Procedure) (England) (Order) 2015 (as amended), under Part 3, Article 12, sets out the procedure if there is disagreement regarding the information required to make an application valid.

If a validated 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 and a new start date generated once necessary corrections or amendments have been made.

The time period from 'start date' to decision begins the day after validation takes place and the correct fee (where a fee is payable) is received. If the application is submitted electronically, it will be treated as received on 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 from their valid date. We will send a letter to you confirming validity of the application, the start date and the statutory period for determination.

If a request for further information is made during the validation process and said information is not received within 21 days, the application will be treated as 'WITHDRAWN' and an administrative charge will be levied. This charge seeks to recover some of the cost incurred by the Authority in dealing with the matter. Details of the charges are on the Councils website.

Pre-application discussions

The Council encourages applicants to enter into pre-application discussions where appropriate. The Council charges for this service. A pre-application form and details of charges can be found at:

https://burnley.gov.uk/planning/development-control/

Applicants may also wish to contact the Local Highway Authority, the Environment Agency, United Utilities, the Lead Local Flood Authority Highways England, Historic England, the Canal and River Trust and other consultees who offer their own pre-application advice services.

When pre-application advice is sought and given, the applicant will be expected to show the advice and how it has been taken into account within their submission.

B. NATIONAL STATUTORY REQUIREMENTS

These requirements are set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015 and are relevant for applications across England and Wales.

All drawings must:

Be at a recognised metric scale
Show a north point
Include a linear scale bar
A drawing reference number and highlight any revisions as applicable

1. Complete the Standard Application Form

Required for all Applications

The preferred method of submission is via planning portal, however submission using paper documents will also be accepted. Applicants should ensure that the correct forms are used. The Applicant's and Agent's, as appropriate, name and address should be provided. Contact details for the Applicant (or Agent as appropriate) should include an email address. All relevant questions must be answered, and if not relevant to the application, then the words 'not applicable' must be inserted for clarity.

2. The Application Fee

Required for all applications unless an exemption or concession applies

Where an application 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 reason with your submission. The current schedule of fees can be viewed at:-

Calculate fees for a planning application (planningportal.co.uk)

3. Ownership Certificates and Agricultural Land Declaration

Required for all outline, full and listed building consent 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; or
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.

Copies of Notice 1 and Notice 2 are available on the Planning Portal website via the below links:
notice1.pdf
notice2.pdf

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 line (referred to as ‘the 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); and
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.

5. Site Plan/Block Plan (existing and proposed)

Required for all applications, with the exception of change of use proposal where no external works are proposed.

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 and features on the site; and
Include written/annotated dimensions between new buildings and site 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;
Any watercourses;
Any bridges, retaining walls;
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.

6. Existing and Proposed Floor Plans

Required for all applications where:
- **New floorspace is proposed**
- **A change in the use of floorspace is proposed**

These should:

Be drawn to a recognised metric scale, preferably 1:50 or 1:100;
Include written/annotated external dimensions of new buildings/extensions; and
Clearly show any existing walls to be demolished.

7. Existing and Proposed Elevations

Required for applications where:
- **New elevations are proposed; and/or**
- **Existing elevations are altered**

These should:

Be drawn to a recognised metric scale, preferably 1:50 or 1:100;
Include written/annotated external dimensions of new buildings/extensions;
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; 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.

They are also required for applications for advertisement consent to show:

The size and position of the proposed advertisement(s) and any associated illumination in relation to the buildings;
The height above ground level;
The amount of projection;
Materials and colours;
Method of fixing; and
Levels of illumination.

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 sits within the site and relative levels of existing and proposed land and buildings**

These should:

Be drawn to a recognised metric scale, preferably at 1:50 or 1:100;
Show at least one cross section through the proposed building(s) and land;
Demonstrate how the proposed building(s) relates to existing site levels and to neighbouring development;
Ensure that levels relate to a fixed datum point off site;
Provide a full Topographical Survey for major proposals; and
Include a section of existing/proposed access onto the local road network where applicable.

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
Show the shape of the roof and Include details of roofing materials, vents etc and their location where proposed.

10. Biodiversity Net Gain

Required for all development which is not exempt as detailed by the Planning Practice Guidance: https://www.gov.uk/guidance/biodiversity-net-gain-exempt-developments:

Where development would be subject to the general biodiversity gain condition, the application must be accompanied by minimum information set out in Article 7A of the Town and Country Planning (Development Management Procedure) (England) Order 2015 as amended by The Biodiversity Gain (Town and Country Planning) (Modifications and Amendments) (England) Regulations 2024.

Biodiversity Net Gain introduces the requirement for development to deliver a minimum of 10% increase in the biodiversity value to the pre-development biodiversity value of onsite habitats. The increase in biodiversity value can be delivered through three options:

i) Onsite biodiversity;
ii) Registered offsite biodiversity gains (sometimes known as 'habitat bank'); or
iii) Statutory biodiversity credits.

The following mandatory minimum information is required to be submitted:

Confirmation whether the applicant believes that planning permission, if granted would be subject to the biodiversity net gain condition;

The pre-development biodiversity value(s), either on the date of the application or earlier proposed date (as appropriate);
Where the applicant proposes to use an earlier date, this proposed earlier date and the reasons for proposing that date;
Completed metric calculation tool (published by Natural England (in Excel format only)) showing the calculations, the publication date and version of the biodiversity metric used to calculate that value;
a statement confirming whether activities have been carried out prior to the date of application (or earlier proposed date)that result is loss of onsite biodiversity value ('degradation')and where they have:
a statement to the effect that these activities have been carried out;
the date immediately before these activities were carried out;
the pre-development biodiversity value of the onsite habitat on this date;
the completed metric calculation tool showing the calculations; and
any available supporting evidence of this.
A description of any irreplaceable habitat (as set out in column 1 of the Schedule to The Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024)on the land to which the application relates, that exists on the date of the application (or an earlier date); and
A plan or plans, drawn to an identified scale and showing the direction of North, showing onsite habitat existing on the date of the application (or earlier proposed date), including any irreplaceable habitat (if applicable).

Please note the above information is the mandatory minimum information that is required to the submitted.

Further information on the requirements of biodiversity Net Gain is available via:

https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf
Calculate biodiversity value with the statutory biodiversity metric - GOV.UK
https://www.gov.uk/guidance/biodiversity-net-gain
https://www.gov.uk/guidance/understanding-biodiversity-net-gain
https://www.gov.uk/guidance/protected-areas-sites-of-special-scientific-interest

11. Design and Access Statements

Required for:

- **All major applications;**
- **All development within a designated area (Conservation Area or World Heritage Site) where the development consists of one or more dwellinghouses or provision of a building(s) where the new floorspace created by the development is 100 square metres or more; and**
- **All applications for listed building consent.**

Design and Access Statements **are not** required for the following applications:

permission to develop land without compliance with conditions previously attached, made pursuant to Section 73 of the Town and Country Planning Act 1990;
engineering or mining operations;

waste operations;
a material change of use of land and/or buildings;
advertisement consent;
works to trees;
the storage of hazardous substances;
prior approval applications;
non-material minor amendment applications; or
reserved Matters applications.

A Design and Access Statement should explain and justify the proposal in a logical, structured manner. The level of detail required will depend on the scale and complexity of the application, and the length of the Statement will vary accordingly. Design and Access Statements should:

Explain the design principles and concepts that have been applied to the following aspects of the development: –
Amount;
Layout;
Scale;
Landscaping; and
Appearance;
Demonstrate steps taken to appraise the context of the development and how the design of the development takes that context into account;
Take into account the impact of the proposal on key gateway and waterfront locations as detailed on the Local Plan Policies Map;
Explain what considerations you have given as to access and how local policies relating to access have been taken account of;
State what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and
Explain how specific matters that may affect access to the development have been addressed.
Include any alternative options, which have been considered and discounted.

When an application requiring a Design and Access Statement is submitted alongside an application that requires a Heritage Statement, a single combined Statement can be provided. The combined Statement must be clearly described as such, and must contain sufficient information to serve both purposes.

Further information/policy background:
Policy SP5 of Burnley's Local Plan
[Making an application - GOV.UK (www.gov.uk)]

12. Environmental Statement

Required for development falling within the provisions of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended)

The purpose of an Environmental Impact Assessment is to ensure that a Local Planning Authority has sufficient information to determine the likely environmental impact of a proposal, and to enable it to take account of the environmental impact when reaching its decision on a planning application. The Regulations prescribe which applications are caught by these Regulations and the process to follow.

All proposals that fall within the list of development types at Schedule 1 of the Regulations will require an Environmental Statement.

For proposals that fall within Schedule 2 of the Regulations, 'screening' is used to decide whether an Environmental Statement is required.

Screening

Before making a planning application, an applicant can submit a Screening Request to the Local Planning Authority to ascertain whether a proposal will require an Environmental Impact Assessment. The request should be made in writing and include the following information as detailed under Regulation 8 of the Regulations:-

- a plan sufficient to identify the land;
- a description of the development, including in particular –
    - a description of the physical characteristics of the whole development and, where relevant, of demolition works;
    - a description of the location of the development, with particular regard to the environmental sensitivity of geographical areas likely to be affected;
- a description of the aspects of the environment likely to be significantly affected by the development;
- to the extent that the information is available, a description of any likely significant effects of the development on the environment resulting from-
    - the expected residues and emissions and the production of waste, where relevant; and
    - the use of natural resources, in particular soil, land, water and biodiversity; and
- Details of mitigation measures that should be taken into account.

Where a Screening Opinion concludes that an Environmental Statement is required then this must be submitted with a planning application.

Where an Environmental Statement is required, the process of Scoping is to determine the scope of impacts and level of detail that must be contained in an Environmental Statement.

Scoping

An applicant may make a Scoping Request to the Local Planning Authority. A request should include the following (Regulation 10 of the Regulations):-

- a plan sufficient to identify the land;
- a description of the proposed development, including its location and technical capacity;
- an explanation of the likely significant effects of the development on the environment; and
- such other information or representations as the person making the request may wish to provide or make.

Environmental Statement (ES)

An Environmental Statement (ES) is defined under Regulation 14 and must contain the information specified in Schedule 4 of the Regulations. It may consist of one or more documents, but it must constitute a single compilation of those documents into a single Statement. It must include a non-technical summary (of the information under paragraphs 1 to 10 of Schedule 4) and be prepared by a competent expert which should be set out in a statement outlining the relevant expertise or qualifications of such experts. Where a scoping opinion has been issued, the ES should be based upon the most recent scoping opinion adopted and include the information reasonably required for reaching a reasoned conclusion on the significant effects of the development on the environment, considering current knowledge and methods of assessment and should also take into account the results of any relevant UK environmental assessment which is reasonably available to the applicant. The ES should be proportionate and have its main emphasis on the significant environmental effects and not be any longer than is necessary to properly describe those effects. Impacts which have little or no significance for the development in question will need only very brief treatment to indicate that their relevance has been considered.

Further information/policy background:
The Infrastructure Planning (Environmental Impact Assessment) Regulations 2017 (SI 2017 No.571
[Environmental Impact Assessment - GOV.UK (www.gov.uk)]

13. Fire Statement

Required for all types of applications proposing:

- **The provision of one or more relevant buildings;**
- **Development of an existing relevant building; or**
- **Development within the curtilage of a relevant building.**

Relevant buildings are defined as:

- **Containing two or more dwellings or educational accommodation; and**
- **Meet the height condition: 18m or more in height, or 7 or more storeys.**

Fire Statements must be submitted on a form published by the Secretary of State(or a form to similar effect) contain the particulars specified or referred to in the form, which includes information about (not exhaustive list):

The principles, concepts and approach relating to fire safety that have been applied to each building in the development;
the site layout;
emergency vehicle access and water supplies for fire fighting purposes;
what, if any, consultation has been undertaken on issues relating to the fire safety of the development; and what account has been taken of this; and
how any policies relating to fire safety in relevant local development documents have been taken into account.

14. Flood Risk Assessment

Required for:

- **All developments within flood zones 2 and 3;**
- **In flood zone 1, where the flood map for planning shows it is at increased risk from flooding from rivers and sea during it's lifetime**
- **In flood zone 1 and the flood map for planning shows it is at risk of flooding from surface water**
- **Assessments will be required for; Sites of 1 hectare or more, Land which has been identified by the Environment Agency as having critical drainage problems, land identified in a strategic flood risk assessment at being at increased flood risk in future, or land that may be subject to other sources of flooding, where its development would introduce a more vulnerable use.**

A Site Specific Flood Risk Assessment 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 Site Specific Flood Risk Assessment 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.

Site Specific Flood Risk Assessment checklist must include:

Description of the application and its location;
General summary of the proposed development;
Sequential test – for developments in flood zones 2 and 3; and other scenarios set out in the guidance referenced below.
Climate change – how is flood risk at the application site likely to be affected by climate change;
Site specific flood risk – description of the risk of flooding to and from the proposed development over its expected lifetime, including appropriate allowances for the impacts of climate change;
Surface water management – description of the existing and proposed surface water management arrangements at the application site using sustainable drainage systems wherever appropriate, to ensure there is no increase in flood risk to others off-site;
Occupants and users of the proposed development – summary of the numbers of future occupants and users of the new development; the likely future pattern of occupancy and use; and proposed measures for protecting more vulnerable people from flooding;
Exception test – evidence to support certain development proposals in flood zones 2 or 3 if, following application of the sequential test, it is appropriate to apply the exception test;
Residual risk – description any residual risks that remain after the flood risk management and mitigation measures are implemented, and to explain how these risks can be managed to keep the users of the development safe over its lifetime; and
Assessment credentials.

The expected lifetime of the development so the applicant can demonstrate that they have used the appropriate climate change allowances for peak rainfall intensity to assess surface water flood risk.

Further information/policy background:
Policy CC4 of Burnley's Local Plan
Flood Risk assessments applying for planning permission guidance Flood risk assessments: applying for planning permission - GOV.UK
DLUHC https://flood-map-for-planning.service.gov.uk
The National Planning Policy Framework
National Planning Practice Guidance
http://www.burnley.gov.uk/residents/planning/planning-policies/burnleys-emerging-local-plan/evidence-base/strategic-flood-risk-assessment
http://www.lancashire.gov.uk/council/strategies-policies-plans/environmental/lancashire-and-blackpool-flood-risk-management-strategy.aspx

15. Sustainable Drainage Strategy

Required for: -
•All Major applications; and
•All applications where a site-specific Flood Risk Assessment is required; and
•Development which could affect drainage on or around the site; and
•Development in an area at risk of flooding such as Flood Zones 2 or 3, or at risk of surface water flooding

Sustainable drainage systems (SuDS) should be designed to control surface water run off close to where it falls (infiltration and source control), combining a mixture of built and nature-based techniques to mimic natural drainage as closely as possible, and accounting for the predicted impacts of climate change.

They shall follow the hierarchy of drainage options and be multifunctional which deliver a wider range of benefits for water quantity, water quality, biodiversity and amenity and contribute to reduce the causes and impacts of flooding. Each proposal will need to demonstrate that drainage will be handled in the most sustainable manner which usually means at source using sustainable drainage systems rather than connecting to existing sewers. The Strategy should also set out how all sustainable drainage components are intended to be managed and maintained over the lifetime of the development to ensure that the sustainable drainage system will continue to perform throughout its design life.

They shall have an acceptable standard of operation and maintenance throughout the lifetime of the development.

The layout and function of drainage systems must be considered at the start of the design process for new development, as integration with road networks and other infrastructure can maximise the availability of developable land.

They must be in line with the National standards for sustainable drainage systems (SuDS) and CIRIA The SuDS Manual C753.

Applicants must also provide evidence as to how the system complies with national policy, guidance and standards.

Where a site-specific Flood Risk Assessment is also required, it should incorporate the findings and address the risks that are identified. The Strategy should be accompanied with plans, infiltration results and drainage calculations to evidence the approach that is being proposed.

A useful list of considerations for your Sustainable Drainage Strategy can be found in the On-line Planning Practice Guidance (paragraph 59 Reference ID: 7-059-20220825): Flood risk and coastal change - GOV.UK

The Lead Local Flood Authority is Lancashire County Council who provide a Planning Advice Service for site-specific flood risk assessments and Sustainable Drainage Strategies:

Lead local flood authority planning advice service for surface water and sustainable drainage - Lancashire County Council

Further information/policy background:
www.flood-map-for-planning.service.gov.uk
Policies CC4 and CC5 of Burnley's Local Plan
The National Planning Policy Framework
Planning Practice Guidance (On-line resource)
Non-Statutory Technical Standards for Sustainable Drainage Systems, DEFRA March 2015
The SuDS Manual (C753) CIRIA, 2015
The Natural Flood Management Manual (C802F) CIRIA, May 2022

C. LOCAL REQUIREMENTS

'Local Requirements' are documents that the Council has decided are necessary in order to validate a planning application and are in addition to the National Requirements. You are advised to seek advice on the need for such additional information at pre-application stage. The list has been produced in line with national guidance and in formed by planning policy, and therefore items and requirements on the local list are only requested where:

they are proportionate to the nature, scale and location of the proposed development; and

cover matters which will be relevant, necessary and material to consideration of the application.

For the purposes of this list, 'major' applications are those defined as 'major' within the Town and Country Planning (Development Management Procedure)(England) Order 2015, and are as follows:-

(a) the winning and working of minerals or the use of land for mineral-working deposits;

(b) waste development;

(c) the provision of dwellinghouses where—

  (i) the number of dwellinghouses to be provided is 10 or more; or

  (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c)(i);

(d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or

(e) development carried out on a site having an area of 1 hectare or more.

Statement and accompanying documents

The following statements can be combined into one document and do not have to be submitted as separate statements. It is however useful for each statement to be clearly defined under sub-headings or bullet points. In certain circumstances, we may also ask for specific additional supporting information if considered necessary to determine the application.

1. Affordable Housing Statement

Required for all Major applications for residential development

This should confirm how 10% affordable dwellings will be delivered and provide details of what affordable housing provision is included. A Statement should include the following details:-

The percentage of affordable housing and/or starter homes to be provided on the site;
The tenure of the proposed affordable housing;
The number of bedrooms/dwelling size for affordable housing and starter homes;

- Details of the Registered Provider/Housing Association where applicable (for affordable housing);
- Details of an off-site contribution where applicable; and
- The delivery mechanism for providing and controlling the affordable housing and starter homes.

Where an application fails to meet the foregoing requirements, the Statement should explain the reasons for that. In the event that the reasons relate to viability, a financial appraisal/viability report (to include such matters as land acquisition costs, build costs, sales values, fees etc) must be submitted with the planning application. When preparing the appraisal/report, you should remove any personal data you do not want published on our website. We will arrange an independent audit of your appraisal/report, the fee of which will need to be met by the applicant. Please refer to the Viability Appraisal section below.

Further information/policy background:
Policy HS2 of Burnley's Local Plan
Burnley Council's Developer Contributions SPD
The Housing and Planning Act 2016
[First Homes - GOV.UK]

2. Agricultural Needs Statement

Required for applications for agricultural buildings and agricultural workers dwelling

New dwellings are not normally permitted outside the development boundary. Where there is a genuine identifiable need within a farm for an agricultural works dwelling, this may justify a new dwelling outside the development boundary. The statement should include the following:-

- Details of the agricultural land holding, including but distinguishing between land owned or rented, preferably in the form of a DEFRA map of land registered to the applicant. Where this includes rented land, details of how long the land has been rented and type/duration of tenancy agreement;
- The size of the agricultural unit on which the building is to be erected;
- Details of existing buildings on the holding, including their location, dimensions and what they are used for
- Details of the farming enterprise, including information about the scale of activities, numbers and types of livestock, breeding activities etc;
- Precise details of how the proposed building is to be used and why it is needed;
- Explanation of how the size, design and siting of the building has been arrived at; and
- For applications relating to agricultural workers dwellings, further details will also be required to either justify the need for a key worker 's accommodation or the removal of an occupancy condition. This should include details of existing accommodation on the holding, a history of former dwellings on the holding and when they were sold, profit and loss accounts for the holding over the preceding three year period and in the case of an application details of all employment on the agricultural unit, details of a comprehensive marketing exercise (normally over 12 months but could be longer depending on circumstances).

Further information/policy background:
Policy HS6 of Burnley's Local Plan
The Town and Country Planning (General Permitted Development) Order 2015 (as amended)

3. Air Quality Assessment

Required for applications likely to:

- **Significantly affect or increase traffic congestion, vehicle speeds or lead to a change in traffic composition;**
- **Introduce new point sources of air pollution (such as from chimneys, extraction systems, biomass boilers, CHP plants, combustion);**
- **Expose people to existing sources of air pollutants (from, for example, the location of new housing);**
- **Have impacts during construction (such as from dust) on nearby sensitive locations; and**
- **Affect biodiversity from a deposition or concentration of pollutants affecting a designated wildlife site.**

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This would normally only be required for major applications or for smaller projects which may lead to a concentration of pollution, create exposure to pollution or impact on wildlife designations.

An applicant should use the Council's SPD on Air Quality Management (see below) to classify the site and determine whether an Air Quality Assessment (AQA) is required and what should be assessed. An applicant should take Steps 1-5 in the SPD to arrive at a classification and agree this with the Council before using the 'Site Type' to determine the requirements for an AQA – which may be for an Emissions Statement, a Concentration Assessment and/or an Exposure Assessment. Proposals for mitigation should form part of the Assessment.

Air quality is a consideration in Environmental Impact Assessment, if one is required, and also in a Habitats Regulations Appropriate Assessment.

The following could be included in assessments and be usefully agreed with the Local Planning Authority at the outset:

a description of baseline conditions and how these could change;
relevant air quality concerns;
the assessment methods to be adopted and any requirements around verification of modelling air quality;
sensitive locations;
the basis for assessing impact and determining the significance of an impact;
construction phase impact; and/or
acceptable mitigation measures.

Further information/policy background:
Policy NE5 of Burnley's Local Plan
The National Planning Policy Framework

https://www.gov.uk/guidance/air-quality--3
Clean Air Zone Framework May 2017 – Department for Environment, Food & Rural Affairs and Department of Transport
SCAIL - Simple Calculation of Atmospheric Impact Limits
Natural England's approach to advising competent authorities on the assessment of road traffic emissions under the Habitats Regulations - NEA001
Air Quality Management: Protecting Health and Addressing Climate Change SPD (2020)
https://burnley.gov.uk/planning/planning-policies/supplementary-planning-documents/air-quality-management-protecting-health-and-addressing-climate-change-spd/

4. Archaeological Assessment

Required for any development involving the disturbance of ground which is situated within an area of known archaeological interest.

An applicant will need to commission an assessment of existing archaeological information. The results of the assessment will determine whether a Written Scheme of Investigation and archaeological investigation/recording are necessary, in the future.

Further information/policy background:
Policy HE4 of Burnley's Local Plan
The National Planning Policy Framework
The Historic Environment Record – Lancashire County Council
The Town and Country Planning (General Permitted Development) Order 2015 (as amended)

5. Biodiversity Survey and Report

Required for developments which impact upon:

- **European Sites of international importance: South Pennines Special Protection Area (SPA) and Special Area of Conservation (SAC)**
- **UK Sites of national importance: South Pennines Moors Site of Special Scientific Interest (SSSI)**
- **UK Priority Habitats**
- **Biological Heritage Sites (BHS) in Lancashire: there are 43 in Burnley**
- **Local Nature Reserves (LNR) : there are two in Burnley which are also identified as BHS's**
- **Local Geodiversity Sites (LGS): there are five in Burnley**
- **Ecological networks for grassland and woodland**
- **Wildlife Corridors;**
- **Site of Special Scientific Interest (SSSI) Impact Risk Zones (IRZs)**

Development which is likely to affect the habitat of protected species, species included on the Section 41 of the National Environment and Rural Communities 2006 list and priority habitats and species, including:

- **Barn conversions;**
- **Demolition of buildings;**

- **Work affecting roofs or roofspaces;**
- **Removal of trees and hedgerows;**

Surveys over 24 months old will be considered out of date and a new survey will be required.

Notwithstanding the National Biodiversity Net Gain Requirements outline under Point 10 in National Requirements above. All development proposals should include appropriate ecology appraisals, undertaken by a competent person. The appraisal should assess the potential for the proposed development to impact nearby SSSI, SAC BHS LNR , The appraisals should assess the site to ensure flora, fauna, geology or habitat present are identified and appropriate mitigation and protection are provided through the development proposals, as appropriate to their nature and scale.

Applicants should complete the bat risk assessment proforma to determine whether a bat survey is necessary, which provided in Appendix A.

It is recommended that applicants screen sites for the presence of Peat.

Further information/policy background:
Policy NE1 of Burnley's Local Plan
Biological Heritage Sites identified on Local Plan's Policy Map
The National Planning Policy Framework
The Wildlife and Countryside Act 1981
The Environment Act 2021
The Protection of Badgers Act 1992
Natural Environment and Rural Communities Act 2006
The Burnley Green Infrastructure Strategy 2013
The Conservation of Habitats and Species Regulations 2017
Circular 06/05: Biodiversity and Geological Conservation - Statutory Obligations and Their Impact within the Planning System
Environmental Improvement Plan 2023 - GOV.UK
Carbon Storage and Sequestration by Habitat 2021 - NERR094
Implementation of an Emissions Inventory for UK Peatlands
Search | IUCN UK Peatland Programme
BS42020:2013 Code of Practice for Planning and Development
http://www.lancashire.gov.uk/lern/site-designations/local-sites/biological-heritage-sites.aspx
http://www.lancashire.gov.uk/lern.aspx
http://www.natureonthemap.naturalengland.org.uk/MagicMap.aspx
The Town and Country Planning (General Permitted Development) Order 2015

6. Coal Mining Risk Assessment

Required for all applications for development within Coal Mining Development Referral Areas excluding householder applications and changes of use or structures (including fences, portacabins etc) where there are no ground works.

This will need to take into consideration environmental risks, including Unstable Land, to ensure that they have been evaluated and appropriate mitigation and/or remedial measures have been taken during construction and operation phases of the development.

The Coal Authority has prepared a series of maps which define “Coal Mining High Risk Areas”. Within high risk areas, a Coal Mining Risk Assessment (CMRA) is required; for lower risk areas, the Coal Authority provides Standing Advice. The Local Planning Authority will consult the Coal Authority unless the development is exempt from this requirement. Exempt developments include, householder development, changes of use, prior notifications, advertisement consents etc.

A CMRA should be carried out by a suitably qualified person and, in summary, contain the following:-

- Desk top review of available up to date site specific information (including past, present and future underground mining, shallow coal workings, mine entries (shafts or adits), mine gas, geological features, any recorded surface hazards)
- Identification and assessment of the risks (individually and cumulatively) of the development. Explain how the risks have influenced the development and its layout/design
- A mitigation strategy; this should demonstrate how the site can be made safe and stable.

The level of information and need for further (intrusive) investigation will depend on the findings of the desk top study and the availability of recorded information. If an Environmental Statement is required, the CMRA should be included within it.

Further information/policy background:
Policy NE5 of Burnley’s Local Plan
Paragraph 196 and 197 of the National Planning Policy Framework
Coal Mining Risk Assessments at: https://www.gov.uk/planning-applications-coal-mining-risk-assessments
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/588157/Resources_for_Developers_Risk-Based_Approach_to_Development_Management_Version_4.pdf
https://www.gov.uk/government/publications/coalfield-plans-burnley-area

Policy for building over or within the influencing distance of a mine entry at: https://www.gov.uk/government/publications/building-on-or-within-the-influencing-distance-of-mine-entries/policy-for-building-over-or-within-the-influencing-distance-of-a-mine-entry

The Town and Country Planning (General Permitted Development) Order 2015 (as amended)

7. Construction Waste Management Plan

Required for all major new developments

This should describe how materials either through demolition on the site and/or new materials will be managed efficiently and disposed of legally during the construction phase of the works, explaining how the re-use and recycling of materials will be maximised. This involves estimating how much of each type of waste is likely to be produced and the proportion of this that will be re-used or recycled on site, or removed from the site for re-use, recycling, recovery or disposal. The Plan should include the following: -

- Details of on-site segregation and storage of construction and demolition waste
- Details of the considerations that have been given to the use of recycled materials and the on-site re-use of construction and demolition waste
- A site recycling strategy

Further information/policy background:
The National Planning Policy for Waste

8. Crime Impact Statement

Required for all major developments, ATM's and other minor applications which may increase the risk of crime or be located where crime and disorder is prevalent. (see Guidance for Crime Impact Statements provided by the Lancashire Constabulary)

Development should be designed with the safety and security of occupants and passers-by in mind, helping to reduce crime and the fear of crime including through increasing the opportunity for natural surveillance. Proposals will be expected to address the following minimum requirements (as appropriate to their nature and scale).

A Crime Impact Statement (CIS) should include:-

- An assessment of the amount and types of crime and disorder in the vicinity of the application site,
- An assessment of how the proposed development is likely to affect those levels of crime and disorder,
- Provide design solutions to the scheme (layout and detailed design changes, lighting, CCTV, hours of use)
- Consideration to achieving Secured by Design accreditation

Further information/policy background:
Policy SP5 of Burnley's Local Plan
LANCASHIRE POLICE - Lancashire Constabulary

9. Daylight/Sunlight Assessment

Recommended for applications that may cause significant issues of overshadowing of existing or proposed buildings or adjoining land.

This would be required where buildings are in close proximity or there is a difference between storey heights between buildings which may lead to an impact on daylight or sunlight into habitable rooms or gardens/amenity space. The proposed development must be laid out to ensure that both existing and proposed dwellings habitable rooms receive adequate levels of daylight.

Further information/policy background:
Policies SP5 and HS4 of Burnley's Local Plan
Building Research Establishment: Site Layout Planning for daylight and sunlight: a good practice guide, 2011

10. Energy Efficiency Statement

Required for:-

- **All major applications for residential development**
- **All non-residential development with a gross floorspace of 1000sqm or over**

Developments, where appropriate, are required to; minimise energy and water consumption, seek on-site renewable and low carbon energy supply, contribute to local and community-led renewable and low carbon energy initiatives and for non residential development over 1,000sqm achieve a BREEAM (Building Research Establishment Environmental Assessment Methodology) 'Very Good' rating or better.

An Energy Statement should demonstrate how the energy related aspects of the proposed development will meet the requirements of government and local plan policies.

Further information/policy background:
Policy SP5 of Burnley's Local Plan
Climate change strategy

11. Financial Viability Assessment

Required for:-

- **Where an application submitted offers contributions which would be contrary to local plan policies and not achieve the requirement set out within the Developer Contributions SPD.**

It is up to the applicant to demonstrate whether particular circumstances justify the need for a viability assessment at the application stage. The National Planning Practice Guidance sets out the government's recommended approach to viability assessment for planning. Any viability assessment should follow the government's recommended approach to assessing viability as set out in the National Planning Practice Guidance. When preparing the assessment, you should be aware all viability assessments will be made available to view on the Council's website, therefore a redacted copy should also be submitted removing any sensitive information and any personal data you do not want published on our website.

In circumstances where professional, impartial advice is required to appraise and assess the viability assessment (whether provided by a professional within the Council or by an independent consultant) these fees must be paid for by the applicant. This should be discussed in more detail with the case officer.

The assessment should demonstrate you have maximised planning contributions as far as is viable. The assessment should as a minimum:

Generate a residual land value;
Include a benchmark land value against which the viability of the development can be assessed;
Include evidence to support all values and costs included in the assessment, including the benchmark land value;
Identify and justify all the assumptions used in the viability assessment model; and
Provide a viability assessment model capable of full interrogation by the Council and its advisors.

Any financial viability assessment submitted will need to accord with the RICS guidance note 'Financial viability in planning' 1st edition (GN 94/2012) or any subsequent amendment.

Further information/policy background:
Policies HS2, HS3 and HS4 of Burnley's Local Plan
Developer contributions SPD

12. Flues & Ventilation extraction details

Required for: all applications which involve the sale or preparation of cooked food, launderettes and other uses which require air conditioning or extraction and filtration equipment

All Hot Food Takeaway applications must demonstrate that an appropriate extraction system is proposed. Details to be included are; full manufactures specification, and scale drawings detailing the equipment and its installation location.

Policy TC7 of Burnley's Local Plan

13. Foul Drainage Strategy

Required for: all developments which require non-mains foul drainage systems

All applications where non-mains foul drainage is proposed should include a Non-Mains Foul Drainage Assessment by completing a FDA-1 form.

https://www.gov.uk/government/publications/foul-drainage-assessment-form-fda

14. Heritage Statement

Required for all applications to:-

- **Alter, demolish, extend a listed building or a building within a conservation area**
- **Demolish or carry out works to a locally listed building**
- **Development that may affect the setting of a listed building or conservation area**
- **Works to a historic park or garden**
- **Works affecting a known or suspected archaeological site**

This is required for heritage assets which includes Conservation Areas, Listed Buildings, Archaeological sites, Scheduled Monuments, Registered Parks/Gardens of Special Historic Interest and Non-designated Heritage Assets that are of local historic, architectural or cultural value including Locally Listed Buildings identified by the Local Planning Authority (LPA). Non-Designated Heritage Assets can be identified by the LPA during its consideration of an application. In these circumstances, the applicant would be requested to submit a heritage statement during the course of the application.

The degree of detail provided in the Statement should be proportionate to the importance of the heritage asset(s) that may be affected and the works proposed. For example, works to listed buildings or demolition of a building/structure in a conservation area will require greater detail than for example, the replacement of a boundary wall in a conservation area. Paragraph 207 of the NPPF states that as a minimum, the relevant historic environment record, held by Lancashire County Council, should have been consulted and the heritage assets assessed using appropriate expertise where necessary.

A Heritage Statement should include:-

An assessment of significance of the heritage asset including any contribution made to its setting. The assessment should identify and describe all the heritage assets that may be affected by the proposed development and assess their heritage significance, and in particular, assess the significance of those parts of the building/site affected by the proposed works. The description of the asset(s) should normally go beyond simply quoting published material such as a list description or Historic Environment Record (HER) entry, because it should enable the reader to understand the potential impact of the proposals on the significance. Well captioned photographs and other illustrations are very useful as a substitute for text and can help to keep a statement concise and to the point.

A clear description of the proposed development. In particular, details of those aspects of the work that are likely to affect the significance of the heritage asset(s) or their setting. Where appropriate, this could include a schedule , method statement and/or specification of works.

An assessment of the impacts of the proposals on the significance of the heritage asset and/or its setting

Justification for the proposed works and any mitigation measures. Explain why the proposed works are desirable or necessary and what steps have been taken to avoid, minimise or mitigate any harm to the significance of the heritage asset. If the works include any elements which result in harm to heritage, the statement provides an opportunity to explain what issues you consider weigh in favour of the proposals.

Further information/policy background:

Policies HE1, HE2, HE3 and HE4 of Burnley’s Local Plan
Lancashire County Archaeology Service: www.lancashire.gov.uk
Archaeology data service: ads.ahds.ac.uk/index.html
Lancashire’s Historic Environment Record
Various Conservation Area Appraisals

15. Land Contamination Assessment

Required for all applications where:-
- **Contamination is known or suspected**
- **Development is proposed on previously developed land**
- **Development is proposed within 250m of a current or former landfill site**
- **The proposed use involves residential, schools or hospital development, allotments or other uses that are vulnerable to ground contamination**

In most cases a Phase I Desk Top Study (preliminary risk assessment), carried out by a competent person, will be sufficient at the application stage. There will be some cases, however, when the known risks are so severe that intrusive site investigations (Phase II) also need to be submitted with the assessment. Failing to deal adequately with contamination can cause harm to human health, property and the wider environment. It can also limit or preclude new development; and undermine compliance with the Water Environment Regulations 2017. Responsibility for securing a safe development rests with the developer and/or landowner (Paragraph 197 of the Framework). However, local planning authorities should be satisfied that a proposed development will be appropriate for its location and not pose an unacceptable risk.

Applicants should consider wider soil protection in accordance with DEFRA guidance.

For mineral working and landfilling guidance is available as below

Further information/policy background:
Policy NE5 of Burnley's Local Plan
Construction Code of Practice for the Sustainable Use of Soils on Construction Sites
Reclaim minerals extraction and landfill sites to agriculture - GOV.UK
Soils Guidance

16. Landscape and Visual Impact countryside Assessments

Required for:-
- **Residential, industrial or commercial development in the rural area**
- **Development in connection with energy generation that is likely to have a significant impact on the landscape**

In respect of residential development, this would normally only apply to major applications.

A Landscape and Visual Impact Assessment (LVIA) combines the magnitude of change with the sensitivity of the landscape to the proposed development, which provides a measure of the significance of the effect. The Assessment will also consider the extent to which the long term landscape and visual effects are significant. A LVIA should be undertaken by a qualified landscape professional and follow an appropriate methodology. In some cases, particularly where the proposal would result in a change to the landscape, the LVIA should also include a **Landscape Analysis and Management Plan** and take account of the Lancashire Landscape Strategy and information from the Lancashire Historic Environment Record.

The Forest of Bowland National Landscape is located within 1km of the catchment area of Burnley and for relevant applications it is expected that the impact on this is considered and justified as part of the LVIA

Further information/policy background:
Policy NE3 of Burnley's Local Plan
National Planning Policy Framework
Guidelines for Landscape and Visual Impact Assessment published jointly by the Landscape Institute and the Institute of Environmental Management & Assessment in 2013.
http://www.lancashire.gov.uk/media/152743/strategy.pdf
http://www.lancashire.gov.uk/council/planning/historic-environment-record.aspx
Levelling-up and Regeneration Act 2023

17. Landscaping scheme

Required for (apart from outline applications where landscaping has not been applied for):-

- **New dwellings**
- **Institutional, training, educational or residential accommodation**
- **Industrial, commercial, office, retail or leisure development**
- **New car parks**
- **Large extensions to existing premises**
- **Works by statutory undertakers**

A landscaping scheme should identify the main areas of hard and soft landscaping proposals on a site layout, indicating existing and proposed planting. For major applications or where landscaping is likely to be of material importance to the proposal, a more detailed landscaping scheme should be provided which should include the following:

A detailed plan of the hard and soft landscaping proposals;
Plant species, heights on planting, planting densities, seeding mixes;
Details of how existing planting will be protected during construction;
Methods of cultivation and plant establishment, including staking and mulching;
Details of levels, paving treatment and materials;
A Green Infrastructure Audit of the site and details of how the scheme will maintain or enhance the green infrastructure functions identified within that Audit; and
Details of long-term maintenance and landscape management.

Further information/policy background:
Policies NE3, NE4, SP5, SP6 and HS4 of Burnley's Local Plan
Burnley Green Infrastructure Strategy 2013

18. Lighting Assessment

Required for applications involving floodlighting near sensitive areas such as residential properties, heritage assets, protected wildlife and countryside locations.

A lighting assessment should be based on a Lighting Plan, providing details of the intensity of external light measured in Lux (one lumen per square metre), showing the distribution and intensity of light as contours both within and on land/buildings surrounding the application site. This should normally be carried out by a lighting engineer. Details, positions, heights, beam orientation and the design of the luminaires should also be included, as well as details of any lighting shields to be used. The Assessment should show how the lighting has been designed to avoid light spillage, glare and light nuisance into or onto surrounding properties or sensitive areas. Where applicable, such as floodlighting on sports pitches, the hours of use when floodlighting is intended to be used (and any mechanism for the auto switch off of lighting) should also be provided.

Further information/policy background:
Policy NE5 of Burnley's Local Plan

19. Marketing Statement

Required for applications:-
- **Involving the loss of employment land on protected sites, including Major Industrial Sites and Economic Improvement Areas**
- **For the loss of a community asset, such as a village shop, post office, public house, community centre, theatre etc.**

This should set out the steps that have been taken to actively market the site for a minimum of 12 months for its continued use for employment purpose or specific use that has a community function, as applicable. The statement should describe the extent of the marketing, the time periods when this has taken place, what this has involved (with evidence of particulars) and show that the expectations of the marketing have been reasonable and flexible. The statement should also provide details of all the interest that has been expressed in the site/property as a result of the marketing being carried out.

Further information/policy background:
Policies EMP3 and IC5 of Burnley's Local Plan

20. Mineral Resource Assessment

Required for all applications within a mineral safeguarding area.

The Joint Lancashire Minerals and Waste Site Allocation and Development Management Policies Local Plan was adopted by Lancashire County Council in September 2013. The Plan contains, amongst other things, Policy M2 – Safeguarding Minerals. The geographic application of Policy M2 is expressed on the adopted Joint

Lancashire Minerals and Waste Policies Map 2: Mineral Safeguarding Areas and can be viewed on the County Council's interactive mapping website MARIO. The purpose of Policy M2 is to prevent the needless sterilisation of mineral resources from non-mineral development. It does not support any form of development that is incompatible by reason of scale, proximity and permanence with the working of minerals unless certain criteria can be met.

All applications within these areas should include an assessment to specify whether there are minerals present and, if so, whether it is practicable or sustainable to extract them. The assessment should confirm:

the depth of over burden;

the quantity and quality of any mineral present;
the height of the water table;
the proximity and nature of any surrounding land uses; and
the size of the site.

The level of detail should be appropriate to the scale and nature of the proposed development and informed by desk based or intrusive surveys.

Further information/policy background:
Joint Lancashire Minerals and Waste Local Plan

21. Noise Impact Assessment

Required for applications:-

- **Which involve noise source (including vibration) and may cause of a loss of amenity;**
- **Which involve a noise sensitive development to an existing noisy area or close proximity to major infrastructure (such as railways, major roads and motorways);**
- **Introduce a noise sensitive development adjacent to or in close proximity to an existing use, where the operation of an existing business or facility could have a significant adverse effect on the proposed development; and**
- **Introduce a noise source, which may effect international, national and locally designated sites of importance of biodiversity.**

Policies within the Burnley Local Plan relating to; housing, employment and commercial development refer to the need for proposals to protect amenity by reason of noise or other nuisance. A noise assessment, carried out by a competent person, will be required where a proposal may impact on levels of existing amenities (such as from industrial processes, plant, machinery, traffic, music, late night activity) or would potentially lead to lower standards of amenity for new occupiers of the development (such as housing) due to existing levels of background noise. Where applicable, noise assessments should detail any measures that would satisfactorily mitigate against the identified impacts on amenity. Paragraph 200 of the Framework is clear that the applicant (agent of change) is responsible for providing suitable mitigation.

Further information/policy background:
Policy NE5 of Burnley's Local Plan
British Standard (BS) 4142: 2014 - Method for Rating Industrial Noise Affecting Mixed Residential and Industrial Areas.
British Standard (BS) 8233:2014 - Guidance on sound insulation and noise reduction for buildings
Noise Policy Statement for England, Defra (2010)

22. Open Space Assessment

Required for applications: -

- **which involve the loss or partial loss of existing open space, including areas of public open space and major open areas; and**

- **All major residential developments.**

The Assessment should quantify the amount, quality and type of open space that would be lost as a result of the proposal and assess the quantitative and qualitative impact on the overall supply in the local area. Reference should be made to the typologies of open space (parks, natural and semi-natural open space, amenity green space, sports pitches, play facilities for children and young people, allotments, cemeteries and churchyards and green corridors) as listed in Burnley's Green Space Strategy. Where a proposal would lead to a deficit in supply of open space, including playing pitches, then details of any replacement provision should be provided within the assessment. For playing pitches, Sport England provide specific advice on the level of information that is required.

In respect of residential developments, the applicant should identify the requirements for on and off-site provision of open space typologies and play area provision. Where off-site provision is appropriate, then details of an off-site financial contribution and how it is proposed to be used should be provided.

Where the proposal would result in a loss of open space, the assessment should incorporate a Green Infrastructure Audit of the affected open space and include measures for the following: -

How the functions of the green infrastructure will be retained or enhanced as a result of the proposal; or
Where the loss or negative impact on the green infrastructure is unavoidable, the mitigation measures that are proposed or replacement of the green infrastructure.

Further information/policy background:
Policies HS4, NE2, IC4 and IC5 of Burnley's Local Plan
Burnley's Green Space Strategy 2015-2025
http://www.burnley.gov.uk/sites/default/files/Green%20Spaces%20Strategy%20%202015%20-%202025.pdf
www.sportengland.org/planningapplications
Burnley Green Infrastructure Strategy 2013
Rossendale, Pendle and Burnley Playing Pitch Strategy and Action Plan 2016
Green Infrastructure Home
GI How Principles
Green Infrastructure Map
GI Mapping Analysis

23. Parking and Access Arrangements

Required for all applications: -
- **which will generate traffic or increase demand for parking;**
- **will require servicing; or**
- **will result in the loss of existing parking or servicing provision.**

Parking for the appropriate type, size and number of cars and other vehicles, and servicing to cater for deliveries, refuse vehicles etc, and turning areas, should be provided on a detailed site layout, including swept path analysis where necessary to demonstrate that the site is capable of being serviced by the largest vehicles that will visit the site and/or allows vehicles to enter/leave in forward gear. Where parking provision would not comply with the Council's car parking standards, any mitigation measures and impacts on on-street parking should be assessed. Details of secure motorcycle and cycle parking should be included within the submitted plans. Electric charging points are being sought for both residential and non-residential development in order to ensure that developments take account of changes in vehicle technology and also to meet other plan objectives in reducing carbon emissions. The number, location and details of electric charging facilities should be explained in a statement and indicated on a proposed car parking layout.

In respect of applications relating to taxi booking offices, an annotated plan to scale should be submitted to identify the existing and proposed car parking spaces that form part of the proposal. The walking distance between the taxi office and the spaces should be indicated on the plan. Where parking for taxis relies on third party land then evidence of an agreement/consent for this and the duration of the agreement/consent should be submitted with the application.

Further information/policy background:
Policy IC3 and Appendix 9 of Burnley's Local Plan

24. Planning Obligations/Heads of Terms

Required for all applications which will require generate requirements for planning obligations

These are normally only required for major developments where contributions are required to facilitate the provision of affordable housing, infrastructure, open space, education or community needs or to secure specific requirements that cannot be suitably dealt with by a planning condition. Where these requirements can be anticipated to make a development acceptable, a Draft Heads of Terms for a legal agreement or unilateral undertaking (under section 106 of the Town and Country Planning Act 1990) should be submitted with an application. **Applicants should be aware that there will be a fee which the applicant will need to pay to the Council's Legal and Democratic Services on completion of a legal agreement.**

Further information/policy background:
Policy IC4 of Burnley's Local Plan
Developer Contributions SPD
The National Planning Practice Guidance
Regulation 122 of the Community Infrastructure Levy Regulations 2010
Circular 05/05 – Planning Obligations

25. Planning Statement

Required for:-
- **all major development;**
- **applications that are not in accordance with the development plan; and**
- **proposals that require detailed policy consideration.**

This should provide an explanation and justification for the proposals in the context of relevant national and local plan policies. A suitable statement may include:-

An assessment of the site and its context
A description of the proposed development
An assessment of the relevant planning policy and an appraisal of how the proposal accords with that policy context
The need for the development and any benefits that would be arise from the proposed development (such as economic benefits from new employment, provision of community facilities, affordable housing, environmental improvements, regeneration etc)

The Planning Statement can be used to draw together and combine all other statements in one document, as opposed to submitting a series of separate statements. If this approach is taken, for ease of reference it would be useful if each statement is clearly defined under sub-headings or bullet points. In certain circumstances, the Council may also ask for specific additional supporting information if considered necessary to determine the application.

Further information/policy background:
National Planning Policy Framework
Planning Practice Guidance: Determining an application

26. Public Rights of Way

Required for all applications affecting a public right of way.

Public Rights of Way are identified and described on a Definitive Map & Statement which is held by Lancashire County Council and can be viewed on their web site (see below) or offices. Public rights of way include the following: -

footpaths - for walking, running, mobility scooters or powered wheelchairs
bridleways - for walking, horse riding, bicycles, mobility scooters or powered wheelchairs
restricted byways - for any transport without a motor and mobility scooters or powered wheelchairs
byways open to all traffic - for any kind of transport, including cars (but they're mainly used by walkers, cyclists and horse riders)

Where a public right of way crosses an application site or is in close proximity or passes along an access route to the proposed site or is otherwise affected by the proposed development, then the route of the right of way must be clearly marked on a proposed site plan at a scale where its distance from any development can be measured (such as 1:200 or in some cases, 1:100 may also be necessary). In the event that the proposal would require a diversion of a public right of way, the existing and diverted routes should be identified and clearly labelled on a site plan and a statement should be included in the application to explain why the diversion is necessary as well as an assessment of how it would affect the enjoyment and convenience of the use of the public right of way. The impact of the proposal on the public right of way would be a material consideration in determining the planning application but if granted, would not authorise any proposed diversion as this would need to be subject to a separate application for a diversion order that can be made under either the Highways Act 1980 or the Town and Country Planning Act 1990.

Further information/policy background:
Policy IC1 of Burnley's Local Plan
https://www.gov.uk/guidance/public-rights-of-way-landowner-responsibilities
http://www.lancashire.gov.uk/roads-parking-and-travel/public-rights-of-way/public-rights-of-way-map.aspx

27. Refuse and Recycling Statement

Required for all new dwellings and any development that will result in the need for refuse disposal.

The statement should identify the volumes and nature of waste (i.e. domestic, commercial, recycling) and how it will be stored, collected and removed from the site. The type and capacity of refuse bins and recycling containers should be described and their positions and any screening to enclose bin areas clearly indicated on a proposed site layout. Where appropriate, details of how refuse vehicles and staff will access and service the site should also be provided.

In the case of minor and householder applications, unless otherwise necessary to describe the proposal, the Statement can comprise identification of areas for bin storage plus notation on submitted plans,

Further information/policy background:
Policy SP5 of Burnley's Local Plan
The National Planning Policy for Waste

28. Retail and other Main Town Centre Use Assessment

Required for:

- **A sequential assessment is required for all applications for main town centre uses* that are not in an existing centre and are not in accordance with an up to date Local Plan**
- **An Impact Assessment is required for all applications for main town centre uses over 2,500sqm (gross) (or such threshold contained in the Local Plan**) that are not in a town centre and not in accordance with the Local Plan**

*main town centre uses are defined at Annex 2 'Glossary' of the National Planning Policy Framework and includes retail, leisure, hotel and office development.
**The adopted Local Plan specifies different thresholds for Impact Assessments which vary between Burnley and Padiham town centre for retail development.

The document should provide an assessment of the development's impact on existing centres; it should take into account any recently completed developments and any outstanding permissions. It should include both quantitative and qualitative information relating to the need for the development. Retail applications in edge of centre or out of centre locations must be accompanied by evidence demonstrating that there is a need for the development and that a sequential approach to site selection has been followed. It should be noted that smaller schemes for retail applications may also be required to provide similar information if it is considered that the development would have a significant impact on the smaller district and local centres within its catchment area.

A Sequential Assessment will not be required for small scale rural offices /small scale rural development.

Further information/policy background:
Policies TC1 and TC2 of Burnley's Local Plan
National Planning Policy Framework

29. Shop Front Details

Required for new shop fronts and alterations

New shopfronts shall be accompanied by a section plan detailing the projection of any signage, canopies and roller shutters along with elevational plans detailing the existing and proposed shopfront. Further advice on shopfronts can be found within the Shopfront and Advertisement Design SPD.

Further information/policy background:
Policy TC8 of Burnley's Local Plan
Shopfront & Advertisement Design SPD

30. Statement of Community Involvement

Required for all applications where pre-application consultation has taken place with the local community

The National Planning Policy Framework advises Local Planning Authorities (LPAs) to encourage developers who are not required to do so by law to engage with the local community before submitting their planning applications. Pre-application consultation with the community is mandatory for some types of development such as onshore wind development of more than two wind turbines or any turbine with a hub height exceeding 15 metres height. The Council will encourage developers to undertake early community consultation particularly for other planning proposals that may give rise to local controversy, those that are on sensitive sites or those that are significant in scale. Where pre-application community consultation takes place (which may include local public exhibitions, notices in the press and around the site, notification to local councillors and Parish Councils), a statement should be submitted to describe how, when and where consultation has taken place; a summary of the level and content of responses; and, any changes that have been made to the proposed scheme to take account of those responses.

Further information/policy background:
Burnley Borough Council's Statement of Community Involvement (SCI) 2015
The National Planning Policy Framework

31. Structural Survey

Required for:-

- **Applications to convert and re-use buildings such as barn conversions or other historic assets (listed or locally listed buildings or buildings within a conservation area);**
- **Applications which involve substantial or total demolition of listed, locally listed or other buildings within a conservation area; and**
- **Non-designated heritage assets.**

The structural survey should be carried out by a suitably qualified professional (such as a structural surveyor) to provide a specialist report on the condition of the building and its suitability for adaptation for the proposed new use. The report should identify any requirements for replacement or re-building of any parts of the walls, roof and foundations of the building or the need for new structural elements. The survey should include photographs as appropriate.

Further information/policy background:
Policy EMP6, HE2 and HE3 of Burnley's Local Plan

32. Summary of Application

Required for all applications which are made with supporting documents that in total exceed 100 pages in length.

A summary should provide an overview of the documents submitted with the application and a description of the key impacts of the development. The summary document should be easy to read, concise and be of no more than 20 pages. The summary can form part of a Planning Statement if clearly identified as such within that document.

Further information/policy background:
The National Planning Practice Guidance

33. SuDS – Lancashire County Council Sustainable Drainage Systems (SuDS) Pro-forma

Required for: -

- **All Major Applications**
- **All Applications where a Sustainable Drainage Strategy is required (see section above)**

The Lancashire SuDS Pro-forma and associated guidance document is available from the Lead Local Flood Authority (LLFA) at Lancashire County Council`s web site using the links below.

The SuDS Pro-forma will support your planning application by ensuring that the drainage design contained within your Sustainable Drainage Strategy has considered and appropriately evidenced all sustainable drainage related requirements.

Applicants are encouraged to consider the potential impacts of water level and quality changes on any wetland or water sensitive designated site. This should include assessment of ground and surface water pathways to the designated site to ensure protected habitat and the species which depend upon it, are maintained and not adversely affected.

This is particularly of significance for all applications involving package treatment plants, septic tanks, soakaways and other treated water discharges.

A copy of the SuDS Pro-forma is available from Lancashire County Council website: Lancashire County Council SuDS proforma

Further information/policy background:
https://www.lancashire.gov.uk/media/949308/guidance-notes-for-sustainable-drainage-systems-pro-forma.pdf

34. Telecommunications Development Supplementary Information

Required for telecommunications applications and prior approvals

The supplementary information submitted with an application for Telecommunications Development should include the following: -

- A Statement of Compliance within the ICNIRP guidelines
- An assessment of alternative sites, including mast sharing options which have been considered and the reasons why they have been found to be unsuitable
- An explanation as to why the proposed development is required, including coverage maps where appropriate
- Details and outcomes of pre-application discussions

Where new telecommunications masts are proposed to be located alongside the Strategic Road Network in a position that is a distance away from the highway boundary that is less than the above-ground height of the mast, then the application must include an Stage 1 Road Safety Audit and a Road Restraints Risk Assessment Process (RRRAP) completed in accordance with the Design Manual for Roads and Bridges.

Further information/policy background:
Policy IC6 of Burnley's Local Plan
The National Planning Policy Framework
Design Manual for Roads and Bridges

35. Transport Statement/Assessment and Travel Plan

Required for:
- **All major developments**
- **Developments that would have significant transport implications**

Where developments will have the potential to have transport implications, the planning application shall be accompanied by a Transport Statement or a Transport Assessment and Travel Plan (dependent on the type and size of the development). Planning applications for the following types and size of developments shall include either a Transport Statement or Travel Assessment and Travel Plan:

Land use	Unit measure	Transport Statement	Transport Assessment and Travel Plan
Food retail (A1)	GFA	>250 <800sq.m	>800sq.m
Non-food retail (A1)	GFA	>800 <1500sq.m	>1500sq.m
Financial and professional services (A2)	GFA	>1000 <2500sq.m	>2500sq.m
Restaurants and cafes (A3)	GFA	>300 <2500sq.m	>2500sq.m
Drinking establishments (A4)	GFA	>300 <600sq.m	>600sq.m
Hot food takeaway (A5)	GFA	>250 <500sq.m	>500sq.m
Business (B1)	GFA	>1500 <2500sq.m	>2500sq.m
General industrial (B2)	GFA	>2500 <4000sq.m	>4000sq.m
Storage or distribution	GFA	>3000 <5000sq.m	>5000sq.m
Hotels (C1)	Bedroom	>75 <100 bedrooms	>100 bedrooms
Hospitals and nursing homes (C2)	Beds	>30 <50 beds	>50 beds
Residential education (C2)	Students	>50 <150 students	>150 students
Institutional hostels (C2)	Residents	>250 <400 residents	>400 residents
Dwelling houses (C3)	Unit	>50 <80 units	>80 units
Non-residential institutions (D1)	GFA	>500 <1000sq.m	>1000sq.m
Assembly and leisure (D2)	GFA	>500 <1500sq.m	>1500sq.m
Any development which it is considered would have a significant impact on the highway network			

Full details of what should be included within the above documents are available here: https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements.

National Planning Practice Guidance in the chapter titled ‘Transport evidence bases in plan making and decision taking’ provides further detail on Transport Statements and Transport Assessments: https://www.gov.uk/guidance/transport-evidence-bases-in-plan-making-and-decision-taking

For more detailed information and advice, please contact the Sustainable Travel Team: Sustainable Travel Team Lancashire County Council PO Box 78, County Hall Preston Lancashire PR1 8XJ Tel 01772 530201 Email sustainabletravel@lancashire.gov.uk

Further information/policy background:
Policies IC1, IC2 and Appendix 8 of Burnley’s Local Plan – July 2018
The National Planning Policy Framework
The National Planning Practice Guidance
https://www.gov.uk/government/organisations/highways-england
Strategic road network and the delivery of sustainable development - GOV.UK

36. Tree Survey/Arboricultural Implications Assessment

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

Where there are trees and/or hedges within or adjacent to the site (including street trees) which may be directly or indirectly affected by the development or its construction (such as by service runs, hardstanding’s, walls or trenches for services), then a tree survey should be prepared by a suitably qualified arboriculturist. All trees and hedges should also be appropriately annotated on a topographical survey plan and a site plan. The Tree Survey and Arboricultural Implications Assessment should have regard to the requirements of BS (British Standard) 5837 (last issued, 2012). The Assessment should categorise the trees/hedges in respect of their species, age, health and condition, visual amenity and impact/recommendations. The Assessment should include a tree removals plan, tree retention plan and a tree (root zone) protection plan. Any replanting that is proposed to compensate losses can also be shown. The plan should also include details of the type and design of protective fencing to be used and a schedule of the measures to be taken to protect trees and their root zones throughout the construction of the development. Where trees are subject to Tree Preservation Orders, the Survey and Assessment should make reference to this.

Where any proposal may impact upon ancient woodland, the assessment should take into consideration of Natural England and the Forestry Commission standing advice:

Ancient woodland, ancient trees and veteran trees: advice for making planning decisions - GOV.UK

Trees can provide habitats for protected species and therefore, in addition to the tree survey/arboricultural impact assessment, an ecology survey may also be required. Further information on the requirement for ecology surveys is set out in the ‘Biodiversity Survey and Report’ section above.

Further information/policy background:
Policy NE4 of Burnley’s Local Plan
BS 5837:2012 Trees in relation to design, demolition and construction – Recommendations
Hedgerow Regulations 1997

APPENDIX A – BAT SURVEY CHECKLIST TO BE SUBMITTED WITH A RELEVANT PLANNING APPLICATION

Site Name:			
Date:			
Result – ecological survey needed? YES/NO [see survey guidelines page 2]			
			Score
Is the building located within:	an urban area?	0	
	small town/ urban fringe/suburb?	1	
	rural area/village?	2	
Is the building adjacent to/within 100m of: tree(s) /woodland/plantation/hedgerow/ open water?		1	
Is the building a house with an upper gallery/mezzanine?		5	
Is there an enclosed roof or attic space?		5	
Is there an undercroft or cellar?		3	
Is there a hayloft/vaulted barn with open access?		10	
Is there a hayloft/vaulted barn with enclosed void?		8	
Is there a open porch/lych gate?		3	
Is there a stable/workshop with open doors/windows?		4	
Is there a stable/workshop with upper storey?		3	
Is there a stable/workshop with undercroft/cellar?		2	
Does the building still have a roof?	Entire?	8	
	Damaged?	5	
	Partial?	2	
	No roof?	0	
What is the roof covering? (Predominant type)	Tile or slate?	3	
	Corrugated asbestos?	2	
	Corrugated metal?	1	
	Other?	0	
What are the walls made up of? (Predominant type)	Stone?	3	
	Brick?	2	
	Timber frame?	1	
	Concrete block	1	
Are there cracks or mortar holes?		3	

Does it have cavity wall?		3	
Are the roof supports: (Predominant type)	Jointed with gaps/crevices?	4	
	Jointed without gaps/crevices?	2	
	Simple rafter structure?	1	
	Steel?	0	
Is there a felt membrane lining the roof?		2	
		Total	
*NV ‘N’ Scores 0			
Score Guidlines			
16 and over	An adequate survey to determine bat use must be submitted with the planning application.		
10-15	Burnley Council will check the submitted photographs prior to advising whether a survey is required.		
Under 10	No bat survey needed unless evidence of bats exists in the locality.		

This Checklist Complies with National Survey Guidelines for Development and Bat Survey

The presence of protected species is of material consideration when a local planning authority is determining a planning application. Therefore sufficient information must be submitted at the planning application stage, there are legal implications for the applicant and the planning authority.

It is an offence to intentionally kill, injure or take bats; disturb bats and damage or destroy or block access to their roosts. Roosts are protected whether bats are present at the time or not.

In addition to the normal information requirements of a planning application the applicant must submit:

Relevant Applications

A checklist or survey is required for conversions of traditional/modern rural/urban buildings to other uses including barns, old schools and chapels.

Where re-development includes demolition of an existing building, the checklist must also be applied and a survey may be required. Work to buildings classed as dwellings with features that could be used by bats may also need a survey.

1. A completed bat survey [checklist] assessment
2. Photographs of the structure
3. If triggered by the checklist an appropriate bat survey

Bat Surveys [a completed checklist does not count as a full bat survey]

Must be carried out by an appropriately qualified and experienced ecologist
Must be Carried out by a licensed officer where a survey may disturb roosting bats
Must be of an appropriate standard:
Must be included with a planning application

Survey Guidelines

Data search - East Lancashire Bat Group/Lancs CC Ecology
Timing – Typically three separate emerging surveys may be required
Surveys - undertaken May to August [April/September subject to seasonal variations]
Survey – of built structures/foraging areas/commuting routes
Any trees affected by the development

Survey Reports

Name and experience of surveyor including licence details
Date and time of survey
Any constraints encountered by the surveyor
Whether bats were present
What species were present and numbers
Detailed annotated drawings showing access and roosting sites
An assessment of the potential and likelihood of use of the structure/s by bats
An assessment of any likely affects of the development on bats
Mitigation measures that will be needed to be implemented
Method statement with details of timing and sequence of all measures required
Proposals and details for monitoring during and on completion of development works