

# **Planning Applications Validation Checklist**

## **Guidance Notes**

(July 2013)

### **Introduction**

The Government introduced a Standard Application Form from April 2008. From that date all applications had to be submitted on the standard forms or they are invalid. To support the use of the standard application form the Government also introduced new information requirements for the validation of planning applications by Local Planning Authorities.

Different types of application require different levels of information and supporting documentation to be submitted. The requirements comprise of a national core list, referred to as the 'National List' which will apply in all cases. In addition there is a requirement for additional items specified locally from a list provided by central government and referred to as the 'Local List'.

The 'National List' sets out the statutory requirements for applications and the 'Local List' comprises additional information which local planning authorities can require to validate applications.

### **Note on Use for Applicants**

This guidance note seeks to clarify and indicate thresholds when specific requirements are likely to apply. The Council encourages applicants to take advantage of the Council's pre-application service which will identify additional information requirements falling in the 'Local List'. If all the information on the 'National' and 'Local' Lists is submitted the application will be validated. Conversely, applications will not be validated where a requirement is indicated in the list but is not provided with the application.

If an application is declared invalid by the Council the applicant will normally be informed within 5 working days of receipt of the application. Invalid applications will be returned if all the items/information lacking has not been provided within 21 days of receipt of the invalid application. If all the required information has been received the application will be validated on the date of its receipt.

If there is any discrepancy between the plans and elevations the application will not be validated. Plans which are marked 'do not scale' or similar disclaimers will not be accepted and may result in the application being invalid.

Tameside Council welcomes the submission of applications via the Planning Portal at [www.planningportal.co.uk](http://www.planningportal.co.uk). When applications are submitted via the Portal it is preferable that the documentation and plans are scaled and page sizes set at A3 or smaller. All drawings should be set to a recognisable scale, in metric, and be dimensioned. All documentation should be supplied in PDF, JPEG or Tiff file format.

Pre-application discussions are encouraged for all applications which would clarify any queries about what should be included with an electronic submission.

## **National List**

All applications need to be submitted on the Standard Application Form. If you wish to submit paper copies of the form, 2 copies of the form and any plans must be submitted. You can download the relevant Standard Application Form and Guidance Notes from the Planning Portal or the Council's web site at: <http://www.tameside.gov.uk/planning/applications/newbuild>

The correct fee must also be included, these can be found on the Council's website <http://www.tameside.gov.uk/planning/fees>

## **Location Plan**

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500. In exceptional circumstances plans of other scales may be required. Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the site is clear.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

## **Site and Other Plans**

The site plan should be drawn at a scale of 1:500 or 1:200 and should accurately show:

- (a) The direction of North;
- (b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;
- (c) All the buildings, roads and footpaths on land adjoining the site including access arrangements;
- (d) The position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- (e) The extent and type of any hardsurfacing;
- (f) Boundary treatment including walls or fencing where this is proposed.

In addition other plans should be submitted (dependent on the type of application) and may include :

- Block Plan of the site (eg. At a scale of 1:100 or 1:200 )

This should show any site boundaries, the type and height of boundary treatment (eg. Walls/fences etc), the position of any building or structure on the other side of such boundaries.

- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)

These should show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials, finish of windows and doors. Blank elevations must be included, if only to show this is in fact the case.

- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:500)

These should explain the proposal in detail and where existing buildings and walls are to be demolished they should be clearly indicated. They should show the details of existing building(s) as well as those proposed. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).

- Existing and proposed site sections and finished floor and site levels (e.g. At a scale of 1:50 or 1:100)

These plans should show cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.

Full information should be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings.

In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of Design and Access Statements.

- Roof Plans (e.g. at a scale of 1:50 or 1:100)

This plan should show the shape of the roof and specify details of the materials and their location.

### **Certificates and Notice(s)**

All applications for planning permission must include the appropriate certificate of ownership. Under Section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Article 7 of the GPDO, the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. An ownership certificate A, B, C or D must be completed stating the ownership of the property and for most applications whether or not the site includes an agricultural holding. 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 notice to owners of the application site must be completed and served in accordance with Article 6 of the GPDO.

### **Design and Access Statements**

A Design and Access Statement must accompany applications for both outline and full planning permission unless they relate to one of the following:

- A material change in the use of the land and buildings (unless it also involves operational development);
- Engineering or mining operations;
- Householder developments (unless the works require listed building consent or the property is located in a Conservation Area or World Heritage Site).

A design and access statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in structured way. The level of detail required in a design and access statement will depend on scale and complexity of the application, and the length of the statement will vary accordingly. The design and access statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. A design and access statement should be proportionate to the complexity of the application, but need not be long. What is required in a design and access statement is set out in Article 4 of the GPDO and Department of Communities and Local Government Circular 01/006- Guidance on Changes to the Development Control System.

The statement should explain the design principles and concepts that have been applied to the development and how issues relating to access to the development have been dealt with. The statement should address the following aspects:

- Amount of development;
- Layout;
- Scale;
- Appearance; and
- Landscaping

The statement should also demonstrate steps taken to appraise the context of the development and how the design of the development takes that context into account.

Applications for Listed Building Consent will also be required to be accompanied by a design and access statement. In particular, such a statement should address:

- The special architectural or historic interest of the building;
- The particular physical features of the building that justify its designation as a listed building; and
- The building's setting.

For further advice: A guide has been produced by the Commission for Architecture and the Built Environment (CABE) entitled [Design and Access Statements - How to write, read and use them](#) .

For further advice look on CABE's web site [www.designcouncil.org.uk](http://www.designcouncil.org.uk) .

For further advice on Access

### **Environmental Impact Assessment**

The Town and Country Planning (Environmental Impact Assessment) regulations (2011/1824), set out the circumstances in which an Environmental Impact Assessment (EIA) is required. Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement. Developers can request a 'screening opinion' from the Council to determine whether an EIA is required before submitting the application. In cases where a full EIA is not required, the Council may still require environmental information to be provided.

Relevant Policies and further advice: [The Town and Country Planning \(Environmental Impact Assessment\) Regulations 2011](#) .

### **Summary Report**

The information submitted with planning application should be as concise as possible in the supporting documentation but a number of detailed reports will be necessary to support some applications. Where the supporting information for a major application exceeds 100 pages a summary of the whole scheme should be submitted. The summary should be no more than 20 pages and provide an overview of the proposal and a clear description of the key impacts.

If the development is already subject to an Environmental Impact assessment (EIA) the non-technical summary of the resulting Environmental Statement will likely provide most of the necessary information and applicants should summarise any other key topics outside the scope of the EIA.

Further guidance is available in the [Development Management Policy Annex: Information requirements and validation for planning applications](#) .

## **Tameside's Local List**

The information submitted with the application must be sufficient to enable a full assessment of all the issues involved. It is also important that all the information required is submitted and the application forms are completed fully and accurately. Application plans must have unique references and be clearly dimensioned and the standard of drawings must enable the proposals to be easily interpreted. The Council's requirements are set out at the start of the Local List and must be complied with if the application is to be registered.

The list below indicates the additional information which Tameside Council can require before validating an application. This includes guidance on thresholds and criteria for information to help applicants decide whether a particular document needs to be submitted with the application in their particular case.

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## **Air Quality Assessment**

Where the development proposed, because of its scale and nature, is likely to have significant impacts on air quality, particularly where such impact is likely to be particularly important applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area.

### Thresholds

- Proposals that will result in increased congestion, a change in either traffic volumes (eg. 5% AADT or peak) or a change in vehicle speed (+or- 10 KPH), or both on a road with greater than 10,000 VPD.
- Proposals that will significantly increase the flow on roads lying within an AQMA
- Proposals that would significantly alter the traffic composition in an area (eg. Bus stations, HGV parks, increased delivery traffic)
- Proposals that include new car parking spaces (>80 spaces) or coach/lorry parks
- Developments located in, or which may affect , sensitive areas (eg. Ecological sites), areas of poor air quality (including AQMA's) or which may generate pollution at levels that could harm health where either direct emissions to air occur, or where any of the preceding criteria are met.
- Residential, school, public buildings or similar developments lying within an area of poorer air quality such as an AQMA.

The following thresholds (developments of equal or greater than the criteria listed below) will also be used to determine where an Air Quality Assessment is required:

<b>Development</b>	<b>Site Area</b>	<b>Gross Floorspace/units</b>
Food Retail	0.2ha	1000 sq m
Non-food retail	0.8ha	1000 sq m
Office/B1 class uses	2.0ha	2500 sq m
Industrial (B2/B8 uses)	1.0ha	6000 sq m
Other	60 or more vehicle movements in any hour	

Relevant Policies: NPPF – para 124 (Section 11 Conserving and enhancing the natural environment),  
 UDP policy 1.3 – Creating a Cleaner and Greener Environment  
 1.12 - Ensuring an accessible, Safe and Healthy Environment  
 MW14 – Air Quality

### For further advice:

- Greater Manchester Air Quality Action Plan (2006)
- Development Control: Planning for Air Quality (2010 Update)
- Tameside AQMA: <http://www.tameside.gov.uk/airquality/assessment>
- Manchester Area Pollution Advisory Council (Great Air Manchester): <http://www.greatairmanchester.org.uk/default.aspx> 

## **Biodiversity Survey and Report**

To assess the ecological impact of proposals on wildlife and biodiversity, including any proposals for mitigating and compensating such effects, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Where appropriate accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc.) regulations 1994 or the Protection of Badgers Act 1992.

### Thresholds

- Proposals on sites or adjacent to Sites of Special Scientific Interest, Sites of Biological Importance, Local Nature Reserves and Wildlife Links and Corridors as identified in the Unitary Development Plan;
- Proposals to demolish an older building or roof space, remove trees, scrub and hedgerows or alter water courses will need to include information on species present and potential impacts and the mitigation of such impacts;

Relevant Policies: NPPF – Section 11 Conserving and enhancing the natural environment,  
UDP policies: 1.10 – Protecting and Enhancing the Natural Environment  
N1a – International Nature Conservation Sites  
N1b – National Nature Conservation Sites  
N2 – Locally Designates Nature Conservation Sites  
N3 – Nature Conservation Factors  
N6 – Protection and Enhancement of Waterside Areas  
N7 – Protected Species

### For further advice:

- [Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system \(ODPM Circular 06/2005\)](#) 
- Biodiversity Validation Checklist for Greater Manchester (see **Appendix 1**)
- [Greater Manchester Ecology Unit](#) 
- [Greater Manchester Biodiversity Project](#) 

## **Crime Impact Statement**

A statement of how the application has taken into account existing crime in the area and how the development has been designed to both address issues of crime and minimise its impact on the safety and security of the area.

### Thresholds

- All 'major' planning applications;
- Applications for crime sensitive developments (e.g. ATM's);
- All applications involving car parking for more than 20 vehicles;
- Any other developments if specified in pre-application advice.

Relevant Policies: NPPF: Section 7 - Requiring Good Design  
UDP 1.12 - Ensuring an Accessible, Safe and Healthy Environment  
Policy: H10 - Detailed Design of Housing development  
Policy E6 - Detailed Design of Employment developments  
Policy S9 – Detailed Design of Retail and Leisure Development

For further advice: Greater Manchester Police – Design for Security  
<http://www.designforsecurity.org/crime-impact-statements/> 

## **Daylight/Sunlight assessment**

In circumstances where there is a potential adverse impact on the current levels of sunlight/daylight enjoyed by the adjoining properties or building(s), including associated gardens or amenity space, applications may need to be accompanied by a daylight/sunlight assessment.

### Thresholds

- All applications involving buildings exceeding four storeys in height, where adjoining other developed land;
- Situations where the application site itself is subject to significant shading from adjoining buildings or trees
- Any other developments if specified in pre-application advice.

Relevant Policies: NPPF  
UDP policies: 1.3 – Creating a Cleaner and Greener Environment  
H10 – Detailed Design of Housing development  
Supplementary Planning Document Tameside Residential Design (2010)

For further advice:

- Building Research Establishment's guidelines on daylight assessments, see <http://www.right-of-light.co.uk/bre.htm> 

## **Economic Assessment**

An application may need to be accompanied by a supporting statement of any regeneration benefits from the proposed development. This should include:

- Details of any new jobs that might be created or supported;
- The relative floorspace totals for each proposed use (where known);
- Reference to any regeneration strategies that might lie behind or be supported by the proposal.

Economic Statements will be beneficial for all major employment-generating proposals and should be used to set out the economic development and regeneration benefits of the scheme. Applicants should demonstrate how their proposals will contribute, where appropriate, to the delivery of economic development and regeneration strategies at regional, sub-regional and local levels.

### Threshold

- Any 'major' developments for commercial development
- Any developments specified in pre-application advice.

Relevant Policies: UDP policy 1.6 – Securing Urban Regeneration

For further advice contact: Tameside Strategic Planning Department (tel: 0161 342 3346).

## **Flood Risk Assessment**

The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed taking climate change into account. It should identify opportunities to reduce the probability and consequences of flooding. It should include the design of surface water management systems including Sustainable Urban Drainage Systems (SUDS) and address the requirement for safe access to and from the development in areas at risk of flooding.

### Thresholds

- Any proposals of 1 hectare or greater in Flood Zone 1
- All proposals located in Flood Zones 2 and 3
- Any development, other than minor development, in a designated critical drainage area which has been notified to the Authority by the Environment Agency

Relevant Policies: NPPF Section 10 and Technical Guide  
UDP Policy: U4 - Flood prevention

For further advice:

- [Development and Flood Risk Practice Guide: Planning Policy Statement 25 \(December 2009\)](#) 
- [The Environment Agency- Flood Risk Assessment](#)  General Enquiries tel: 03708 506 506 or email: [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk)

## **Foul Sewage and Utilities Assessment**

All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s).

Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage.

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

If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided which include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations will be required.

An application should indicate how the development connects to existing utility infrastructure systems including electricity and gas supplies, telecommunications and water supply. The applicant should demonstrate :

- That, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community;
- That proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;
- That service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains;

- Where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.

#### Thresholds

- All 'major' applications
- Any developments specified in pre-application advice

Relevant Policies: NPPF

UDP policies: 1.13 - Meeting Obligations on Minerals, Waste and Energy  
U1 – Utilities Infrastructure  
U3 – Water Services for Development

For further advice:

- [Planning requirements for non-mains sewerage including septic tanks in new development \(DETR Circular 03/99\)](#)
- Building Regulations Approved Document Part H and in BS6297 (2007).

### **Heritage Statements**

The scope and degree of detail necessary will vary according to particular circumstances and applicants are advised to have pre-application discussions with a planning or conservation officer. The following sets out the sort of information required for different applications:

#### **Listed Building Applications**

A written statement that includes a schedule of works to the listed building(s), an analysis of the significance of the archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and that of any adjacent listed buildings. A structural survey may be required.

#### **Conservation Area Consent**

A written statement that includes a structural survey, an analysis of the character and appearance of the building/structure, the principles of and justification for the proposed demolition and its impact on the special character of the area.

#### **Applications within or adjacent to a Conservation Area]**

An assessment on the impact of the development on the character and appearance of the area.

#### **Archaeological assessment**

In the case of a major development proposal or significant infrastructure works, the applicant may need to commission an assessment of existing archaeological information and submit the results as part of the Heritage Statement.

#### Threshold

- Any developments specified in pre-application advice

Relevant Policies: NPPF: Section 12 Conserving and enhancing the historic environment

UDP policies: 1.11 – Conserving Built heritage and retaining Local identity  
Conservation and Enhancement of the Built Environment  
(policies C1 – C12)

For further advice:

- [Planning Policy Statement 5 Planning for the Historic Environment: Historic Environment Practice Guide 2010](#) 
- 'A Charter for English Heritage Advisory Services' produced by English Heritage.

## **Land Contamination assessment**

When considering development on land affected by contamination, the authority's principal planning objective is to ensure that the site is suitable and safe for its intended end use. It is essential that applicants address potential pollution matters early in pre-application discussions with planning and environmental health officers.

For new development with a sensitive end use (e.g. Residential, nurseries, schools) on land affected by contamination it may be a requirement that a site investigation and remediation strategy need to be submitted with the application. If the applicant is not requested to submit information with the planning application, a condition will be placed on the planning decision notice requiring submission of the information prior to development starting.

### Threshold

- Any development if specified in pre-application advice

Relevant Policies: NPPF - Section 11 Conserving and enhancing the natural environment  
UDP policy: MW11 - Contaminated Land

For further advice: TMBC Environmental Protection Unit  
<http://www.tameside.gov.uk/contaminatedland/contacts>

## **Landscaping details**

All developments (apart from change of use not involving works) should be designed with landscaping of the site in mind and not as a separate process or afterthought after the buildings have been designed. There should be reference to landscaping in the Design and Access Statement and detailed landscaping proposals should be included which follow the design concept. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction period.

Landscaping schemes should include:

- Proposed finished ground levels or contours;
- Details of means of enclosure;
- Car parking layouts;
- Other vehicle and pedestrian access and circulation areas, hard surfacing materials, structures and ancillary objects (e.g. refuse bin area and lighting columns);
- Planting plans with written specifications, schedules of plants noting species, planting sizes and proposed numbers/planting densities where appropriate;
- Existing vegetation to be retained together with measures for its protection during the course of construction.

### Thresholds

- Applications for full planning permission (apart from change of use)
- Applications for reserved matters for landscaping (not normally be considered separately from layout and scale);
- Householder applications should be accompanied by landscaping proposals in circumstances where the proposal would be particularly prominent or result in the loss of significant existing landscape features;
- Other developments if specified in pre-application advice

Relevant Policies and further advice:

- UDP policy: 1.3 – Creating a Cleaner and Greener Environment
- Supplementary Planning Document 'Trees and Landscaping on Development Sites' (2007)

## **Lighting assessment**

Details of external lighting and the proposed hours when the lighting would be switched on should be submitted. These details should include a layout plan with beam orientation, a schedule of the equipment in the design and a lighting diagram showing the intensity of illumination.

### Thresholds

- Proposals involving the provision of publicly accessible developments , in the vicinity of residential property, a Listed Building or a Conservation Area, or open countryside, where external lighting would be provided or made necessary by the development,
- Any development if specified in pre-application advice

Relevant Policies: NPPF para 125 (Section 11 Conserving and enhancing the natural environment)  
UDP policy: 1.11 – Ensuring an accessible, safe and healthy Environment

### For further advice:

- Guidance Notes for the Reduction of Light Pollution, The Institution of Light Engineer Professionals <http://www.darkskies4ni.co.uk/images/ile.pdf> 

## **Noise Impact Assessment**

Applications for developments that raise issues of disturbance by noise to the occupants of nearby buildings, and for developments that are considered to be noise sensitive and which are close to existing sources of noise should be supported by a noise assessment prepared by a suitably qualified acoustician.

### Thresholds

- Developments that could lead to a noise nuisance to nearby occupiers and/or amenity users and for development close to a permanent source of noise (e.g. a main road or motorway);
- Any development specified in pre-application advice. Applicants for residential and commercial developments are encouraged to seek advice from planning and environmental health officers;
- Change of use applications for premises under, over or adjacent to residential development or which propose noise sensitive uses adjacent to sources of noise or for uses that would in themselves be a noise source adjacent to noise sensitive uses such as houses, hospitals and schools should include sound insulation issues in a supporting statement.

### Relevant Policies:

NPPF – Paragraph 123 (Chapter 11 – Conserving and enhancing the natural environment)  
UDP policies: UDP policy: 1.11 – Ensuring an Accessible, Safe and Healthy Environment  
H10 - Detailed Design of Housing development  
E6 - Detailed Design of Employment developments  
S9 – Detailed Design of Retail and Leisure Development  
MW9 – Control of Minerals and Waste Developments

### For further advice:

- [Noise Policy Statement for England \(NPSE\) March 2010](#) 



## **Planning Statement**

A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. Alternatively, a separate statement on community involvement may be necessary.

### Thresholds

- All 'major' developments
- Developments not in accordance with the UDP/LDF
- Any other developments if specified in pre-application advice

## **Refuse Disposal details**

Details are required of proposed facilities for the storage and collection of refuse, including recycling facilities and access for refuse collection vehicles.

### Thresholds

- All proposals involving the creation of new dwellings or new retail, business, industrial or leisure or other similar developments;
- Any other developments if specified in pre-application advice.

### Relevant Policies:

UDP policies: 1.13- Meeting Obligations on Minerals, Waste and Energy  
MW6 - Waste management facilities  
MW7 - Recycling, Collection and Ancillary Waste Management

For further advice: TMBC Refuse and Recycling Service <http://www.tameside.gov.uk/recycling>

## **Retail Assessment**

In order to assess the impact of a retail development on the vitality and viability of a town centre and other local shopping centres, and to address current policy in relation to the location of , and need for, proposed retail development, a retail assessment should be submitted.

### Thresholds

- All Town Centre development if development of a scale that would impact on centres of similar hierarchical status.
- Edge/Out of Centre Development if development is over 2500 sq metres (Gross Developments less than 2500 sq. metres (Gross) Impact Assessment not required unless it is likely to have an impact on an existing centre).
- Extensions up to 200 sq metres only a Need Assessment is required.
- Extensions over 200 sq. metres Need. Sequential Test and Impact Assessment required

### Relevant Policies:

NPPF: Section 2 - Ensuring the vitality of town centres  
UDP policies: 1.7 – Supporting the Role of Town centres  
Town Centres, Retailing and Leisure (Policies S1 – S10)

### For further advice:

- Tameside Retail Study 2010 <http://www.tameside.gov.uk/planning/ldf/retailstudy2010>
- Planning for Town Centres: Practice guidance on need, impact and the sequential approach (2009)  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/7781/town-centresguide.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/7781/town-centresguide.pdf) 

## **Site Waste Management Plan**

These should identify volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and demonstrate how off-site disposal of waste will be minimised and managed.

### Threshold

- Any development if specified in pre-application advice

### Relevant Policies

UDP policies: 1.13- Meeting Obligations on Minerals, Waste and Energy  
MW5 – Movement of Minerals and Waste  
MW6 - Waste management facilities  
MW7 - Recycling, Collection and Ancillary Waste Management  
MW8 - Energy from Waste

### For further advice:

- [The Environment Agency: Simple guide to Site Waste Management Plans](#) 
- <https://www.gov.uk/site-waste-construction-plans> 
- WRAP <http://www.wrap.org.uk> 
- The Site Waste Management Plans Regulations (2008/314)

## **Statement of Community Involvement**

Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in Tameside's Statement of Community Involvement SPD and demonstrating how the views of the local community have been sought and taken into account in the formulation of development proposals.

### Threshold

- Any development as required by Tameside's 'Statement of Community Involvement' SPD

### Relevant Policies and further advice:

- [Tameside Statement of Community Involvement](#)

## **Structural Survey**

A structural survey may be required in support of an application if the proposal involves substantial demolition.

### Thresholds

- Applications for Listed Building and/or Conservation Area Consent involving demolition
- Applications for conversion of rural buildings in the Green Belt to demonstrate that it is capable of conversion without major or complete reconstruction
- Applications for erection of buildings on sites where there is a possibility of land instability

## **Sustainability Statement**

Tameside aims to achieve the highest possible standards of design and construction in new developments. This means creating high quality developments that are cheaper to run, more secure, minimise their environmental impact, contribute to the local economy and community and provide healthy living and working conditions, at the same time as respecting the area's heritage. We therefore require applications for new development to be accompanied by a statement provides information to show how proposed developments support these aims.

### Thresholds

- All 'major' developments
- Any development if specified in pre-application advice

### Relevant Policies and further advice:

- NPPF - Achieving Sustainable Development
- UDP policies: 1.5- Following the Principle of Sustainable Development
- Tameside's Sustainable Design and Construction Guide Supplementary Planning Document. <http://www.tameside.gov.uk/planning/ldf/spd/sustainable>
- [Delivering Sustainable Housing in the North West \(An Advice Note\)](#) 

## **Telecommunications Development**

Planning applications and notifications for mast and antenna development by mobile phone network operators should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development.

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

### Thresholds

- Any development for telecommunications equipment.

### Relevant Policies and further advice:

- NPPF: Part 5 – Supporting high quality communications infrastructure
- UDP Policy: U2 Telecommunications

## Transport Assessment/Transport Statement

A Transport Assessment will be required for developments that are likely to have significant transport impacts. Its purpose will be to quantify and assess the impact of proposals on traffic movement and highway safety, to quantify and assess how the development could be accessed by alternative transport modes and how such alternative modes would be promoted, including, where appropriate, green travel plans; and providing details of any proposals for access or transport improvements.

A Transport Statement will not be required when the development is expected to generate relatively low numbers of trips or traffic flows with minor transport impacts. Its purpose would be to cover matters such as trip generation resulting from the development, improvements to site accessibility, car parking provision and internal vehicular circulation, traffic impacts of servicing requirements and the net level of change over any current development within the site.

### Thresholds based on size or scale of land use

Land Use	Size	No Assessment	Transport Statement	Transport Assessment and Travel Plan
A1 Food Retail	GFA	<250 sq m	>250<800 sq m	>800 sq m
A1 Non Food Retail	GFA	<800 sq m	>800<1500 sq m	>1500 sq m
A2 Financial and Professional Services	GFA	<1000 sq m	>1000<2500 sq m	>2500 sq m
A3 Restaurants and Cafes	GFA	<300 sq m	300<2500 sq m	>2500 sq m
A4 Drinking Establishments	GFA	<300 sq m	>300<600 sq m	>600 sq m
A5 Hot Food takeaway	GFA	<250 sq m	>250<500 sq m	>500 sq m
B1 Business	GFA	<1500 sq m	>1500<2500 sq m	>2500 sq m
B2 General Industrial	GFA	<2500 sq m	>2500<4000 sq m	>4000 sq m
B8 Storage and Distribution	GFA	<3000 sq m	>3000<5000 sq m	>5000 sq m
C1 Hotels	Bedroom	<75 bedrooms	>75<100 bedrooms	>100 bedrooms
C2 Residential Institutions – hospitals, nursing homes	Beds	<30 beds	>30<50 beds	>50 beds
C2 Residential Institutions – residential education	Students	<50 students	>50<150 Students	>150 Students
C2 Residential Institutions - institutional hotels	Residents	<250 residents	>250<400 residents	>400 residents
C3 dwelling houses	Dwelling unit	<50 units	>50<80 units	>80 units
D1 Non – residential institutions	GFA	<500 sq m	>500<1000 sq m	>1000 sq m
D2 Assembly and Leisure	GFA	<500 sq m	>500<1500 sq m	>1500 sq m

NB: The above does not include the following uses proposals for which should be discussed with the appropriate highway and planning authorities to determine whether an Assessment is required: Stadiums, retail warehouse clubs, amusement arcades, laundrettes, petrol filling stations, taxi businesses, car/vehicle hire businesses and the selling and displaying of motor vehicles, nightclubs, theatres, hostels, builders yards, garden centres, Post offices, travel and ticket agencies, hairdressers, funeral directors, hire shops and dry cleaners.

Other Considerations	Transport Statement	Transport Assessment	Transport Assessment and Travel Plan
Development not in conformity with the adopted development plan			X
Development generating 30 or more two way vehicle movements in any hour		X	
Development generating 100 or more two way vehicle movements per day		X	
Development proposing 100 or more parking spaces		X	
Development that is likely to increase accidents or conflicts among motorised users and non motorised users, particularly vulnerable road users such as children, disabled and elderly people			X
Development generating significant freight or HGV movements per day, or significant abnormal loads per year		X	
Development proposed in a location where the local infrastructure is inadequate (eg. Substandard roads, poor pedestrian/cyclist facilities and inadequate public transport provisions)		X	
Development proposed in a location within or adjacent to an Air Quality Management Area		X	

For further guidance see

Relevant Policies: NPPF –  
 UDP policies: 1.2 Maintaining an Integrated Transportation Strategy  
 T11 – Travel Plans  
 T14 – Transport Assessments

For further advice:

- Contact TMBC Highways and Development Service 0161 342 3916
- [Guidance on Transport Assessment \(Department of Transport 2007\)](#) 
- [Using the planning process to secure travel plans: Best practice guidance \(ODPM and DfT 2002\)](#) 
- [Making residential travel plans work: Good practice guidelines for new development \(DfT 2005\)](#) 
- A guide to development related travel plan (Addison and Associates)

## **Tree Survey/Arboricultural implications**

Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting those trees during construction works. This information should be prepared by a qualified arboriculturist. The survey should be undertaken in accordance with the Council's guidance in Tameside's 'Trees and Landscaping on Development Sites' SPD.

### Thresholds

- All applications involving new development on sites containing significant trees, or individual specimens, or trees which are the subject of a Tree Preservation Order;

Relevant Policies: NPPF –  
UDP policies: 1.10 – Protecting and Enhancing the Natural Environment  
N4 – Trees and Woodland  
N5 – Trees Within Development Sites

### For further advice:

- Supplementary Planning Document 'Trees and Landscaping on Development Sites' (2007)  
<http://www.tameside.gov.uk/planning/ldf/spd/developmentsites>

## **Ventilation/Extraction Statement**

Details of the position and design of ventilation and extraction equipment, including elevational plans of the ducting, odour abatement techniques and acoustic noise characteristics.

### Thresholds

- All applications for purposes within Use Classes A3, A4, A5, B1 and B2;

Relevant Policies: NPPF –  
UDP policies: 1.12 Ensuring an Accessible, Safe and Healthy Environment  
S9 - Detailed Design of Retail and Leisure Developments  
E6 - Detailed Design of Employment developments  
S9 – Detailed Design of Retail and Leisure Development  
MW9 – Control of Minerals and Waste Developments

For further advice: TMBC Environmental Protection Unit  
<http://www.tameside.gov.uk/contaminatedland/contacts>

## Appendix 1

### BIODIVERSITY VALIDATION CHECKLIST FOR GREATER MANCHESTER

#### Part 1 Local Requirements for Protected & Priority Species

If the application involves any of the development proposals shown in **Table 1** (Column 1), a protected species survey and assessment must be submitted with the application. Exceptions to when a survey and assessment may not be required are also explained below. The **Survey** should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year (see Table 3) in suitable weather conditions and using nationally recognised survey guidelines/methods where available. The survey may be informed by the results of a search for ecological data from a local environmental records centre/Greater Manchester Ecology Unit (GMEU). The survey must be to an appropriate level of scope and detail and must:

- Record which species are present and identify their numbers (may be approximate);
- Map their distribution and use of the area, site, structure or feature (e.g. for feeding, shelter, breeding).

The **Assessment** must identify and describe potential development impacts likely to harm the protected species and/or their habitats identified by the survey (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely, evidence must be submitted to show:

- How alternatives designs or locations have been considered;
- How adverse effects will be avoided wherever possible;
- How unavoidable impacts will be mitigated or reduced;
- How impacts that cannot be avoided or mitigated will be compensated.

In addition, proposals are to be encouraged that will enhance, restore or add to features or habitats used by protected species, even where there are currently no such species present on the site. The Assessment should also give an indication of how species numbers are likely to change, if at all, after development e.g. whether there will be a net loss or gain.

Where species reports are submitted for badgers these should be marked as confidential and not placed on the public record. Badgers are subject to unlawful persecution and the release of locational information may lead to further damage to this species.

#### ***Exceptions for When a Full Species Survey and Assessment may not be Required***

- Following consultation by the applicant at the pre-application stage, the LPA has stated in writing that no protected species surveys and assessments are required.
- If it is clear that no protected species are present, despite the guidance in the table below indicating that they are likely, the applicant should provide evidence with the planning application to demonstrate that such species are absent (e.g. this might be in the form of a letter or brief report from a suitably qualified and experienced ecologist, or a relevant local nature conservation organisation).
- If it is clear that the development proposal will not affect any protected species present, then only limited information needs to be submitted. This information should, however, (i) demonstrate that there will be no significant affect on any protected species present and (ii) include a statement acknowledging that the applicant is aware that it is a criminal offence to disturb or harm protected species should they subsequently be found or disturbed.
- In some situations, it may be appropriate for an applicant to provide a protected species survey and report for **only one or a few** of the species shown in the Table below e.g. those that are likely to be affected by a particular activity. Applicants should make clear which species are included in the report and which are not because exceptions apply.

**Table 1  
Local Requirement for Protected Species: Criteria and Indicative Thresholds (Trigger List)  
for when a Survey and Assessment is Required**

Proposals for Development That Will Trigger a Protected Species Survey	Species Likely To Be Affected And For Which A Survey Will Be Required												
	Bats	Barn Owls	Breeding Birds	Wintering Birds	Gt. Crested Newts	Otters	Black redstart	Little ringed plover	Water Vole	Badger	Reptiles	White-clawed crayfish	Aquatic plants incl. Floating water plantain, Grasswack pondweed & Freiberg's screw-moss
<p>Proposed development which includes the modification conversion, demolition or removal of buildings and structures (especially roof voids) involving the following:</p> <ul style="list-style-type: none"> <li>▪ All agricultural buildings (e.g. farmhouses and barns), whatever their condition, particularly of traditional brick or stone construction and/or with exposed wooden beams greater than 20cm thick. The only exception is modern agricultural buildings of prefabricated construction with steel/sheet materials.</li> <li>▪ all other buildings of any type of construction <b>except</b> for those <b>either</b> of prefabricated construction with steel/sheet materials (such as modern warehouses) <b>or</b> flat roof structures with no roof voids, soffit or barge boards.</li> <li>▪ All unused industrial chimneys, which are unlined and of brick or stone construction</li> <li>▪ All tunnels, culverts, mines, kilns, ice-houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and structures;</li> <li>▪ All bridge structures, aqueducts and viaducts (especially over water and wet ground).</li> <li>▪ buildings within the city/town centre</li> </ul>	•	•	•										
Proposals involving lighting of churches and listed buildings or flood lighting of green space within 50m of woodland, water, field hedgerows or lines of trees with obvious connectivity to woodland or water.	•		•										
Proposals affecting woodland, or field hedgerows and/or lines of trees with obvious connectivity to woodland or water bodies.	•		•						•				
<p>Proposed tree work (felling or lopping) and/or development affecting:</p> <ul style="list-style-type: none"> <li>▪ old and veteran trees that are older than 100 years;</li> <li>▪ trees with obvious holes, cracks or cavities,</li> <li>▪ trees with a girth greater than 50cm at chest height;</li> </ul>	•		•										
Proposals affecting gravel pits or quarries and natural cliff faces and rock outcrops with crevices, or caves.	•	•	•								•		

Major proposals within 250m of a pond/ lodge or Minor proposals within 100m of pond  Where known records for great crested newt occur this should be 500m & 250m respectively.  (Note: A major proposals is one that is more than 10 dwellings or more than 0.5 hectares or for non-residential development is more than 1000m <sup>2</sup> floor area or more than 1 hectare)					●								
Proposals affecting or within 50m of rivers, streams, lakes, or other aquatic habitats (including ponds and lodges).	●		●	● **		●			●			●	
Proposals affecting or within 100m of a canal	●		●			●			●			●	● ***
Proposals affecting 'derelict' land (brownfield sites), allotments and railway land.			●		●					●	●		
Proposals affecting bare ground and/or sparsely vegetated sites, wherever they are located							●	●					
Proposals on upland/moorland sites (e.g. wind farms)	●	●	●			●			●	●	●	●	
Proposed development affecting any buildings, structures, feature or locations where <u>protected species are known to be present</u> *.	●	●	●		●	●	●	●	●	●	●	●	● ***
<p>* Confirmed as present by either a data search (for instance via GMEU/local environmental records centre) or as notified to the developer by the local planning authority or GMEU and/or by Natural England, the Environment Agency or other nature conservation organisation.</p> <p>** Advice should be sought from GMEU on when wintering bird surveys will be required. Not all lakes or rivers will require this survey.</p> <p>*** Additional surveys such as shading studies will also be required where floating water plantain is confirmed (see GMEU website for further information (<a href="http://www.tameside.gov.uk/ecologyunit">http://www.tameside.gov.uk/ecologyunit</a>)).</p>	Bats	Barn Owls	Breeding Birds	Wintering Birds	Great Crested Newt	Otters	Black redstart	Little ringed plover	Water Vole	Badgers	Reptiles	White-clawed crayfish	Aquatic plants incl. Floating water plantain, Grasswack pondweed & Freiberg's screw-moss

## Part 2 – Local Requirements for Designated Sites and Priority Habitats

If the application is likely to affect any of the designated sites, priority habitats or biodiversity features listed in **Table 2**, a survey and assessment for the relevant feature must be submitted with the application. Exceptions to when a survey and assessment may not be required are also explained below. The **Survey** should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year (see Table 3); in suitable weather conditions and using nationally recognised survey guidelines/methods where available. The survey may be informed by the results of a search for ecological data from a local environmental records centre or GMEU. The survey must be to an appropriate level of scope and detail and must:

- Record which habitats and features are present on and where appropriate around the site;
- Identify the extent/area/length present;
- Map their distribution on site and/or in the surrounding area shown on an appropriate scale plan.

The **Assessment** should identify and describe potential development impacts likely to harm designated sites, priority habitats, other listed biodiversity features or geological features (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely, evidence must be submitted to show:

- How alternative designs or locations have been considered;
- How adverse effects will be avoided wherever possible;
- How unavoidable impacts will be mitigated or reduced;
- How impacts that cannot be avoided or mitigated will be compensated.

Proposals affecting an international site are also likely to need a Habitats Regulations Assessment. Additional advice on this process can be obtained from Natural England or GMEU.

In addition, proposals are to be encouraged that will enhance, restore or add to designated sites, priority habitats and/or other biodiversity features. The Assessment should give an indication of likely change in the area (hectares) of priority habitat on the site after development e.g. whether there will be a net loss or gain. An ecological/geological survey and assessment may form part of a wider Environmental Impact Assessment.

The results of the habitat assessment may identify the need to undertake further surveys for protected/priority species.

### ***Exceptions When a Full Survey and Assessment May Not Be Required***

*International and National Sites:* A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with Natural England, where the latter confirms in writing that they are satisfied that the proposed development will not affect any statutory sites designated for their national or international importance.

*Regional and Local Sites and Priority Habitats:* A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with the Local Planning Authority's ecologist (where employed), or GMEU that they are satisfied that the proposed development will not affect any regional or local sites designated for their local nature conservation importance or any other priority habitats or listed features.

**TABLE 2 Local Requirements for Designated Sites and Priority Habitats Criteria (Trigger List) for When a Survey and Assessment are Required**

<b>1. DESIGNATED SITES</b> (as shown on the Council's Development Plan Proposals Map)	
<b>Internationally designated sites</b>	Special Protection Area (SPA) Special Areas of Conservation (SAC)* Ramsar Site – (none currently in Greater Manchester)
<b>Nationally designated sites</b>	Site of Special Scientific Interest (SSSI) National Nature Reserve (NNR)
<b>Regionally and locally designated sites</b>	Local Sites - Sites of Biological Importance (SBI) Local Nature Reserve (LNR)
<b>2. UK PRIORITY HABITATS</b>	
<ul style="list-style-type: none"> <li>▪ Ancient and/or species-rich hedgerows</li> <li>▪ Lowland heathland and/or dry acid grassland</li> <li>▪ Lowland meadows (e.g. species-rich flower meadows)</li> <li>▪ Lowland mixed deciduous woodland (including ancient woodland)</li> <li>▪ Lowland raised bog or Upland blanket bog</li> <li>▪ Open Mosaic Habitats on Previously Developed Land</li> <li>▪ Ponds (as defined by UK BAP)</li> <li>▪ Reedbeds</li> <li>▪ Rivers and streams (e.g. headwaters, natural stream courses)</li> <li>▪ Standing open water and canals* (e.g. lakes, reservoirs, mill lodges, ponds) - Eutrophic standing water</li> <li>▪ Upland heathland</li> <li>▪ Upland flushes, fens &amp; swamps</li> <li>▪ Upland woodlands (e.g. oakwoods, and birchwoods)</li> <li>▪ Wet woodland</li> <li>▪ Wood-pasture and parkland</li> </ul>	
<b>3. OTHER BIODIVERSITY FEATURES</b>	
<p>A full list of Greater Manchester Biodiversity Habitats and Species can be found at <a href="http://www.gmbp.org.uk/site/index.php?option=com_frontpage&amp;Itemid=1">http://www.gmbp.org.uk/site/index.php?option=com_frontpage&amp;Itemid=1</a></p>	

\* Developments affecting the Rochdale Canal SAC and other canals supporting floating water plantain will require additional surveys such as shading studies (see GMEU website for further information (<http://www.tameside.gov.uk/ecologyunit>)).

**TABLE 3 ECOLOGICAL SURVEY SEASONS**

Key: Optimal Survey Time ■ Extending into □

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Badgers		■	■	■	□	□	□	□	□	□	■	■
Bats (Hibernation Roosts)	■	■	■								■	■
Bats (Summer Roosts)				□	■	■	■	■	■	□		
Bats (Foraging/Commuting)				□	■	■	■	■	■	□		
Birds (Breeding)			■	■	■	■	□	□				
BIRDS (Over Wintering)	■	■									■	■
Great-Crested Newts			■	■	■	■	■	■	■	□		
Otters	■	■	■	■	■	■	■	■	■	■	■	■
Reptiles			■	■	■	■	■	■	■			
Water Voles			□	■	■	■	■	■	■	□		
White-Clawed Crayfish							■	■	■			
Habitats/Vegetation			■	■	■	■	■	■	■			

Points to note regarding surveys are as follows:

- For certain species and habitats surveys can be carried out at any time of year, but for other species, particular times of year are required to give the most reliable results, as indicated in Table 3. Surveys conducted outside of optimal times (Table 3) may be unreliable. For certain species (e.g. Great Crested Newt) surveys over the winter period are unlikely to yield any useful information and are unlikely to be accepted. Similarly negative results gained outside the optimal period should not be interpreted as absence of a species and further survey work maybe required during the optimal survey season. This is especially important where existing surveys and records show the species has been found previously on site or in the surrounding area. An application may not be valid until survey information is gathered from an optimum time of year.
- 
- Species surveys are also very weather dependent so it may be necessary to delay a survey or to carry out more than one survey if the weather is not suitable, e.g. heavy rain is not good for surveying for otters, as it washes away their spraint (droppings). Likewise bat surveys carried out in wet or cold weather may not yield accurate results.
- 
- Absence of evidence of a species does not necessarily mean that the species is not there, nor that its habitat is not protected (e.g. a bat roost is protected whether any bats are present or not).
- GMEU/ Environmental Records Centre may have useful existing information and records.
- Competent ecologists should carry out any surveys. Where surveys involve disturbance, capture or handling of a protected species, then only a licensed person (e.g. issued by Natural England) can undertake such surveys. Surveys should follow published national or local methodologies.

Further details may be found in the Local Authority's SPD for Biodiversity or on the following web sites: IEEM:

<http://www.ieem.net/publications-info> - Guidelines for Survey Methodology and Natural England:

<http://www.naturalengland.org.uk/publications/default.aspx>