



Validation Checklist for Applications Submitted to the Local Planning Authority

Adopted September 2026

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Introduction

The purpose of this document is to set out what information will be required to submit a valid planning-related application. It has been produced in accordance with relevant legislation and policy.

The document includes the national requirements, the statutory information required for all applications, and the Council's local list of information requirements to validate an application. Applicants should also have regard to Annex C of the National Planning Policy Framework, which contains a list of national information requirements relating to the submission of planning applications.

If an application is submitted with the required information and fee at the outset then it will be made valid and the agent or applicant will receive notification of this by email, or by post if no email address is provided. This notification letter will include details of what the local planning authority considers to be an accurate description of the development, a link to where the application is published on the council's website, details of the case officer who will be dealing with the application, and a target date of when the Council aim to determine the application by.

If the application is submitted without the required information or fee at the outset then it will be made invalid and the agent or applicant will receive notification of this by email, or by post if no email address is provided, giving 21 days to submit the relevant information / fee required.

If the requested items are not received to the required standard within the required timeframe then the application will be treated as withdrawn, a refund of any fee paid will be arranged, and any hard copies of information submitted will be recycled.

In cases where an agent or applicant does not agree with the Council's reasons for invalidating an application then the local planning authority will make every effort to resolve disagreements by informal negotiation. If negotiation fails then the agent or applicant must send the local planning authority a notice under the provisions of article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO). Further information on this procedure can be found within the Government's Planning Practice Guidance.

To avoid the submission of incomplete applications the Council encourages agents and applicants to enter into **pre-application discussions** with the planning department. In line with national policy, the Council is keen to promote the use of early discussions with agents and developers at pre-application stage as it is considered that early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Full details of the Council's Pre-application Advice Charging Scheme can be found on the Council's website.

Application Types and Specific Information Requirements

Different types of applications require different levels and types of information and supporting documentation. The Council's Validation Checklist includes a list of all potential supporting documents for all types of applications, and therefore the information requirements listed below are extensive.

Some planning applications are also subject to further national requirements, such as outline applications, those proposing development over a certain height, those proposing development in flood zones, those proposing certain retail development and those subject to Environmental Impact Assessment.

Agricultural Development Applications

Applications for new agricultural buildings / horticultural enterprises / agricultural workers' dwellings will be required to be accompanied by the following information:

- Full details of all the land which forms part of the agricultural holding
- Full details of the business enterprise including employees
- Financial details directly linked to the proposed development
- Full details of existing farm buildings and their uses
- Full details of the proposed development including why the proposal is reasonably required and designed for the purposes of agriculture and any future plans for the business that are relevant

The Council have produced a pro-forma document which can be found in the Appendices which must be completed and attached to any application for new agricultural buildings / agricultural workers dwellings (also including prior notification applications).

Dropped Kerb Applications

Planning approval is required for the installation of a dropped kerb in the following circumstances:

- If the access is from an A, B or C classified road, or
- If the works are connected to other works within the wider site that require planning permission

An application for a dropped kerb requires the submission of a Full planning application. Prior to the submission of an application, notice should be served on the owner of the kerb. In most cases, this will be Lancashire County Council as they are the responsible authority for maintaining the highway. This is required to be completed 21 days before the submission of the application with 'Certificate B' completed on the Full planning application form.

The following scaled plans/drawing are required to be submitted as a minimum alongside any application:

- A Location Plan (see section 3a under the National requirement below for full requirements). The red edge provided on the plan should cover the

- boundaries of the site and extend to cover the pavement and kerb to be dropped.
- A Site Plan – This should be drawn to a scale of either 1:200 or 1:500 and identify the following:
 - The length and location of the kerb to be dropped. A dimension (metric) will also be required to show this.
 - The location of any existing sections of dropped kerb
 - Any obstructions to the proposed vehicular access e.g. trees, lampposts, grassed areas, utility cabinets etc.

Householder Applications

To assist with householder applications the checklist within the Appendices has been produced which sets out the documentation required to support a householder planning application.

Lawful Development Certificate Applications

The burden of proof in a Lawful Development Certificate is firmly with the applicant and therefore sufficient and precise information should be provided.

In accordance with article 39 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 as a minimum this should include:

- a plan identifying the land to which the application relates drawn to an identified scale and showing the direction of north;
- such evidence verifying the information included in the application as the applicant can provide; and
- a statement setting out the applicant's interest in the land, the name and address of any other person known to the applicant to have an interest in the land and whether any such other person has been notified of the application.

This evidence required in respect of criteria (b) above may include the following:

- Existing and proposed floor plans (for all applications involving use of a building) to a scale not less than 1:100
- Existing and proposed extensions (for all proposed building works) to a scale not less than 1:100
- Sworn affidavit(s) from people with personal knowledge of the existing use or works carried out
- Description of all uses of land within the site (if relevant)
- Supporting Planning Statement (to include statement of grounds on which the Certificate is sought)

Listed Building Consent Applications

Applications for listed building consent shall be accompanied by:

- A section plan through the building at a scale of 1:1 or 1:2
- Existing and proposed elevation plans at a scale of 1:100 or 1:200
- Detailed plans at a scale of 1:20 showing all new doors, windows, panelling, fireplaces, plaster moulding and other decorative details

- Details of any pre-application discussion
- Structural Survey of the Building (if required)
- Photographs/photomontages
- Heritage Statement (see relevant section in this Validation Checklist for further detailed requirements)

All plans must accord with the other requirements specified for plans and drawings in this document.

Outline Applications

Outline applications often relate to establishing whether a particular type of development is acceptable on a site in principle.

Part 3 of the DMPO identifies certain 'reserved matters', which may be set aside at the outline stage for subsequent approval by the local planning authority. These are:

- Layout;
- Scale;
- Appearance;
- Access; and
- Landscaping.

Regardless of which matters are set aside for subsequent approval, the outline application is required to set out information about the proposed use/uses and the amount of development proposed for each use.

It is advised that prior to submitting an outline planning application formal pre-application discussions are entered into to establish the level of detail required to accompany the application.

Any plans submitted for illustrative purposes will not form part of the list of approved plans on any outline planning approval and should be clearly marked 'Illustrative' on the plans.

S.73 Applications and Non-Material Amendments

Applications for removal / variation of condition(s) (submitted under S73 of the Town and Country Planning Act 1990) or applications for non-material amendments will be required to be accompanied by the following information:

- The description of the development on the application forms shall list all of the amendments proposed.
- A supporting statement which specifically details all of the amendments proposed.
- A copy of the originally approved plan(s) and a copy of the amended plan(s) with the amendments clearly identified on the plan(s).

Tree Works Applications

For applications which relate to works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in a conservation area the following information will be required:

Sufficient evidence to support the case for works to trees protected by a TPO in the form of a report from a qualified expert or diagnostic information. Failure to provide sufficient information may result in the application being invalidated/ rejected/ refused.

A sketch plan clearly identifying the trees subject to the application (the plan should also identify other trees on the site clearly marked that they are not subject to the application). The sketch plan should include the site boundaries, the adjacent properties (including house names/ numbers), distances between the trees and nearby features on the site, an arrow indicating north, the position of the trees in relation to nearby buildings and the individual trees/ groups of trees should be numbered. (Please see Appendices for a suitable example).

If individual trees cannot be clearly identified (i.e. they are part of a woodland/ group on trees) the approximate location should be marked on the plan and identified as part of a site visit with the case/ tree officer.

Photographs can be utilised to identify the trees subject to the application and/ or specific features of the trees which directly relate to the application.

Full details of the condition of the trees and/ or the damage they are causing

The presence and impact of pests, diseases or fungi that require work to be carried out to the trees should be described in written evidence or diagnostic information from an arboriculturist or other appropriate expert. Arboricultural evidence must be provided to support applications that suggest the tree has defects that may be of concern to the future or future safe retention of the tree or parts of the tree.

Full details as to whether a tree is subject to a TPO can be found at:

http://www.rossendale.gov.uk/info/508/tree_preservation_orders/259/tree_preservation_orders

National Requirements

National requirements are set by central government and are applicable to all local planning authorities. They are required for all planning applications. Other *local* requirements, set by the Council, are set out elsewhere within this document and are normally required in addition to the national requirements.

If any relevant item is missing the application will be deemed invalid.

The national requirements are as follows:

1. Standard Application Form
2. Ownership Certificate and Agricultural Land Declaration
3. Plans and Drawings
4. Application Fee
5. Design and Access Statement (for some planning applications)
6. Fire Statement (for some planning applications made on or after 1 August 2021)
7. Biodiversity Net Gain

Details on each are set out below.

1. The standard application form

Application forms are available to view and download via the Planning Portal. Applicants are encouraged to apply online via the Planning Portal. An application can also be completed electronically and submitted directly to the Council by email depending on the file size of the submission documents. Alternatively an application can be completed on a paper version of the form, which can be provided by the Council on request. Paper versions can be posted to the planning department or brought into the Council offices. Only 1 paper copy of the planning submission is required.

2. Ownership Certificate and Agricultural Land Declaration

Under section 65(5) of the Town and Country Planning Act 1990 and Articles 13 and 14 of the DMPO all applications for planning permission (except for approval of reserved matters) must include a declaration by the applicant with regards to ownership of the application site and whether the site is an agricultural holding.

Declaration of ownership is made by the applicant signing either:

Certificate A - This should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.

Certificate B - This should be completed if the applicant is not the sole owner, or if there are agricultural tenants, and the applicant knows the names and addresses of all the other owners and/or agricultural tenants.

Certificate C - This should be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants.

Certificate D - This should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants.

For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than seven years. An 'agricultural tenant' is a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates.

Notice(s) – If the site not wholly owned by the applicant or the site is occupied by an agricultural tenant, then the applicant must serve notice upon those parties affected (in accordance with article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2015).

If the application site includes land within the public highway then the applicant is required to sign ownership certificate B, C or D and serve notice on Lancashire County Council as the local highway authority.

If the development proposes connection to non-mains drainage requiring pipework to cross land outside the applicant's ownership, the land in question must be included in the red edge where possible and the applicant is required to sign ownership certificate B, C or D and serve notice on the owner(s) of that land.

The applicant is required to publicise, in a newspaper circulating in the locality in which the land to which the application relates is situated, their intended application at least 21 days prior to submission where the names and addresses of the land owners are not known in accordance with article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2015.

3. Plans and Drawings

Please be aware that further requirements in relation to plans and drawings are contained later in this document under the Local Requirements section.

All plans or drawings should be drawn to an identified scale (to be stated on each plan / drawing), and in the case of site and location plans, must should show the direction of north (where appropriate). Although not a requirement of legislation, the inclusion of a linear scale bar is also useful, particularly in the case of electronic submissions.

All plans and drawings must include a unique drawing number (including revision number) and unique title.

Where plans are submitted electronically, they must be in PDF format and the file names must be in the following format:

DrawingNumber_RevisionNumber_DrawingTitle.PDF

In relation to the above, the drawing number, revision number and drawing title as stated in the filename must be exactly the same as those stated on the plan / drawing in question.

This is required as it allows the local planning authority to ensure that plans are accurately labelled when published online for members of the public to view, and in

ensuring that the most up to date revisions of plans are made clear for consideration by officers and consultees.

All applications must be also accompanied by a list of submitted drawings (drawing register), showing exactly which drawings have been submitted for consideration (drawing number, revision number and drawing title).

a) Location Plan

As a minimum, a 'location plan' that shows the application site in relation to the surrounding area will need to accompany a planning application¹.

The location plan must be based on an up-to-date Ordnance Survey map, typically at a scale of 1:1250 or 1:2500, and wherever possible should be scaled to fit onto A4 or A3 size paper.

The location plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (e.g. 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.

b) Any other plans and drawings necessary to describe the development which is the subject of the application

Additional plans and drawings (existing and proposed) will in most cases be necessary to describe and present the proposed development. These can include:

- Site Layout Plans
- Floor Plans
- Elevations
- Site Sections and Floor/Levels Plans
- Roof Plans

4. The Application Fee

When submitting an application the correct fee must be paid unless the application is exempt from payment.

The fee can be paid:

- over the phone (01706 238638, 01706 217777 or 01706 252521) by debit or credit card (please note there is a 1.8% charge if using a credit card); or
- by cheque - Payable to Rossendale Borough Council – please quote 'Planning Fee' and include the site address on back of cheque; or
- Via on-line banking
A/C Name: Rossendale Borough Council

¹ Except where the application is made pursuant to section 73 (determination of applications to develop land without conditions previously attached) or section 73A(2)(c) (planning permission for development already carried out) of the 1990 Act.

Sort Code: 01-07-29
A/C Number: 25503391
Please quote: PLANNING FEE

5. Design and Access Statements

In accordance with the DMPO, a Design and Access Statement is a national requirement for the following types of applications:

- Applications for major development.²
- Applications for development in a Conservation Area, where the proposed development consists of:
 - o One or more dwellings; or
 - o A building or buildings with a floor space of 100 square metres or more.
- Applications for listed building consent.

The Design and Access Statement shall:

- Explain the design principles and concepts that have been applied to the development;
- Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;
- Explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account;
- 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; Explain how any specific issues which might affect access to the development have been addressed; and
- Include any alternative options which have been considered and discounted.

Design and Access Statement are not required to accompany applications:

- for permission to develop land without compliance with conditions previously attached, made pursuant to section 73 of the 1990 Act (as amended);
- of the description contained in article 20(1)(b) or (c) of the DMPO;
- for engineering or mining operations; or
- for a material change in use of the land or buildings.

6. Fire Statements

Following the Grenfell Tower fire on 14th June 2017, the government commissioned the independent review of Building Regulations and Fire Safety.

As a result of this developers are now required to submit a fire statement for “relevant buildings³” setting out fire safety considerations specific to the development.

² In this case, major development is categorised as a development containing 10 dwellings or more, outline sites of 0.5 hectares or larger where the number of dwellings is not known, new building(s) with a floorspace of 1000sq.m or greater, or development carried out on a site having an area of 1 hectare or more.

³ “Relevant buildings” contain two or more dwellings or educational accommodation and meet the height condition of 18 metres or more in height, or seven or more storeys.

Fire statements must be submitted on a [form](#) published by the Secretary of State (or a form to similar effect) that 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 firefighting 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 considered.

Further information about Fire Statements is available at

<https://www.gov.uk/guidance/fire-safety-and-high-rise-residential-buildings-from-1-august-2021>

7. Biodiversity Net Gain

Where development would be subject to the general biodiversity gain condition, the application must be accompanied by minimum information set out in Article 7 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](#):

- a statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition;
- the pre-development biodiversity value of the onsite habitat on the date of application (or an earlier date) including the completed metric calculation tool used showing the calculations, the publication date and version of the biodiversity metric used to calculate that value;
- where the applicant wishes to use an earlier date, the proposed earlier date and the reasons for proposing that date;
- a statement confirming whether the biodiversity value of the onsite habitat is lower on the date of application (or an earlier date) because of the carrying on of activities ('degradation') in which case the value is to be taken as immediately before the carrying on of the activities, and if degradation has taken place supporting evidence of this;
- a description of any irreplaceable habitat (as set out in the first column of the tables in 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 application, (or an earlier date); and
- a plan, drawn to an identified scale which must show the direction of North, showing onsite habitat existing on the date of application (or and earlier date), including any irreplaceable habitat.

Local Requirements

This section will clearly set out the Council's additional *local* requirements for the validation of applications. The list of information requirements below are not mutually inclusive. The list has been produced in line with national guidance and informed by planning policy, and therefore 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.

Please note when submitting any document which contains any commercially sensitive or personal information you are requested to submit two copies, one of which redacts the sensitive information so that it is suitable to be made publicly available. It will rarely be acceptable to make entire documents or entire sections of reports that contain commercially sensitive information exempt from publication, even in those circumstances an executive summary will be required to ensure a transparent and accountable system.

Meeting the requirements of this list does not preclude a request for further information later in the decision making process where this is deemed necessary to fully assess the development proposal.

Please note that where reports, surveys, assessments and other documentation are submitted to support a planning application, these must be up to date and still valid at the time the application is submitted.

1. Plans to support an application

In addition to the national requirements identified above, the following plans and drawings may be required in support of the application depending on the development proposed. The plans should be provided at the stated scale including the paper size (e.g. 1:200 at A1) and should accurately show the direction of north (where appropriate).

All plans and drawings must include a unique drawing number (including revision number) and unique title.

Where plans are submitted electronically, they must be in PDF format and the file names must be in the following format:

DrawingNumber_RevisionNumber_DrawingTitle.PDF

Other filename formats cannot be accepted.

In relation to the above, the drawing number, revision number and drawing title as stated in the filename must be exactly the same as those stated on the plan / drawing in question. Any discrepancy in this regard will result in applications being invalid.

This is required as it allows the local planning authority to ensure that plans are accurately labelled when published online for members of the public to view, and in ensuring that the most up to date revisions of plans are made clear for consideration by officers and consultees.

All applications must be accompanied by a list of submitted drawings (drawing register sheet), showing exactly which drawings have been submitted for consideration (drawing number, revision number and drawing title).

Existing and Proposed Site Plan

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

- The direction of north
- The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries
- All the buildings, roads and footpaths on the land adjoining the site including access arrangements
- 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 hardstanding
- Boundary treatment including walls or fencing where this is proposed.
- Any public rights of way within or adjacent to the application site
- The route of any proposed diversions to public rights of way

Existing and Proposed Block Plan

Block plans of the site are required at a scale of 1:100 or 1:200 showing any site boundaries, the type and height of boundary treatment (e.g. walls, fences etc), the position of any building or structure on the other side of such boundaries.

Existing and Proposed Floor Plans

These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).

The submitted plans must include the dimensions (metric) of the proposal clearly shown onto the plans.

Existing and Proposed Elevations

These should be drawn to a scale of 1:50 or 1:100 and 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 and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

The submitted plans must include the dimensions (metric) of the proposal clearly shown onto the plans.

Existing and proposed site sections and finished floor and site levels (at a scale of 1:50 or 1:100)

Such plans drawn at a scale of 1:50 or 1:100 should show a 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 also 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 (at a scale of 1:50/ 1:100/ 1:200)

A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the proposed roofing material, vents and their location must be specified on the roof plan.

Additional Plans

For certain proposals, including new housing schemes, the following plans will be required to enable a full assessment of the proposals. The inclusion of these plans can also reduce the number of prior commencement conditions attached to a planning approval:

Materials Plan

Detailing the proposed external facing materials (e.g. natural coursed stone, red brick, etc.) and the proposed hard surfacing materials (please be advised that the Council will require either the use of permeable materials on a permeable base for the construction of driveways or provision for drainage facilities within the site to ensure that surface water does not drain onto the highway).

Boundary treatment plan

Detailing the proposed walls, fencing etc. to be erected on the site along with plans detailing the height and appearance of these boundary treatments.

Landscape plan

Including full details of all existing trees and those to be removed, all existing and / or proposed ground cover planting, size, species, density and position of proposed trees and shrubs, and details of all existing and proposed hardstanding/parking areas.

Street scene plans

Detailing the proposed scheme within the existing street scene and plans of proposed street scenes within the development

Accessible and adaptable dwellings plan

For residential schemes of 5 dwellings or more, a plan showing the location of accessible and adaptable dwellings complying with the M4(2) building regulations standard.

2. Access Ramp Details

Applications which include a new external access ramp shall include floor plans detailing the position and gradient of the ramp along with a plan detailing any handrails/ barriers and anti-skating measures.

3. Adoption Statement

Any development which involves the construction of new internal roads or alterations/ connections to existing public highways will require an Adoption Statement

It is essential that arrangements for the future management and maintenance of new roads/ drainage facilities within developments, is addressed at the planning stage. As such any development which involves the construction of new roads, alterations/ connections to existing highways, extensions to and/ or connections to services will be required to be accompanied by a statement which details the future arrangements.

The Adoption Statement shall include:

- An Estate Road Phasing and Completion Plan setting out the development phasing and phasing of the construction of the roads (if available).
- Full details of the proposed arrangements for the future management and maintenance of the proposed streets within the development.

It is the Council's preference that developments which involve the construction of new roads shall be accompanied by a Section 38/Section 278 Agreement with Lancashire County Council Highway Authority for the adoption of the highways. Similarly any application which involves connections/extensions to existing sewers/drains shall be accompanied by a Section 104 Agreement with United Utilities.

Any application which is not accompanied by the relevant legal agreements shall have to provide clear details of how the future management and maintenance of the highways and services will be dealt with. This shall include details of a Private Management and Maintenance Company confirming funding, management and maintenance regimes.

4. Affordable Housing Statement

For housing schemes which require an element of affordable housing in accordance with policy, the planning submission will be required to detail how the required percentage of affordable housing will be achieved on site, the tenure of the proposed affordable units, the number of bedrooms of the proposed affordable units and details of the Registered Provider or Housing Association who will manage the affordable units (if applicable). The statement should demonstrate how the proposed tenure responds to local needs.

5. Air Quality Assessment

Where a development will worsen the air quality for those already living in the area, mitigation measures will be required. An application for any such development shall be accompanied by an Air Quality Assessment (by a suitably qualified person / organisation) setting out the identified impacts and the proposed mitigation measures in detail.

An Air Quality Assessment will also be required when there is potential for air quality issues to affect a European/Internationally or Nationally designated site within a 10km radius of the proposal.

6. Archaeological Assessment

Any development which is situated within an area known to have archaeological interest, or potential archaeological interest, shall be accompanied by a professionally produced Archaeological Assessment (by a suitably qualified person / organisation) which sets out a programme of archaeological work including a scheme of investigation. This is to ensure that any archaeological assets are treated appropriately (through recording, and potentially preservation in-situ or through excavation as appropriate).

Where a site on which development is proposed includes or has the potential to include archaeological interest an appropriate desk-based assessment and, where necessary, a field evaluation report will be required to accompany an application.

7. Biodiversity Net Gain

In line with current legislation and guidance, relevant developments should provide net gains in biodiversity. Relevant applications will need to submit the minimum national information requirements. In order to assess whether these applications will be able to meet the biodiversity gain objective, the Council requires the minimum information to be submitted, plus the following additional information:

- a draft Biodiversity Gain Plan which sets out the steps undertaken to minimise any adverse impacts of the development on the biodiversity of the site, the pre-development biodiversity value on-site, the estimated post-development biodiversity value on-site, the number of biodiversity units likely to be needed on biodiversity off-site gain and any statutory biodiversity credits that might need to be purchased for the development (a Biodiversity Gain Plan template form is available from the Government at: <https://www.gov.uk/government/publications/biodiversity-gain-plan>);
- a draft Habitat Management and Monitoring Plan (a link to a HMMP template is available at: <https://publications.naturalengland.org.uk/publication/5813530037846016>);
- geographical information system files showing the extent of the habitats identified in the biodiversity metric where possible;

The Statutory Biodiversity Metric or Statutory Small Site Biodiversity Metric (for minor developments not impacting any Irreplaceable or Priority Habitats) should not have any red boxes in order to be validated for the discharge of the general

biodiversity net gain pre-commencement condition. There may be exceptions for sites impacting Irreplaceable Habitats where bespoke compensation is required.

Criteria for developments likely to be exempt from demonstrating a measurable biodiversity net gain are set out on the Government website.

For outline applications where layout is a reserved matter, a draft Biodiversity Gain Plan should show the relevant requisite information, in order to enable relevant planning conditions or draft relevant planning obligations to be applied for the biodiversity net gains to be provided on-site and/or off-site.

8. Climate Change Statement

For all minor and major developments, a Climate Change Statement should be submitted demonstrating how the development is designed to be adaptable to climate change, how it incorporates energy efficiency principles, adopts sustainable construction methods and implements Sustainable Drainage Systems. This is to show how the proposal complies with Policy ENV1 criteria (g) of the Rossendale Local Plan 2019 to 2036. A checklist is available in Appendix C of the [Climate Change Supplementary Planning Document](#) to assist applicants in preparing such statement.

9. Coal Mining Risk Assessment (CMRA)

All non-householder applications which fall within the Development High Risk Area as identified by the Coal Authority (advice can be sought from the Local Planning Office) require a Coal Mining Risk Assessment. Further guidance can be found at <http://coal.decc.gov.uk/en/coal/cms/services/planning/strategy/strategy.aspx>

Coal Mining Risk Assessments are not required for the following types of application:

- householder development
- heritage consents, including listed building or conservation areas
- advertisement consent
- lawful development certificates
- hazardous substances consent
- tree or hedgerow works, tree preservation order or in conservation area
- prior notification

For all other types of applications, the Assessment shall be prepared by a suitably qualified and competent person and should contain the following:

- Desk top review of site specific coal mining information (including past/ present/ future underground mining, shallow coal workings, mine entries (shafts or adits), mine gas, within an area which has a current licence to extract coal, geological features, any recorded surface hazards, or within a former or present surface mining [old opencast] area).
- Identification and assessment of the risks (individually and cumulatively) of the development.
- Explain how the risks have influenced the proposed development

- A mitigation strategy that should demonstrate how the site can be made safe and stable

The level of information and the 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 then the CMRA should be included within the ES.

Any development that involves intrusive activities which intersect, disturb or enter any coal seams, coal mine workings or mine entries will require the prior written permission of The Coal Authority

10. Crime Impact Statement

A Crime Impact Statement (CIS) should accompany the application types identified below, to ensure that appropriate security and crime prevention measures are incorporated into development proposals. The process should aim to 'design out' crime risks and 'design in' security measures where appropriate to mitigate against crime.

The CIS needs to identify local crime risks and appropriate security measures. To ensure this process is meaningful and adds value, it is imperative that the Applicant/Agent demonstrates what crime risks have been considered and what security measures have been incorporated. This information should be included within the CIS.

Seeking early security advice from Lancashire Constabulary Designing Out Crime Officers (DOCO) at Pre-Planning Stages, Masterplan Development or to support Major Planning Applications is actively encouraged. Lancashire Constabulary DOCO's can be contacted at ALO@lancashire.police.uk

The following types of development will require a CIS:

Residential schemes (25 or more dwellings)
 Multi-occupancy accommodation (20 rooms/apartments or more)
 Supermarkets
 High risk retail premises
 Commercial units/offices (over 100sqm/more than 3 units)
 Education buildings
 Hotels
 Conference centres
 Care homes
 Places of Worship
 Hospitals
 Healthcare facilities
 Veterinary buildings
 Chemists
 Banks/other financial institutions
 ATMs
 Licensed premises (alcohol)
 Leisure premises likely to attract large groups of people

Further advice can be obtained from Lancashire Constabulary Designing Out Crime Officers by e-mailing a request to ALO@lancashire.police.uk

11. Demolition of Buildings (including within Conservation Areas)

Following the Court of Appeal Judgement *SAVE Britain's Heritage v SSCLG*, the demolition of buildings is classed as 'development'.

As such for sites not within a Conservation Area an application is required to the planning authority to ascertain whether the authority requires prior approval of the method of demolition along with details of the proposed restoration of the site.

Such applications for prior approval shall be accompanied by:

- Details of the method of demolition
- Details of the proposed restoration of the site
- Confirmation from a licenced Ecologist that the demolition will not adversely impact on any ecological assets or protected species
- Confirmation from an accredited archaeologist that the demolition will not adversely impact on any items of archaeological significance at / adjacent to the site.

For buildings / sites within a Conservation Area, full planning permission is required for relevant demolition:

Such applications for planning permission shall be accompanied by:

- Floor Plans and Elevations of the building / structure to be demolished
- A structural survey.
- An ecological survey and report (to include where necessary a bat survey).
- A tree survey / arboricultural impact assessment where trees exist on the site or are immediately adjacent to areas of work / demolition.
- A heritage statement identifying the age and nature of the building and the impact of the demolition on the character of the conservation area.

12. Drainage

For major applications, the Lancashire Sustainable Drainage Systems (SuDS) pro-forma must be submitted to outline the surface water sustainable drainage approach of the development. The pro-forma and guidance notes are available to download a <https://www.lancashire.gov.uk/business/business-services/pre-planning-application-advice-service/lead-local-flood-authority-planning-advice-service-for-surface-water-and-sustainable-drainage/>.

For all developments, a surface water drainage strategy must be submitted to explain how the hierarchy of drainage options has been assessed by the applicant and to justify why the drainage options situated higher up in the hierarchy have been discounted.

1. Into the ground (infiltration);

2. To a surface water body;
3. To a surface water sewer, highway drain, or another drainage system;
4. To a combined sewer

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) along with full details of the proposed drainage arrangements within the site.

It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers. 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.

For non-mains foul drainage proposals, applicants should submit a completed foul drainage assessment (FDA) form – these are available at:

<https://www.gov.uk/government/publications/foul-drainage-assessment-form-fda1>

If the proposed development results in any changes or 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. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.

Applications should include details of the disposal of surface water run-off. Where it is proposed to drain this to existing drains the location of those drains should be indicated and where Sustainable Drainage Systems (SuDS) are proposed there should be sufficient engineering, geotechnical and hydrological information provided to demonstrate the feasibility and suitability of the proposed solution.

13. Ecological Assessments

An ecological assessment report shall be submitted for all proposals where the development of the site might affect protected or priority species and/or habitats, Special Areas of Conservation, Special Protection Areas, Sites of Special Scientific Interest (including developments in their impact risk zones), nationally / internationally / European designated sites, Biological Heritage Sites, Important Wildlife Sites, Ancient Woodland or other irreplaceable habitats, woodland areas, any water body, pond ditch, or other similar feature. This includes the conversion or demolition of existing buildings. Further advice in respect of the need for surveys can be found in the Appendices.

The report shall include the following:

- Details of the appointed ecologist to demonstrate their competence
- Confirmation that surveys were undertaken or updated within the last 3 years (the need for more recent surveys may become apparent during consultation)
- A detailed method for the ecological assessment/ survey
- Detailed results of the survey/ assessment and an evaluation of the ecological interest
- An assessment of likely impacts
- Proposals to avoid, mitigate or compensate for any ecological impacts
- In the case of developments affecting European Protected Species (e.g. bats, otters, great crested newts, badgers), information required to address the three licensing tests of the Habitats Regulations.

This requirement cannot be conditioned, as the Local Planning Authority is obliged by the law to make a full assessment of the impact of the proposed development at the time of its consideration. Additionally following a High Court judgement the Council has a legal duty, as part of a planning application, to determine whether the three 'derogation tests' of the Habitats Directive implemented by the Conservation (Natural Habitats &c.) Regulations 1994 (Regulation 44) have been met when determining whether to grant planning permission for a development which could harm a European Protected Species. The three tests include:

- (a) the activity must be for imperative reasons of overriding public interest or for public health and safety, for scientific or educational purposes etc;
- (b) there must be no satisfactory alternative that will cause less harm to the species and
- (c) favourable conservation status of the species must be maintained.

Where any impact is identified, full mitigation measures shall be identified and justified within the Assessment. Additionally a habitat creation and management plan may be required.

Where the applicant does not consider that a bat survey is necessary but there is evidence to suggest that the building could support bat activity/roosts, the Council will invite the applicant to submit photographic evidence at validation stage, or confirmation from a suitably qualified ecologist why a bat survey is not considered needed, for review by officers, to establish whether a bat survey is needed.

14. Environmental Impact Assessment (EIA)

All EIA development⁴ will require an Environmental Statement (ES) which assesses the existing and potential environmental impacts of the proposed development either direct or indirect. The ES must be structured in accordance with Schedule 4 of the EIA Regulations and must be provided alongside a non-technical summary. Technical appendices should also be included where relevant.

⁴ <https://www.gov.uk/guidance/environmental-impact-assessment>

If you suspect that a proposal may need an ES you can submit a request to the Local Planning Authority for a 'Screening Opinion' before submitting an application. This request will need to be accompanied by:

- (a) a plan sufficient to identify the land;
- (b) a description of the development, including in particular—
 - (i) a description of the physical characteristics of the development and, where relevant, of demolition works;
 - (ii) a description of the location of the development, with particular regard to the environmental sensitivity of geographical areas likely to be affected;
- (c) a description of the aspects of the environment likely to be significantly affected by the development;
- (d) to the extent the information is available, a description of any likely significant effects of the proposed development on the environment resulting from
 - (i) the expected residues and emissions and the production of waste, where relevant; and
 - (ii) the use of natural resources, in particular soil, land, water and biodiversity; and
- (e) such other information or representations as the person making the request may wish to provide or make, including any features of the proposed development or any measures envisaged to avoid or prevent what might otherwise have been significant adverse effects on the environment.

On receipt of a 'screening opinion' the Local Planning Authority will consult the relevant organisations and respond to the request normally within 3 weeks. If the Local Planning Authority considers that the proposal could have significant effects on the environment then they will require an ES to be submitted with the planning application.

If a proposal is EIA development then a request for a 'Scoping Opinion' can be submitted to the Local Planning Authority before submitting an application. This will seek to provide sufficient information that the scope of an ES can be agreed, i.e. the significance of the various impacts and the level of detail to be explored. The Local Planning Authority will consult the relevant organisations and respond to the request normally within 5 weeks.

An application proposing EIA development has a target date for consideration of 16 weeks to allow the Local Planning Authority and all the interested parties' greater opportunity to consider the impacts of the proposed development.

15. Flood Risk Assessment

Planning applications for development proposals of one hectare or greater in Flood Zone 1 and all proposals for new developments located in Flood Zones 2 and 3, should be accompanied by a Flood Risk Assessment (FRA). Further information on whether your site is located within a Flood Zone can be sought from the Local Planning Authority

For minor developments located within a Flood Risk Zone the planning applications should be accompanied by a flood risk assessment.

The Environment Agency have produced standing advice for applicants and local planning authorities, which details what is required to support planning applications for minor development in relation to flood risk. This information can be found at: <https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications>

As part of the flood risk assessment, evidence to demonstrate compliance with the flood risk sequential test and exception test should be provided as required.

Flood Risk Assessments should also accompany applications for more vulnerable development proposals where any source of flooding poses risk to the development (not just fluvial flood risk).

16. Flues and ventilation extraction details

All applications which involve the sale or preparation of cooked food, launderettes and other uses which require air conditioning or extraction and filtration equipment shall be accompanied by full details of the proposed equipment. The details shall include the manufacturer's specifications, plans detailing the location of the equipment and the dimensions of the proposed equipment.

17. Heritage Statement

For planning applications which involve a Listed Building, Scheduled Monument, Registered Park or Garden, impact on the setting of a Listed Building, involve work within a Conservation Area and/or involve work to a local heritage asset, a Heritage Statement will need to accompany the applications.

Details of whether a site is within a Conservation Area can be found at: <https://www.rossendale.gov.uk/info/210147/heritage/10683/heritage/3>

A Heritage Statement should include a description of the significance of any heritage asset(s) affected, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance and sufficient to understand the potential impact of the proposal on their significance. This should include details of any materials or features of historic interest that are to be altered, such as walls, doors, floors, windows, stairs, panelling, fireplaces, plaster moulding and other decorative details.

It is important to note that both the interior and the exterior, as well as any curtilage structures, are covered by a listed building designation, even if they are not specifically mentioned in the listing description.

As a minimum the relevant historic environment record should be consulted and the heritage assets assessed using appropriate expertise where necessary.

This information together with an assessment of the impact of the proposal will be required as part of the explanation of the design concept. It should detail the sources that have been considered and the expertise that has been consulted.

It will not be possible to validate applications where the extent of the impact of the proposal on the significance of any heritage assets affected cannot adequately be understood from the application and supporting documents.

18. Land Contamination Assessment

An application shall be accompanied by a contaminated land Preliminary Risk Assessment (PRA) report (Phase One desk study) where:

- there is reason to suspect contamination or potential contamination of land, controlled waters, property, organisms or ecological systems (for example, the existence of former industrial uses, infilled ground, or other indications of potential contamination during the walkover survey),
- the proposed end use is sensitive to contamination (for example, residential, allotments, or schools)

The Preliminary Risk Assessment shall assess the current and previous uses of the site and surroundings, and the potential contamination risks both to and from the proposed development. The report shall be produced by a suitably qualified person.

Where potential risks are identified by the PRA, a further Phase Two contaminated land report (by a suitably qualified person) shall be submitted. A site investigation and associated assessment shall be undertaken to identify whether risks can be reduced to an acceptable level. The assessment shall identify the type, nature and extent of contamination present, the risks to receptors and the potential for migration within and beyond the site boundary. Remediation proposals if required shall be identified to render the site suitable for the proposed type of development (remedial options shall be appraised). Proposals shall include an implementation timetable, any future monitoring requirements and a remediation verification plan.

19. Landscape

The Council requires the inclusion of basic information, including provision of levels at an early stage. Landscape strategies may be required for especially complex or phased developments where an overview or framework is needed.

It is recommended that landscape strategies are included either as supporting information or as part of Design and Access Statements or EIAs.

For sites that are considered to be particularly sensitive in landscape or visual terms Landscape and Visual Impact Assessment (LVIA) will be required. For example:

- where large scale developments are proposed, particularly vertical developments;
- where developments are within areas with a national or international landscape or landscape heritage designation (eg AONB);
- where developments may affect the settings of the above areas; or
- where developments will be particularly visible from publicly accessible viewpoints.

LVIAs should be carried out by qualified landscape professionals in accordance with the Landscape Institute and Institute of Environmental Management and Assessment's Guidelines for Landscape and Visual Assessment (GLVIA) 3rd Edition (2013). .

20. Land Stability Report

Where an application is made in relation to a site where there is potential for land instability, where any excavation of slopes is proposed, where significant retaining structures are proposed, or where development is in proximity to land or property which would be particularly sensitive to any land instability, a Land Stability Report is required to be submitted.

The report must be prepared by a suitably qualified and competent person or organisation. The contents of a land stability risk assessment report will vary in detail from one site to another depending on the potential causes of unstable land that need to be investigated and the development that is proposed. The report should present all the information obtained from site investigation in a logical order and format which allows an assessment to be undertaken of the risks to the development and must include full details of any mitigation measures necessary to ensure that development (and other land and property) will be safe and stable.

21. Lighting Assessment

Planning applications which include new external lighting shall be accompanied by a Lighting Assessment.

A lighting scheme should include the following:

- Plans detailing the location of the lighting
- Specific Site survey – including District Ambient Brightness Category
- Calculations – determining Glare, Intensity and Spill and recommendations to control these
- Risk assessment – in relation to crime and disorder and impact on light sensitive premises
- Schedule of installation
- Equipment design – must be identified & used to determine aim, glare and overspill
- Measured luminance of the proposed scheme
- Hours of illumination

22. Mineral Resource Assessment

Large scale or major development proposals located within a mineral safeguarding area should be accompanied by a mineral resource assessment.

A minerals resource assessment is required to ensure sufficient information is available to enable the Local Planning Authority to determine whether the proposal would satisfy Policy M2 (Mineral Safeguarding) of the Joint Lancashire Minerals and Waste Site Allocation and Development Management Policies Local Plan.

The mineral resource assessment should specify whether there are minerals present and, if so, whether it is practicable or sustainable to extract them. Information could be provided on:

- the depth of overburden,
- the quantity and quality of any mineral present,
- the height of the water table,
- the proximity and nature of any surrounding land uses,
- the size of the site.

The level of detail should be appropriate to the scale and nature of the proposed development. Details of whether a site is located within a mineral safeguarding area can be downloaded at <http://www.lancashire.gov.uk/council/planning/local-planning-policy-for-minerals-and-waste.aspx#policiesmaps>

23. Noise Impact Assessment

Proposals which are likely to generate noise located close to noise sensitive areas (e.g. close to residential areas) are required to be accompanied by a Noise Impact Assessment. The assessment shall indicate the levels of noise expected to be created and methods for mitigating any impact.

Similarly proposals for noise sensitive developments within areas of noisy development (e.g. adjacent to a railway line / motorway) will be required to detail measures to protect the new development from noise.

For developments located close to existing residential properties the planning application shall be accompanied by full details of the proposed construction hours, full details of the access arrangements during construction and full details of the site compound and parking for construction traffic during the construction period.

24. Parking Provision Statement

Planning applications for new development shall be accompanied by a Parking Provision Statement (which can be incorporated into the Planning or Transport Statement) detailing how the scheme shall accommodate adequate parking provision (in line with the Council's Parking Standards contained within its Local Plan). The document shall include details of the existing and / or proposed parking layout including manoeuvring areas along with details of the access including any proposed access alterations.

25. Planning Obligations and Affordable Housing – Heads of Terms

Where an application is submitted which would trigger a policy requirement for the provision of affordable housing, planning obligations or other contributions which would normally be secured by a S.106 Agreement, the application must be accompanied by a heads of terms statement setting out the proposed contributions to be made (as appropriate):

- Number and percentage of on-site affordable dwellings

- Any off-site contribution towards affordable housing
- Area of on-site public open space and any play equipment provision
- Contribution towards off-site public open space and playing pitch provision
- Any other planning contributions / obligations / matters to be secured by S.106 Agreement
- Agreement to cover the Council's S.106 monitoring and recording costs
- Agreement to cover the Council's reasonable legal costs in drafting or checking a S.106 Agreement

26. Planning Performance Agreement

A planning performance agreement is a project management tool which the local planning authorities and applicants can use to agree timescales, actions and resources for handling particular applications. It should cover the pre-application and application stages but may also extend through to the post-application stage. Planning performance agreements can be particularly useful in setting out an efficient and transparent process for determining large and/or complex planning applications. They encourage joint working between the applicant and local planning authority, and can also help to bring together other parties such as statutory consultees. A planning performance agreement is agreed voluntarily between the applicant and the local planning authority prior to the application being submitted, and can be a useful focus of pre-application discussions about the issues that will need to be addressed.

The Council encourages the use of a Planning Performance Agreements (PPA) for the larger more complex planning applications. PPAs are about improving the quality of planning applications and the decision making process through collaboration and an agreed approach to project management. By taking this approach it is considered that the Council, the developer and key stakeholders are able to work through a clear framework for the delivery of major projects. The PPA agrees a timeframe for determination and is considered outside the standard 13 week time frame.

The Council are committed to Community Engagement as set out elsewhere in this document and an appropriate level of community consultation would be required as part of any large scale scheme.

The use of the PPA process will ensure that the Council's Elected Members are openly engaged in the PPA process. This will include either:

- 1) Member briefing: where relevant and the issues are sufficiently complex, a Member Briefing will be held for the Portfolio holder, The Leader & Deputy leader of the Council, and Ward Members within whose electoral ward the PPA project is situated. The purpose of the briefing will be to allow Members to gain a full understanding of the project from the applicants' project team and other pertinent issues.
- 2) Liaison with the same group of Members where due to the nature of the PPA project a Member Briefing is not appropriate.

The PPA process will be used to ensure the smooth processing of a scheme from pre-application/ conception stage, through application stage to post-application stage.

PLEASE NOTE: a PPA will be subject to a separate fee in accordance with Section 93 of the Local Government Act 2003 however it is important to note that works that fall within a Council's statutory duties as part of a planning application will not be subject to PPA charging.

27. Planning Statement

For major planning applications a Planning Statement will be required as part of the submission. Planning Statements may also be useful for minor planning applications, where the development is likely to be controversial or to enable the applicant's case for the development to be put forward.

The Statement shall provide an explanation of and justification for the proposals in the context of relevant national and local planning policies affecting the site.

28. Proof of Marketing Statement

In accordance with Policy EMP3 of the Rossendale Local Plan and the Re-use and Re-development of Employment Land Supplementary Planning Document (SPD), all proposals for the re-use of employment sites/premises for housing will require convincing evidence of lack of demand for employment re-use and employment redevelopment demonstrated through a rigorous and active marketing strategy to be agreed with the Council and normally of 12 month duration.

Details of what the Council would expect to be contained in a marketing strategy are given in Appendix 1 of the Re-use and Re-development of Employment Land (SPD).

Alternative uses will only be considered where there is no demand for the site or it is unviable to retain in employment use. The potential to refurbish or to redevelop needs to be taken into consideration.

The marketing campaign will need to consider both:

- marketing the re-use of the site; and
- marketing the re-development of the site for employment purposes.

Existing employment land or premises that are currently not in use are not redundant and will need to be marketed for employment use. Furthermore, a lesser financial return on investment relative to other development or re-use options (such as residential) is not sufficient to justify the site not continuing to be available for employment use.

The marketing strategy will need to be prepared by a suitably qualified professional (such as a chartered surveyor) who is active within and familiar with Rossendale's employment land and commercial property market.

29. Sequential Assessment and Impact Assessment

A sequential assessment will be required for main town centre uses that are not proposed in an existing centre and are not in accordance with an up-to-date Local Plan. Proposals for main town centre uses should be located in town

centres, then in edge of centre locations and only if suitable sites are not available will out of centre sites be considered.

The assessment shall demonstrate:

- that sites have been assessed for their availability, suitability and viability.
- that all in-centre (and then edge-of-centre) options have been thoroughly assessed before less central sites are considered
- that there are no town centre sites to accommodate a proposed development (in these circumstances preference will be given to edge of centre locations which are well connected to the centre by means of easy pedestrian access)

For proposals on the edge of existing centre developers shall demonstrate flexibility in terms of:

- scale: reducing the floor space of their development;
- format: more innovative site layouts and store configurations such as multi- storey developments with smaller footprints;
- car parking provision; reduced or reconfigured car parking areas; and
- the scope for disaggregating specific parts of a retail or leisure development, including those which are part of a group of retail or leisure units, onto separate, sequentially preferable, sites.

This sequential approach will not be applied to applications for small scale rural offices or other small scale rural development.

Applications for retail and leisure development outside of town centres, which are not in accordance with an up-to-date Local Plan, will be required to be supported by an impact assessment if the development exceeds the thresholds set out in the Local Plan (Strategic Policy R1).

The assessment shall include:

- the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and
- the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made. For major schemes where the full impact will not be realised in five years, the impact should also be assessed up to ten years from the time the application is made.

30. Shopfront Details

Applications for new shopfronts shall be accompanied by:

- A section plan detailing the projection of any signage, canopies and roller shutters,
- Elevation plans detailing the existing and proposed shopfront, at a scale of 1:10 or 1:20, and
- A section plan of proposed shopfront, at a scale of 1:1 or 1:2

Advice and guidance in respect of new shopfronts can be found in the Council's Shop Front Design Supplementary Planning Document, available here:

https://www.rossendale.gov.uk/downloads/download/10811/shop_front_design_guide

31. Sports / Playing Field Land

For planning applications affecting playing field land it is necessary to provide sport-specific information in line with the list below. This information will enable Sport England to provide a substantive response to such applications:

- Extent of playing field area to be lost (in hectares)
- Reason for the chosen location of development and an appraisal of alternative options considered
- Any proposed changes to the provision of indoor and outdoor sports facilities on the site (including ancillary facilities)
- Layout and elevation drawings for proposed new, extended or enhanced sports facilities.
- Appraisal of current and recent users of the playing field(s) and the nature and extent of their use.
- Appraisal of how the development fits with the findings of any relevant assessment of need and/or sports related strategy (a copy of the assessment or strategy should also be provided).
- Appraisal of how the development will be of benefit to sport.
- The specification of any ancillary facilities such as flood lights.
- The specification of any artificial grass pitch and reason for the chosen surface type.
- An appraisal of how any replacement area of playing field and ancillary facilities will be delivered (including to what timescale).
- An appraisal of how, for any replacement area of playing field, equivalent or better quality will be achieved and maintained, including an assessment of the performance of the existing area, the programme of works for the creation of the proposed replacement area, and a management and monitoring plan for the replacement area.

32. Statement of Community Involvement

Planning applications for major development must include a Statement of Community Involvement.

The omission of pre-application consultation and a Statement of Community Involvement will result in a major planning application being invalid on receipt.

The aim of the Statement of Community Involvement is to ensure that all sections of the community have the opportunity to participate in the preparation of planning proposals within the Borough.

Developers should incorporate community involvement into their development programme to allow for enough time to be devoted to involve the community in a particular scheme.

Options for involvement include:

- Arrange a meeting with relevant Ward Councillors and Parish / Town Council;
- Circulate a letter / leaflet and statement in the locality explaining proposals with plans or a diagram, and inviting feedback to the developer so that plans can be amended to incorporate the suggestions of the community;
- Arrange an exhibition and invite local people;
- Arrange a press release / advertisement in local newspapers;
- Arrange a public meeting;
- Arrange a meeting with particular groups in the community.

The Statement of Community Involvement must set out clearly the steps which the applicant has taken to involve the local community in the preparation of planning proposals. It must include details of community consultation which the applicant has carried out (including the type and dates of such consultation), a summary of the feedback received from the local community on such consultation, and a demonstration of how that feedback has been used to make amendments to the planning proposals to reflect the concerns of the local community. If no amendments have been made, the Statement should contain an explanation as to why the applicant has not considered it appropriate to make amendments to their proposals based on community feedback.

For small-scale proposals such as house extensions or advertisements applicants are encouraged to discuss their proposals with the occupiers of neighbouring properties, and to take account of their concerns where possible. This can reduce the need for changes after the application has been submitted to the Council, increase the prospect of planning permission being granted and speed up the time taken for proposals to be dealt with.

33. Structural Surveys

Professionally produced structural survey reports (by a suitably qualified person / organisation) must accompany any 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) and applications which involve substantial or total demolition of listed / locally listed buildings, or other buildings within a conservation area.

The report should be undertaken by a qualified structural surveyor, structural engineer and/or timber-frame specialist if appropriate. The report must clearly identify the extent of any required rebuilding and include detail, via a method statement, of the means by which the retained structure is to be safeguarded.

Applications for demolition which include justification based on the structural integrity of the building / structure shall also be accompanied by a Structural Survey report.

34. Technical Housing Standards – Nationally Described Space Standards

The technical housing standards- nationally described space standard sets out the Gross Internal (floor) Area of new dwellings at a defined level of occupancy

as well as floor areas and dimensions for key parts of the home, notably bedrooms, storage and floor to ceiling height.

These standards relate to permitted development, conversions to dwellings and the erection of new dwellings.

The standards are available at

<https://www.gov.uk/government/publications/technical-housing-standards-nationally-described-space-standard>

All applications for new dwellings and flats must be accompanied by a schedule comparing each proposed residential unit with the relevant nationally described space standards, demonstrating whether or not the proposed residential units are compliant or not, and quantifying any shortfall.

35. Telecommunications Development

Applications incorporating telecommunications shall be accompanied by:

- Standard application forms
- Layout Plan (scale 1:100/1:200) detailing the position of the structure
- Elevation Plan (scale 1:50/ 1:100) detailing height and design of the structure
- Section through structure (scale 1:10/1:20) detailing width of structure
- Elevation and layout plan (scale 1:100/1:200) of associated equipment
- Certificate/ Statement confirming compliance with ICNIRP and diagram indicating beam of greatest intensity
- Existing and proposed coverage maps
- Details of alternative sites rejected (including existing masts, structures and other buildings) with justification for rejecting them.

36. Transport Statement, Transport Assessments (TA) and Travel Plan

The NPPF sets out that all developments that generate significant amounts of transport movement should be supported by a Transport Statement or Transport Assessment.

Transport Assessments are thorough assessments of the transport implications of development, and Transport Statements are a 'lighter-touch' evaluation to be used where this would be more proportionate to the potential impact of the development (ie in the case of developments with anticipated limited transport impacts). The primary purpose of a Travel Plan is to identify opportunities for the effective promotion and delivery of sustainable transport initiatives eg walking, cycling, public transport to reduce reliance on the car. Transport Assessments and Statements and Travel Plans should be proportionate to the size and scope of the proposed development to which they relate and build on existing information wherever possible.

Agreement should be sought with the Local Planning Authority and the local highway authority as to what level of assessment is required and where a Transport Assessment is required, the scope of the survey and assessment work. A guide to when Transport Assessments will be required is given below:

Land use	Unit measure	Transport Statement	Transport Assessment and Travel Plan
Food retail	GFA	>250 <800sq.m	>800sq.m
Non-food retail	GFA	>800 <1500sq.m	>1500sq.m
Financial and professional services	GFA	>1000 <2500sq.m	>2500sq.m
Restaurants and cafes	GFA	>300 <2500sq.m	>2500sq.m
Drinking establishments	GFA	>300 <600sq.m	>600sq.m
Hot food takeaway	GFA	>250 <500sq.m	>500sq.m
Business	GFA	>1500 <2500sq.m	>2500sq.m
General industrial	GFA	>2500 <4000sq.m	>4000sq.m
Storage or distribution	GFA	>3000 <5000sq.m	>5000sq.m
Hotels	Bedroom	>75 <100 bedrooms	>100 bedrooms
Hospitals and nursing homes	Beds	>30 <50 beds	>50 beds
Residential education	Students	>50 <150 students	>150 students
Institutional hostels	Residents	>250 <400 residents	>400 residents
Dwelling houses	Unit	>50 <80 units	>80 units
Non-residential institutions	GFA	>500 <1000sq.m	>1000sq.m
Assembly and leisure	GFA	>500 <1500sq.m	>1500sq.m

Transport Assessments and Transport Statements primarily focus on evaluating the potential transport impacts of a development proposal. They may propose mitigation measures where these are necessary to avoid unacceptable or “severe” impacts.

Travel Plans can play an effective role in taking forward those mitigation measures which relate to on-going occupation and operation of the development.

In some cases, the transport issues arising out of development proposals may not require a full Transport Assessment. In these instances a simplified report in the form of a Transport Statement may be more appropriate.

Please note the above thresholds are for guidance purposes and should not be read as absolutes as some parts of the local highway network will be more sensitive to change than others. Early pre-application consultation with Lancashire County Council as the Local Highway Authority is recommended to determine the level and scope of the assessment that may be required.

Certain sites may also have site-specific policy requirements in relation to the above – applicants should review the Local Plan and provide any site-specific requirements.

Applications involving wind power require the following information in the Transport Statement

The assessment should include details of the following:

- The proposed total number of lorry and crane movements and routes of travel
- Details of what measures will be required to accommodate oversize loads on the road network
- Details of the proposed engineering design and construction of access tracks, including details of their permanence or removal once the wind turbine(s) are erected, and source of materials.
- Details of crane hard standings
- Details of any concrete mixing to be carried out on site, and details of disposal of excess concrete and washing out of equipment
- Location and design of construction compound where appropriate
- Design and location of any electricity transmission equipment
- Proposed hours of construction

Lancashire County Council's Sustainable Travel Team may be able to advise applicants on the requirements for a Travel Plan. When putting together Transport Statements, Transport Assessments and Travel Plans, regard should be had to the Hyndburn & Rossendale Local Cycling and Walking Infrastructure Plan (LCWIP).

37. Tree Survey

For proposals which have the potential to impact on trees (either within the application site or adjacent to the application site) the planning application shall be accompanied by a Tree Survey.

The survey shall indicate on a plan all of the trees and vegetation present within/ adjacent to the application site, shall indicate the species and height of the trees/ vegetation plus canopy diameter, shall indicate which trees/ vegetation will be retained as part of the development and shall indicate, including justification, which trees/vegetation are proposed to be removed.

The survey shall also incorporate a tree constraints plan, a tree retention plan and a root protection plan in accordance with BS5837:2012.

38. Viability Assessment

Where an application is submitted which would fail to provide the obligations, affordable housing or other contributions required by policy, or the necessary infrastructure provision (public open space, sport or leisure facilities/ education contributions, off-site highway improvements if required) the application will be required to be supported by a financial viability assessment containing the following information:

- Value of the land (3 different estate agents valuations)
- Abnormal development costs
- Construction costs
- Price Registered Provider will pay for the units (in the case of affordable housing)
- Open market value of the dwellings/ value of the development
- Developer return
- Details of the proposed obligations/ specific elements of the scheme which are proposed to be included (i.e. Open Space)

The Assessment should include 3 different scenarios to demonstrate the financial viability of the scheme which include:

- Details of the scheme with no financial obligations
- Details of the scheme with fully policy-compliant provision of obligations
- Details of the scheme as proposed by the applicant

Any financial viability assessment submitted will need to accord with the RICS guidance note '[Assessing viability in planning under the National Planning Policy Framework 2019 for England](#)' 1st edition March 2021 or any subsequent amendment.

Please note when submitting a document which contains any commercially sensitive information you are requested to submit two copies, one of which redacts the sensitive information so that it is suitable to be made publicly available. It will rarely be acceptable to make entire documents or entire sections of reports exempt from publication. Even in those circumstances an executive summary will be required to ensure a transparent and accountable system.

Further information is available at: [Viability - GOV.UK](http://www.gov.uk) (www.gov.uk)

In all cases an independent assessor will be appointed, at the cost of the applicant, to undertake a site specific economic viability assessment.

39. Waste Management Strategy (Bin store/refuse disposal/recycling details)

All proposals which will include the creation new dwellings or extensions to existing ones, or new retail, business, industrial developments will be required to submit details of the proposed facilities for the storage & collection of refuse, as well as for the provision of recycling facilities. Hot food takeaways should indicate the provision of litter bins along with a regime for litter picking associated with the hot food takeaway use.

40. Wind Energy Applications⁵

All wind energy applications will be required to meet the requirements listed below. Additional information may also be requested by Rossendale Borough Council prior to the validation of wind energy applications depending on the

⁵ PLEASE NOTE: All references to distances from the wind turbine etc. within this section are applicable unless a different approach is fully justified by the applicant.

specific details and nature of the application or the nature or character of the area within which the application site is situated. Applicants or their agents are advised to seek advice on the need for such additional information from the Council at pre-submission stage.

PLEASE NOTE: In accordance with The Town and Country Planning (Development Management Procedure) (England) Order 2015 applicants/ developers must carry out consultation on a proposed application for planning permission, prior to the submission of the planning application to the Local Authority, for any development involving an installation for the harnessing of wind power for energy production where:

- the development involves the installation of more than 2 turbines; or
- the hub height of any turbine exceeds 15 metres.

(The above requirements do not apply to applications made pursuant to section 73 of the 1990 Act or applications of the description contained in article 20(1)(b) or (c) (consultations before the grant of a replacement planning permission subject to a new time limit))

Where consultation is required by virtue of article 3(1) an application for planning permission must be accompanied by particulars of

- (a) how the applicant complied with section 61W(1) of the 1990 Act;
- (b) any responses to the consultation that were received by the applicant; and
- (c) the account taken of those responses by the applicant.

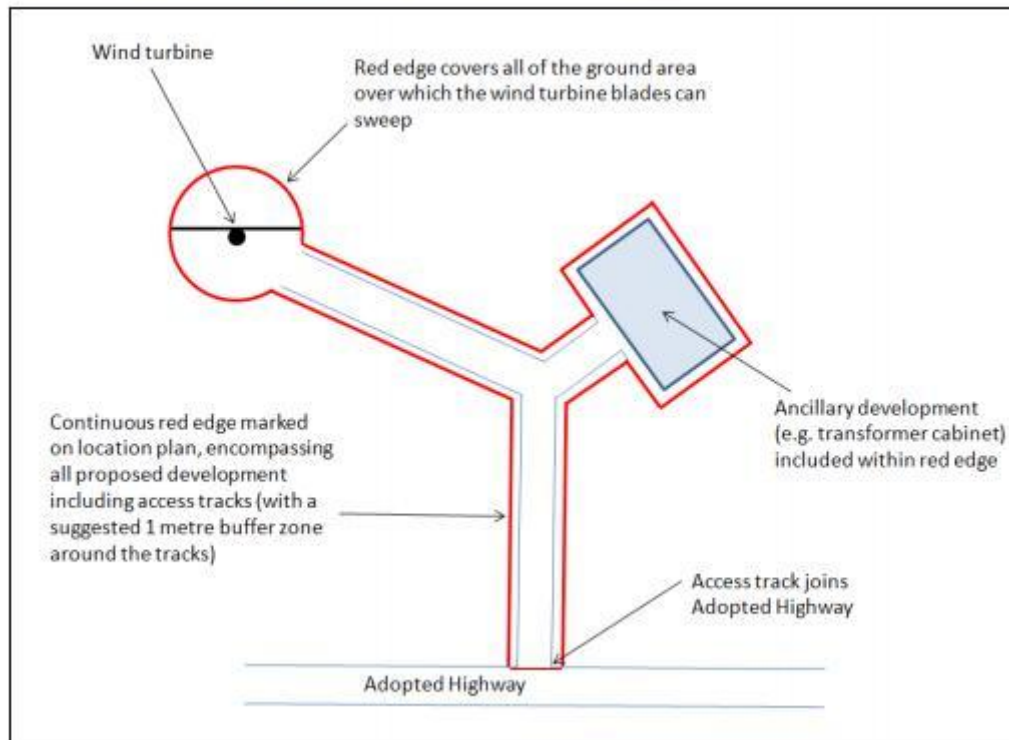
Please note that turbine height should be taken as the maximum height to the blade tip, rather than just the height of the mast or tower.

Applicants should ensure that applications include each of the items contained in the following table:

1.	A completed application form and the correct certificates
2.	The correct planning application fee
3.	Location Plan at 1:1250 or 1:2500 scale
4.	Site / Block Plan at 1:250 or 1:500 scale
5.	Elevation Plans of Turbines and Ancillary Equipment at 1:50 or 1:100 scale
6.	Transport Statement
7.	Landscape and Visual Impact Assessment
8.	Planning Statement/ Heritage Statement
9.	Photomontage and/or Wireframe Diagrams
10.	Zone of Theoretical Visibility (ZTV) Maps
11.	Public Rights of Way Map
12.	Ecological Assessment
13.	Noise & Shadow Flicker Assessment
14.	Peat and Hydrology Assessment
15.	Pre-application Community Consultation (IF REQUIRED)
16.	Coal Mining Risk Assessment (IF REQUIRED)
17.	Details of Decommissioning Bond / Arrangements (IF REQUIRED)
18.	Details of proposed Community Benefits (IF REQUIRED)
19.	Environmental Statement / Environmental Impact Assessment (IF

	REQUIRED
20.	Details of impacts on communications / broadcast equipment (IF REQUIRED)

Example of a Correctly Drawn Red Edge on Location Plan



FEE: To calculate the fee, you must work out the total land area over which the blades of the turbine(s) can rotate (the total swept area), plus the area of any ancillary structures, engineering works and newly constructed access roads. As the fee for wind turbine developments is based on the area covered by the sweep of the turbine blades, the red line on the site location plan only needs to encompass this along with the ancillary works and new access tracks, rather than the whole site (please see Appendices).

Transport Statement shall include:

The assessment should include details of the following:

- The proposed total number of lorry and crane movements and routes of travel
- Details of what measures will be required to accommodate oversize loads on the road network
- Details of the proposed engineering design and construction of access tracks, including details of their permanence or removal once the wind turbine(s) are erected, and source of materials.
- Details of crane hard standings
- Details of any concrete mixing to be carried out on site, and details of disposal of excess concrete and washing out of equipment
- Location and design of construction compound where appropriate
- Design and location of any electricity transmission equipment
- Proposed hours of construction

Landscape and Visual Impact Assessment

A landscape and visual impact assessment which demonstrates how visual impacts have been minimised / mitigated and how the proposed turbine(s) will fit into the landscape. The assessment should include details of the following:

- Alternative sites which have been considered for the development
- Alternative turbine amounts / layouts / configurations which have been considered
- Alternative turbine heights / models / appearances which have been considered
- Alternative access arrangements / routes which have been considered
- Landscaping arrangements which have been considered to mitigate the visual / landscape impact of the proposed turbine(s)

For the above, it should be clearly demonstrated why the chosen arrangements represent the best option in terms of visual and landscape impact minimisation. The cumulative visual impact of the proposed turbine(s) with other existing operational or permitted turbines, or turbines currently subject to a planning application should be fully addressed in the Landscape and Visual Impact Assessment.

Landscape and visual impact assessments should make reference to the *South Pennines Wind Energy Landscape Study 2014* (Julie Martin Associates and LUC, 2014) – which is available for download on the Council's Website.

Heritage Statement (which can be incorporated into the required Planning Statement):

Applications shall include an assessment of the impacts of the proposed turbine(s) on significant cultural, recreational or heritage assets which could potentially be affected. This should include any potential sub-surface archaeological issues. For turbines with a total height of under 40m, this should cover assets within a minimum radius of ten times turbine height (the Council reserves the right to request an assessment of the impacts on significant assets outside this radius if it is deemed necessary). For proposed turbines with a total height of 40m or above, the assessment should extend to significant assets within a radius of 5km of the nearest boundary of the site. For schemes of greater than 100 metre total height the 5km distance may be extended.

Photomontage and/or Wireframe Diagrams:

The Council will expect all wind turbine applications to be accompanied by a representative range of photomontages and/or wireframe diagrams to demonstrate how the proposed turbine(s), ancillary equipment and access roads will fit into the landscape. Photomontages and wireframe diagrams should be created by a suitably qualified person or organisation. Locations for photomontage and wireframe diagram viewpoints should be agreed with the Council at the pre-submission stage.

Zone Theoretical Visibility Maps:

Unless the application is for a single turbine with a height of 25m or less (which is not within 1km of any other operational or permitted turbines, or turbines currently subject to a planning application), the Council will expect applications to be accompanied by two Ordnance Survey based maps showing the Zone Theoretical Visibility (ZTV) of the proposed turbine(s):

The first of the maps should show the ZTV of the proposed turbine(s) only.

The second map should show the cumulative ZTV of the proposed turbine(s) along with any other operational and permitted turbines (and those currently subject to a planning application). Applicants should contact the Council to obtain an up to date list of such turbines.

The radius of the ZTV maps required depends on the proposed height of the turbine(s) in the application and other factors- please see below.

Turbine Height (to blade tip)	Number of Turbines	Is the site within 1km of any other operational or permitted turbines, or turbines currently subject to a planning application?	Required Radius of ZTV Maps
0-25m	1	No	Not required
0-25m	1	Yes	2km
0-25m	2-5	No	10km
0-25m	2-5	Yes	15km
0-25m	6-10	No	20km
0-25m	6-10	Yes	20km
0-25m	10+	No	20km
0-25m	10+	Yes	30km
26-60m	1	No	20km
26-60m	1	Yes	30km
26-60m	2+	No	30km
26-60m	2+	Yes	30km
Over 60m	1	No	30km
Over 60m	1	Yes	30km
Over 60m	2+	No	30km
Over 60m	2+	Yes	30km

Public Rights of Way Map:

The Council will expect a plan to be submitted which identifies all Public Rights of Way within a radius of 10 times turbine height from the centre of the turbine. The impact on locally and sub-regionally significant or recreational routes or long distance trails should be fully addressed where the turbine(s) will be located within 1km of such a route. Such routes could include the Pennine Bridleway, The Rossendale Way, The Burnley Way, etc. Other routes exist however, and applicants are advised to contact the Council's Development Control department for clarification where they are unsure if such a route exists in proximity to the proposed turbine(s).

Noise & Shadow Flicker Assessment:

For all wind energy applications the Council will expect that a plan is submitted which identifies any occupied buildings situated within a radius of ten times turbine height from the centre of the proposed turbine. In exceptional circumstances a greater distance may be prescribed. Site-specific noise

assessments for all buildings within the identified radius should be carried out and full details and recommendations included within a report accompanying the planning application. The report should demonstrate that any noise is compliant with ETSU-R-97, as amended. Depending on the size of the proposed turbine(s) and the proposed location, submission of manufacturers' standard noise output specifications for a given turbine model may or may not be sufficient, as such specifications do not generally address site-specific conditions. Applicants should contact the Council at pre-application stage to confirm the likely requirements for information relating to noise.

In terms of shadow flicker effect, the Council will expect a report to be submitted which demonstrate that the impact on occupied properties within a radius of 10 times turbine height and if necessary any mitigating measures. The effects of Shadow flicker on the users of bridleways within a 10 times turbine height radius should also be addressed. Such reports should be carried out by a suitably qualified person or organisation, and set out clear recommendations.

Peat and Hydrology Assessment:

Peat is recognised as an important store of carbon, which if damaged can dry out - leading to oxidization of stored carbon, resulting in the release of carbon dioxide into the atmosphere. Poor siting of turbines risks damaging peat and undermining the role of wind turbines in providing energy with low carbon emissions. Peat also plays an important role in retaining water on the Borough's moorlands, helping to prevent flooding further down in the valleys following periods of heavy rainfall.

In order to conserve the Borough's peatlands. Applications for single wind turbines over a height of 25m (or multiple turbines of any height) to identify whether peat exists on the site and demonstrate how the turbine(s) has been sited to avoid it – including details of measures proposed to avoid damage to underlying peat by any proposed access tracks. Where peat is identified on site, the Council reserves the right to request further investigation to determine its extent.

Applications will also need to demonstrate how the construction of any access tracks or trenches for cables will be achieved without substantially altering the hydrological regime of the site – i.e. how tracks, trenches and any other associated infrastructure have been designed and sited to avoid draining peat and avoid creating new channels for surface water to run off the site. Disturbance to underlying peat by wind turbines has the potential to cause adverse impacts on the quantity, quality and colour of water supplies which are replenished by water draining from moorlands. Where underlying peat is identified on site, the Council will expect applications to demonstrate how adverse impacts on the quantity, quality and colour of any potentially affected water supplies will be avoided.

Details of Decommissioning Bond / Arrangements:

An indication of how decommissioning will be undertaken shall be provided. For all single wind turbines over a height of 40m (or multiple turbines of any height), the Council will expect that evidence is provided to demonstrate that a bond has been put in place with the Local Authority to cover the entire costs of decommissioning and removing the wind turbine(s) from site once they have reached the end of their 25 year operational period. This should be done through a Unilateral Undertaking. This is necessary to prevent redundant wind turbines

from remaining in the landscape once the end of their operating life has been reached, and acts as a safeguard in case of any financial constraints which may prevent the owner / operator of the turbine(s) from carrying out decommissioning works in future.

Details of impacts on communications / broadcast equipment:

The Council will consult the Ministry of Defence (Defence Infrastructure Organisation) and National Air Traffic Services (NATS) on wind turbine applications. As such, there is no requirement for applicants to consult with these two bodies prior to submission of an application. However, it is the responsibility of the applicant to demonstrate that the proposed turbine(s) will not cause any interference to the operation of any communications or broadcast equipment, through consultation with the operators of any masts or antennae which may be subject to adverse effects from the proposed turbine(s). Consultation responses from any such individuals or organisations should be submitted to the Council alongside the planning application.

Applicants should also demonstrate that any possible effects on telecommunications equipment, including television reception, have been considered and if necessary mitigation measures taken.

Appendix A: Householder Applications Checklist

National Requirements	YES	N/A
Standard Application Form		
Completed Ownership Certificate (one copy)		
Notice (A copy of the notice served on the owner(s) of the application site)		
The Appropriate Fee		
Design and Access Statements		
Location Plan (at a scale of 1:1250 or 1:2500)		
Plans, drawings and information necessary to describe the development which is the subject of the application:		
Site Plan (at a scale of 1:200 or 1:500)		
Block Plan (at a scale of 1:100 or 1:200)		
Elevations (at a scale of 1:50/ 1:100)		
Existing front elevation		
Existing rear elevation		
Existing side elevation(s)		
Proposed front elevation		
Floor Plans (at a scale of 1:50/1:100)		
Existing floor plans (all floors)		
Proposed floor plans (all floors)		
Section, Finished Floor and site levels (at a scale of 1:50/ 1:100)		
Existing Site Sections		
Existing Finished Floor Levels		
Proposed Site Sections		
Proposed Finished Floor Levels		
Roof Plans (at a scale of 1:50/ 1:100)		
Existing Roof Plans		
Proposed Roof Plans		

Local Requirements	Yes	No*	N/A
Heritage Statement			
Structural Surveys			
Flood Risk Assessment			
Tree Survey			
Facilities for the storage & collection of refuse			
Domestic microgeneration equipment/ wind turbines:			
Manufacturers specification			
Site plan (scale 1:100/ 1:200)			
Elevational plans (scale 1:50/1:100)			
Roof plans (scale 1:50/1:100)			
Additional Plans			
Boundary treatment plan			
Landscape plan			
Street Scene Plans			

- * All relevant documents on the Local Requirements list will be required to be submitted with each application, unless it has been identified at pre-application stage that a document is not required. If the need for a certain document/ plan is disputed a statement should be provided setting out why this is the case.

Appendix B: Timetable for works involving protected species, habitats and vegetation

Part 1 Local Requirements For Protected 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 in this table. 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, 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. 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 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.

In addition, proposals are to be encouraged that will enhance, restore or add to features or habitats used by protected species. 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.

The information provided in response to the above requirements are consistent with those required for an application to Natural England for a European Protected Species Licence. A protected species survey and assessment may form part of a wider Ecological Assessment and/or part of an Environmental Impact Assessment.

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

- (a) 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.
- (b) If it is clear that no protected species are present, despite the guidance in the above table 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 person, or a relevant local nature conservation organisation).
- (c) 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
 - (iii.) 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 above *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

Proposals for development that will trigger a protected species survey	Species likely to be affected and for which a survey will be required									
	Bat	Barn Owls	Breeding Birds	Great Crested Newts	Otters	Water Voles	Badgers	Reptiles	Amphibians	Plants
Proposed development which includes conversion, modification, demolition or removal of buildings (including hotels, schools, hospitals, churches, commercial premises and derelict buildings) which are: • agricultural buildings (e.g. farmhouses, barns and outbuildings) of traditional brick or stone construction and/or with exposed wooden beams; • buildings with weather boarding and/or hanging tiles that are within 200m of woodland and/or water; • pre-1960 detached buildings and structures within 200m of woodland and/or water; • pre-1914 buildings within 400m of woodland and/or water; • pre-1914 buildings within 400m of woodland and/or water; • located within, or immediately adjacent to woodland and/or immediately adjacent to water; • Dutch barns or livestock buildings with a single skin roof and board-and-gap or Yorkshire boarding if, following a preliminary roost assessment (See Chapter 8 for details) the site appears particularly suited to bats	•	•	•							

Proposals for development that will trigger a protected species survey	Species likely to be affected and for which a survey will be required									
	Bat	Barn Owls	Breeding Birds	Great Crested Newts	Otters	Water Voles	Badgers	Reptiles	Amphibians	Plants
Development affecting built structures: - tunnels, mines, kilns, ice-houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and structures; unused industrial chimneys that are unlined and brick/stone construction; - bridge structures, aqueducts and viaducts (especially over water and wet ground).	•									
Floodlighting of: - churches and listed buildings, green space (e.g. sports pitches) within 50m of woodland, water, field hedgerows or lines of trees with connectivity to woodland or water; - any building meeting the criteria listed in (1) above.	•	•	•							
Felling removal, or lopping, of - woodland - field hedgerows and/or lines of trees with connectivity to woodland or water bodies; - old and veteran trees that are more than 100years old; - mature trees with obvious holes, cracks or cavities, or which are covered with mature ivy (including large dead trees).	•		•				•			•

Proposals for development that will trigger a protected species survey	Species likely to be affected and for which a survey will be required									
	Bat	Barn Owls	Breeding Birds	Great Crested Newts	Otters	Water Voles	Badgers	Reptiles	Amphibians	Plants
Proposals affecting water bodies: in or within 200m of rivers, streams, canals, lakes, reed beds or other aquatic habitats.	•		•		•	•			•	•
Proposals located in or immediately adjacent to: - quarries or gravel pits; - natural cliff faces and rock outcrops with crevices or caves and swallets.	• •		• •					• •		
Proposals for wind farm developments of multiple wind turbines and single wind turbines	•									
Proposed development affecting any type of buildings, structures, feature or location where protected species are known to be present	•	•	•	•	•	•	•	•	•	•

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 in these tables. 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, 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 or geological data from a local environmental records centre. 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.

In addition, proposals are to be encouraged that will enhance, restore or add to designated sites priority habitats, other biodiversity features or geological 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.

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 ecological advisor and/or the local Wildlife Trust 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

1. Designated Sites	
Internationally designated sites	Special Areas of Conservation (SAC) Special Protection Areas (SPA) (7km zone of influence)
Nationally designated sites	Sites of Special Scientific Interest (SSSI) Historic Parks and Gardens
Regionally/ Locally designated sites	Biological Heritage Site (BHS) Important Wildlife Sites (IWS) Geological Heritage Site Ancient Woodland Ancient Woodland buffer zone
2. Priority Habitats relevant to Rossendale	

Broad habitat	Habitat name
Acid Grassland	Lowland dry acid grassland
Arable and Horticultural	Arable field margins
Bogs	Blanket bog
Bogs	Lowland raised bog
Boundary and Linear Features	Hedgerows
Broadleaved, Mixed and Yew Woodland	Lowland beech and yew woodland
Broadleaved, Mixed and Yew Woodland	Lowland mixed deciduous woodland
Broadleaved, Mixed and Yew Woodland	Upland mixed ashwoods
Broadleaved, Mixed and Yew Woodland	Upland oakwood
Broadleaved, Mixed and Yew Woodland	Wet woodland
Broadleaved, Mixed and Yew Woodland	Wood-pasture and parkland
Broadleaved, Mixed and Yew Woodland	Traditional orchards
Calcareous Grassland	Lowland calcareous grassland
Calcareous Grassland	Upland calcareous grassland
Dwarf Shrub Heath	Lowland heathland
Dwarf Shrub Heath	Upland heathland
Fen, Marsh and Swamp	Purple moor-grass and rush pastures
Fen, Marsh and Swamp	Lowland fens
Fen, Marsh and Swamp	Reedbeds
Fen, Marsh and Swamp	Upland flushes, fens and swamps

Improved Grassland	Coastal and floodplain grazing marsh
Inland Rock	Calaminarian grasslands
Inland Rock	Inland rock outcrop and scree habitats
Inland Rock	Limestone pavements
Inland Rock	Open mosaic habitats on previously developed land
Neutral Grassland	Lowland meadows
Neutral Grassland	Upland hay meadows
Rivers and Streams	Rivers
Standing Open Waters	Aquifer-fed naturally fluctuating water bodies
Standing Open Waters	Eutrophic standing waters
Standing Open Waters	Mesotrophic lakes
Standing Open Waters	Oligotrophic and dystrophic lakes
Standing Open Waters	Ponds

Table 3 Ecological Survey

Seasons

Optimal 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. 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).
- Local 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 can undertake such surveys (e.g. issued by Natural England). Surveys should follow published national or local methodologies.

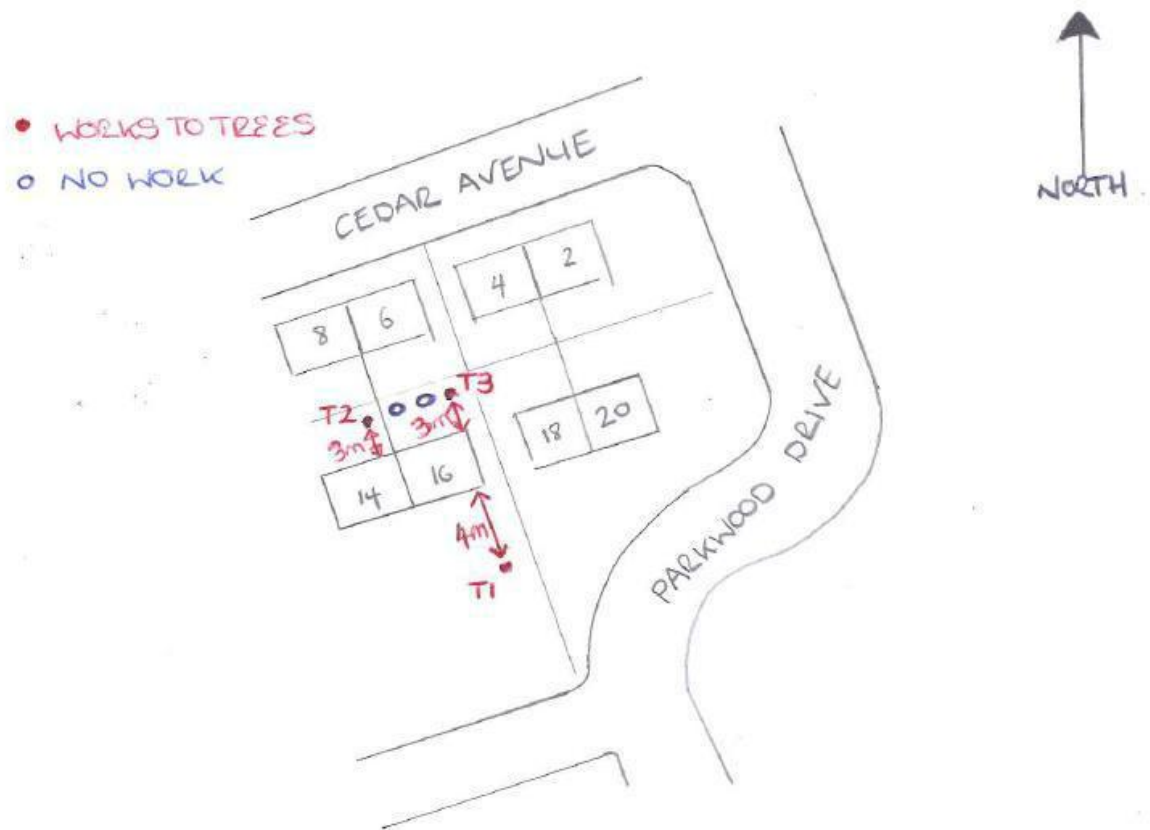
Table 3 could be updated by the table below from Natural England Guidance on Protected species and development

Species	When to survey (dependent on weather conditions)
Badgers	Any time of year February to April or October to November for bait marking surveys to establish territories
Bats (preliminary roost assessment)	Any time of year (trees are best surveyed without foliage)
Bats (hibernation roosts)	November to mid-March
Bats (summer roosts)	May to August

Bats (foraging or commuting)	April to October for spring, summer and autumn behaviour
Bats (swarming)	August to October
Birds (breeding)	March to August (species dependent)
Birds (winter behaviour)	October to March
Birds (migration)	March to May, August to November (dependent on species)
Dormice	April to November
Great crested newts	Mid-March to mid-June (Mid-April to end of June for eDNA)
Invertebrates	April to September
Natterjack toad	April to May (aquatic survey) July to September (terrestrial survey)
Otters	Any time of year
Reptiles	April to mid-October
Water voles	Mid-April to September
White-clawed crayfish	July to September

Appendix C: Example sketch plan for tree applications

Example sketch plan for applications with works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in a conservation area



**Appendix D : Additional information for new agricultural
buildings / horticultural enterprises / agricultural workers
dwellings**

ADDITIONAL INFORMATION**REQUIRED FOR NEW
AGRICULTURAL BUILDINGS,****HORTICULTURAL ENTERPRISES
AND AGRICULTURAL WORKERS
DWELLINGS**

Applicant Name	
Application Site	
Proposed Development	
Planning History (Previous Applications)	

1. Land

Land	Total area in hectares	Agricultural Land Classification
Owned		
Rented		
Short term		

Land use in hectares:	Pasture		Meadow		Crop	
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2. EnterpriseDairy/Pedigree/Commercial

Type	Number	Milk Quota
Dairy Cows		
In-calf heifers		
Bulling heifers		
Young Stock		

Beef Breeding

Type	Number
Suckler Cows	
In-calf heifers	
Bulling heifers	
Calves	

Beef Rearing

Type	Number	Age	Age at Purchase	Age at Sale
Store Cattle				
Calves				
Bulls				

Sheep (Pedigree / Commercial)

Type	Number
Breeding Ewes	
Lambs	
Store sheep	

Details of other operations (e.g. storage of hay etc.) and any other types of livestock

3. Labour and Accommodation

Name	Age	Full-time / Part-time / Casual	Hours of work	Main Duties	Address and length of time at address

Property	Number	Addresses	No of years in ownership
Existing dwellings			
Other properties (including occupiers)			
Previously owned properties			
Available properties in locality			

Insert additional rows where necessary

4. Agricultural Machinery

Existing

Type	Size	Details of storage/garaging

Proposed

Type	Size	Details of storage/garaging	Justification of need

5. Proposed Development Justification

Need

Siting

Design

Future Plans

6. Financial Details

For proposed agricultural workers' dwellings please provide accounts for the farm business.

For any proposed new enterprises, please provide a business plan.

7. Existing Buildings (details of existing buildings and their uses)

