

# Validation Checklist for Planning and Other Applications

ADOPTED NOVEMBER 2017



**Burnley.gov.uk**

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## Introduction

A planning application cannot start to be considered or made valid until it has been received in a completed form; the purpose of this checklist is to provide the necessary prior information so that applicants and agents can be efficient in submitting applications in a correct and completed form. The checklist covers a wide range of issues and matters that affect the consideration of applications but the requirements for each individual application will depend on the proposal, its scale, size and its location. A separate and simpler checklist is available and should be used for Householder applications.

The purpose of the checklist is to inform the applicant of the information that is needed to make a complete application in order to deal with applications in an efficient and timely manner. It should in most cases avoid the need to seek further information during the application process which can cause significant delays or affect the outcome of the application.

The checklist is split into two main parts:

- A. National requirements – these are mandatory
- B. Local requirements – these are determined by the Council and the submission of this information will vary depending on the nature of the proposal.

## Submitting Applications

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

A/C Name: Burnley Borough Council  
A/C Number: 91206850  
Sort Code: 40-15-17  
Please quote: Ref: R5318/3328 for all planning applications; or,  
Ref: R5318/3334 for pre-application enquiries

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

- **You can help us to process your application quickly by:**
  - Submitting your application online and making payment electronically
  - Including all the necessary information
  - Avoiding the use of large file sizes (MAX. file size of 10MB)
  - Including a schedule of the documents submitted
  - Clearly annotating all document files accordingly
  - Agreeing the information requirements with us prior to submission, including the submission of additional copies of documents or CDs if required
  - Corresponding with us by email

## **The Validation Process**

If you do not submit an application in accordance with the requirements of the checklist we are entitled to declare that there is something missing from the application which makes it invalid. If this happens, we will set out our reasons for doing so and specify the information required in order to make the application valid. Wherever possible we will seek to do this via email and within three working days of receiving your application. If you do not agree that a particular piece of information is required to accompany your application, please provide written justification with the application and this will be considered. The Town and Country Planning (Development Management Procedure) (England) (Order) 2015 sets out the procedure if there is disagreement regarding the information required to make an application valid.

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

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

## **Pre-application discussions**

The Council encourages applicants to contact the Development Control team as early as possible and to engage in pre-application discussions. This can be beneficial in helping applicants to choose the correct type of application to make, to avoid unsuccessful applications, to improve the quality of their schemes and to ensure the correct plans and documents are submitted with their application. This can also save considerable time and avoid the need for repeat applications or appeals. The Council will charge for this facility but charges are proportionate to the scale of development. A pre-application form and details of charges can be found at:

<http://www.burnley.gov.uk/residents/planning/permission-needed>

For some larger developments, applicants may also like to contact the Local Highway Authority, the Environment Agency, United Utilities, the Lead Local Flood Authority or other statutory consultees who may have their own policies and procedures on giving pre-application advice.

When pre-application advice is sought and given, the applicant will be expected to show how regard has been made to that advice in the formal application.

## A. NATIONAL STATUTORY REQUIREMENTS

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

### All drawings must:

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

All drawings MUST include a drawing reference number (where drawings are superseded by later revisions then a revision number or letter should be added).

### 1. The completed standard application form

#### Required for all applications

The preferred way of submitting this is electronically through the planning portal but emailed or paper copies will be accepted. Applicant should ensure they select the correct forms for the type of application that is being made. An applicant name and address should be completed as well as agent details where applicable. Contact details for the applicant (or agent where applicable) should include an email address. All relevant questions should be answered and if not relevant to the application, then the words 'not applicable' should be inserted for clarity.

### 2. The correct fee

#### Required for all applications unless an exemption or concession applies

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

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

### 3. Ownership Certificates and Agricultural Land Declaration

#### Required for all outline, full and listed building consent applications

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

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

A Part 1 notice must be sent by the applicant to any owners of the application site other than the applicant if Certificate B has been completed. It may also be required if Certificate C has been completed. A copy must be served on each of the individuals identified in the relevant certificate.

## 4. Location Plan

### Required for all applications

This should:

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

## 5. Site Plan/Block Plan

### Required for all applications

This should:

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

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

- All the buildings, roads and footpaths on land adjoining the site including access arrangements;
- All public rights of way crossing or adjoining the site;
- Any watercourses;
- Any bridges, retaining walls;
- The position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- The extent and type of any hard surfacing; and
- Boundary treatment including walls or fencing where this is proposed.

## 6. Existing and Proposed Floor Plans

### Required for all applications where:

- **New floorspace is proposed**
- **A change in the use of the floorspace is proposed**

These should:

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

## 7. Existing and Proposed Elevations

### Required for applications where:

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

These should:

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

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

### Required for applications:

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

These should:

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

## 9. Roof plans

### Required for applications where new roof details are proposed

These should:

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

## 10. Design and Access Statements

### Required for:

- **All major applications**
- **All development within a conservation area where the development is for one or more dwellings or for a building where the new floorspace is 100 square metres or more**
- **All applications for listed building consent**

Design and Access Statements are not required for applications to remove or modify conditions (material minor amendment applications under s73 of the Town and Country Planning Act; engineering or mining operations; applications relating to a change of use of land and/or buildings; advertisement consent, works to trees, the storage of hazardous substances; prior approval applications; non-material minor amendment applications and Reserved Matters applications.

The Design and Access Statement should explain and justify your proposal in a structured way. It should explain why a proposal has been designed in the manner that is proposed. The level of detail required will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. In short, Design and Access Statements should:

- Explain the design principles and concepts that have been applied to the following aspects of the development: –
  - i) amount
  - ii) layout
  - iii) scale
  - iv) landscaping, and
  - v) appearance.
- Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account in relation to its proposed use;.
- Explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account;
- Take into account the impact of the proposal on key gateway and waterfront locations;
- State what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and
- Explain how any specific issues which might affect access to the development have been addressed.

When an application is submitted in parallel with an application requiring a heritage statement, a single combined Design and Access Statement could be included as part of the explanation and justification for the design approach. The combined statement should include the details above as well as the additional requirements in relation to Heritage Statements (please refer to Heritage Statements under Local Requirements).

*Further information/policy background:*

Policy GP3 of the Burnley Local Plan, Second Review (2006)

Policy SP5 of Burnley's Local Plan – Submission Document, July 2017

<https://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement>

## 11. Environmental Statement

### Required for development falling within the provisions of the Infrastructure Planning (Environmental Impact Assessment) Regulations 2017

The aim of Environmental Impact Assessment is to protect the environment by ensuring that a local planning authority when deciding whether to grant planning permission for a project, which is likely to have significant effects on the environment, does so in the full knowledge of the likely significant effects, and takes this into account in the decision making process. The regulations only apply to certain types of development and/or projects; they set out a procedure for identifying those projects which should be subject to an Environmental Impact Assessment, and for assessing, consulting and coming to a decision on those projects which are likely to have significant environmental effects.

#### Screening

The first stage is called 'Screening' and is used to determine whether a proposed project falls within the remit of the Regulations, whether it is likely to have a significant effect on the environment and

therefore requires an assessment. Certain developments/projects at stated thresholds are listed within Schedule 1 of the Regulations and these will always require an Environmental Statement. Other developments and projects are listed under Schedule 2 of the Regulations and where proposals fall within these descriptions and thresholds, it is for the local planning authority to carry out a 'Screening Opinion' to determine whether an Environmental Statement is required. Where development may require an Environmental Statement, the applicant can make a Screening Request in writing by supplying the following information as listed under regulation 8 of the Regulations:-

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

A person requesting a screening opinion may also provide details of any features of the proposed development and any measures envisaged to avoid or prevent what otherwise might have been significant adverse effects on the environment.

### **Scoping**

Where an Environmental Statement is necessary, the applicant is not required to consult anyone on the content of the Statement before its preparation and submission with a planning application but applicants will find it useful to do so – this is called the 'Scoping' of an Environmental Assessment and provides the Authority's opinion as to the scope and level of detail of the further information to be provided in the Environmental Statement. A request should include the following (regulation 10 of the Regulations):-

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

### **Environmental Statement (ES)**

An Environmental Statement (ES) is defined under regulation 14 and must contain the information specified in Schedule 4 of the Regulations. It may consist of one or more documents, but it must constitute a single compilation of those documents into a single statement. It must include a non-technical summary (of the information under paragraphs 1 to 8 of Schedule 4) and be prepared by a competent expert which should be set out in a statement outlining the relevant expertise or qualifications of such experts. Where a scoping opinion has been issued, the ES should be based upon the most recent scoping opinion adopted and include the information reasonably required for reaching a reasoned conclusion on the significant effects of the development on the environment, taking into account current knowledge and methods of assessment and should also take into account the results of any relevant UK environmental assessment which is reasonably available to the applicant. The ES should be proportionate and have its main emphasis on the significant environmental effects and not be any longer than is necessary to properly those effects. Impacts which have little or no significance for the particular development in question will need only very brief treatment to indicate that their possible relevance has been considered. Schedule 4 also allows for the submission of mitigation measures that are envisaged to offset the significant adverse effects on the environment that are identified in the ES.

#### *Further information/policy background:*

The Infrastructure Planning (Environmental Impact Assessment) Regulations 2017 (SI 2017 No.572)  
The National Planning Practice Guidance

## B. LOCAL REQUIREMENTS

The list below captures the majority of types of documents and additional information that will be necessary to be prepared and submitted with planning applications. The requirements for each application will depend on the type of development, its scale and the nature of the constraints relating to its location. The list is also not completely exhaustive and there may be occasions where further information is required. Advice at the pre-application stage should be sought for clarification of these requirements.

Where reference is made to a Major application, this relates to the definition contained within the Town and Country Planning (Development Management Procedure)(England) Order 2015:-

“major development” means development involving any one or more of the following—

- (a) the winning and working of minerals or the use of land for mineral-working deposits;
- (b) waste development;
- (c) the provision of dwellinghouses where—
  - (i) the number of dwellinghouses to be provided is 10 or more; or
  - (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c)(i);
- (d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- (e) development carried out on a site having an area of 1 hectare or more.

### 1. Affordable Housing Statement

#### Required for all Major applications for residential development

Affordable housing can be a variety of forms of housing provided at below market rates for eligible persons. Annex 2 of the National Planning Policy Framework describes affordable housing as either social rented, affordable rented or intermediate housing. The Housing White Paper (February 2017) also includes ‘Starter Homes’ within the definition of affordable housing.

Policy H5 of the current local plan sets out requirements for either affordable housing or special needs housing to cater for those with special needs, including the elderly.

Policy HS2 of Burnley’s: Submission Document, July 2017, will require the provision of affordable housing through all housing developments of over 10 dwellings unless the applicant can demonstrate that a site, which would otherwise be supported by the policies of the Plan and meets the requirements of Policies SP4 and SP5 (of the same Plan), would be unviable.

The Planning and Housing Act 2016 has announced new requirements for starter homes for first time buyers aged between 23 and 40. A ‘starter home’ is defined at Chapter 1 of Part 1 of the Act. The Act will place a duty on Councils to promote the supply of starter homes which the Government expect to be delivered as part of a mixed package of affordable housing that responds to local needs and local markets. Applicants will need to take account of this when regulations are introduced to implement the intentions specified in the Act.

A statement is required which sets out the following:-

- The percentage of affordable housing and/or starter homes to be provided on the site
- The tenure of the proposed affordable housing
- The number of bedrooms/dwelling size for affordable housing and starter homes
- Details of the Registered Provider/Housing Association where applicable (for affordable housing)
- Details of an off-site contribution where applicable
- The delivery mechanism for providing and controlling the affordable housing and starter homes

Where an application fails to meet the foregoing requirements, the statement should explain the reasons for that. In the event that the reasons relate to viability, a Viability Assessment must also be submitted the application (prepared by an appropriately qualified person) to demonstrate the level of affordable housing and, if applicable, starter homes that can be achieved on the site.

*Further information/policy background:*

Policy H5 of the Burnley Local Plan, Second Review (2006)

Policy HS2 of Burnley's Local Plan – Submission Document, July 2017

The Housing and Planning Act 2016

## **2. Agricultural Needs Statement**

### **Required for applications for agricultural buildings and agricultural workers dwelling**

The statement should include the following:-

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

*Further information/policy background:*

Policy GP2, E29 and E30 of the Burnley Local Plan, Second Review (2006)

Policy HS6 of Burnley's Local Plan – Submission Document, July 2017

## **3. Air Quality Assessment**

**Required for applications likely to:**

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

This would normally only be required for major applications. Any applications that include proposals that impact upon air quality or are potential pollutants should be supported by an Air Quality Assessment indicating the change in air quality resulting from the proposed development and outlining appropriate mitigation measures as necessary. There are currently no Air Quality Management Areas (AQMA) identified in Burnley but more sensitive areas include the location at Junction 9 of the M65 and the applicant should therefore check whether there are any AQMA's or Clean Air Zones that should be taken into account.

Assessments should be proportionate to the nature and scale of development proposed and the level of concern about air quality, and because of this are likely to be locationally specific. The scope and content of supporting information is therefore best discussed and agreed between the local planning authority and the Council's Environmental Health Officers before it is commissioned. Air quality is a consideration in [Environmental Impact Assessment](#), if one is required, and also in a [Habitats Regulations Appropriate Assessment](#).

The following could figure in assessments and be usefully agreed at the outset:

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

*Further information/policy background:*

Policy GP7 of the Burnley Local Plan, Second Review (2006)

Policy NE5 of Burnley's Local Plan – Submission Document, July 2017

The National Planning Policy Framework

<https://www.gov.uk/guidance/air-quality--3>

Clean Air Zone Framework May 2017 – Department for Environment, Food & Rural Affairs and Department of Transport

#### **4. Biodiversity Survey and Report**

##### **Required for all developments which may impact on biodiversity and ecological networks or affect protected species**

Biodiversity and ecological networks includes:

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

Proposals which may affect the flora, fauna, geology or habitat of these areas will require an up to date biodiversity survey/ecological assessment, carried out by a suitably qualified ecologist. An assessment will also be required for proposals that may affect the habitat of protected species or priority species. This is likely to affect applications for the following:-

- Barn conversions
- Demolition of buildings
- Changes of use or alterations to buildings that affect roof spaces

- Removal of trees and hedgerows

*Further information/policy background:*

Policies E1, E2, E3, E4 and E5 of the Burnley Local Plan, Second Review (2006)

Policy NE1 of Burnley's Local Plan – Submission Document, July 2017

The National Planning Policy Framework

The Wildlife and Countryside Act 1981

Natural Environment and Rural Communities Act 2006

The Burnley Green Infrastructure Strategy 2013

The Conservation of Habitats and Species Regulations 2010

Circular 06/05: Biodiversity and Geological Conservation - Statutory Obligations and Their Impact within the Planning System

<http://www.lancashire.gov.uk/lern/site-designations/local-sites/biological-heritage-sites.aspx>

<http://www.lancashire.gov.uk/lern.aspx>

<http://www.burnley.gov.uk/residents/planning/planning-policy/burnleys-emerging-local-plan/evidence-base/ecological-networks>

<http://www.natureonthemap.naturalengland.org.uk/MagicMap.aspx>

## 5. Coal Mining Risk Assessment

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

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

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

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

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

*Further information/policy background:*

Policy NE5 of Burnley's Local Plan – Submission Document, July 2017

Paragraph 121 of the National Planning Policy Framework

Coal Mining Risk Assessments at: <https://www.gov.uk/planning-applications-coal-mining-risk-assessments>

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/588157/Resources\\_for\\_Developers\\_Risk-Based\\_Approach\\_to\\_Development\\_Management\\_Version\\_4.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/588157/Resources_for_Developers_Risk-Based_Approach_to_Development_Management_Version_4.pdf)

<https://www.gov.uk/government/publications/coalfield-plans-burnley-area>

## 6. Crime Impact Statement

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

A Crime Impact Statement (CIS) should include:-

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

*Further information/policy background:*

Policy GP9 of the Burnley Local Plan, Second Review (2006)

Policy SP5 of Burnley's Local Plan – Submission Document, July 2017

## 7. Daylight/Sunlight Assessment

**Required for all applications that may cause significant issues of overshadowing of existing or proposed buildings or adjoining land**

This would be required where buildings are in close proximity or there is a difference between storey heights between buildings which may lead to an impact on daylight or sunlight into habitable rooms or gardens/amenity space.

*Further information/policy background:*

Policies GP3 and H3 of the Burnley Local Plan, Second Review (2006)

Policies SP5 and HS4 of Burnley's Local Plan – Submission Document, July 2017

Building Research Establishment: Site Layout Planning for daylight and sunlight: a good practice guide, 2011

## 8. Energy Efficiency Statement

**Required for:-**

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

An Energy Statement should demonstrate how the energy related aspects of the proposed development will meet the requirements of government and local plan policies. In respect of residential development, this will involve a statement setting out measures to minimise energy and water consumption.

For non-residential developments a BREEAM (Building Research Establishment Environmental Assessment Methodology) Assessment is required and is expected to demonstrate a rating of 'Very Good'.

*Further information/policy background:*

Policy GP8 of the Burnley Local Plan, Second Review (2006)

Policy SP5 of Burnley's Local Plan – Submission Document, July 2017

## 9. Flood Risk Assessment

**Required for all developments within Flood Zones 2 and 3, for developments with an application site of 1 hectare or more in Flood Zone 1 and for other developments that may be affected by specific localised flooding issues or contribute to flooding problems within or outside the application site**

A Flood Risk Assessment (FRA) should:

- Assess the risks from all forms of flooding to and from the development
- Demonstrate how those flood risks will be managed or mitigated
- Identify opportunities to reduce the probability and consequences of flooding
- Address the requirement for safe access to and from the development in areas at risk of flooding

*Further information/policy background:*

Policy E8 of the Burnley Local Plan, Second Review (2006)

Policy CC4 of Burnley's Local Plan – Submission Document, July 2017

Environment Agency Flood Maps: [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)

[www.gov.uk/flood-risk-assessment-for-planning-applications](http://www.gov.uk/flood-risk-assessment-for-planning-applications)

The National Planning Policy Framework

National Planning Practice Guidance

<http://www.burnley.gov.uk/residents/planning/planning-policies/burnleys-emerging-local-plan/evidence-base/strategic-flood-risk-assessment>

<http://www.lancashire.gov.uk/council/strategies-policies-plans/environmental/lancashire-and-blackpool-flood-risk-management-strategy.aspx>

## 10. Heritage Statement

**Required for all applications to:**

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

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

The degree of detail provided in the Statement should be proportionate to the importance of the heritage asset(s) that may be affected and the works proposed. For example, works to listed buildings or demolition of a building/structure in a conservation area will require greater detail than for example, the replacement of a boundary wall in a conservation area. Paragraph 128 of the NPPF states that as a minimum, the relevant historic environment record, held by Lancashire County Council, should have been consulted and the heritage assets assessed using appropriate expertise where necessary.

A Heritage Statement should include:-

- An assessment of significance of the heritage asset including any contribution made to its setting. The assessment should identify and describe all the heritage assets that may be

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

- A clear description of the proposed development. In particular, details of those aspects of the work that are likely to affect the significance of the heritage asset(s) or their setting. Where appropriate, this could include a schedule, method statement and/or specification of works.
- An assessment of the impacts of the proposals on the significance of the heritage asset and/or its setting
- Justification for the proposed works and any mitigation measures. Explain why the proposed works are desirable or necessary and what steps have been taken to avoid, minimise or mitigate any harm to the significance of the heritage asset. If the works include any elements which result in harm to heritage, the statement provides an opportunity to explain what issues you consider weigh in favour of the proposals.

A Heritage Statement can form part of a Design and Access Statement.

*Further information/policy background:*

Policies E10, E11, E12, E13, E15, E17, E18 and E19 of the Burnley Local Plan, Second Review (2006)

Policies HE1, HE2, HE3 and HE4 of Burnley's Local Plan – Submission Document, July 2017

Lancashire County Archaeology Service: [www.lancashire.gov.uk](http://www.lancashire.gov.uk)

Archaeology data service: [ads.ahds.ac.uk/index.html](http://ads.ahds.ac.uk/index.html)

Lancashire's Historic Environment Record

Various Conservation Area Appraisals

## 11. Land Contamination Assessment

**Required for all applications where:**

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

In most cases a Phase I Desk Top Study (preliminary risk assessment) will be sufficient at the application stage. There will be some cases, however, when the known risks are so severe that intrusive site investigations (Phase II) also need to be submitted with the assessment.

*Further information/policy background:*

Policy GP7 of the Burnley Local Plan, Second Review (2006)

Policy NE5 of Burnley's Local Plan – Submission Document, July 2017

## 12. Landscape and Visual Impact Assessments

**Required for developments in the rural area such as residential or commercial development or development of wind turbines that is likely to have a significant impact on the landscape in the open countryside.**

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

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

*Further information/policy background:*

Policy E27 of the Burnley Local Plan, Second Review (2006)

Policy NE3 of Burnley's Local Plan – Submission Document, July 2017

Guidelines for Landscape and Visual Impact Assessment published jointly by the Landscape Institute and the Institute of Environmental Assessment in 2002.

<http://www.lancashire.gov.uk/media/152743/strategy.pdf>

<http://www.lancashire.gov.uk/council/planning/historic-environment-record.aspx>

## 13. Landscaping scheme

**Required for the following (apart from outline applications where landscaping has been accepted as a reserved matter):**

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

**where existing and proposed landscaping would contribute to the acceptability of the proposed scheme**

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

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

*Further information/policy background:*

Policies GP6, H3, E6 and E27 of the Burnley Local Plan, Second Review (2006)

Policies NE3, NE4, SP5, SP6 and HS4 of Burnley's Local Plan – Submission Document, July 2017  
Burnley Green Infrastructure Strategy 2013

## 14. Lighting Assessment

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

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

*Further information/policy background:*

Policy GP7 of the Burnley Local Plan, Second Review (2006)

Policy NE5 of Burnley's Local Plan – Submission Document, July 2017

## 15. Marketing Statement

**Required for applications:-**

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

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

*Further information/policy background:*

Policies EW5, EW6, CF12, CF14 and CF16 of the Burnley Local Plan, Second Review (2006)

Policies EMP3 and IC5 of Burnley's Local Plan – Submission Document, July 2017

## 16. Noise Impact Assessment

**Required for applications:-**

- **which involve noisy uses (including vibration) and may cause of a loss of amenity**
- **Which involve a noise sensitive development to an existing noisy area**

Policies within the Burnley Local Plan, Second Review (2006) relating to housing, employment and commercial development refer to the need for proposals to protect amenity by reason of noise or other nuisance. A noise assessment will be required where a proposal may impact on levels of existing amenities (such as from industrial processes, plant, machinery, traffic, music, late night activity) or would potentially lead to lower standards of amenity for new occupiers of the development (such as housing) due to existing levels of background noise. Where applicable, noise assessments should detail any measures that would satisfactorily mitigate against the identified impacts on amenity.

*Further information/policy background:*

Policies GP7 and H12 of the Burnley Local Plan, Second Review (2006)

Policy NE5 of Burnley's Local Plan – Submission Document, July 2017

British Standard (BS) 4142: 2014 - Method for Rating Industrial Noise Affecting Mixed Residential and Industrial Areas.

British Standard (BS) 8233:2014 - Guidance on sound insulation and noise reduction for buildings  
Noise Policy Statement for England, Defra (2010)

## 17. Open Space Assessment

**Required for applications:-**

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

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

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

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

*Further information/policy background:*

Policies H7, CF1 and CF3 of the Burnley Local Plan, Second Review (2006)

Policies HS4, NE2, IC4 and IC5 of Burnley's Local Plan – Submission Document, July 2017

Burnley's Green Space Strategy 2015-2025

<http://www.burnley.gov.uk/sites/default/files/Green%20Spaces%20Strategy%20%202015%20-%202025.pdf>

[www.sportengland.org/planningapplications](http://www.sportengland.org/planningapplications)

Burnley Green Infrastructure Strategy 2013

Rossendale, Pendle and Burnley Playing Pitch Strategy and Action Plan 2016

## 18. Parking and Access Arrangements

**Required for all applications:-**

- **which will generate traffic or increase demand for parking**
- **will require servicing**
- **will result in the loss of existing parking or servicing provision**

Parking for the appropriate type, size and number of cars and other vehicles, and servicing to cater for deliveries, refuse vehicles etc, and turning areas, should be provided on a detailed site layout,

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

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

*Further information/policy background:*

Policy TM15 and Appendix C of the Burnley Local Plan, Second Review (2006)

Policy IC3 and Appendix 9 of Burnley's Local Plan – Submission Document, July 2017

## 19. Planning Obligations/Draft Heads of Terms

### Required for all applications that will require a planning obligation/section 106 Agreement

These are normally only required for major developments where contributions are required to facilitate the provision of affordable housing, infrastructure, open space, education or community needs or to secure specific requirements that cannot be suitably dealt with by a planning condition. Where these requirements can be anticipated to make a development acceptable, a Draft Heads of Terms for a legal agreement or unilateral undertaking (under section 106 of the Town and Country Planning Act 1990) should be submitted with an application.

Policy GP10 of the Burnley Local Plan, Second Review (2006)

Policy IC4 of Burnley's Local Plan – Submission Document, July 2017

The National Planning Practice Guidance

Regulation 122 of the Community Infrastructure Levy Regulations 2010

Circular 05/05 – Planning Obligations

## 20. Planning Statement

### Required for:-

- all major planning applications
- applications that are not in accordance with the development plan
- proposals that require detailed policy consideration

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

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

## 21. Public Rights of Way

### Required for all applications affecting a public right of way

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

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

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

*Further information/policy background:*

Policies TM5 and TM6 of the Burnley Local Plan, Second Review (2006)

Policy IC1 of Burnley's Local Plan – Submission Document, July 2017

<https://www.gov.uk/guidance/public-rights-of-way-landowner-responsibilities>

<http://www.lancashire.gov.uk/roads-parking-and-travel/public-rights-of-way/public-rights-of-way-map.aspx> (use this to help identify whether a site is affected by a public right of way)

## 22. Refuse and Recycling Statement

### Required for:

- **All new dwellings and any development that will result in the need for refuse disposal**

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

*Further information/policy background:*

Policy SP5 of Burnley's Local Plan – Submission Document, July 2017

The National Planning Policy for Waste

## 23. Retail and other Main Town Centre Use Assessment

### Required for:

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

\*main town centre uses are defined at Annex 2 'Glossary' of the National Planning Policy Framework and includes retail, leisure, hotel and office development.

\*\* The emerging local plan specifies different thresholds for Impact Assessments which vary between Burnley and Padiham town centre for retail developments.

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

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

### *Further information/policy background:*

Policies EW2 and EW3 of the Burnley Local Plan, Second Review (2006)

Policies TC1 and TC2 of Burnley's Local Plan – Submission Document, July 2017

National Planning Policy Framework

## 24. Site Waste Management Plan

### Required for all major new developments

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

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

### *Further information/policy background:*

The National Planning Policy for Waste

## 25. Statement of Community Involvement

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

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

*Further information/policy background:*

Burnley Borough Council's Statement of Community Involvement (SCI) 2015 – Adopted July 2015  
The National Planning Policy Framework

## 26. Structural Survey

**Required for:-**

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

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

## 27. Summary of Application

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

A summary should provide an overview of the documents submitted with the application and a description of the key impacts of the development. The summary document should be easy to read, concise and be of no more than 20 pages.

*Further information/policy background:*

The National Planning Practice Guidance

## 28. Sustainable Drainage Assessment

**Required for all major applications**

The Flood and Water Management Act 2010 sets out the requirement for Local Lead Flood Authority's (LLFAs) to manage 'local' flood risk within their area. 'Local' flood risk refers to flooding or flood risk from surface water, groundwater or from ordinary watercourses. Lancashire County Council is the Local Lead Flood Authority (LLFA) and has produced advice on what needs to be included within an appropriate Sustainable Drainage Statement. The advice note is available by following the link below or is also produced at Appendix 1 of this document:-

<http://www.lancashire.gov.uk/media/657248/LLFA-Standing-Pre-Application-Advice.pdf>

Each proposal will need to demonstrate that drainage will be handled in the most sustainable manner which usually means at source using sustainable drainage systems rather than through treatment and processing.

*Further information/policy background:*

Policies GP3 and E8 of the Burnley Local Plan, Second Review (2006)

Policies CC4 and CC5 of Burnley's Local Plan – Submission Document, July 2017

The National Planning Policy Framework (Paragraph 103)

Written Statement on Sustainable Drainage Systems (HCWS161)

Non-Statutory Technical Standards for Sustainable Drainage Systems

National Planning Practice Guidance

Construction Industry Research and Information Association (CIRIA) SUDS manual C753, 2015

## 29. Telecommunications Development Supplementary Information

**Required for all applications for telecommunications development**

The Supplementary Information should include the following:-

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

*Further information/policy background:*

Policy E23 of the Burnley Local Plan, Second Review (2006)

Policy IC6 of Burnley's Local Plan – Submission Document, July 2017

The National Planning Policy Framework

## 30. Transport Statement/Assessment and Travel Plan

**Required for:**

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

Paragraph 32 of the National Planning Policy Framework 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:-

<b>Class</b>	<b>Transport Assessment and Travel Plan Threshold (Gross floor area in m<sup>2</sup> unless stated)</b>
A1 Retail	>800
A1 Non Food Retail	>1500
A2 Financial and professional services	>2500
A3 Restaurants and cafes	>2500
A4 Drinking Establishments	>600
A5 Hot food takeaways	>500
B1 (a) Offices other than those within A2; (b) Research and Development; and (c) Light Industry	>2500
B2 General Industry	>4000
B8 Storage and Distribution	>5000
C1 Hotels	>100 bedrooms
C2 Residential Institutions, Hospitals and nursing homes	>50 bedrooms
C2 Residential College and school	>150 students
C2 Residential institutions – Institutional hostels	>400 residents
C3 Dwelling houses	>80 units
D1 Non-residential institutions	>1000
D2 Assembly and Leisure	>1500
Other Uses	To be determined in consultation with the local planning authority

Full details of what should be included within the above documents are available using the link below:-

<https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>

*Further information/policy background:*

Policies TM2 and TM3 of the Burnley Local Plan, Second Review (2006)

Policies IC1, IC2 and Appendix 8 of Burnley's Local Plan – Submission Document, July 2017

The National Planning Policy Framework

The National Planning Practice Guidance

<https://www.gov.uk/government/organisations/highways-england>

### **31. Tree Survey/Arboricultural Implications Assessment**

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

Where there are trees and/or hedges within or adjacent to the site (including street trees) which may be directly or indirectly affected by the development or its construction (such as by service runs, hardstandings, walls or trenches for services), then a tree survey should be prepared by a suitably qualified arboriculturist. All trees and hedges should also be appropriately annotated on a topographical survey plan and a site plan. The Tree Survey and Arboricultural Implications Assessment should have regard to the requirements of BS (British Standard) 5837 (last issued, 2012). The Assessment should categorise the trees/hedges in respect of their species, age, health

and condition, visual amenity and impact/recommendations. The Assessment should include a tree removals plan, tree retention plan and a tree (root zone) protection plan. Any replanting that is proposed to compensate losses can also be shown. The plan should also include details of the type and design of protective fencing to be used and a schedule of the measures to be taken to protect trees and their root zones throughout the construction of the development. Where trees are subject to Tree Preservation Orders, the Survey and Assessment should make reference to this.

*Further information/policy background:*

Policy E6 of the Burnley Local Plan, Second Review (2006)

Policy NE4 of Burnley's Local Plan – Submission Document, July 2017

BS 5837:2012 Trees in relation to design, demolition and construction – Recommendations

Hedgerow Regulations 1997

### 32. Utilities Statement and Foul Sewage Assessment (including Surface Water)

**Required for:**

- **All major applications**
- **Most rural developments (including farm buildings, stables)**
- **Developments that will lead to the disposal of trade waste or foul sewage effluent**
- **Developments that create new areas of hardstanding (relates to surface water)**

The detail contained within the statement should be proportionate to the scale of the development and its impacts. In summary, a statement should include the following:-

- the availability of utility services and impact of the development on their capacity
- details of any infrastructure such as sub-stations, utility connections, telecommunications equipment or upgrading of services that will be required to cater for the development
- in the case of hardstandings, details of how surface water will be addressed (eg through permeable surfacing materials or soakaways)

*Further information/policy background:*

Policies E8, E9 and GP7 of the Burnley Local Plan, Second Review (2006)

Policies CC4 and NE5 of Burnley's Local Plan – Submission Document, July 2017

National Planning Practice Guidance

### 33. Ventilation/Extraction Details

**Required for all applications for:**

- **the cooking of food (Classes A3, A4 and A5 of the Use Classes Order)**
- **Significant retail, business, office, industrial, leisure, hotel, flats in large building or similar development where substantial ventilation and extraction equipment is required**

Details of the position and design of ventilation and extraction equipment, including odour abatement measures should be shown on the submitted plans and explained fully in a statement. Given that extraction equipment often has noise implications, details of the noise generated by the equipment should also be provided. The position, height, width and design (including colour treatment) of any flue to be installed should be shown on the proposed plans. The technical specification of all the equipment (such as the manufacturer's details) should also be provided.

*Further information/policy background:*

Policies GP1 and CF13 of the Burnley Local Plan, Second Review (2006)

Policy TC7 of Burnley's Local Plan – Submission Document, July 2017

**Purpose of guidance**

*This document sets out Burnley Borough Council's revised local requirements for Planning Applications. This proposed local guidance document has been the subject of a four-week period of consultation and the guidance has been adopted for use in validating all Applications received after 1<sup>st</sup> November 2017.*

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

*Janet Filbin MRTPI – Senior Planning Officer – November 2017*