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**TRAFFORD
COUNCIL**

AGENDA PAPERS FOR PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE

Date: Thursday, 23 January 2025

Time: 7.00 pm

**Place: Council Chamber, Trafford Town Hall, Talbot Road, Stretford, Manchester
M32 0TH**

PLEASE NOTE: A link to the meeting can be found below:

<https://www.youtube.com/channel/UCjwbIOW5x0NSe38sgFU8bKg>

AGENDA	ITEM
1. ATTENDANCES	
To note attendances, including Officers and any apologies for absence.	
2. DECLARATIONS OF INTEREST	
Members to give notice of any Personal or Prejudicial Interest and the nature of that Interest relating to any item on the Agenda in accordance with the adopted Code of Conduct.	
3. MINUTES	
To receive and, if so determined, to approve as a correct record the Minutes of the meeting held on 12 th December, 2024.	3
4. QUESTIONS FROM MEMBERS OF THE PUBLIC	
A maximum of 15 minutes will be allocated to public questions submitted in writing to Democratic Services (democratic.services@trafford.gov.uk) by 4pm on the working day prior to the meeting. Questions must be within the remit of the Committee or be relevant to items appearing on the agenda and will be submitted in the order in which they were received.	

5. **ADDITIONAL INFORMATION REPORT**

To consider a report of the Head of Planning and Development, to be tabled at the meeting.

6. **APPLICATIONS FOR PERMISSION TO DEVELOP ETC**

To consider the attached reports of the Head of Planning and Development, for the following applications.

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Applications for Planning Permission	
Application	Site Address/Location of Development
114031	2 Morland Road, Old Trafford M16 9PA
114746	16 Riverside Drive, Flixton M41 9FL
115074	9 Bowness Drive, Sale M33 6WH

7. **APPROVAL OF REVISED APPLICATION VALIDATION CHECKLIST FOR PUBLICATION**

To consider the attached report of the Head of Planning and Development.

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8. **URGENT BUSINESS (IF ANY)**

Any other item or items which by reason of special circumstances (to be specified) the Chair of the meeting is of the opinion should be considered at this meeting as a matter of urgency.

SARA TODD

Chief Executive

Membership of the Committee

Councillors B.G. Winstanley (Chair), S. Maitland (Vice-Chair), Babar, M. Cordingley, Z.C. Deakin, P. Eckersley, W. Hassan, D. Jerrome, M. Minnis, T. O'Brien, S. Procter, M.J. Taylor and S. Thomas.

Further Information

For help, advice and information about this meeting please contact:

Michelle Cody, Democratic Officer

Tel: 0161 912 2775

Email: michelle.cody@trafford.gov.uk

This agenda was issued on **14th January, 2025** by the Legal and Democratic Services Section, Trafford Council, Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH

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Agenda Item 3

PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE

12th DECEMBER, 2024

PRESENT:

Councillor Winstanley (In the Chair),
Councillors Babar, Cordingley, Deakin, Eckersley, Hassan, Jerrome, Maitland, Minnis,
O'Brien, S. Procter, M. Taylor and Thomas.

In attendance: Head of Planning and Development (Ms. R. Coley),
Major Planning Projects Manager (Mrs. S. Lowes),
Planning and Development Manager (East) (Ms. H. Milner),
Principal Highways & Traffic Engineer (Amey) (Mr. G. Evenson),
Planning Solicitor (Locum) (Ms. R. Anugwom),
Democratic Officer (Miss M Cody).

42. DECLARATIONS OF INTEREST

There were no declarations of interest made.

43. MINUTES

RESOLVED: That the Minutes of the meeting held on 7th November, 2024, be approved as a correct record and signed by the Chair.

44. QUESTIONS FROM MEMBERS OF THE PUBLIC

No questions were submitted.

45. ADDITIONAL INFORMATION REPORT

The Head of Planning and Development submitted a report informing Members of additional information received regarding applications for planning permission to be determined by the Committee.

RESOLVED: That the report be received and noted.

Planning and Development Management Committee
12th December, 2024

46. APPLICATIONS FOR PERMISSION TO DEVELOP ETC

- (a) Permission granted subject to standard conditions prescribed by statute, if any, and to any other conditions now determined

<u>Application No., Address or Site</u>	<u>Description</u>
113777/FUL/24 – 10 Wey Gates Drive, Hale Barns.	Demolition of existing dwelling and erection of new replacement dwelling with associated landscaping and parking.
114593/FUL/24 – Sale Point, 126-150 Washway Road, Sale.	Application for proposed replacement, enlargement and addition of windows.

The meeting commenced at 6.30pm and concluded at 6:56pm.



PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE – 23rd JANUARY 2025

REPORT OF THE HEAD OF PLANNING AND DEVELOPMENT

APPLICATIONS FOR PERMISSION TO DEVELOP, ETC.

PURPOSE

To consider applications for planning permission and related matters to be determined by the Committee.

RECOMMENDATIONS

As set out in the individual reports attached. Planning conditions referenced in reports are substantially in the form in which they will appear in the decision notice. Correction of typographical errors and minor drafting revisions which do not alter the thrust or purpose of the condition may take place before the decision notice is issued.

FINANCIAL IMPLICATIONS

None unless specified in an individual report.

STAFFING IMPLICATIONS

None unless specified in an individual report.

PROPERTY IMPLICATIONS

None unless specified in an individual report.

Further information from: Planning Services

Proper Officer for the purposes of the L.G.A. 1972, s.100D (Background papers): Head of Planning and Development

Background Papers:

In preparing the reports on this agenda the following documents have been used:

1. The Trafford Local Plan: Core Strategy.
2. The GM Joint Waste Development Plan Document.
3. The GM Joint Minerals Development Plan Document.
4. The Revised Trafford Unitary Development Plan (2006).
5. The Places for Everyone Joint Development Plan Document.
6. Supplementary Planning Documents specifically referred to in the reports.
7. Government advice (National Planning Policy Framework, Circulars, practice guidance etc.).
8. The application file (as per the number at the head of each report).
9. The forms, plans, committee reports and decisions as appropriate for the historic applications specifically referred to in the reports.
10. Any additional information specifically referred to in each report.

These Background Documents are available for inspection on the Council's website.

TRAFFORD BOROUGH COUNCIL

PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE – 23rd JANUARY 2025

Report of the Head of Planning and Development

INDEX OF APPLICATIONS FOR PERMISSION TO DEVELOP etc. PLACED ON THE AGENDA FOR DECISION BY THE COMMITTEE

Applications for Planning Permission				
Application	Site Address/Location of Development	Ward	Page	Recommendation
<u>114031</u>	2 Morland Road, Old Trafford, M16 9PA	Old Trafford	1	Grant
<u>114746</u>	16 Riverside Drive, Flixton, M41 9FL	Flixton	14	Grant
<u>115074</u>	9 Bowness Drive, Sale, M33 6WH	Ashton Upon Mersey	25	Grant

Note: This index is correct at the time of printing, but additional applications may be placed before the Committee for decision.

WARD: Stretford &
Humphrey Park

114031/FUL/24

DEPARTURE: No

Change of use from C3 dwelling house to 4 person HMO (Use Class C4)

2 Morland Road, Old Trafford, Manchester, M16 9PA

APPLICANT: Mr Steve Leader

AGENT: Mr George Barr (Studio Seventeen)

RECOMMENDATION: GRANT

The application is reported to the Planning and Development Management Committee, as 10 representations have been received contrary to the Officer recommendation.

EXECUTIVE SUMMARY

This application relates to a semi-detached dwelling located on the west side of Morland Road in Old Trafford. The proposal is for a change of use of the property from a single dwellinghouse (Use Class C3) to a 4no. person house of multiple occupancy (Use Class C4).

The application has received objection letters from 10no. neighbouring properties on Morland Road. The main concerns raised relate to parking, waste management, harm to the character of the area and general amenity impact from the HMO use.

The proposal is considered to comply with the development plan and would contribute towards the type and choice of accommodation in the locality. Therefore, the application is recommended for approval subject to conditions.

SITE

The application site consists of a two-storey, semi-detached dwelling constructed of red brick elevations with a gabled tiled roof and white framed upvc windows. The site features a small front garden with brick boundary wall and privet hedge, a side path and rear garden with brick outbuilding.

The property is located on the west side of Morland Road and is bordered to the north by commercial terraced properties with flats above on Ayres Road. To the north east of the site on the road corner is a food superstore. The surrounding area predominantly features semi-detached and terraced dwellings.

PROPOSAL

This application seeks planning permission for a change of use of the property from a single dwellinghouse (C3) to an 4no. person house of multiple occupancy (C4).

Three of the bedrooms would be located to the first floor (as existing) and one bedroom would be at ground floor level. The remainder of the ground floor would be used as a kitchen and dining room. A single bathroom is provided on the first floor.

The Use Classes Order 1987 (as amended) defines a C4 HMO use as: *Houses in multiple occupation - Small shared houses occupied by between three and six unrelated individuals, as their only or main residence, who share basic amenities such as a kitchen or bathroom.*

Under the General Permitted Development Order 1995 (as amended), a change of use from C3 to C4 does not normally require permission. However, Trafford Council introduced an Article 4 direction on the 8th March 2018, removing permitted development rights for change of use from dwellings (Use Class C3) to small HMOs (Use Class C4). As such this planning application has been submitted for the proposal.

Value added: Amended proposed plans were submitted to show bicycle and bin storage areas.

No extensions or alterations are proposed to the property and there would be no new internal floor space created.

DEVELOPMENT PLAN

For the purposes of this application the Development Plan in Trafford comprises:

- The **Places for Everyone Plan (PfE)**, adopted 21st March 2024, is a Joint Development Plan of nine Greater Manchester authorities: Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Tameside, Trafford and Wigan. PfE partially replaces policies within the Trafford Core Strategy (and therefore the Revised Trafford Unitary Development Plan), see Appendix A of the Places for Everyone Plan for details on which policies have been replaced.
- The **Trafford Core Strategy** adopted 25th January 2012; The Trafford Core Strategy is the first of Trafford's Local Development Framework (LDF) development plan documents to be adopted by the Council; it partially supersedes the Revised Trafford Unitary Development Plan (UDP), see Appendix 5 of the Core Strategy.
- The **Revised Trafford Unitary Development Plan (UDP)**, adopted 19th June 2006; The majority of the policies contained in the Revised Trafford UDP were saved in either September 2007 or December 2008, in accordance with the Planning and Compulsory Purchase Act 2004 until such time that they are

superseded by policies within the (LDF). Appendix 5 of the Trafford Core Strategy provides details as to how the Revised UDP is being replaced by Trafford LDF.

PRINCIPAL RELEVANT PLACES FOR EVERYONE POLICIES

- JP-P1 - Sustainable Places
- JP-C5 – Walking and Cycling
- JP-C7 - Transport Requirements of New Development
- JP-H1 – Scale, Distribution and Phasing of New Housing Development
- JP-H3 – Type, Size and Design of New Housing

PRINCIPAL RELEVANT CORE STRATEGY POLICIES

- L1 – Land for New Homes
- L2 – Meeting Housing Needs
- L4 – Sustainable Transport and Accessibility
- L7 – Design

OTHER LOCAL POLICY DOCUMENTS

- Guidance & Amenity Standards: Licensable and Other Housing in Multiple Occupation in Trafford (2020)
- SPD3 – Parking and Design (2012)
- SPD6 – Houses in Multiple Occupation (2018)

PROPOSALS MAP NOTATION

Borough Wide HMO Article 4 Direction

PRINCIPAL RELEVANT REVISED UDP POLICIES/PROPOSALS

None

NATIONAL PLANNING POLICY FRAMEWORK (NPPF)

The MHCLG published the National Planning Policy Framework (NPPF) in December 2024. The NPPF will be referred to as appropriate in the report.

NATIONAL PLANNING PRACTICE GUIDANCE (NPPG)

The MHCLG published the National Planning Practice Guidance on 6 March 2014, and was last updated in December 2024. The NPPG will be referred to as appropriate in the report.

RELEVANT PLANNING HISTORY

None

APPLICANT'S SUBMISSION

Application Form
Site Location Plan
Proposed Site Plan
Existing/Proposed Floor Plans

CONSULTATIONS

Pollution and Licensing (Nuisance)

It is a continued residential use of the premises, so the residential use is established and there are no comments I can make about noise and nuisance impacts that might arise that would be relevant to the planning process. Any noise nuisance issues would be determined under statutory nuisance as they would if the premises remained as a single household.

Housing Standards

Several comments made in respect of providing adequate internal services and facilities for occupants, alongside floor space and kitchen standards.

*(Apart from room sizes, these points are considered a separate matter to planning permission).

Local Highways Authority

No objection subject to provision of bin storage and cycle parking and requirement for installation/retention.

Waste Management Team

No objection - HMO's are treated the same as a house with one family. A 4 bed HMO will be entitled to the following bins:

1 x 140l General Waste
1 x 240l Paper & Card
1 x 240l Mixed Recycling
1 x 140l Food Waste

Any additional bins would be a chargeable item to the landlord/owner and would require a commercial contract.

REPRESENTATIONS

Objections have been received from 10no. properties on Morland Road, summarised as follows:

- *Increased noise/disturbance*
- *Parking/traffic issues and congestion*
- *Existing parking problem would be compounded*
- *Supermarket causes existing parking issues*
- *Waste management and bin problems from more occupants*
- *Loss of community cohesion from transient residents*
- *Detrimental impact upon property values*
- *Risk of anti-social behaviour*
- *Noise and disturbance from HMO residents*
- *Extra strain on local infrastructure*
- *Proposal is inconsistent with Council's homelessness priorities and should be prioritised for a family in need*
- *Disruption to residential character*

*In response to some of the above points –

- Any impact upon house values is not a planning consideration
- Any anti-social behaviour in a residential property is not a planning consideration

OBSERVATIONS

PRINCIPLE OF DEVELOPMENT

1. S38(6) of the Planning and Compulsory Purchase Act 2004 states that planning applications should be determined in accordance with the development plan unless material considerations indicate otherwise. The NPPF at paragraphs 2 and 47 reinforces this requirement.
2. The NPPF, at paragraph 11, explains how the “presumption in favour” should be applied in the decision-taking process. It means approving development proposals that accord with an up-to-date development plan without delay (part c).
3. The Places for Everyone Joint Development Plan was adopted on 21st March 2024 providing Trafford with a five-year housing land supply. Therefore, for decision making purposes, it should be assumed that the Local Planning Authority has a five-year supply of specific, deliverable housing sites.
4. Trafford's latest Housing Delivery Test (HDT) figure from 2023 is 78% which is within the buffer. For decision making, where a Council has a housing requirement adopted in the last 5 years (in this case from Places for Everyone) the buffer does not apply until 1 July 2026. As such the Council's housing land

supply position therefore no longer triggers the tilted balance for decision making and an 'unweighted' balancing exercise should be carried out.

5. As development plan policies in Places for Everyone are very recently adopted, they are up to date and should be given full weight in decision making.
6. Policy JP-H3 states: Development across the plan area should seek to incorporate a range of dwelling types and sizes including for self-build and community led building projects to meet local needs and deliver more inclusive neighbourhoods. Residential developments should provide an appropriate mix of dwelling types and sizes reflecting local plan policies, and having regard to masterplans, guidance and relevant local evidence.
7. Policy L2 of the Core Strategy is clear that all new residential proposals will be assessed for the contribution that would be made to meeting the Borough's housing needs. Policy L2.2 states that: All new development will be required to be:
 - (a) On a site of sufficient size to accommodate adequately the proposed use and all necessary ancillary facilities for prospective residents;*
 - (b) Appropriately located in terms of access to existing community facilities and/or delivers complementary improvements to the social infrastructure (schools, health facilities, leisure and retail facilities) to ensure the sustainability of the development;*
 - (c) Not harmful to the character or amenity of the immediately surrounding area; and*
 - (d) To be in accordance with L7 and other relevant policies within the Development Plan for Trafford.*
8. The Core Strategy remains part of the statutory development plan. Some of its policies have been replaced or part-replaced by PfE whilst others remain in force. Prior to the adoption of PfE, some Core Strategy policies had been formally recognised as being inconsistent with current NPPF policy e.g. L4 (Sustainable Transport and Accessibility) for instance in this case. Whilst such inconsistency remains (and with the relevant policies not wholly superseded), PfE has introduced a new policy which is consistent with national policy (see Policy JP-C8 (Transport Requirements for New Development)).

Assessment

9. An HMO is considered to be a single dwelling and the application would make no net contribution to the supply of housing units. This is based upon the existing property already being in residential use as a single dwelling. However the HMO would widen the type and choice of accommodation in the area, which features predominantly single-family dwellings. The principle of the development is

considered acceptable against the above housing supply policies, subject to the HMO assessment below.

HMO ASSESSMENT

10. The application seeks permission to create an HMO and therefore the Council's Supplementary Planning Document 6: Houses in Multiple Occupancy is of relevance to the assessment and effectively controls the principle of an HMO at the site.
11. Policy 4 of this document states that Planning permission will not normally be granted for changes of use to HMOs:
 - i) *Where the proportion of HMO dwellings will exceed 10% of all residential properties* within a circle of radius 40 metres** from the application site. This includes all properties where the curtilage of the residential property lies wholly or partly within this radius. Where the circle does not include a minimum of 10 residential properties, the threshold will apply to the 10 residential properties nearest to the application site** located on all frontages of the street (with the same street address). or*
 - ii) *Where it would result in any residential property (C3 use) being 'sandwiched' between two HMOs*

When the threshold has been breached already, planning permission will only be granted in exceptional circumstances.

Notwithstanding the threshold limit and exceptional circumstances, other material considerations (such as intensification of use, highway safety, residential amenity of future and existing occupiers) arising from the impact of the proposal will be assessed in accordance with the Council's relevant development management policies and guidance, in particular Core Strategy Policy L7.

12. Policy JP-P1 of PfE contains extensive requirements for development, with 16 key design and sustainable places considerations outlined below. Namely, development should be: *Distinctive, with a clear identity that:*
 - A. *Conserves and enhances the natural environment, landscape features, historic environment and local history and culture;*
 - B. *Enables a clear understanding of how the place has developed; and*
 - C. *Respects and acknowledges the character and identity of the locality in terms of design, siting, size, scale and materials used; Visually stimulating; Socially inclusive; Resilient; Adaptable; Durable; Resource efficient; Safe; Supported by critical infrastructure; Functional and convenient; Incorporate inclusive design; Legible; Easy to move around; Well-connected; Comfortable and inviting; Incorporate high quality and well managed green infrastructure/public realm; Well served by local shops, services, amenities and facilities.*

Assessment

13. The following residential properties have been found within a 40m radius of the application site:
 - 125, 131, 133, 135, 139, 141 Ayres Road
 - 1 to 11 Reynolds Road (odd inclusive)
 - 4 to 12 Morland Road (even inclusive)
 - 1 to 11 Morland Road (odd inclusive)
 - 10 and 11 Navenby Avenue
14. The Council's Licensing register confirms that there are no other licensed HMOs within this search area. Planning application records show that there have been no planning permissions for HMO uses within this area.
15. Following this, electoral register records have been used to determine whether there are any households with residents of 3 or more different surnames, which may indicate the presence of an HMO (e.g. unrelated individuals).
16. The electoral register revealed that none of the above properties are recorded as containing residents with 3 or more different surnames.
17. Out of the 25 properties within the search area, there are considered to be no existing HMO's. The proposed HMO at the applicant site would equate to an HMO concentration of 4%.
18. In addition, it is noted that the application site is at the end of Morland Road, behind the commercial terrace and diagonally opposite the food superstore. This location is considered appropriate for an HMO in terms of the general neighbours that are present.
19. Taking the above into account, the proposal is considered to comply with the stipulations of SPD6.
20. The creation of a House of Multiple Occupancy contributes towards a wider mix of housing types within the Borough. The use is particularly well suited to such a sustainable urban location. The development is therefore in compliance with policies L1 and L2 from the TBC Core strategy and policies from the Councils adopted SPD6 - House of Multiple Occupancy. This is alongside JP-H1 and JP-H3 of Places for Everyone. The principle of the development is therefore considered acceptable.

ASSESSMENT OF ACCOMODATION

21. Each bedroom would be of a satisfactory size against relevant Council HMO standards. Existing windows would be utilised with sufficient outlook and light provided. There would be a good sized kitchen and dining room which meet the HMO room space standards. A single first floor bathroom would be provided which is sufficient.
22. Regarding the comments which have been provided from the Housing Standards Team, these matters relate to more specific internal HMO requirements. This would be dealt with as part of any possible future HMO license application and is separate from planning permission. An informative is recommended, to advise the applicant that an HMO license may also be required.

RESIDENTIAL AMENITY

23. This section considers the potential amenity impact of the proposal upon the closest residential properties.
24. Policy L7; Design also states that:
L7.3 "In relation to matters of amenity protection, development must:
- *Be compatible with the surrounding area; and*
 - *Not prejudice the amenity of the future occupiers of the development and/or occupants of adjacent properties by reason of overbearing, overshadowing, overlooking, visual intrusion, noise and/or disturbance, odour or in any other way".*

Assessment

25. No physical alterations are proposed to the property and there is not considered to be any overbearing impact, visual intrusion, loss of light, overshadowing or loss of privacy for neighbours.

NOISE/NUISANCE

26. Paragraph 198 of the NPPF states: *"Planning policies and decisions should also ensure that new development is appropriate for its location taking into account the likely effects (including cumulative effects) of pollution on health, living conditions and the natural environment, as well as the potential sensitivity of the site or the wider area to impacts that could arise from the development. In doing so they should:*
- a) mitigate and reduce to a minimum potential adverse impacts resulting from noise from new development – and avoid noise giving rise to significant adverse impacts on health and the quality of life*
27. The proposal is for a continued residential use in a mixed use, although predominantly residential area. The occupiers of any HMO are more likely to lead

independent lives from one another and it is considered that families typically occupying a single dwelling are more likely to carry out day to day activities together as a household. As such there could potentially be more comings and goings from the HMO, although given the size of the proposed HMO, this difference is unlikely to be significant and considered to be within the limit of what could be expected from a family living at this house. In this regard the proposal would remain in keeping with the residential nature of the area.

28. The Council's Environmental Health department have no objection to the application and note that the proposal is for a continued residential use of the property. Any possible behaviour of any future occupants in the property (anti-social or otherwise) is not a relevant matter for planning permission.

HIGHWAYS, PARKING AND SERVICING

29. The NPPF in paragraph 116 states that *“Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe”*.

30. Policy L7.2 of the Trafford Core Strategy states that: In relation to matters of functionality, development must:

- *Incorporate vehicular access and egress which is satisfactorily located and laid out having regard to the need for highway safety;*
- *provide sufficient off-street car and cycle parking, manoeuvring and operational space;*
- *provide sufficient manoeuvring and operational space for service vehicles, as appropriate;*
- *Be satisfactorily served in terms of key utilities such as water, electricity, gas and telecommunications;*
- *Be satisfactorily served in terms of the foul sewer system; and*
- *Provide appropriate provision of (and access to) waste recycling facilities, preferably on site*

Parking

31. The proposal is for a 4no. bed HMO, which in accordance with SPD3, would require 0.5no. parking spaces per bedroom, equating to 2no. parking spaces overall. The existing property contains 3no. bedrooms and against SPD3, this would also require 2no. parking spaces. As such there would be no difference in parking requirement.

32. There would be no on-site car parking provided and is noted this would be no different to the existing site and most properties on Morland Road. It is noted that

there are good public transport options within the vicinity. This includes bus stops nearby, as well as two tram stops located 10 to 15 minutes walk away. There are a variety of shops, local services and facilities along Ayres Road. This sustainable location would help reduce reliance on private car for residents of the HMO.

33. HMO bicycle parking is required at a minimum rate of 1no. space per bedroom. 4no. covered spaces would be provided within the existing rear outbuilding which is appropriate. A condition to require retention of these spaces for the lifetime of the development is recommended.
34. The LHA raise no objection to the proposal on highways grounds. Whilst residents have commented on existing issues, it is not for this application to address these issues; officers must consider the impact of the proposal and in this case it is not considered to have a severe impact on the highway.
35. Taking the above into account, the proposal is considered acceptable on highways and parking grounds, having regard to Policy L4, JP-C7 and the NPPF.

Servicing

36. There is sufficient space within the rear garden for the storage of bins associated with the HMO. This area is suitably marked on the site plan and would allow the storage of bins off the pavement. The Council's Waste Management Team have been consulted and raise no objection to the application. The same bin storage requirement as a single-family dwelling would apply to the size of the proposed HMO. A condition requiring implementation of this bin store prior to first occupation and retention thereafter is recommended.

DEVELOPER CONTRIBUTIONS

37. No additional residential floor space is proposed and the application is not liable for the Community Infrastructure Levy (CIL).

PLANNING BALANCE AND CONCLUSION

38. The proposed HMO use of the property is considered appropriate in this location and would serve to widen the choice and type of accommodation available in the locality.
39. There is considered to be an acceptable amenity relationship with neighbouring properties and no external alterations or extensions are proposed. The lack of on-site car parking is considered acceptable given that the parking requirement is deemed to be the same as the existing property. Sufficient bin storage and bicycle storage would be provided.

40. All relevant planning issues have been considered and representations taken into consideration in concluding that the proposal comprises an appropriate form of development for the site. The application complies with relevant local and national planning policy alongside supplementary planning documents and is recommended for approval.

RECOMMENDATION:

GRANT subject to the following conditions:

1. The development must be begun not later than three years beginning with the date of this permission.

Reason: Required to be imposed by Section 91 of the Town and Country Planning Act 1990, as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2. The development hereby permitted shall not be carried out except in complete accordance with the details shown on the submitted plans, numbers:

101 (location plan);
103 (proposed site plan, as received 06.12.2024)
301 (proposed floor plans);

Reason: To clarify the permission, having regard to Policy L7 of the Trafford Core Strategy, Policy JP-P1 of Places for Everyone, and the National Planning Policy Framework.

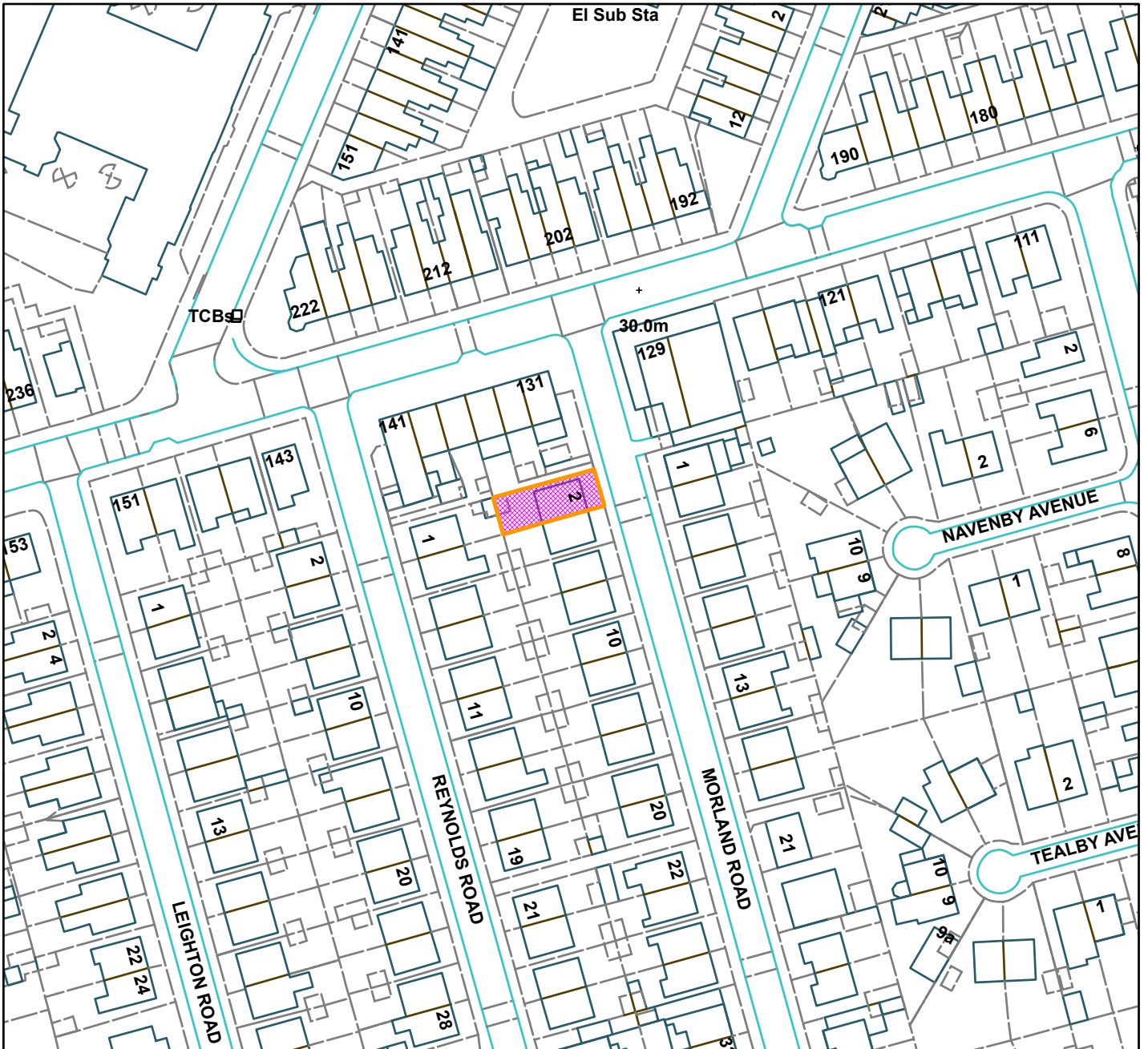
3. Prior to first occupation of the development the bin and bicycle stores as shown on the approved site plan shall be made available for use and retained thereafter.

Reason: In the interests of sustainable transport and bin storage, having regard to Policies L4 and L7 of the Trafford Core Strategy and Policies JP-P1 and JP-C6 of Places for Everyone.

GEN



2 Morland Road, Old Trafford, Manchester (site hatched on plan)



Scale: 1:1,250

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Organisation	Trafford Council
Department	Planning Service
Comments	Committee Date 23/01/2025
Date	13/01/2025
MSA Number	AC0000809316 (2022)

WARD: Flixton

114746/HHA/24

DEPARTURE: NO

Demolition of existing single storey extension and erection of a new single storey side/rear extension with solar panels, PV battery storage and rainwater storage tank to flat roof. Construction of new pitched roof above existing two storey flat roof side extension. Alterations to the front elevation including first floor render, changes to windows and doors and addition of front canopy.

16 Riverside Drive, Flixton, Manchester, M41 9FL

APPLICANT: Mr Young

AGENT:

RECOMMENDATION: GRANT

The application has been reported to the Planning and Development Management Committee as a Council employee within the Place Directorate has an interest in the application.

SITE

The proposed development site consists of a brick-built, detached house. The site is located in a residential area of Flixton bounded by Riverside Drive to the east and residential properties and rear gardens to all other aspects. The property currently benefits from an existing two storey side extension, single storey side/rear extensions and a front porch.

PROPOSAL

Planning permission is sought for the demolition of the dwelling's existing single storey extension and erection of a new single storey side/rear extension with solar panels, PV battery storage and a rainwater storage tank to be installed to the extension's flat roof. The proposals also include the addition of a pitched roof above the property's existing flat roofed two storey side extension, along with alterations to the front elevation including first floor render, changes to windows and doors and the addition of a front canopy.

Value Added:

During the planning process officers have engaged with the applicant to seek amendments to the proposal. Specifically, the planned timber cladding has been omitted, with the proposed external render reduced to only the front elevation's first floor level. The roof tiles of the front canopy addition and existing porch have been amended to reflect those of the dwelling's main roof. The applicant has additionally completed Certificate B and served notice on No.18 Riverside Drive, on the basis that the guttering attached to the new pitched roof above the existing two storey flat roof side extension would overhang the boundary with this neighbouring property.

The planned air source heat pump has been omitted from the application, given the need for additional specification details and technical reports to ensure that there would be no unacceptable amenity impacts. For the same reason, the applicant has recently confirmed that amended plans are to be submitted omitting the solar panels with PV battery storage. Further revisions to the detailed design of the planned front alterations are additionally anticipated. These are expected in advance of the Committee and will be reported in the Additional Information Report.

DEVELOPMENT PLAN

For the purposes of this application the Development Plan in Trafford comprises:

- The **Places for Everyone Plan (PfE)**, adopted 21st March 2024, is a Joint Development Plan of nine Greater Manchester authorities: Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Tameside, Trafford and Wigan. PfE partially replaces policies within the Trafford Core Strategy (and therefore the Revised Trafford Unitary Development Plan), see Appendix A of the Places for Everyone Plan for details on which policies have been replaced.
- The **Trafford Core Strategy**, adopted 25th January 2012; the Trafford Core Strategy partially supersedes the Revised Trafford Unitary Development Plan (UDP), see Appendix 5 of the Core Strategy.
- The **Revised Trafford Unitary Development Plan (UDP)**, adopted 19th June 2006; A number of the policies contained in the Revised Trafford UDP were saved in either September 2007 or December 2008, in accordance with the Planning and Compulsory Purchase Act 2004 until such time that they are superseded by the new Trafford Local Plan.

PRINCIPAL RELEVANT PfE POLICIES

JP-P1 – Sustainable Places

PRINCIPAL RELEVANT CORE STRATEGY POLICIES

L7 – Design

For the purpose of the determination of this planning application, this policy is considered 'up to date' in NPPF Paragraph 11 terms.

OTHER LOCAL POLICY DOCUMENTS

SPD3 – Parking Standards and Design

SPD4 – A guide for Designing House Extensions and Alterations

PROPOSALS MAP NOTATION

None

PRINCIPAL RELEVANT REVISED UDP POLICIES/PROPOSALS

None

RELEVANT PLANNING HISTORY

H06846. Erection of extension to lounge. Approve with Conditions. 17/03/1978.

APPLICANT'S SUBMISSION

Cover Letter

CONSULTATIONS

Environmental Health Officer – *“There is no suitable assessment of noise impacts from the proposed air source heat pumps in line with applicable guidelines. I would recommend that the first step should be for the proposed installer to submit an assessment to satisfy the Microgeneration Certification Scheme (MCS)...*

... Information is sought on the reflection of sunlight from the proposed solar panels to establish if any receptors could be unduly impacted, in which case a glint and glare assessment would be required.”

As noted earlier, given that additional assessments have been requested prior to determination, the applicant has omitted the air source heat pump from the application, and confirmed that the solar panels are also to be omitted. On this basis, the above comments are not considered any further within this report.

REPRESENTATIONS

One representation was received from a neighbouring property in response to this application. The representation outlined concerns with regards to the fact that there would be an overhang in relation to the planned addition of a pitched roof (with soffit and guttering) over the existing two storey flat roof extension immediately adjacent to the site's boundary. Specifically, the comments state:

“I do not object to this per se, I need to understand clearly what is being proposed. The plans as currently presented do not state the dimensions of the roof structure to an extent that allows me to understand the impact on my property.”

The applicant has since completed Certificate B and served notice on the neighbour. Nevertheless, it is important to note that whilst the correct neighbour notice and certificate should be served, there is nothing to prevent an applicant applying for permission that includes development on neighbouring land or for that permission to be granted. The neighbour's rights as property owners are unaffected.

OBSERVATIONS

PRINCIPLE OF DEVELOPMENT

1. The proposal is for an extension and alterations to an existing residential property, within a predominately residential area. Therefore, the proposed development needs to be assessed against the requirements of Policy JP-P1 of the PfE Joint Development Plan, Policy L7 of Trafford's Core Strategy, SPD3 and SPD4.

DESIGN AND VISUAL AMENITY

2. Paragraph 131 of NPPF states 'The creation of high quality, beautiful and sustainable buildings and places is fundamental to what the planning and development process should achieve. Good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities'.
3. Policy JP-P1 of the emerging Places for Everyone (PfE) Joint Development Plan states that developments should have a clear identity that, "respects and acknowledges the character and identity of the locality in terms of design, siting, size, scale and materials used".
4. The design has been considered in line with Policy JP-P1 of PfE and guidance contained within SPD4: A Guide for Designing House Extensions and Alterations.
5. The proposed single storey side/rear extension following demolition of the single storey side extension would have a maximum projection of 8.3m from the rear elevation of the dwelling's existing two storey side extension. At this projection, it would have a width of 4.8m and be set approximately 500mm in off the shared boundary with No.18 Riverside Drive. The extension's rear projection reduces closest to No.14 Riverside Drive, with a projection of 2.25m from the existing single storey extension (total rear projection of 4.25m) and with a width of 5.9m. The extension would likewise be set approximately 550mm in off the common boundary at this side of the site. This extension taken as a whole is considered to be acceptably subservient to the original building and would not result in an overdevelopment of the plot.
6. The proposed extension is to have a part flat roof and part lean-to roof design. The flat roof close to No.18 Riverside Drive would have a maximum height of 3.2m and the new lean-to roof close to No.14 Riverside Drive would have a ridge height of 3.6m and an eaves height of 2.65m. The extension is to be finished in brickwork, white uPVC windows/doors and roof tiles (in respect of the lean-to roof) that would all match the appearance of the existing building materials at the property. It is considered that the design of the proposed extension would relate appropriately to the existing property. Whilst the flat roof design with a rainwater storage tank on top would be in contrast to the hipped design of the dwelling's main roof, the extension is single storey, would remain subservient to the original dwelling and the storage tank would be sited behind a 1.2m high louvered

screen. The extension is therefore considered to be acceptable in this site-specific context.

7. As part of the application, the construction of a new pitched roof above the application property's existing two storey side extension is planned. The proposal would see the extension of the original dwelling's hipped roof, removing the existing unsympathetic flat roof. The extended roof would maintain the dwelling's eaves height of 5.1m and have a ridge height set 300mm down from the main roof. This addition is considered to be an improvement in design terms.
8. Alterations to the front elevation of the dwelling are additionally proposed. Specifically, render and quoining detail is to be added. Whilst it is acknowledged that the existing application property is finished solely in red/brown brick, it is noted that render is a feature in the street scene with properties to the south seeing both render and quoining detail. As reported earlier, the proposed plans have been amended whereby the external rendering is now only proposed to the dwelling's first floor and seeks to replicate the design of Nos. 18 and 20 Riverside Drive. These revised plans are considered to provide an appropriate design and would not have a detrimental impact on the character and appearance of the surrounding area. As the addition of render would result in the potential to render the whole property at a later date under permitted development rights, it is recommended that a condition is attached removing this permitted development right.
9. In relation to the changes to the windows, permission is sought for the removal of all of the white uPVC windows to the property's front elevation and the replacement with black uPVC windows. It is important to note that the existing street scene comprises of houses of varying designs and materiality, with various window frame colours seen. Given the above context, it is considered that the alterations would not appear out of place or alien within the street scene and would not detract from the established character of the application property. Similarly, the removal of the existing side extension's ground floor door and two first floor windows, with the formation of two new single window openings planned are considered to provide an acceptable design.
10. The proposed front canopy would be positioned between the ground and first floor levels of the application property and it would see a width of 5m that joins to the property's existing porch and would project 0.6m towards Riverside Drive. Given this planned projection and the proposed lean-to roof with roof tiles to match the main roof (as amended), the planned canopy is considered to be acceptable and would not disproportionately erode the character and style of either the host dwelling or the street scene.
11. Notwithstanding the above, having regard to the overall scale of the front alterations, the addition of brick slips and infilling of existing window/door openings, it is considered that, in order to minimise the risk of an unsightly join

between old and new materials and to ensure an acceptable appearance in the street scene generally, a condition should be attached requiring samples / detailed specifications of materials to be submitted.

12. In summary, subject to appropriate conditions it is considered that the proposed extensions and alterations would be acceptable in design terms and would not have a detrimental impact on the character or visual amenity of the street scene or the surrounding area. As such, it is considered that the proposal would comply with Policy JP-P1 of PfE and policies in the NPPF in relation to design.

RESIDENTIAL AMENITY

13. Policy L7 of the Core Strategy specifies about residential amenity in paragraph L7.3:

'In relation to the protection of residential amenity, development must:

- *Be compatible with the surrounding area; and*
- *Not prejudice the amenity of the future occupiers of the development and/or occupants of adjacent properties by reason of overbearing, overshadowing, overlooking, visual intrusion, noise and/or disturbance, odour or in any other way.'*

14. SPD4 also sets out detailed guidance for protecting neighbouring amenity (paras. 2.14 to 2.18) as well as under the relevant sections for particular types of development.

Overbearing and Overshadowing Impact:

15. Paragraphs 3.4.2. of SPD4 states:

The most common situation where harm may be caused to the neighbouring property is in the instance of terraced and semi-detached properties however these guidelines also apply to detached properties. Normally, a single storey rear extension close to the boundary should not project more than 3m from the rear elevation of semi-detached and terraced properties and 4m for detached properties. If the extension is set away from the boundary by more than 15cm, this projection can be increased by an amount equal to the extra distance from the side boundary (e.g, if an extension is 1m from the side boundary, the projection may be increased to 4m for a semi-detached or terraced extension).

16. In relation to the aspect of the single storey extension closest to the boundary with No.14 Riverside Drive, the planned projection is reduced to a total of 4.25m (including the existing rear extension). Whilst it is recognised that this neighbouring property is set further forward than the application property, when having regard to the fact that No.14 currently benefits from a single storey

projection of 2m immediately adjacent to the shared boundary, and the subsequent planned projection beyond this neighbour's rear projection (approximately 4m), with the separation distance of 550mm, the proposal would comply with the guidance contained in SPD4. Similarly, in relation to No.18 Riverside Drive, the planned projection beyond the rear elevation of the application property (6.25m projection) would be within the parameters of SPD4, given the distance from the shared boundary (500mm) and the position of the neighbour's rear elevation when considering its existing single storey rear extension with a rear projection of approximately 3m.

17. In terms of the planned front canopy this would have a forward projection of 0.6m and be open sided. On this basis, the canopy is not considered to project excessively forward and results in no unacceptable overshadowing or overbearing impact on the habitable rooms of No.18 Riverside Drive
18. No amenity concerns are anticipated as a result of the proposal's other alterations. The proposed extension and alterations are therefore not considered to cause any unacceptable overbearing or overshadowing impact.

Overlooking/Loss of Privacy

19. Paragraph 2.15.2 of SPD4 states:

Extensions which would result in the windows of a habitable room (e.g. living room or bedroom) being sited less than 10.5m from the site boundary overlooking a neighbouring private garden area are not likely to be considered acceptable, unless there is adequate screening such as significant mature evergreen planting or intervening buildings.

20. Paragraph 2.15.3 of SPD4 states:

Window to window distances of 21m between principal elevations (habitable room windows in properties that are directly facing each other) will normally be acceptable as long as account is taken of the fact that the facing properties may need, in fairness to be extended also. Where ground floor extensions result in separation distances that are less than the distances specified in these guidelines these are only likely to be acceptable where fencing, planting or other screening can mitigate the impact on the privacy of neighbouring properties. Any change in ground floor level between properties, or in a property, can affect the separation distance required to mitigate potential overlooking.

21. Whilst the proposal would introduce rear facing habitable room outlooks, which would be closer to the rear boundary of the development site (minimum separation distance of 7.8m), existing boundary treatments at this common boundary with Nos. 49 and 51 Southgate mean that there would be no unacceptable overlooking impact.

22. It is noted that the planned works would see two new windows installed to the side elevation of the extension. Nevertheless, on the basis that one of the windows would serve a wet room (non-habitable room) and the other would be a high level 'letterbox' style secondary window to the proposal's downstairs bedroom, no unacceptable overlooking is anticipated.
23. Furthermore, for the avoidance of doubt and in order to protect the privacy of the neighbouring properties, a condition is recommended restricting any further work that would allow the use of the flat roof of the extension as a balcony.
24. Given that the application property faces onto the open fields of Urmston Meadows, no undue impact would occur with regards to the introduction of the new windows to the front elevation.
25. In summary, subject to the submission of revised plans omitting the planned solar panels, it is considered that the proposal would not have any unacceptable impact on the residential amenity of any neighbouring dwellings and would comply with Policy L7 of the Trafford Core Strategy and policies in the NPPF.

PARKING

26. The proposed extension and alterations would not result in the creation of any additional bedrooms, with only alterations to the distribution of the existing five bedrooms planned. The proposal would therefore not generate any additional parking demand. It is noted that the application proposes the conversion of the dwelling's garage into a store/workshop, however it is to be acknowledged that this could be achieved under permitted development rights, whereby an assessment on parking provision would not be required. The existing parking spaces would also be retained on the site's driveway. It is therefore considered that there would not be any unacceptable parking impacts.

SUSTAINABILITY

27. It is acknowledged that, for reasons of residential amenity, the proposed air source heat pump has been removed from the plans and the solar panels will be. This is because further supporting information is required in order for the impact of these installations to be assessed in terms of the potential impact on neighbouring properties from noise / glint and glare. The applicant wishes to obtain consent for the extensions without further delay for the assessment of the ASHP and solar panels. These can be progressed separately, with the necessary supporting information once it is available.
28. There are permitted development rights for many domestic renewable energy installations. However, the installations previously proposed here do not fall within these permitted development rights – and their specification is such that

they have the potential for an adverse impact on neighbouring properties, hence the need for noise and glint and glare assessments. This does not mean that they cannot proceed, but that officers need to be satisfied that their impacts are acceptable. Alternatively, it may be possible for permitted development rights to be exercised, albeit a change to the specification of both installations would be required.

DEVELOPER CONTRIBUTIONS

29. The proposed development will increase the internal floorspace of the dwelling by less than 100m² and therefore will be below the threshold for CIL charging.

PLANNING BALANCE AND CONCLUSION

30. The scheme has been assessed against the development plan and national guidance and it is considered that, subject to the receipt of satisfactory amended plans, the proposed development will result in an acceptable form of development with regard to the amenity of neighbouring residents, and the impact on the street scene and the surrounding area more generally.

31. All relevant planning issues have been considered in concluding that the proposal comprises an appropriate form of development for the site. The application is therefore recommended for approval.

RECOMMENDATION:

GRANT subject to the following conditions: -

1. The development must be begun not later than three years beginning with the date of this permission.

Reason: Required to be imposed by Section 91 of the Town and Country Planning Act 1990, as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2. Plans condition (to be detailed in Additional Information Report).
3. Notwithstanding any description of materials in the application no works involving the use of any materials to be used externally on the building shall take place until samples and / or full specifications of all such materials (including bricks, render, brick slips, roof tiles and windows/doors) have been submitted to and approved in writing by the Local Planning Authority. Such details shall include the type, colour and texture of the materials. Development shall be carried out in accordance with the approved details.

Reason: In order to ensure a satisfactory appearance in the interests of visual amenity having regard to Policy JP-P1 of PfE and the requirements of the National Planning Policy Framework.

4. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 2015 (or any Order amending or replacing that Order), the flat roof area of the extension hereby approved shall not be used as a balcony, terrace, roof garden or similar amenity area, and no railings, walls, parapets or other means of enclosure shall be provided on that roof other than that shown on the approved plans, unless planning permission has previously granted for such works.

Reason: To protect the privacy and amenity of the occupants of the adjacent dwellinghouse, having regard to Policy L7 of the Trafford Core Strategy, the Council's adopted Supplementary Planning Document 4: A Guide for Designing House Extensions and Alterations and the National Planning Policy Framework.

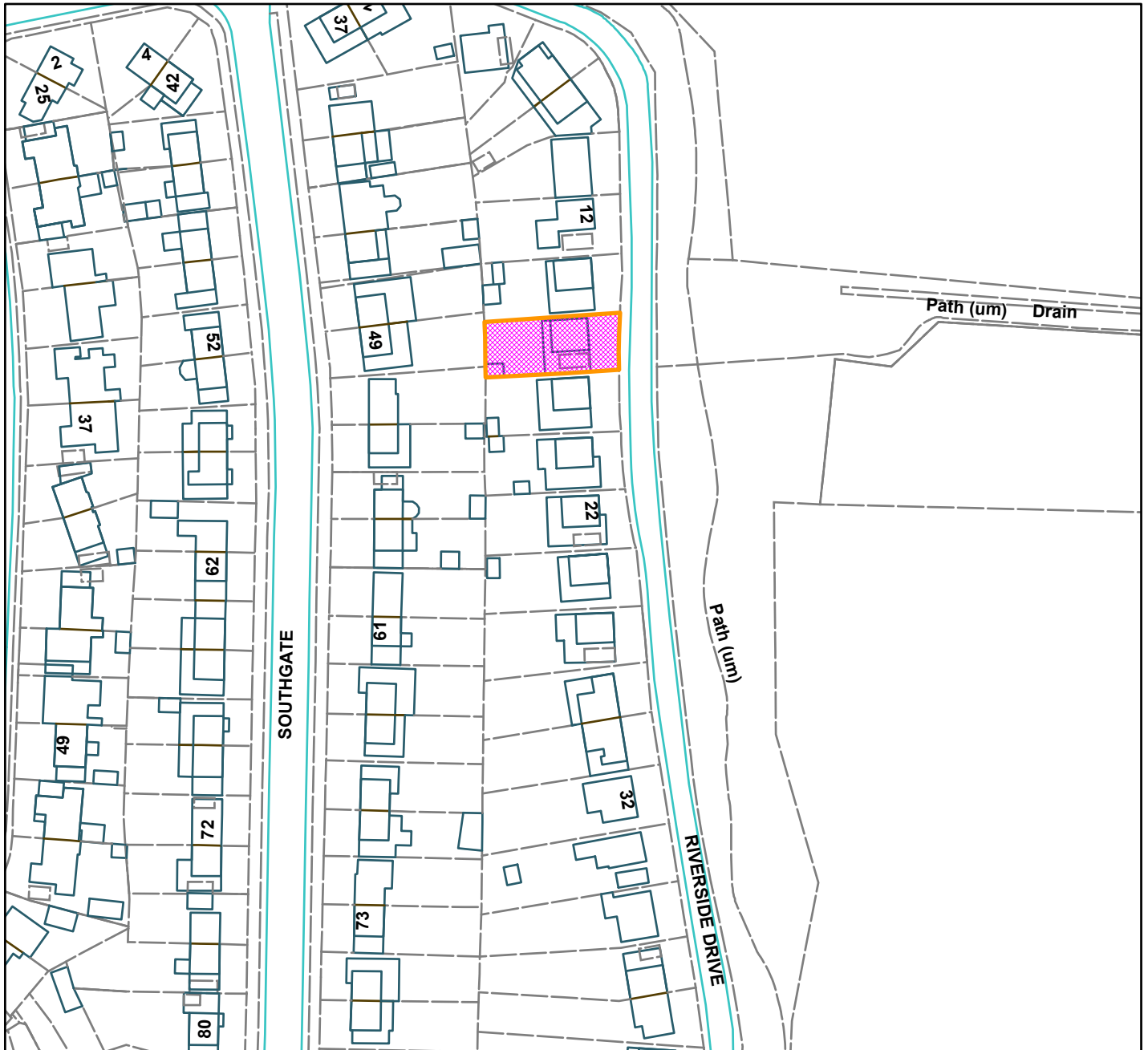
5. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 2015 (or any equivalent Order following the amendment, re-enactment or revocation thereof) no further rendering of the front elevation of the application property shall take place other than that shown on the approved plans, unless a further permission has first been granted for these alterations on application to the Local Planning Authority.

Reason: In the interests of visual amenity, having regard to Policy JP-P1 of Places for Everyone, the Council's adopted Supplementary Planning Document 4: A Guide for Designing House Extensions and Alterations and the National Planning Policy Framework.

SAMP



16 Riverside Drive, Flixton, Manchester (site hatched on plan)



Scale: 1:1,250

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Organisation	Trafford Council
Department	Planning Service
Comments	Committee Date 23/01/2025
Date	13/01/2025
MSA Number	AC0000809316 (2022)

WARD: Ashton upon Mersey **115074/HHA/24**

DEPARTURE: No

Erection of single storey side and rear extension and rear bin store

9 Bowness Drive, Sale, M33 6WH

APPLICANT: Mr & Mrs Walley

AGENT: William McCall

RECOMMENDATION: GRANT

The application has been reported to the Planning and Development Management Committee as a Council employee within the Place Directorate has an interest in the application.

SITE

The application site relates to a two-storey, semi-detached dwellinghouse sited on the eastern side of Bowness Drive, Sale. There is an existing front porch and detached garage to the rear. The property is surrounded by residential land uses on all sides. Off-street parking provision is provided by the driveway to the front of the property.

PROPOSAL

Planning permission is sought for the removal of the existing garage and the erection of a single storey side and rear extension with external alterations including an external bin store to the rear.

The proposed single storey side extension is to project 1.57m beyond the original side elevation of the dwelling. The proposed extension is to be set back 130mm from the existing front elevation of the property. A minimum separation distance of at least 770mm is to be retained between this proposed side extension and the side boundary at its closest point.

The proposed single storey rear extension is to project 3m beyond the original rear elevation of the dwelling with a separation distance of at least 150mm to be retained to the common boundary shared with No.11 Bowness Drive.

The proposed bin store would be situated to the rear of the extension along the shared boundary with No.7 Bowness Drive. The proposed bin store would be 2.74m wide, have depth of 810mm and a height of 1.2m.

The proposed side extension is to have a hipped roof with a ridge height of 3.04m and an eaves height of 2.52m. The proposed rear extension is to have a gable roof with a maximum ridge height of 3.74m and an eaves height of 2.52m. There would be 1no. electrical vehicle charging point to the front and side elevations respectively.

Brickwork, concrete roof tiles and white uPVC windows/doors would match the appearance of existing building materials at the property.

DEVELOPMENT PLAN

For the purposes of this application the Development Plan in Trafford comprises:

- The **Places for Everyone Plan (PfE)**, adopted 21st March 2024, is a Joint Development Plan of nine Greater Manchester authorities: Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Tameside, Trafford and Wigan. PfE partially replaces policies within the Trafford Core Strategy (and therefore the Revised Trafford Unitary Development Plan), see Appendix A of the Places for Everyone Plan for details on which policies have been replaced.
- The **Trafford Core Strategy**, adopted 25th January 2012; The Trafford Core Strategy is the first of Trafford's Local Development Framework (LDF) development plan documents to be adopted by the Council; it partially supersedes the Revised Trafford Unitary Development Plan (UDP), see Appendix 5 of the Core Strategy.
- The **Revised Trafford Unitary Development Plan (UDP)**, adopted 19th June 2006; The majority of the policies contained in the Revised Trafford UDP were saved in either September 2007 or December 2008, in accordance with the Planning and Compulsory Purchase Act 2004 until such time that they are superseded by policies within the (LDF). Appendix 5 of the Trafford Core Strategy provides details as to how the Revised UDP is being replaced by Trafford LDF.

PRINCIPAL RELEVANT PfE POLICIES

JP-P1 – Sustainable Places

PRINCIPAL RELEVANT CORE STRATEGY POLICIES

L7 – Design (amenity)

For the purpose of the determination of this planning application, this policy is considered 'up to date' in NPPF Paragraph 11 terms

OTHER LOCAL POLICY DOCUMENTS

SPD4 – A Guide for Designing House Extensions and Alterations

PROPOSALS MAP NOTATION

None

PRINCIPAL RELEVANT REVISED UDP POLICIES/PROPOSALS

None

NATIONAL PLANNING POLICY FRAMEWORK (NPPF)

The DLUHC published the latest version of the National Planning Policy Framework (NPPF) on 12th December 2024. The NPPF will be referred to as appropriate in the report.

NATIONAL PLANNING PRACTICE GUIDANCE (NPPG)

The DLUHC published the National Planning Practice Guidance on 6th March 2014, and was last updated on 12 December 2024. The NPPG will be referred to as appropriate in the report.

RELEVANT PLANNING HISTORY

None

APPLICANT'S SUBMISSION

None

CONSULTATIONS

None

REPRESENTATIONS

No representations have been received in response to this application.

OBSERVATIONS

PRINCIPLE OF DEVELOPMENT

1. The proposal is for an extension to an existing residential property, within a predominantly residential area. Therefore, the proposed development needs to be assessed against the requirements of Policy JP-P1 of PfE, Policy L7 of Trafford's Core Strategy and SPD4.

DESIGN AND VISUAL AMENITY

2. Paragraph 131 of NPPF states 'The creation of high quality, beautiful and sustainable buildings and places is fundamental to what the planning and development process should achieve. Good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities'.
3. Policy JP-P1 of the emerging Places for Everyone (PfE) Joint Development Plan states that developments should have a clear identity that, "respects and acknowledges the character and identity of the locality in terms of design, siting, size, scale and materials used".
4. The design has been considered in line with Policy JP-P1 of PfE and guidance contained within SPD4: A Guide for Designing House Extensions and Alterations.
5. The proposed single storey side extension would project 1.57m beyond the original side elevation of the dwelling with a setback of 130mm from the existing front elevation of the property. A minimum separation distance of at least 780mm is to be retained between this proposed side extension and the side boundary with No. 7 at its closest point. The proposed single storey rear extension is to project 3m beyond the original rear elevation of the dwelling and would be set 150mm away from the common boundary with No.11. The

extension is considered to be of an acceptable scale and proportionate and complementary, in height and width, to the size of the original dwelling.

6. The proposed side extension is to have a hipped roof with a ridge height of 3.04m and an eaves height of 2.52m. The proposed rear extension is to have a gable roof with a maximum ridge height of 3.74m and an eaves height of 2.52m. The extension is to be finished in brickwork, concrete roof tiles and white uPVC windows/doors to match the appearance of the existing building materials at the property. It is considered that the design of the proposed extension would relate appropriately to the existing property. Whilst the gabled roof design at the rear would be in contrast to the hipped design of the main roof, the extension would remain subservient to the original dwelling and would be acceptable in this respect.
7. The proposed bin store would be situated to the rear along the shared boundary with No.13 Bowness Drive. The proposed bin store is to be constructed from timber and would be 2.74m wide and have a depth of 810mm and a height of 1.2m. The proposed bin store is modest in scale and would not have any significant impact in the street scene.
8. It is therefore considered that the proposed extensions and alterations would be acceptable in design terms and would not have a detrimental impact on the visual amenity of the street scene or the surrounding area. As such, it is considered that the proposal would comply with Policy JP-P1 of PfE and policies in the NPPF in relation to design.

RESIDENTIAL AMENITY

9. Policy L7 of the Core Strategy states that in relation to matters of amenity, development must not prejudice the amenity of future occupiers of the development and/or occupants of adjacent properties by reason of overbearing, overshadowing, overlooking, visual intrusion, noise or disturbance, odour or in any other way.
10. SPD4 also sets out detailed guidance for protecting neighbouring amenity (paras 2.14 to 2.18) as well as under the relevant sections for particular types of development.

Paragraph 2.14.2 states *'it is important that extensions or alterations:*

- *Do not adversely overlook neighbouring windows and/or private gardens areas*
- *Do not cause a significant loss of light to windows in neighbouring properties and/or their patio and garden areas*
- *Are not sited so as to have an overbearing impact on neighbouring amenity'*

Paragraph 2.17.2 states *'the factors that may be taken into account when assessing a potential loss of light or overbearing impact include:*

- *The size, position and design of the extension*

- *Orientation of the property*
- *Presence of other habitable room windows/sources of light in neighbouring rooms*
- *Relative position of neighbouring houses and existing relationship*
- *Size of the garden*
- *Character of the surrounding area*

11. SPD4 also sets out detailed guidance for rear extensions (paras 3.4.1 to 3.4.11).

Paragraph 3.4.2 states '*Normally, a single storey rear extension close to the boundary should not project more than 3m from the rear elevation of semi-detached and terraced properties and 4m for detached properties. If the extension is set away from the boundary by more than 15cm, this projection can be increased by an amount equal to the extra distance from the side boundary (e.g, if an extension is 1m from the side boundary, the projection may be increased to 4m for a semi-detached or terraced extension).*'

12. The impact of the extension on the amenity of the respective neighbouring properties is considered in turn below.

7 Bowness Drive

13. No.7 Bowness Drive is the neighbouring property located to the north of the application dwelling.

14. The proposed rear extension would project 3m beyond the rear elevation of this neighbouring property with a minimum separation distance of 780mm to be retained to the common boundary. The proposed extension would therefore comply with paragraph 3.4.2 of SPD4 in relation to this neighbouring property and is not considered to cause any undue overbearing or overshadowing impact.

15. The proposed French doors and access door to the utility room in the side elevation facing this neighbouring property are not considered to cause any undue overlooking impact, given that screening would be provided by the fence on the side boundary and given that the windows would face the side elevation of the neighbouring property, which does not include any principal main habitable room windows.

16. The proposed rear bin store would be screened from view from this neighbouring property by the garage situated along the common boundary.

11 Bowness Drive

17. No.11 Bowness Drive is the neighbouring property located to the south of the application dwelling.

18. The proposed rear extension would project 3m beyond the rear elevation of this neighbouring property with a minimum separation distance of 150mm to be retained to the common boundary. The proposed extension would therefore comply with paragraph 3.4.2 of SPD4 in relation to this neighbouring property and is not considered to cause any undue overbearing or overshadowing impact.
19. There are no windows proposed to the side elevation facing this neighbouring property.

Neighbouring properties to the rear

20. A minimum separation distance of at least 9.5m is to be retained between the proposed rear extension and the rear site boundary. The proposed rear extension is not considered to have any unacceptable impact upon the residential amenity of any of the neighbouring properties to the rear.
21. As such, it is considered that the proposal would not have any unacceptable impact on the residential amenity of any neighbouring dwellings and would comply with Policy L7 of the Core Strategy and policies in the NPPF in this respect.

PARKING

22. The proposed scheme would not result in any additional bedrooms at the property and would have no impact upon the existing parking arrangements.

DEVELOPER CONTRIBUTIONS

23. The proposed development will increase the internal floor space of the dwelling by less than 100m² and therefore will be below the threshold for CIL charging.

PLANNING BALANCE AND CONCLUSION

24. The scheme has been assessed against the development plan and national guidance and it is considered that the proposed development would result in an acceptable form of development with regard to the amenity of neighbouring residents, and the impact on the street scene and the surrounding area more generally. The proposals comply with the development plan when taken as a whole.
25. All relevant planning issues have been considered in concluding that the proposal comprises an appropriate form of development for the site. The application is therefore recommended for approval.

RECOMMENDATION:

GRANT subject to the following conditions: -

1. The development must be begun not later than three years beginning with the date of this permission.

Reason: Required to be imposed by Section 91 of the Town and Country Planning Act 1990, as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2. The development hereby permitted shall not be carried out except in complete accordance with the details shown on the submitted plans, number 11/24/108 Sheet 1 Rev. A, received by the local planning authority on 6 January 2025, and Sheet 2, received by the local planning authority on 29 November 2024.

Reason: To clarify the permission, having regard to Policy JP-P1 of PfE, Policy L7 of the Trafford Core Strategy and the National Planning Policy Framework.

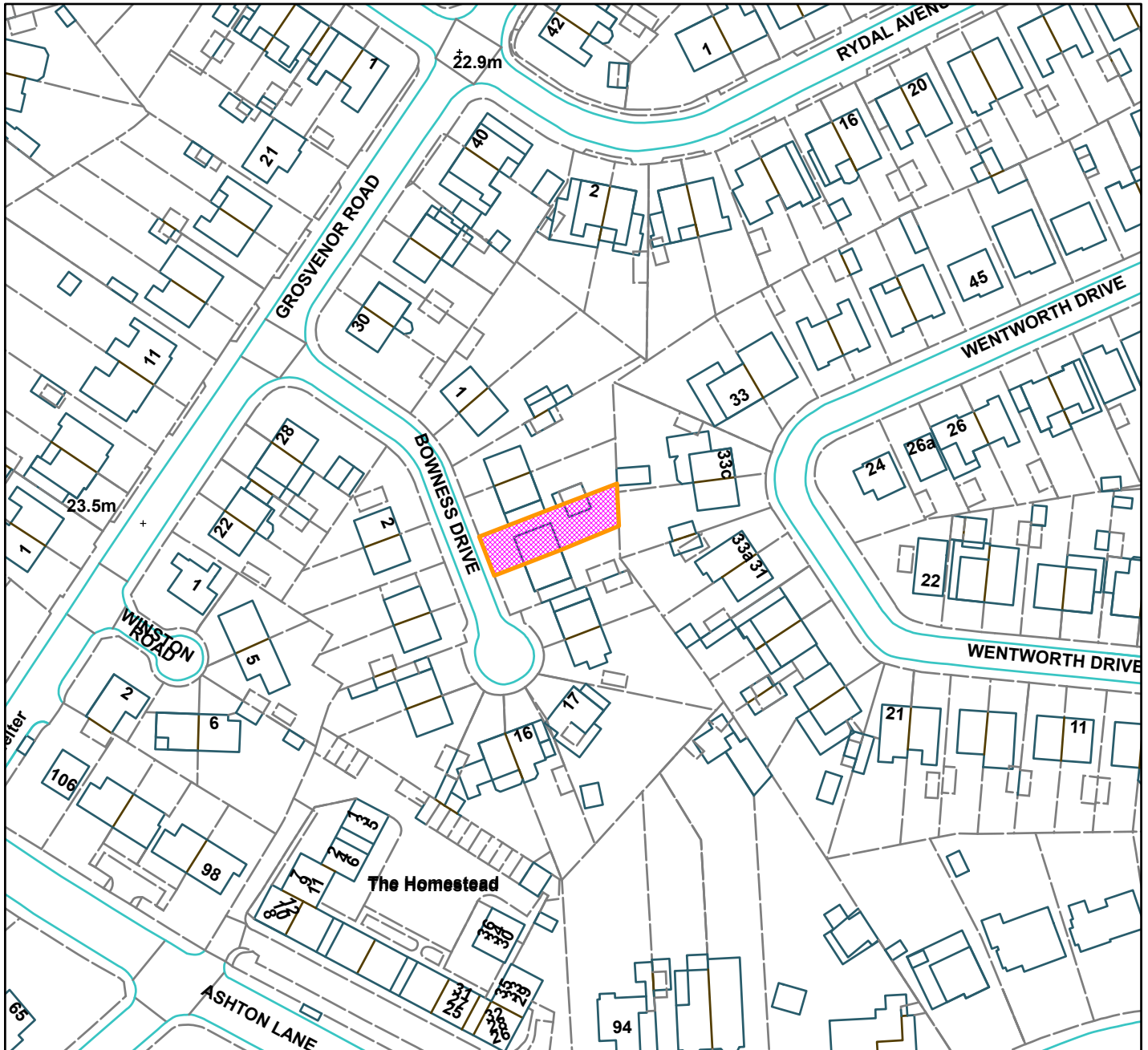
3. The materials used in any exterior work must be of a similar appearance to those used in the construction of the exterior of the existing building.

Reason: In order to ensure a satisfactory appearance in the interests of visual amenity having regard to Policy JP-P1 of PfE, the Council's adopted Supplementary Planning Document 4: A Guide for Designing House Extensions and Alterations and the requirements of the National Planning Policy Framework.

DC



9 Bowness Drive, Sale (site hatched on plan)



Scale: 1:1,250

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Organisation	Trafford Council
Department	Planning Service
Comments	Committee Date 23/01/2025
Date	13/01/2025
MSA Number	AC0000809316 (2022)

TRAFFORD COUNCIL

Report to: Planning and Development Management
Committee Date: 23 January 2025
Report for: Decision
Report of: Head of Planning and Development

Report Title

Approval of Revised Application Validation Checklist for Publication

Summary

This report follows on from the report presented to the Planning and Development Management Committee on 7 November 2024 which sought Members' approval for the draft revised Application Validation Checklist to go out to public consultation.

The online consultation ran from 11 November 2024 to 23 December 2024 and invited stakeholders to complete a short questionnaire.

The responses received did not raise major issues with the revised Validation Checklist and minor amendments have been made as a result of the representations received.

Recommendation

- 1) That Members of the Planning and Development Management Committee note the contents of this report and approve the amended revised draft Application Validation Checklist for publication.
- 2) That the Head of Planning and Development be authorised to make minor updates to the revised Validation Checklist in the event that additional guidance and information is published which informs the checklist.

Contact person for access to background papers and further information:

Name: Debra Harrison
Extension: 3149

Appendix 1: Consultation Summary
Appendix 2: Application Validation Checklist

1. Introduction and Background

- 1.1 In November 2024, members approved the revised draft Application Validation Checklist for consultation purposes.
- 1.2 To recap, paragraph 39 of the National Planning Practice Guidance (NPPG) category, “Making an application”, states that “A local planning authority may request supporting information with a planning application. Its requirements should be specified on a formally adopted “local list” which has been published on its website less than two years before the application is submitted. Local information requirements have no bearing on whether a planning application is valid unless they are set out on a local list”.
- 1.3 Paragraph 40 states that “The local list is prepared by the local planning authority to clarify what information is usually required for applications of a particular type, scale or location. In addition to being specified on an up-to-date local list published on the local planning authority’s website, information requested with a particular planning application must be:
 - reasonable having regard, in particular, to the nature and scale of the proposed development; and
 - about a matter, which it is reasonable to think will be a material consideration in the determination of the application.
- 1.4 Paragraph 43 states that “A local list should be reviewed at least every two years.” It is therefore necessary to review the existing Application Validation Checklist and revise and update this where necessary. This is the fifth review of the checklist since it was first adopted in 2013, the most recent being in 2023. Paragraph 44 states that “Where a local planning authority considers that changes are necessary, the proposals should be issued to the local community, including applicants and agents, for consultation...Consultation responses should be taken into account by the local planning authority when preparing the final revised list. The revised local list should be published on the local planning authority’s website.”
- 1.5 Once adopted, if the information that is required by the checklist is not included with an application and is considered by the local planning authority to be reasonable and necessary in order to properly assess the application, the authority will be entitled to declare the application invalid. Conversely, applications which are validated are likely to contain sufficient information for a decision to be made and this should enable the Council to achieve a greater percentage of decisions within government timescales. However, it must be recognised that there may still be situations where a validated application will not contain all the information required for a decision to be made and the Council may seek additional information post-validation under the existing statutory provisions set out in the Town and Country Planning (Application) Regulations 1988.

2. Consultation

- 2.1 The draft updated Application Validation Checklist (November 2024) has now been out to consultation from 11 November to 23 December. The online consultation invited stakeholders to complete a short questionnaire.
- 2.2 All consultees on the Local Plan consultation list (437 total) were notified of the consultation and a notice was posted on the Council's planning pages notifying users of the consultation. The consultation was hosted on Trafford Council's Engagement Hub.
- 2.3 Seventeen responses were received from stakeholders, consultees and members of the public. The representations raised within the responses along with the Council's response are outlined in Appendix 1.
- 2.4 In summary the responses raised the following concerns:
- The requirements for an Outline Application under the Criteria Based Documents are identical to a Full Application.
 - Many of the documents requested can be dealt with by planning condition.
 - Some document requirements cannot be provided at outline application stage.
 - Some document requirements duplicate Building Regulation requirements or should be dealt with via Building Regulations.
 - Responses from Natural England, Sport England and National Highways requested that additional guidance was included in the Validation Checklist.

3. Amendments

- 3.1 In response to comments, the following amendments were made to the Application Validation Checklist:
- Remove 'Material Schedule' from Householder checklist.
 - Minor title change to Ecological and Biodiversity Survey to confirm this requirement also covers Protected Species Surveys and minor change to threshold.
 - Move 'Energy Statement' from 'Essential Requirements' to 'Criteria Based Documents' in Full and Outline checklists and update 'Energy Statement' threshold.
 - Add new requirement for a 'Planning Statement' to Full and Outline checklists.
 - Add new requirement for 'Parameters Plans' to Outline checklist.
 - Clarification was added to some requirements in the outline and reserved matters planning application checklists to provide clarity on the plan/document requirements for each type of application submission.
 - New requirement for an Air Quality Assessment where there is potential for air quality issues to affect a European/Internationally or Nationally designated site, as identified by Natural England.
 - Additional guidance included in the Biodiversity Net Gain section.
 - Minor text changes to Context Character Appraisal and clarification that this document should be proportionate to the scale of the scheme.

- Minor update to Drainage Strategy/Statement.
- Additional criteria added to Ecological and Biodiversity Survey regarding protected species, and further advice and guidance on Natural England resources.
- Threshold for Equalities Statement amended to include 'all apartment developments'.
- Green Belt Impact Statement section amended to include reference to 'grey belt' as a result of the December amendments to the NPPF.
- Update Habitat Regulation assessment to include links to information on designated sites.
- Amendment to the threshold for Landscape/Townscape Visual Impact Assessment section, which is now only required for EIA development.
- Landscape/Townscape Visual Appraisal now required for non-EIA development where appropriate.
- Further guidance on M4(2)/M4(3) Compliance Statement provided.
- Sport England guidance added to the 'Open Space Assessment' section.
- Highways England guidance added to Transport Assessment (TA)/Transport Statement (TS) /Travel Plan (TP).

3.2 All NPPF paragraph reference numbers have also been updated as necessary since the publication of the updated NPPF on 12 December 2024.

3.3 It is anticipated that during 2025/2026 additional guidance will be published either nationally, at a Greater Manchester level or arising from Executive reports in relation to topics such as, but not limited to, domestic air source heat pump guidance (for non-permitted development applications), Trafford's List of Local Heritage Assets and the Holcroft Moss SPD. Some of this may provide further guidance on the scope of information which is already required by the Validation Checklist. For example, guidance may be provided on the scope of a noise assessment required for a domestic air source heat pump.

3.4 It is requested that authorisation be given to the Head of Planning that updates can be made to the Validation Checklist to include links to guidance of this nature without the need for a formal review of the Validation Checklist. This would inform and provide additional guidance to the validation checklist rather than change the requirements of the checklist. Where there is any doubt, the Head of Planning would consult with the Chair of this Committee.

3. Conclusion

3.1 The responses received did not raise any significant issues or concerns with the revised Validation Checklist. Minor amendments have been made in response to the representations received.

3.2 The revised Application Validation Checklist for publication can be found at Appendix 2 of this report.

4. Recommendation

4.1 That Members of the Planning and Development Management Committee

approve the amended draft Application Validation Checklist for publication.

- 4.2 That the Head of Planning and Development be authorised to add make minor updates to the revised Validation Checklist in the event that additional guidance and information is published which informs the checklist.

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Respondent name / organisation / agent	Summary of rep	Council Response
PHD Design	The requirements for an Outline Application under the Criteria Based Documents are identical to a Full Application.	Noted and clarification included on criteria based requirements.
	Many of the documents requested can be dealt with planning condition.	PPG paragraph 006 'Use of planning conditions', states that local planning authorities should limit " <i>the use of conditions requiring their approval of further matters after permission has been granted</i> ". It is considered that in order to ensure that all critical material considerations are dealt with appropriately, they must be dealt with during the course of a planning application and not left to condition. When left to condition, issues such as Landscape Strategies and Drainage Strategies cannot always be implemented as set out on approved plans, resulting in the need for unnecessary delay in the implementation of permissions.
P Kilvert	The comments made were related to planning policy and not the validation of planning applications.	
V Woodward	The comments made were not related to the validation of planning applications.	
J Ritchie	The comments made were not related to the validation of planning applications.	
J Williams	Query raised with Appendix 2 (Viability Assessment guidance) in relation to the requirement for "Projection Model/Overage" and concern that this would lead to a liability for Council Tax Payers	This section remains the same as within previously adopted Validation Checklists. Viability Assessments do not result in any liabilities on Council Tax payers.

Altrincham Neighbourhood Design Business Plan - Design Group	A comprehensive checklist for all the variations of planning applications and lots of information required from applicants, are there any significant changes?	All changes were listed in the report presented to Planning and Development Committee on 12 December.
	The level of information required for outline planning applications should be reduced to providing sufficient information to understand the principle of development.	Noted and clarification included on criteria based requirements.
	Concern raised with appendices and how they are to be used	Noted.
	Query over SuDS and the involvement of the Environment Agency. Shouldn't the actions and strategy be clearly defined by the Environment Agency.	The Environment Agency are a statutory consultee on certain applications as set out in The Town Country Planning (Development Management Procedure) (England) Order 2015.
	There is a risk of the design code being applied too literally e.g. landscape led design for a development that covers an entire site.	The Trafford Design Code is an adopted SPD and these comments do not relate to the validation of planning applications.
Stantec	The criteria for outline planning applications should include parameters plans.	Noted. Parameters Plans added to the outline planning application checklist.
G Kitson	Biodiversity Net Gain Statement/Plan - threshold is too low. Account should be taken of the potential for Net Gain, metric of the 10% net gain is low, meaning the resources utilised in surveying, reviewing and preparing the necessary information via site visits etc potentially outweighs the gain in environmental terms.	BNG requirements are set by legislation and these comments do not relate to the validation of planning applications.
	Design Code Compliance Statement - This is a restriction to creativity and a complete misunderstanding of the architectural design process	The Trafford Design Code is an adopted SPD and these comments do not relate to the validation of planning applications.

	<p>Drainage Strategy / Statement - This should be a standard condition for any Major applications approvals which can then be implemented as part of a discharge application and should be covered by Building Regulations. Preparing a sufficiently detailed drainage design requires RIBA Stage 4 detailed design which isn't sustainable when there is no guarantee of planning permission.</p>	<p>It is considered that in order to ensure that all critical material considerations are dealt with appropriately, they must be dealt with during the course of a planning application and not left to condition. When left to condition, issues such as Drainage Strategies cannot always be implemented as set out on approved plans, resulting in the need for changes to schemes and delays in the implementation of permissions.</p>
	<p>Energy Statement - should be covered by Building Regulations. Not economically viable to undertake RIBA stage 4 design prior to approval.</p>	<p>The requirement for an Energy Statement is set out in Policy JP-S2 of the adopted Places for Everyone Plan (2024).</p>
	<p>Façade Design Analysis - repetition of Design Code Compliance Statement.</p>	<p>The two document requirements are different.</p>
	<p>Heritage Assessment - Definition of 'character' needs to be clarified. Character develops over time.</p>	<p>NPPF paragraphs 207-211 set out how Heritage Assessments should be carried out. Historic England provide advice on topics such as character, e.g. https://historicengland.org.uk/whats-new/research/back-issues/historic-character-and-good-design/.</p>
D Peacock	<p>There's no publicly available list of NDHAs and requirement for Heritage Statements should be removed</p>	<p>A draft list of locally listed buildings is available on the Council's website - Executive Agenda 18 November 2024. This will be consulted on in the first quarter of 2025. It is important to note that NDHA's can also be identified through the planning process.</p>
	<p>General comment on mapping of conservation areas</p>	<p>All Conservation Areas are mapped on the Trafford My Council map.</p>
	<p>Unreasonable to require an energy statement for every full planning application.</p>	<p>Noted and clarification included on criteria based requirements.</p>

	<p>The requirement for an energy statement means bringing RIBA Stage 4 design into Stage 3 when a planning application is made. This will necessitate the applicant spending potentially thousands of pounds on consultant fees before they even know if they are going to have an application approved. Consideration should also be had as to removing any overlap with Part L of the Building Regulations</p>	<p>Noted, however this requirement comes from PfE JP-S2 and must be complied with.</p>
	<p>Concerned by the resources which would be expended in producing such an assessment (Energy Assessment), based on so many unknowns and variables, for smaller applications.</p>	<p>Noted, however this requirement comes from PfE JP-S2 and must be complied with.</p>
	<p>Context Character Appraisal needs to be explicitly stated that it should be proportional to the scale and impact of development proposed</p>	<p>Noted, comment added regarding proportionality.</p>
	<p>Digital Connectivity Statement - This appears to duplicate the requirements of Part R of the Building Regulations</p>	<p>Noted, however this requirement comes from PfE JP-C2 and must be complied with.</p>
	<p>Ecological survey better undertaken as a condition for relevant proposals.</p>	<p>Planning authorities are required to consider the potential impacts of development on protected and priority species, and the scope to avoid or mitigate any impacts when considering planning applications. This information must form part of relevant applications.</p>
	<p>General comment on Active Travel requirement for Timperley Wedge.</p>	<p>Noted, not relevant to the Validation Checklist.</p>

	Façade Design Analysis - requirement for detailed design detail should be left to condition	The requirement for a Façade Design Analysis is not new and the LPA consider this requirement necessary to ensure all relevant design details are submitted for consideration.
	Local Labour Agreement - pro-forma should be provided for completion	Noted. As set out in PfE JP-J1 developers will be expected to enter into local labour and training agreements through planning obligations and other mechanisms where appropriate.
	Materials Schedule - usually left to condition	The LPA consider this requirement necessary to ensure all relevant design details are submitted for consideration.
	Site Wide Landscape Strategy captures too many applications and is too demanding for small schemes and would be required even if no landscaping included. Requirement should be limited to major applications only.	All full, outline and reserved matters planning applications that comprise built development are expected to incorporate landscape into the scheme, no matter the size. The Validation Checklist states "Whilst a Site Wide Landscape Strategy is required for all developments, they should be proportionate to the scale of the scheme."
	Some consideration should be had to the additional cost to the applicant and its resultant value to the determination - could put applicants off development or require them to take risks without guarantee of approval.	Noted.
Greater Manchester Combined Authority	GMCA are working to simplify the planning process for those who are installing heat pumps which do not meet the requirements to be considered permitted development.	Noted.

	Should be made clear what evidence could be required for a heat pump application.	There is an ongoing consultation on MCS 020 which is to make installing a heat pump easier and more accessible. It is considered prudent to wait for the outcome of this consultation before updating the requirements for non-PD ASHPs.
	If a noise assessment will be required then this would need to be added to the householder list of criteria-based documents.	There is an ongoing consultation on MCS 020 which is to make installing a heat pump easier and more accessible. It is considered prudent to wait for the outcome of this consultation before updating the requirements for non-PD ASHPs.
National Highways	Request to include advice that when developers are required to assess the impact of their development the strategic road network they should consult National Highways at pre-application stage.	Noted and additional information incorporated into the relevant section.
Sport England	Provided a copy of the Sport England Checklist of Recommended Information Requirements.	Noted and additional information incorporated into the relevant section.
Sustrans and Trans Pennine Trail	No comments	
Natural England	Provided comments on:	
	When the LPA should consult Natural England	Noted.
	Recommended amended wording to the threshold for an Ecological and Biodiversity Survey	Noted. Wording amended.
	Recommended to include reference to the Natural England tools that are available and include reference to ancient woodland, protected habitats and species.	Noted and additional information incorporated into the relevant section.

	Air Quality Assessment requirements where development may affect a European/Internationally or Nationally designated site.	Noted. Additional AQA requirement added.
	General comments on BNG requirements	Noted. GMCA has set a higher standard for BNG information in application submissions.
	Request to include a note highlighting the need to protect soils and agricultural land	Reference to agricultural land classification included in the relevant section. NE's comments on soil protection related to policy and guidance and not the validation of applications.
	Recommend that applications screen for peat presence and include requirement for a Peat Survey.	Noted. Reference to Peat Survey included in the Ecological and Biodiversity Survey.
	Noise Assessment should also be required to have regard to adverse effect of noise on wildlife.	Noted. Additional Noise Assessment requirement added.
	Request requirement to consider the potential impacts of water level and quality changes on any wetland or water sensitive designated sites where relevant.	Noted. Additional note added to Drainage Strategy/Statement section.
Mining Remediation Authority	No comments due to the lack of any coal mining features at surface or shallow depth in the Trafford area which could pose a risk to surface stability and public safety.	
Manchester Airport Group	No comment	
Peel Land and Peel Waters c/o Turley	Potential repetition of information across Outline and Reserved Matters Application checklists.	Noted and clarification included on criteria based requirements.

	<p>The draft validation lists various assessments / appraisals that would need to be provided as part of subsequent reserved matters applications, notwithstanding that such matters will have been considered at outline planning stage. Reserved Matters applications should not be used as an opportunity to reassess the acceptability of the approved parameters which have been deemed to be acceptable, in respect of each of the above topics, by reference to the approval of the outline permission.</p>	<p>Noted and clarification included on criteria based requirements.</p>
	<p>in respect of outline applications, the requirement for supplementary information is typically governed by planning conditions attached to the outline</p>	<p>PPG paragraph 006 'Use of planning conditions', states that local planning authorities should limit "<i>the use of conditions requiring their approval of further matters after permission has been granted</i>". It is considered that in order to ensure that all critical material considerations are dealt with appropriately, they must be dealt with during the course of a planning application and not left to condition. When left to condition, issues such as Landscape Strategies and Drainage Strategies cannot always be implemented as set out on approved plans, resulting in the need for unnecessary delay in the implementation of permissions.</p>

	Wording suggested to reflect that the requirement for these documents will be case specific, more focused and limited in scope than would be required at outline and full application stage, would be dependent on the detail of the design, the extent to which these issues have been fully dealt with at outline stage and have regard to the conditions attached to the outline permission	Noted.
	Not possible to provide the following information during outline application stage:	
	Materials Schedule	Noted and clarification included on criteria based requirements.
	Local Labour & Training Agreements	Noted. As set out in PfE JP-J1 developers will be expected to enter into local labour and training agreements through planning obligations and other mechanisms where appropriate. Planning obligations can only be entered into at Outline and Full planning application stage.
	Site Wide Landscape Strategy	Noted. Note regarding outline planning applications included in the relevant section.
	Waste Management Strategy	Requirement removed.
	The level of information that can be provided for outline planning applications is dependent on the detailed design and delivery of the scheme which is not available at outline stage.	Noted.

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TRAFFORD COUNCIL
PLANNING AND DEVELOPMENT SERVICE

Application Validation Checklist
January 2025



TRAFFORD
COUNCIL

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INTRODUCTION

Trafford Council has produced this Application Validation Checklist in accordance with Planning Practice Guidance (PPG) and paragraph 45 of the National Planning Policy Framework (NPPF). Paragraph 45 of the NPPF states that local planning authorities should publish a list of their information requirements for applications, which should be kept to the minimum needed to make decisions and should be reviewed at least every two years. Paragraph 45 states that local planning authorities should only request supporting information that is relevant, necessary and material to the application in question. Planning Practice Guidance states that, in addition to being specified on an up-to-date local list published on the local planning authority's website, information requested with a particular planning application must be:

- reasonable having regard, in particular, to the nature and scale of the proposed development; and,
- about a matter which it is reasonable to think will be a material consideration in the determination of the application.

Once adopted, if the information which is required by the checklist is not included with an application and is considered by the Local Planning Authority to be reasonable and necessary in order to properly assess the application, the authority will be entitled to declare the application invalid. Conversely applications which are validated are likely to contain sufficient information for a decision to be made and this should enable the Council to achieve a greater percentage of decisions within government timescales. However, it must be recognised that there may still be situations arising where a validated application will not contain all the information required for a decision to be made and the Council may seek additional information post-validation under the existing statutory provisions set out within the Town and Country Planning (Application) Regulations 1998.

In circumstances where applicants do not agree with the Council's request for information or plans set out within this list, they may wish to challenge the decision not to validate an application. In such cases, applicants may have the right of appeal for non-validation under Section 78 of the Town and Country Planning Act 1990. The relevant grounds for the appeal would be non-determination within the 8- or 13-week determination period (depending upon whether the application is minor or major). Similarly, the right to complain to the Local Government Ombudsman on the grounds of maladministration also remains.

This document provides a number of checklists outlining requirements for each application type followed by guidance setting out the type and specific requirements of documents which may need to be submitted in support of any application to the planning authority. Additionally, appendices provide further information. The requirements are listed as Essential or Criteria Based. Essential requirements must accompany all applications of that type while Criteria Based requirements are subject to site specific constraints (criteria details are italicised beside the requirement).

All documents submitted to accompany an application must be proportionate to the scale of development that permission/consent is being sought for.

Where an application site is located within an area covered by a Masterplan, Development Framework or Area Action Plan, applicants will also be required to comply with the information requirements set out in the relevant document.

The Council encourages applicants to seek pre-application advice. This is particularly useful for larger and more complex schemes. If the Council declares an application invalid, it will normally set out its reasons in writing to the applicant or agent within 5-10 working days. If all the information required has been received the application will be considered as valid from the date of its receipt.

General Points:

1. Plans and Elevations will be checked for consistency. Any significant discrepancies will result in the application being invalid;
2. Plans must be marked with a recognisable standard metric scale and a scale bar;
3. Plans must be clearly drawn, numbered, dated and identify the address to which they relate;
4. Plans that are marked "do not scale" or with similar disclaimers will not be accepted and will result in the application being invalid;
5. If an apparently valid application is later found to be invalid following registration, the original start date for processing the application will be disregarded and the time from application to decision will start again.

APPLICATION CHECKLISTS

The lists below set out the essential and criteria-based document requirements for each development type. These checklists ensure that the Council has the right level of information submitted with planning applications at the start of the process, which will aid the speed of decision making.

For 'Prior Approval' applications, please refer to the accompanying guidance notes (available on [Planning Portal](#)) for each application type and the [Local Information Requirement](#) section of this document for further guidance.

Householder application for planning permission for works or extension to a dwelling
Application for planning permission (full)
Application for outline planning permission
Application for approval of reserved matters following outline approval
Application for approval of details reserved by condition
Application for removal or variation of a condition following grant of planning permission
Application for non-material amendment following grant of planning permission
Application for listed building consent
Application for consent to display an advertisement(s)
Lawful development certificates (existing and proposed)
Application for tree works
Application for hedgerow removal notice

HOUSEHOLDER PLANNING APPLICATION

HOUSEHOLDER PLANNING APPLICATION	Essential Requirements
	Application Forms
	Completed applicable certificate of ownership (including any relevant press notice)
	Notice to owner
	Fee – all development unless exempt
	Site Location Plan
	Site Layout Plan
	Elevations – Existing and Proposed
	Floor Plans – Existing and Proposed
	Criteria Based Plans
	Roof Plans – Existing and Proposed - where development alters the existing roof or proposes a new roof
	Site Sections, Floor and Site Levels – Existing and Proposed - where a proposal involves a change in ground levels
	Streetscene Elevations – where an extension alters the streetscene
	Criteria Based Documents
	Design and Access Statement – within a conservation area where the floorspace to be created exceeds 100 square metres
	Ecological and Biodiversity Survey (including Protected Species Survey) - see guidance notes .
	Flood Risk Assessment – Where a site measures 0.5ha or more within Critical Drainage Areas as identified in the Council's Strategic Flood Risk Assessment
Green Belt Impact Statement – Where a site is within the green belt	
Heritage Assessment – required where a development may affect a heritage asset, including its setting (designated heritage assets include Scheduled Monuments, Listed Buildings, Historic Parks & Gardens, sites within Conservation Areas) and non-designated heritage assets.	
Tree Survey – Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees).	

FULL PLANNING APPLICATION

FULL PLANNING APPLICATION	Essential Requirements
	Application Forms
	Completed applicable certificate of ownership (including any relevant press notice)
	Notice to owner
	Fee – all development unless exempt
	Site Location Plan
	Criteria Based Plans
	Site Plan – where a development involves the development of ground floor floorspace
	Elevations – Existing and Proposed – where a development involves new build development
	Floor Plans – Existing and Proposed – where a development involves new build development or alters the existing floorplan of a building
	Roof Plans – Existing and Proposed - where development impacts on the roof
	Site Sections, Floor and Site Levels – Existing and Proposed - where a proposal involves a change in ground levels
	Streetscene Elevations – where a development alters the streetscene
	Criteria Based Documents
	Accommodation Schedule – required for all applications for residential development.
	Accurate Visual Representations – required where a proposal is likely to have a significant effect on designated and non-designated heritage assets; and/or the surrounding townscape.
	Affordable Housing Statement – required for residential development: <ul style="list-style-type: none"> • In “moderate” and “hot” market locations where 10 or more residential units are proposed or where the site has an area of 0.5 hectares or more; or, • In “cold” market locations where 15 or more residential units are proposed.
	Air Quality Assessment – see guidance notes .
	Biodiversity Net Gain Statement/Plan – required for all applications unless exempt.
	Community Infrastructure Levy (CIL) Question Form – required for the following applications: <ul style="list-style-type: none"> • Development in excess of 100 square metres (GIA); or, • Householder application for works or extension to a house; or, • The creation of a new dwelling (also applies to development with less than 100 square metres (GIA); or, • The conversion of a building.
	Contaminated Land Assessment – required where: <ul style="list-style-type: none"> • The proposed end use of the development is considered sensitive to contamination (for example, allotments, residential use, schools, some commercial premises); or,

FULL PLANNING APPLICATION	<ul style="list-style-type: none"> • The land is known or suspected of being contaminated; or, • There is no evidence to show the land is free of contamination; or, • Proposals may create new pollution linkages.
	<p>Context Character Appraisal – all applications for new residential and non-residential development (excluding applications for change of use where there are no alterations to the appearance of the site or external appearance of a building).</p>
	<p>Crime Impact Assessment – required for:</p> <ul style="list-style-type: none"> • Residential developments (Classes C1, C2, and C3 and C4 where 10 or more units are created (to include new development and changes of use); • Development falling within Classes E, B2 and B8 and sui generis uses, where 1000m² gross or more of floorspace is proposed (to include new development, extensions of 1000m² or more and changes of use); • Licensed food and beverage developments (within Class E or sui generis) where 200m² gross or more of floorspace is proposed (to include new development, extensions of 200m² or more, and changes of use); • Casinos and amusement arcades (to include new development, extensions of 500m² or more, and changes of use); • Car parks where 50 or more parking spaces are created.
	<p>Daylight and Sunlight Assessment – required for all planning applications where the proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses and future occupiers of the proposed scheme.</p>
	<p>Design and Access Statement – required for:</p> <ul style="list-style-type: none"> • All major planning applications; • Where any part of the development is within a conservation area and comprises the provision of one or more dwellings; • A building(s) where the floorspace created by the development is 100 square metres or more.
	<p>Design Code Compliance Statement – all applications for new residential and non-residential development (excluding applications for change of use where there are no alterations to the appearance of the site or external appearance of a building).</p>
	<p>Digital Connectivity Statement – required for:</p> <ul style="list-style-type: none"> • All new buildings (minor and major developments, residential and non-residential); and, • All applications for the change of use a building.
	<p>Drainage Strategy / Statement – required for:</p> <ul style="list-style-type: none"> • Residential development consisting of 10 dwellings or more or with a site area of 0.5 hectares or more where the number of dwellings is not yet known; • Non-residential development with provision of a building or buildings where the total floorspace to be created is 1000 m² or more or, where the floor area is not yet known, a site area of 1 hectare or more.
	<p>Ecological and Biodiversity Survey (including Protected Species Survey) - see guidance notes.</p>

FULL PLANNING APPLICATION	<p>Employment Land Assessment – required where a proposal would result in the loss of a site/building currently in employment uses (or where vacant, last used or non-retail employment uses).</p> <ul style="list-style-type: none"> • Unallocated employment sites; • Outside of strategic locations and; • Employment places identified in Policy W1.3 of the Trafford Core Strategy.
	<p>Energy Statement – required for all full planning applications that comprise built development and changes of use.</p>
	<p>Environmental Impact Assessment – required where a proposal is:</p> <ul style="list-style-type: none"> • Development listed in Schedule 1 of EIA Regulations; • Development listed in Schedule 2 of EIA Regulations where it is considered likely to give rise to significant environmental effects.
	<p>Equalities Statement – required for all publicly accessible buildings, facilities which provide an element of care and all major development.</p>
	<p>Façade Design Analysis – Required for all proposals for new buildings (excluding Use Classes B2 and B8).</p>
	<p>Fire Statement – required for all applications for full planning permission which involve:</p> <ul style="list-style-type: none"> • Provision of one or more relevant buildings, or • Development of an existing relevant building or • Development within the curtilage of a relevant building.
	<p>Flood Risk Assessment – required for</p> <ul style="list-style-type: none"> • Development Proposals in High Probability (Flood Zone 3) Development Proposals in Medium Probability (Flood Zone 2) • Development Proposals on sites of 1ha. or above within Low Probability (Flood Zone 1) • Development Proposals on sites of 0.5ha. or above within Critical Drainage Areas as identified in the Council’s Strategic Flood Risk Assessment • Development Proposals within Canal Hazard Zones or where flood risk from canals is otherwise considered to be an issue as identified in the Council’s Strategic Flood Risk Assessment
	<p>Green Belt Impact Statement – required for:</p> <ul style="list-style-type: none"> • The demolition, extension or replacement of dwellings in the green belt; • Inappropriate development in the green belt.
	<p>Green Infrastructure Statement – where required by SPD1.</p>
	<p>Habitat Regulation Assessment – required where the project is likely to have a harmful impact on the special nature conservation interest of European designated sites (Special Protection Areas, Special Areas of Conservation and Ramsar sites).</p>
<p>Health Impact Assessment – required for:</p> <ul style="list-style-type: none"> • All full planning applications for residential development comprising over 150 units; • All applications accompanied by an Environmental Statement or require to be screened for an Environmental Impact Assessment; • Other proposals which, due to their location, nature or proximity to sensitive receptors, are likely to have a notable impact on health and wellbeing. 	

FULL PLANNING APPLICATION	Heat and Energy Network Assessment – required for residential developments that comprise 10 dwellings or more or other developments over 1,000m ² floorspace, which are located within the Heat and Energy Network Opportunity Areas.
	Heritage Assessment – required where a development may affect a heritage asset, including its setting (designated heritage assets include Scheduled Monuments, Listed Buildings, Historic Parks & Gardens, sites within Conservation Areas) and non-designated heritage assets.
	Housing Needs Statement – required for residential development consisting of 10 dwellings or more.
	Landscape/Townscape Visual Appraisal - required where buildings would be significantly higher than their neighbours' or make a recognisable impact on the skyline or where sites are considered to be particularly sensitive, in landscape/townscape or visual terms.
	Landscape/Townscape Visual Impact Assessment – required for all EIA development where the proposal would likely have significant environmental effects on the landscape/townscape.
	Local Labour and Training Agreements – required for: <ul style="list-style-type: none"> • Residential development consisting of 10 dwellings; • Non-residential development with provision of a building or buildings where the total floorspace to be created is 1000m² or more; • Mixed use development where the thresholds above would be exceeded cumulatively.
	Materials Schedule – required for all planning applications that comprise: <ul style="list-style-type: none"> • The development of new buildings and/or extensions; and/or • The introduction of new materials on existing buildings.
	M4(2) / M4(3) Compliance Statement – required for all planning applications for residential development.
	Noise Assessment – required where development generates high levels of noise or vibration, or involves the development noise sensitive uses. See guidance notes for further information.
	Open Space Assessment – required where development affects land allocated as Protected Open Space or any other recreational (formal and informal) open space and buildings.
	Planning Obligations Draft Heads of Terms – required where a legal agreement is required to secure infrastructure or affordable housing.
	Site Wide Landscape Strategy – required for all applications that include built development.
	Statement of Community Involvement – required for all major developments.
	Telecommunications Supporting Information – for all applications for mast and antenna development.
Town Centre Statement – <ul style="list-style-type: none"> • Sequential Assessment required for all main town centre development (retail, office, leisure and hotel) in an edge of centre or out of centre location where it is not in accordance with an up-to-date development plan document; • Impact Assessment required for all retail and leisure developments above 2,500 m² gross floorspace in an edge of centre or out of centre 	

	<p>location where it is not in accordance with an up to date development plan policy.</p>
	<p>Transport Assessment/Transport Statement/Travel Plan – see guidance notes</p>
	<p>Tree Survey – required where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees).</p>
	<p>Viability Assessment – required where a developer considers that, on viability grounds, a reduced level of planning obligations should be provided in respect of a development.</p>
	<p>Waste Management Strategy – required for:</p> <ul style="list-style-type: none"> • All residential and non-residential development proposals, including new build development and changes of use, regardless of the size of the proposal.
	<p>Wind Impact Assessment – required for:</p> <ul style="list-style-type: none"> • Applications that include tall buildings (30 m or more in height); • Any free-standing buildings significantly exceed the prevailing building heights in the immediate area; • For any other proposals where the development is likely to have an adverse effect upon the wind microclimate.

OUTLINE PLANNING APPLICATION

OUTLINE PLANNING APPLICATION	Essential Requirements
	Application Forms
	Completed applicable certificate of ownership and agricultural land declaration (including any relevant press notice)
	Notice to owner
	Fee – all development unless exempt
	Site Location Plan
	Parameters Plans
	Criteria Based Plans
	Site Plan – Existing and Proposed – where a development involves the development of ground floor floorspace and approval is sought for access/landscaping/layout as part of the outline planning application
	Elevations – Existing and Proposed – where a development involves new build development and approval is sought for appearance as part of the outline planning application
	Floor Plans – Existing and Proposed – where a development involves new build development or alters the existing floorplan of a building and approval is sought for layout as part of the outline planning application
	Roof Plans – Existing and Proposed – where development impacts on the roof of an existing building or involves new build development and approval is sought for appearance/layout/scale as part of the outline planning application
	Site Sections, Floor and Site Levels – Existing and Proposed - where approval is sought for layout/scale/appearance as part of the outline planning application
	Streetscene Elevations – where a development alters the streetscene and approval is sought for appearance/layout/scale as part of the outline planning application
	Criteria Based Documents
	Accommodation Schedule – required for all applications for residential development where unit numbers are known.
	Accurate Visual Representations – required where a proposal is likely to have a significant effect on designated and non-designated heritage assets; and/or the surrounding townscape and approval is sought for appearance / scale as part of the outline planning application.
	Affordable Housing Statement – required for residential development: <ul style="list-style-type: none"> • In “moderate” and “hot” market locations where 10 or more residential units are proposed or where the site has an area of 0.5 hectares or more; or, • In “cold” market locations where 15 or more residential units are proposed.
Air Quality Assessment – see guidance notes .	
Biodiversity Net Gain Statement/Plan – required for all applications unless exempt.	

OUTLINE PLANNING APPLICATION	<p>Community Infrastructure Levy (CIL) Question Form – required for the following applications:</p> <ul style="list-style-type: none"> • Development in excess of 100 square metres (GIA); or, • Householder application for works or extension to a house; or, • The creation of a new dwelling (also applies to development with less than 100 square metres (GIA); or, • The conversion of a building.
	<p>Contaminated Land Assessment – required where:</p> <ul style="list-style-type: none"> • The proposed end use of the development is considered sensitive to contamination (for example, allotments, residential use, schools, some commercial premises); or, • The land is known or suspected of being contaminated; or, • There is no evidence to show the land is free of contamination; or, • Proposals may create new pollution linkages.
	<p>Context Character Appraisal – all applications (where approval for appearance, layout and scale is sought) for new residential and non-residential development.</p>
	<p>Crime Impact Assessment – required for:</p> <ul style="list-style-type: none"> • Residential developments (Classes C1, C2, and C3 and C4 where 10 or more units are created (to include new development and changes of use), or 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 10 houses or more will be developed. • Development falling within Classes E, B2 and B8 and sui generis uses, where 1000m² gross or more of floorspace is proposed (to include new development, extensions of 1000m² or more and changes of use); • Licensed food and beverage developments (within Class E or sui generis) where 200m² gross or more of floorspace is proposed (to include new development, extensions of 200m² or more, and changes of use); • Casinos and amusement arcades (to include new development, extensions of 500m² or more, and changes of use); • Development carried out on a site having an area of 1 hectare or more where the nature and amount of floorspace to be developed is not known. • Car parks where 50 or more parking spaces are created.
	<p>Daylight and Sunlight Assessment – required for all outline planning applications where the proposal is likely to have an adverse effect upon levels of light to:</p> <ul style="list-style-type: none"> • adjoining sensitive land uses where approval is sought for scale and layout as part of the outline planning application; and, • future occupiers of the proposed scheme where approval is sought for appearance, scale and layout as part of the outline planning application.
	<p>Design and Access Statement – required for:</p> <ul style="list-style-type: none"> • All major planning applications; • Where any part of the development is within a conservation area and comprises the provision of one or more dwellings;

<ul style="list-style-type: none"> • A building(s) where the floorspace created by the development is 100 square metres or more.
<p>Design Code Compliance Statement – all applications (where approval for appearance, layout and scale is sought) for new residential and non-residential development.</p>
<p>Digital Connectivity Statement – required for:</p> <ul style="list-style-type: none"> • All new buildings (minor and major developments, residential and non-residential); and, • All applications for the change of use a building.
<p>Drainage Strategy / Statement – required for:</p> <ul style="list-style-type: none"> • Residential development consisting of 10 dwellings or more or with a site area of 0.5 hectares or more where the number of dwellings is not yet known; • Non-residential development with provision of a building or buildings where the total floorspace to be created is 1000 m² or more or, where the floor area is not yet known, a site area of 1 hectare or more.
<p>Ecological and Biodiversity Survey (including Protected Species Survey) - see guidance notes.</p>
<p>Employment Land Assessment – required where a proposal would result in the loss of a site/building currently in employment uses (or where vacant, last used or non-retail employment uses).</p> <ul style="list-style-type: none"> • Unallocated employment sites; • Outside of strategic locations and; • Employment places identified in Policy W1.3 of the Trafford Core Strategy
<p>Energy Statement – required for all full planning applications that comprise built development and changes of use</p>
<p>Environmental Impact Assessment – required where a proposal is:</p> <ul style="list-style-type: none"> • Development listed in Schedule 1 of EIA Regulations; • Development listed in Schedule 2 of EIA Regulations where it is considered likely to give rise to significant environmental effects.
<p>Equalities Statement – required for all publicly accessible buildings, facilities which provide an element of care and all major development.</p>
<p>Façade Design Analysis – Required for all proposals for new buildings (excluding Use Classes B2 and B8), where approval for appearance, layout and scale is sought.</p>
<p>Fire Statement – required for all applications for outline planning permission which involve the:</p> <ul style="list-style-type: none"> • Provision of one or more relevant buildings; or • Development of an existing relevant building; or • Development within the curtilage of a relevant building; and, • Seek approval for layout and scale.
<p>Flood Risk Assessment – required for</p> <ul style="list-style-type: none"> • Development Proposals in High Probability (Flood Zone 3) • Development Proposals in Medium Probability (Flood Zone 2) • Development Proposals on sites of 1ha. or above within Low Probability (Flood Zone 1)

<ul style="list-style-type: none"> • Development Proposals on sites of 0.5ha. or above within Critical Drainage Areas as identified in the Council's Strategic Flood Risk Assessment • Development Proposals within Canal Hazard Zones or where flood risk from canals is otherwise considered to be an issue as identified in the Council's Strategic Flood Risk Assessment
<p>Green Belt Impact Statement – required for:</p> <ul style="list-style-type: none"> • The demolition, extension or replacement of dwellings in the green belt; • Inappropriate development in the green belt.
<p>Green Infrastructure Statement – where required by SPD1.</p>
<p>Habitat Regulation Assessment – required where the project is likely to have a harmful impact on the special nature conservation interest of European designated sites (Special Protection Areas, Special Areas of Conservation and Ramsar sites).</p>
<p>Health Impact Assessment – required for:</p> <ul style="list-style-type: none"> • All full planning applications for residential development comprising over 150 units; • All applications accompanied by an Environmental Statement or require to be screened for an Environmental Impact Assessment; • Other proposals which, due to their location, nature or proximity to sensitive receptors, are likely to have a notable impact on health and wellbeing.
<p>Heat and Energy Network Assessment – required for residential developments that comprise 10 dwellings or more or other developments over 1,000m² floorspace, which are located within the Heat and Energy Network Opportunity Areas.</p>
<p>Heritage Assessment – required where a development may affect a heritage asset, including its setting (designated heritage assets include Scheduled Monuments, Listed Buildings, Historic Parks & Gardens, sites within Conservation Areas) and non-designated heritage assets.</p>
<p>Housing Needs Statement – required for residential development consisting of 10 dwellings or more or with a site area of 0.5 hectares or more where the number of dwellings is not yet known.</p>
<p>Landscape/Townscape Visual Appraisal – required where buildings would be significantly higher than their neighbours' or make a recognisable impact on the skyline or where sites are considered to be particularly sensitive, in landscape/townscape or visual terms.</p>
<p>Landscape/Townscape Visual Impact Assessment – required for all EIA development where the proposal would likely have significant environmental effects on the landscape/townscape.</p>
<p>Local Labour and Training Agreements – required for:</p> <ul style="list-style-type: none"> • Residential development consisting of 10 dwellings; • Non-residential development with provision of a building or buildings where the total floorspace to be created is 1000 m² or more; • Mixed use development where the thresholds above would be exceeded cumulatively.
<p>Materials Schedule – required for all planning applications that comprise:</p> <ul style="list-style-type: none"> • The development of new buildings and/or extensions; and/or • The introduction of new materials on existing buildings; and,

<ul style="list-style-type: none"> Approval is sought for appearance as part of the outline planning application.
<p>M4(2) / M4(3) Compliance Statement – required for all planning applications for residential development.</p>
<p>Noise Assessment – required where development generates high levels of noise or vibration, or involves the development noise sensitive uses. See guidance notes for further information.</p>
<p>Open Space Assessment – required where development affects land allocated as Protected Open Space or any other recreational (formal and informal) open space and buildings.</p>
<p>Planning Obligations Draft Heads of Terms – required where a legal agreement is required to secure infrastructure or affordable housing.</p>
<p>Site Wide Landscape Strategy – required for all applications that include built development.</p>
<p>Statement of Community Involvement – required for all major developments.</p>
<p>Town Centre Statement –</p> <ul style="list-style-type: none"> Sequential Assessment required for all main town centre development (retail, office, leisure and hotel) in an edge of centre or out of centre location where it is not in accordance with an up-to-date development plan document; Impact Assessment required for all retail and leisure developments above 2,500 m² gross floorspace in an edge of centre or out of centre location where it is not in accordance with an up to date development plan policy.
<p>Transport Assessment/Transport Statement/Travel Plan – see guidance notes</p>
<p>Tree Survey – required where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees).</p>
<p>Viability Assessment – required where a developer considers that, on viability grounds, a reduced level of planning obligations should be provided in respect of a development.</p>
<p>Wind Impact Assessment – required for:</p> <ul style="list-style-type: none"> Applications that include tall buildings (30 m or more in height); Any free-standing buildings significantly exceed the prevailing building heights in the immediate area; For any other proposals where the development is likely to have an adverse effect upon the wind microclimate; and, Approval is sought for layout and scale as part of the outline planning application

RESERVED MATTERS CONSENT

RESERVED MATTERS CONSENT	Essential Requirements
	Application Forms
	Completed applicable certificate of ownership and agricultural land declaration (including any relevant press notice)
	Notice to owner
	Fee – all development unless exempt
	Site Location Plan
	Criteria Based Plans
	Site Plan – Existing and Proposed – where a development involves the development of ground floor floorspace and approval is sought for access/landscaping/layout as part of the application for reserved matters consent application
	Elevations – Existing and Proposed – where a development involves new build development and approval is sought for appearance as part of the application for reserved matters consent application
	Floor Plans – Existing and Proposed – where a development involves new build development or alters the existing floorplan of a building and approval is sought for layout as part of the application for reserved matters consent application
	Roof Plans – Existing and Proposed – where development impacts on the roof of an existing building or involves new build development and approval is sought for appearance/layout/scale as part of the application for reserved matters consent application
	Site Sections, Floor and Site Levels – Existing and Proposed - where a proposal involves a change in ground levels and approval is sought for any reserved matter as part of the application for reserved matters consent application
	Streetscene Elevations – where a development alters the streetscene and approval is sought for appearance/layout/scale as part of the application for reserved matters consent application
	Criteria Based Documents
	Accommodation Schedule – required for all applications for residential development where reserved matters consent for quantum is sought.
Accurate Visual Representations – required where a proposal is likely to have a significant effect on designated and non-designated heritage assets; and/or the surrounding townscape and approval is sought for appearance/scale as part of reserved matters consent.	
Biodiversity Net Gain Statement/Plan – required for all applications unless exempt.	
Crime Impact Assessment – required for: <ul style="list-style-type: none"> • Residential developments (Classes C1, C2, and C3 and C4 where 10 or more units are created (to include new development and changes of use), or 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 10 houses or more will be developed. 	

RESERVED MATTERS CONSENT	<ul style="list-style-type: none"> • Development falling within Classes E, B2 and B8 and sui generis uses, where 1000m² gross or more of floorspace is proposed (to include new development, extensions of 1000m² or more and changes of use); • Licensed food and beverage developments (within Class E or sui generis) where 200m² gross or more of floorspace is proposed (to include new development, extensions of 200m² or more, and changes of use); • Casinos and amusement arcades (to include new development, extensions of 500m² or more, and changes of use); • Development carried out on a site having an area of 1 hectare or more where the nature and amount of floorspace to be developed is not known. • Car parks where 50 or more parking spaces are created.
	<p>Context Character Appraisal – all applications (where approval for appearance, layout and scale is sought) for new residential and non-residential development.</p>
	<p>Daylight and Sunlight Assessment – required for all applications for reserved matters consent where the proposal is likely to have adverse effect upon levels of light to:</p> <ul style="list-style-type: none"> • adjoining sensitive land uses where approval is sought for scale and layout as part of the application for reserved matters consent; and, • future occupiers of the proposed scheme where approval is sought for appearance, scale and layout as part of the application for reserved matters consent.
	<p>Design and Access Statement – required for:</p> <ul style="list-style-type: none"> • All major planning applications; • Where any part of the development is within a conservation area and comprises the provision of one or more dwellings; • A building(s) where the floorspace created by the development is 100 square metres or more.
	<p>Design Code Compliance Statement – all applications (where approval for appearance, layout and scale is sought) for new residential and non-residential development.</p>
	<p>Drainage Strategy / Statement – required for:</p> <ul style="list-style-type: none"> • Residential development consisting of 10 dwellings or more or with a site area of 0.5 hectares or more where the number of dwellings is not yet known; • Non-residential development with provision of a building or buildings where the total floorspace to be created is 1000 m² or more or, where the floor area is not yet known, a site area of 1 hectare or more.
	<p>Environmental Impact Assessment – required where a proposal is:</p> <ul style="list-style-type: none"> • Development listed in Schedule 1 of EIA Regulations; • Development listed in Schedule 2 of EIA Regulations where it is considered likely to give rise to significant environmental effects.
	<p>Equalities Statement – required for all publicly accessible buildings, facilities which provide an element of care and all major development.</p>
	<p>Façade Design Analysis – Required for all proposals for new buildings (excluding Use Classes B2 and B8), where approval for appearance, layout and scale is sought.</p>

RESERVED MATTERS CONSENT	<p>Fire Statement – required for all applications for outline planning permission which involve the:</p> <ul style="list-style-type: none"> • Provision of one or more relevant buildings; or • Development of an existing relevant building; or • Development within the curtilage of a relevant building; and, • Seek approval for layout and scale.
	<p>Health Impact Assessment – required for:</p> <ul style="list-style-type: none"> • All full planning applications for residential development comprising over 150 units; • All applications accompanied by an Environmental Statement or require to be screened for an Environmental Impact Assessment; • Other proposals which, due to their location, nature or proximity to sensitive receptors, are likely to have a notable impact on health and wellbeing.
	<p>Heat and Energy Network Assessment – required for residential developments that comprise 10 dwellings or more or other developments over 1,000m² floorspace, which are located within the Heat and Energy Network Opportunity Areas.</p>
	<p>Heritage Assessment – required where a development may affect a heritage asset, including its setting (designated heritage assets include Scheduled Monuments, Listed Buildings, Historic Parks & Gardens, sites within Conservation Areas) and non-designated heritage assets.</p>
	<p>Housing Needs Statement – required for residential development consisting of 10 dwellings or more or with a site area of 0.5 hectares or more where the number of dwellings is not yet known.</p>
	<p>Landscape/Townscape Visual Impact Assessment – required where buildings would be significantly higher than their neighbours’ or make a recognisable impact on the skyline or where sites are considered to be particularly sensitive, in landscape/townscape or visual terms.</p>
	<p>Materials Schedule – required for all planning applications that comprise:</p> <ul style="list-style-type: none"> • The development of new buildings and/or extensions; and/or • The introduction of new materials on existing buildings; and, • Approval is sought for appearance as part of the reserved matters consent.
	<p>M4(2) / M4(3) Compliance Statement – required for all planning applications for residential development.</p>
	<p>Site Wide Landscape Strategy – required for all applications that include built development.</p>
	<p>Statement of Community Involvement – required for all major developments.</p>
<p>Town Centre Statement –</p> <ul style="list-style-type: none"> • Sequential Assessment required for all main town centre development (retail, office, leisure and hotel) in an edge of centre or out of centre location where it is not in accordance with an up-to-date development plan document; • Impact Assessment required for all retail and leisure developments above 2,500 m² gross floorspace in an edge of centre or out of centre location where it is not in accordance with an up to date development plan policy. 	

	<p>Tree Survey – required where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees).</p>
	<p>Waste Management Strategy – required where approval is sought for layout for all residential and non-residential development proposals, including new build development and changes of use, regardless of the size of the proposal.</p>
	<p>Wind Impact Assessment – required for:</p> <ul style="list-style-type: none">• Applications that include tall buildings (30 m or more in height);• Any free-standing buildings significantly exceed the prevailing building heights in the immediate area;• For any other proposals where the development is likely to have an adverse effect upon the wind microclimate; and,• Approval is sought for layout and scale as part of the application for reserved matters consent.

DISCHARGE OF CONDITION / VARIATION/REMOVAL OF CONDITION (S73)

DOC/S73	<u>Essential Requirements</u>
	Application Forms
	Fee – all development unless exempt
	<u>Criteria Based Plans and documents</u> – <i>as required by the relevant condition</i>

NON-MATERIAL AMENDMENT

NMA	Essential Requirements
	Application Forms
	Fee – all development unless exempt
	Criteria Based Plans – as required to demonstrate the amendment
	Site Plan
	Elevations
	Floor Plans
	Roof Plans
	Site Sections, Floor and Site Levels
	Streetscene Elevations
	Accommodation Schedule
	Criteria Based Documents – as required to demonstrate the amendment
	Accurate Visual Representations
	Daylight and Sunlight Assessment
	Equalities Statement
Façade Design Analysis	

LISTED BUILDING CONSENT

LISTED BUILDING CONSENT	Essential Requirements
	Application Forms
	Completed applicable certificate of ownership (including any relevant press notice)
	Notice to owner if required
	Site Location Plan
	Criteria Based Plans
	Site Plan – where a development involves the development of ground floor floorspace
	Elevations – Existing and Proposed – where a development involves new build development
	Floor Plans – Existing and Proposed – where a development involves new build development or alters the existing floorplan of a building
	Roof Plans – Existing and Proposed - where development impacts on the roof
	Site Sections, Floor and Site Levels – Existing and Proposed - where a proposal involves a change in ground levels
	Streetscene Elevations – where a development alters the streetscene
	Criteria Based Documents
Heritage Assessment – required where a development may affect a heritage asset, including its setting (designated heritage assets include Scheduled Monuments, Listed Buildings, Historic Parks & Gardens, sites within Conservation Areas) and non-designated heritage assets.	
Tree Survey – required where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees).	

ADVERTISEMENT CONSENT

ADVERTISEMENT	Essential Requirements
	Application Forms
	Fee – all development unless exempt
	Site Location Plan
	Site Plan
	Elevations – Existing and Proposed
	Criteria Based Documents
	Heritage Assessment – required where a development may affect a heritage asset, including its setting (designated heritage assets include Scheduled Monuments, Listed Buildings, Historic Parks & Gardens, sites within Conservation Areas) and non-designated heritage assets.

LAWFUL DEVELOPMENT CERTIFICATE – EXISTING AND PROPOSED

LAWFUL DEVELOPMENT CERTIFICATES	Essential Requirements
	Application Forms
	Fee – all development unless exempt
	Site Location Plan
	Criteria Based Plans
	Site Plan – where a development involves the development of ground floor floorspace
	Elevations – Existing and Proposed – where a development involves new build development
	Floor Plans – Existing and Proposed – where a development involves new build development or alters the existing floorplan of a building
	Roof Plans – Existing and Proposed - where development impacts on the roof
	Site Sections, Floor and Site Levels – Existing and Proposed - where a proposal involves a change in ground levels
	Streetscene Elevations – where a development alters the streetscene
	Criteria Based Documents
When applying for a Lawful Development Certificate for existing development, evidence to demonstrate that the use is lawful will be required to be submitted. This could include, dependent on the case, photographic evidence, signed affidavits, financial records, council tax etc.	

APPLICATION FOR TREE WORKS: WORKS TO TREES SUBJECT TO A TREE PRESERVATION ORDER (TPO) OR NOTIFICATION OF PROPOSED WORKS TO TREES IN CONSERVATION AREAS

TREE WORKS	<u>Essential Requirements</u>
	Application Forms
	Fee – all development unless exempt
	Tree Location Plan
	Site Location Plan
	Transport Assessment/Transport Statement/Travel Plan – see guidance notes
	<u>Criteria Based Plans</u>
	Site Sections, Floor and Site Levels – Existing and Proposed - where a proposal involves a change in ground levels
<u>Criteria Based Documents</u>	
Heritage Assessment – required where a development may affect a heritage asset, including its setting (designated heritage assets include Scheduled Monuments, Listed Buildings, Historic Parks & Gardens, sites within Conservation Areas) and non-designated heritage assets.	

APPLICATION FOR HEDGEROW REMOVAL NOTICE

HEDGEROW REMOVAL NOTICE	Essential Requirements
	Application Forms (Hedgerow Removal Notice (Form according to Schedule 4 of Hedgerows Regulations 1997))
	Fee – all development unless exempt
	Hedgerow Location Plan
	Site Plan
	Criteria Based Plans
	Site Sections, Floor and Site Levels – Existing and Proposed - where a proposal involves a change in ground levels
	Criteria Based Documents
	Heritage Assessment – required where a development may affect a heritage asset, including its setting (designated heritage assets include Scheduled Monuments, Listed Buildings, Historic Parks & Gardens, sites within Conservation Areas) and non-designated heritage assets.
	Transport Assessment/Transport Statement/Travel Plan – see guidance notes
Tree Survey – required where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees).	
Important Hedgerow Assessment (Schedule 1 of Hedgerows Regulations 1997)	

NATIONAL INFORMATION REQUIREMENTS

APPLICATION FEE

The correct fee, where one is necessary – see the [Council's fee schedule](#) and [national planning guidance](#).

APPLICATION FORMS

One copy of the completed Standard Application Form (1APP). The forms are available electronically and can be submitted via the planning portal. If the applicant wishes to submit a paper application, these can be printed off from the Council's website ([Planning application forms \(trafford.gov.uk\)](#)) The electronic standard application form allows applicants to apply for multiple consents at the same time: for example, to apply for planning permission and listed building consent.

A completed Ownership and Agricultural Holdings Certificate. Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Articles 13 and 14 of The Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO), the Local Planning Authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed.

All applications except those for approval of reserved matters, discharge or variation of conditions, tree preservation orders and express consent to display an advertisement must include the appropriate certificate of ownership. The certificate also requires confirmation of whether or not the site relates to an agricultural holding. If the site does relate to an agricultural holding, all agricultural tenants must be notified prior to the submission of the application.

Certificate A is applicable when the applicant is the sole owner and when none of the land to which the application relates is, or is part of, an agricultural holding;

Certificate B is applicable when the owner and /or agricultural tenant is known to the applicant; and,

Certificates C and D are applicable when none or only some of the owners and / or agricultural tenants 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.

Notice to owner

If Certificates B or C are relevant, the applicant must complete and serve notice of the proposals on the owners and /or agricultural tenants of the application site in accordance with Article 13 of the DMPO.

DESIGN AND ACCESS STATEMENT

One copy of a Design and Access Statement must accompany all applications for both outline and full planning permission in accordance with Article 9 of the DMPO, as amended, in respect of the following categories of application:

- Development which is major development;

- Where any part of the development is in a “designated area”, development consisting of:
 - (i) the provision of one or more dwellinghouses; or
 - (ii) the provision of a building or buildings where the floor space created by the development is 100 square metres or more.

In this context, “designated area” means a World Heritage Site or a Conservation Area.

Design and Access Statements accompanying applications for listed building consent must include an explanation of the design principles and concepts that have been applied to the proposed works, and how they have taken account of:

- a) the special architectural or historic importance of the building;
- b) the particular physical features of the building that justify its designation as a listed building; and,
- c) the building’s setting.

Unless the proposed works only affect the interior of the building, Design and Access Statements accompanying applications for listed building consent must also explain how issues relating to access to the building have been dealt with. They must explain the applicant’s approach to access, including what alternative means of access have been considered, and how relevant Local Plan policies have been taken into account. Statements must also explain how the applicant’s approach to access takes account of matters (a)-(c) above.

Design and Access Statements accompanying applications for listed building consent must provide information on any consultation undertaken, and how the outcome of this consultation has informed the proposed works. Statements must also explain how any specific issues which might affect access to the building have been addressed.

Further information on what a Design and Access Statement is can be found in [PPG](#).

The Trafford Design Code includes within it a number of references to compliance requirements which should be signposted within the Design and Access Statement if they are not contained in a standalone [Design Code Compliance Statement](#).

DRAWINGS AND PLANS

One copy of other drawings (dependent on the type of application – refer to the relevant checklist for specific requirements) and may include:

Block Plan

Plan of the site at a scale of 1:100 or 1:200, showing the proposed development; any site boundaries; the type and height of any boundary treatment (e.g. walls and fences etc.); the position of any building or structure on the other side of such boundaries and with any proposed extensions clearly identified to scale.

Elevations - Existing and Proposed

Plans drawn to a scale of 1:50 or 1:100. These must show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown in full (not part) and these must indicate, 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 must clearly show the relationship between the buildings, and detail the positions of the openings on each property.

Floor Plans - Existing and Proposed

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

Roof Plans – Existing and Proposed

Plans drawn to a scale of 1:50 or 1:100. A roof plan is used to show the shape of the roof. Details such as the roofing material and their location must be specified on the roof plan.

Site Sections and Finished Floor and Site Levels - Existing and Proposed

Plans drawn to a scale of 1:50 or 1:100. These must show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings must be submitted to show both existing and finished levels and to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided. Cross sections must be submitted where basement car parking is proposed.

Site level surveys (topographical surveys) are required to identify natural and artificial topographic features and ground levels and must be submitted to demonstrate how proposed buildings relate to existing site levels, features and neighbouring development. Such plans must also show the proposals in relation to the adjoining buildings.

Finished floor levels for existing and proposed development must be clearly identified on plans.

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 must also be taken into account in the formulation of design and access statements.

Site Location Plan

One copy of a Site Location Plan, based on an up-to-date map at a scale of 1:1250 or 1:2500 and scaled to fit onto A4 or A3 size paper, showing the direction of north. Plans should wherever possible show at least two named roads and the

surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

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

Site Plan

One copy of a Site Plan, drawn at a scale of at 1:500 or 1:200 accurately showing:

- a) The direction of north;
- b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;
- c) All the buildings, roads and footpaths on land adjoining the site including access arrangements;
- d) The species, position and spread of all trees within 12 metres of any proposed building works;
- e) The extent and type of any hard surfacing;
- f) Boundary treatment including walls or fencing where this is proposed.

Streetscene Elevations

Plans drawn to a scale of 1:100 or 1:200. A streetscene elevation should be submitted in all cases where the proposal is for an infill development between existing buildings, for an increase in the height of an existing property within a row of other buildings and for all streets within major developments.

Tree Location Plan (relevant for Applications for Tree Works only)

The plan should show boundaries and adjoining properties (including house numbers or names) and names of roads. It is not necessary to draw a scale plan, but the plans should show approximate distances between the tree(s) in question and other relevant features and include a north arrow.

Hedgerow Location Plan (relevant for Applications for Hedgerow Removal Notice only)

A plan drawn to scale (ideally 1:2500) which clearly shows the location and length of the hedgerow(s) to be removed. The plan should include a north arrow.

All drawings must have a scale bar and be clearly referenced with a drawing title, north point, reference number and details of any revisions.

GATEWAY ONE FIRE STATEMENT

A Planning Gateway One Fire Statement is required to be submitted as a result of the [Town and Country Planning \(Development Management Procedure and Section 62A Applications\) \(England\) \(Amendment\) Order 2021 \("the 2021 Order"\)](#).

A Planning Gateway One Fire Statement must be included for all applications for full planning permission which involve the:

- provision of one or more relevant buildings, or
- development of an existing relevant building or
- development within the curtilage of a relevant building.

Relevant buildings are those which contain two or more dwellings or educational accommodation and meet the height condition (18m or more in height, or 7 or more storeys whichever is reached first).

Fire Statements must be submitted on the [standard form on GOV.UK](#) (or a form to similar effect). [Guidance on the completion of a fire statement is available on GOV.UK](#).

Applications for planning permission will be exempt from the requirement to submit a fire statement where:

- the application is for a material change in use of a relevant building and the material change of use would result in the building no longer being a relevant building
- the application is for a material change in use of land or buildings within the curtilage of a relevant building and the material change of use would not result in the provision of one or more relevant buildings
- the application is for outline planning permission
- the application is for permission to develop land without compliance with conditions under section 73 of the Town and Country Planning Act 1990

Where applications for outline planning permission seek approval for layout and scale and involve the provision of one or more relevant buildings, or the development of an existing relevant building or the development within the curtilage of a relevant building a fire statement will be required to be submitted.

Further guidance on the requirements of Planning Gateway One is provided in the relevant section of the [NPPG](#).

LOCAL INFORMATION REQUIREMENTS

ACCOMMODATION SCHEDULE

Threshold – Requirement for Full or Outline planning applications for residential development

Required by Policy JP-H3 of Places for Everyone and the NPPF

The accommodation schedule should set out the size of the proposed residential units. A comparison should also be made to the Nationally Described Space Standards.

ACCURATE VISUAL REPRESENTATIONS (AVR)

Threshold - AVRs will be required where a proposal is likely to have a significant effect on designated and non-designated heritage assets; and/or the surrounding townscape/landscape.

Required by Policy JP-P1 of Places for Everyone and the NPPF

An Accurate Visual Representation (AVR) is a form of computer visualisation that can assist in the assessment of the visual effects of specific proposals on designated views. AVR images are very realistic and should be accurate with respect to height, form, size and location and should be created to a high level of verifiable accuracy using collected survey data, precise photography and a strict recorded methodology.

Early pre-application discussions are encouraged to determine whether AVR images are required to support a proposal and, where necessary, which views are required and the extent to which they should be rendered.

AVR's should be completed in accordance with the latest relevant Landscape Institute guidance '[Visual Representation of development proposals](#)'.

AFFORDABLE HOUSING STATEMENT

Threshold – Requirement for Full or Outline planning applications for housing developments proposing 10 or more residential units or where the site has an area of 0.5 hectares or more in “hot” market locations (Altrincham and open countryside) and “moderate” market locations (Sale, Urmston and Stretford) and 15 or more residential units in “cold” market locations (Partington, Carrington and Old Trafford).

Required by Policy L2 of the Trafford Core Strategy, Policy JPA 3.2 and JPA-30 of Places for Everyone and the NPPF

This statement must include the following elements: -

- The number of affordable residential units;
- The mix of affordable units in terms of type, (intermediate / social rented) and size (number of bedrooms and gross floorspace);
- Plans showing the location of affordable housing units;
- How the affordable housing units are to be managed and, where this involves an RSL, their details.

Where the developer proposes a lower proportion of affordable housing or a different mix to that outlined within Policy L2 of the Trafford Core Strategy, then detailed justification should be provided to support the proposal within this statement.

For outline applications where it is not possible to specify the affordable housing provision in detail, a statement of intent should be submitted outlining how affordable housing is intended to be provided and whether the site will comply with the provisions set out.

Further details can be found within the Council's [SPD1: Planning Obligations](#)

AIR QUALITY ASSESSMENT

Threshold – Requirement for Full or Outline planning applications for the following:

- **Developments affecting waste handling facilities (including sewerage treatment works or poultry farms);**
- **Any industrial activity which is regulated by the Local Authority or Environment Agency;**
- **Developments that introduce new exposure close to existing sources of air pollutants, including road traffic, industrial operations, agricultural operations etc.**

In addition to the above, an Air Quality Assessment will be required if any of the criteria in A below apply together with any of the criteria in B and any of the criteria in C:

A.

**10 or more residential units or a site area of more than 0.5ha
more than 1,000 m² of floor space for all other uses or a site area greater than 1ha**

B.

**the development has more than 10 parking spaces
the development will have a centralised energy facility or other centralised combustion
process**

C. Where the proposed development will:

1. Cause a significant change in Light Duty Vehicle (LDV) traffic flows on local roads with relevant receptors (LDV = cars and small vans <3.5t gross vehicle weight). A change of LDV flows of:

more than 100 AADT (annual average daily traffic) within or adjacent to an AQMA

more than 500 AADT elsewhere

2. Cause a significant change in Heavy Duty Vehicle (HDV) flows on local roads with

relevant receptors. (HDV = goods vehicles + buses >3.5t gross vehicle weight) A

change of HDV flows of

more than 25 AADT within or adjacent to an AQMA

more than 100 AADT elsewhere

3. Realign roads, i.e. changing the proximity of receptors to traffic lanes.

Where the change is 5m or more and the road is within an AQMA

4. Introduce a new junction or remove an existing junction near to relevant receptors. Applies to junctions that cause traffic to significantly change vehicle accelerate/decelerate, e.g. traffic lights, or roundabouts.

5. Introduce or change a bus station. Where bus flows will change by: --

more than 25 AADT within or adjacent to an AQMA -- more than 100 AADT elsewhere

6. Have an underground car park with extraction system where the ventilation extract for the car park will be within 20 m of a relevant receptor coupled with the car park having more than 100 movements per day (total in and out)

7. Have one or more substantial combustion processes where there is a risk of impacts at relevant receptors

Required by Policy L5 of Trafford Core Strategy, JP-S5 of Places for Everyone and the NPPF

The Air Quality Assessment must demonstrate how a development would affect pollution concentrations in relation to health based statutory and proposed air quality standards and objectives. This would normally involve screening and where appropriate dispersion modelling to:

- Assess the existing air quality in the study area (existing baseline);
- Predict the future air quality without the development in place (future baseline which may or may not include the contribution of committed development);

- Predict the future air quality with the development in place (with development);
- The cumulative impact of developments should be considered. It may be necessary to model another future scenario, with committed development excluded, to allow the cumulative impact of all such future developments with planning permission to be assessed as one combined impact at sensitive receptors. In most circumstances, it is more likely that committed development would be included in the future baseline where the information exists to facilitate this.

Applicants must be aware of the GM Clean Air Plan when undertaking any air quality assessment.

Further details can be found in the NPPF, NPPG, the Institute of Air Quality Management guidance document: Planning for Air Quality (2017) and the Greater Manchester Air Quality Action Plan. For further guidance or advice please contact the Council's Public Protection Department on 0161 9121377 or environmental.protection@trafford.gov.uk .

Air Quality Assessment – Ecology

Threshold – all development that may affect a Nationally, European or Internationally designated site

Required by Policy L5 of Trafford Core Strategy, JP-S5 of Places for Everyone and the NPPF

When there is potential for air quality issues to affect a European/Internationally or Nationally designated site, an Air Quality Assessment will be required.

To determine whether an Air Quality Assessment is required, applicants should refer to the SSSI Impact Risk Zones tool - [SSSI Impact Risk Zones \(England\) | Natural England Open Data Geoportal](#). The results of screening should inform the need for any further, more detailed assessment which may be required to fully assess the impacts of the proposal.

If utilising the Simple Calculation of Atmospheric Impact Limits ([SCAIL](#)) model, ensure the final input file (PDF format), the outputs for the model and the results (CSV format), with the details of the application are attached. This is particularly of significance for applications involving slurry stores, manure stores, pig, cattle, poultry units and combustion related proposals.

If road traffic emissions will result in air quality impacts on designated sites, applicants should refer to Natural England's approach to advising competent authorities on the assessment of road traffic emissions under the Habitats Regulations ([NEA001](#)).

BIODIVERSITY NET GAIN STATEMENT/PLAN

Threshold – all development unless exempt

Required by Policy JP-G8 of Places for Everyone and the NPPF

The exemptions are set out in [paragraph 17 of Schedule 7A of the Town and Country Planning Act 1990](#) and the [Biodiversity Gain Requirements \(Exemptions\) Regulations 2024](#).

Where an applicant considers that they meet the self-build exemption, confirmation must be provided that the development would comply with the definition of “self-build and custom housebuilding” taken from the [Self-build and Custom Housebuilding Act 2015 \(section 1\(A1\)\)](#).

Applicants are advised to review the [Biodiversity Net Gain Guidance](#) for Planners and Applicants produced by Greater Manchester Combined Authority (GMCA) when preparing their Biodiversity Net Gain Statement/Plan.

The report must include:

- a statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity net gain condition;
- the pre-development biodiversity value of the onsite habitat on the date of application (or an earlier date and justification why the earlier date is being used)
- the completed metric calculation tool used showing the calculations, the publication date and version of the biodiversity metric used to calculate that value;
- a statement whether activities have been carried out prior to the date of application (or earlier proposed date), that result in loss of onsite biodiversity value ('degradation'), and where they have:
 - a statement to the effect that these activities have been carried out;
 - the date immediately before these activities were carried out;
 - the pre-development biodiversity value of the onsite habitat on this date;
 - the completed metric calculation tool showing the calculations, and
 - any available supporting evidence of this;
- a description of any irreplaceable habitat (as set out in [column 1 of the Schedule to the Biodiversity Gain Requirements \(Irreplaceable Habitat\) Regulations 2024](#)) on the land to which the application relates, that exists on the date of application, (or an earlier date);
- a plan, drawn to an identified scale which must show the direction of North, showing onsite habitat existing on the date of application (or an earlier date), including any irreplaceable habitat;
- a completed biodiversity metric indicating the level of biodiversity net gain or loss is likely to be achieved by the scheme;
- a written Biodiversity Net Gain Statement or draft Biodiversity Gain Plan;

- raw baseline habitat data in UKHab survey format, with condition assessment data; and,
- pre- and post-development habitat maps showing areas of habitat retention and loss etc.

Biodiversity Net Gain - Discharge of Condition

Threshold – Requirement to discharge conditions, where applicable.

The information listed below will be required to support any application to discharge the biodiversity net gain condition.

- Ecological survey with raw baseline habitat data
- Completed baseline and post development habitat maps
- A finalised Biodiversity Gain Plan
- Completed and finalised Statutory Biodiversity Metric
- For offsite units or statutory credits - proof of purchase
- A completed Habitat Management and Monitoring Plan for all significant on-site gains

When a management and monitoring plan is submitted, the following criteria should be checked before submitting to LPA ecologists or GMEU for further review.

- Does it cover 30 years of management and monitoring?
- Has it been made clear who is responsible for the management? For example, is the responsibility being taken on by a management company who is clearly identified?
- Does the plan demonstrate when the monitoring will occur? Occurrence of monitoring visits will depend on the size of the site, but DEFRA has advised that a "medium sized habitat creation project might result in reports for years 2, 5,10, 20 and 30".

COMMUNITY INFRASTRUCTURE LEVY (CIL) – QUESTION FORM

Threshold - All planning applications that comprise any of the following:

- **Development in excess of 100 square metres (GIA); or,**
- **Householder application for works or extension to a house; or,**
- **The creation of a new dwelling (also applies to development with less than 100 square metres (GIA); or.**
- **The conversion of a building.**

CIL Charging Schedule approved by full council 26 March 2014

The Community Infrastructure Levy (CIL) allows Local Authorities in England and

Wales to set a financial levy on developments to provide essential infrastructure to support planned growth. Trafford's [CIL Community Infrastructure Levy Charging Schedule](#) was approved by Council on 26 March 2014 and became effective on 07 July 2014.

All submissions that are for the above types of application must be accompanied by a completed CIL Question Form in order for the CIL Charging Authority to determine if an application is chargeable or not.

Further guidance on CIL can be found in the Council's document [CIL Charging Schedule - Short Guide for Applicant's](#).

Note: If an applicant's email address is not provided on the Planning Application Form, the Council will issue all CIL related correspondence (including the CIL liability notice) to the agent (if applicable) via email.

CONTAMINATED LAND ASSESSMENT

Threshold – Required if any of the following apply:

- The proposed end use of the development is considered sensitive to contamination (for example, allotments, residential use, schools, some commercial premises)
- The land is known or suspected of being contaminated
- There is no evidence to show the land is free of contamination
- Proposals may create new pollution linkages

Required by Policy JP-S1 of Places for Everyone and the NPPF

The National Planning Policy Framework (NPPF) seeks to prevent unacceptable risks from pollution and land instability. Where a site is affected by contamination or land stability issues, responsibility for securing safe development rests with the developer and/or landowner.

On a precautionary basis, the possibility of contamination should be assumed when considering individual planning applications in relation to all land subject to or adjacent to previous industrial use and also where uses are being considered that are particularly sensitive to contamination – e.g. housing, schools, hospitals, children's play areas.

The preliminary risk assessment (PRA) must be undertaken and prepared by a suitably qualified and experienced person and undertaken in accordance with relevant [Land Contamination and Risk Management \(LCRM\) guidance](#) and procedures. Details of authors and reviewers and their relevant competencies should be identified within the report.

If the site poses a potentially significant risk to the proposed use or wider environment, then a full site investigation is required to be submitted with any application.

The need for a PRA for householder applications, or applications for change of use which do not include operational development will be determined on a case-by-case basis.

Further details can be found in the NPPF and [LCRM online guidance](#).

For further guidance or advice please contact the Council's Regulatory Services, environmental.protection@trafford.gov.uk.

CONTEXT CHARACTER APPRAISAL

Threshold – all applications for new residential and non-residential development, except for householder applications, and applications for a change of use where there are no alterations to the appearance of the site or external appearance of a building).

Required by Policy L7 of the Trafford Core Strategy, Policy JP-P1 of Places for Everyone and the NPPF

It is important that applicants complete an appropriate Context Character Appraisal to establish the appropriate baseline for a building's design. A Context Character Appraisal should include consideration of:

- Scale, density, height and massing;
- Urban grain, layout and spaciousness;
- Topography;
- Streetscape;
- Impact on nearby heritage assets;
- Elevational treatment and local architectural style;
- Materials;
- Hard and soft landscaping, including boundary treatments;
- Landmark buildings;
- Skyline;
- Constraints and opportunities.

Where appropriate this appraisal can form part of a Design and Access Statement or form a standalone document. The Context Character Appraisal must be clearly identified in the application submission.

Context Character Appraisals should be proportionate to the scale of the scheme.

CRIME IMPACT STATEMENT

Threshold – Requirement for Full, Outline and Reserved Matters applications for the following:

- Residential developments (Classes C1, C2, and C3 and C4 where 10 or more units are created (to include new development and changes of use)), or 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 10 houses or more will be developed;

- Development falling within Classes E, B2 and B8 and sui generis uses, where 1000m² gross or more of floorspace is proposed (to include new development, extensions of 1000m² or more and changes of use);
- Licensed food and beverage developments (within Class E or sui generis) where 200m² gross or more of floorspace is proposed (to include new development, extensions of 200m² or more, and changes of use);
- Casinos and amusement arcades (to include new development, extensions of 500m² or more, and changes of use);
- Development carried out on a site having an area of 1 hectare or more where the nature and amount of floorspace to be developed is not known;
- Car parks where 50 or more parking spaces are created.

Required by Policy JP-P1 of Places for Everyone and the NPPF

Having considered the principles of Crime Prevention through Environmental Design (CPTED), and having referenced Police approved security products and standards, the Crime Impact Statement should demonstrate that a development has been designed to minimise the risk of crime and disorder affecting both the development and its immediate surroundings. Developers are strongly advised to discuss the proposals with Greater Manchester Police Design for Security.

The Crime Impact Statement should:

- Be prepared by a suitably qualified and experienced professional that is able to offer impartial and objective crime prevention advice.
- Highlight all relevant crime and disorder issues currently experienced in the neighbourhood in which the development site is located, and any crime and disorder issues that the proposed development may generate or attract.
- Consider the crime and disorder issues, and include a review of how these issues might affect future both users of the development and the local community, and identify design solutions that will reduce the developments and the local community's vulnerability to crime and disorder, and promote a safe and secure development.

Where appropriate this statement can form part of a Design and Access Statement.

A statement detailing how the applicant has incorporated and taken on board the recommendations of the CIS should be provided. This can form part of the Design and Access Statement.

DAYLIGHT / SUNLIGHT ASSESSMENT

Threshold – Required for all planning applications where the proposal is

likely to have an adverse effect upon levels of light to adjoining sensitive land uses and future occupiers of the proposed scheme.

Required by Policy L7 of the Trafford Core Strategy, Policy JP-P1 of Places for Everyone and the NPPF

Sunlight and daylight studies should assess the impact of a proposed scheme on the sunlight and daylight received by future occupiers of the proposed scheme and adjoining/neighbouring residential properties and buildings.

The Council will expect the impact of the development to be assessed following the methodology set out in the most recent edition of Building Research Establishment's (BRE) "Site layout planning for daylight and sunlight: A guide to good practice".

The applicant is also required to provide a summary table for sunlight, and for daylight, which includes the following:

- the receptor (i.e. each building);
- the number of rooms in the receptor tested;
- the number of rooms which meet the BRE criteria;
- the number of rooms which do not meet the BRE criteria, split by minor, moderate and major significance, as per the criteria outlined above;
- the number of dwellings affected; and,
- commentary on minor, moderate and major sunlight and daylight losses.

Where amenity space is proposed as part of a development, a sun path study must also be undertaken to demonstrate that at least half of a development's amenity space receives at least two hours of sunlight on 21st March.

DESIGN CODE COMPLIANCE STATEMENT

Threshold – all applications for new residential and non-residential development, except for householder applications.

Required by Policy L7 of the Trafford Core Strategy, Policy JP-P1 of Places for Everyone and the NPPF

Trafford Design Code clearly sets out the design requirements for new residential and non-residential development in the Borough. Each sub-section of the Code contains clear information on how applicants should seek to demonstrate to officers their project complies (or justify why not) with that design code section. This need not necessarily require the submission of a lengthy compliance document. Applicants may be able to demonstrate how they have complied with relevant codes within the Design and Access Statement, Façade Design Analysis or their own compliance statement. This will ensure the officer has all the relevant information and visual documentation to make the necessary decisions.

Where appropriate this statement can form part of a Design and Access Statement or form a standalone document and should be clearly identified in the submission.

Applicants may wish to use the Design Code Compliance Statement template at Appendix 1 to set out where particular code requirements are addressed within the application submission.

DIGITAL CONNECTIVITY STATEMENT

Threshold – Requirement for full and outline planning applications for the following:

- **All new buildings (minor and major developments); and,**
- **All applications for the change of use a building.**

Required by Policy JP-C2 of Places for Everyone.

A Digital Connectivity Statement should be submitted to explain how the proposal will provide full fibre connections, and if not, why it is technically infeasible and/or unviable. Schemes should incorporate multiple ducting compliant with telecoms standards, to facilitate future-proof gigabit capable network connections. It is expected that internet connections will be operational and immediately accessible to network providers when occupiers move into new properties.

DRAINAGE STRATEGY / STATEMENT

Threshold – Requirement for full and outline applications for the following:

- **Residential development consisting of 10 dwellings or more or with a site area of 0.5 hectares or more where the number of dwellings is not yet known.**
- **Non-residential development with provision of a building or buildings where the total floorspace to be created is 1000 m² or more or, where the floor area is not yet known, a site area of 1 hectare or more.**

Required by Policy L5 of the Trafford Core Strategy, Policy JP-S4 of Places for Everyone and the National Planning Policy Framework

It is important to demonstrate that a development site can be sustainably drained; this is a principle of development and should be demonstrated at the earliest opportunity.

Full and Outline Planning applications for major development should be accompanied by a site-specific drainage strategy or statement that demonstrates that the drainage scheme proposed is in compliance with both the NPPF / NPPG and the Non-Statutory Technical Standards.

Full and Outline Planning applications for major development must also be accompanied by a completed copy of the **Northwest SuDS Strategy: Pro-forma**. The pro-forma summarises and confirms the details that should be contained within the Sustainable Drainage Strategy and Site-Specific Flood Risk

Assessment. It is intended to ensure that all aspects of sustainable drainage have been considered. The Pro-forma and associated guidance note can be found at Appendices 3 and 4 of this checklist.

Please note that in relation to surface water discharge, Trafford will not accept surface water drainage to a highway drain.

A Drainage Statement must make reference to the surface water / SUDS hierarchy:

- i. Discharge to a surface water body
- ii. Infiltration
- iii. Discharge to a surface water sewer
- iv. Discharge to a combined sewer

A Drainage Statement must incorporate the following:

- Topography of the development site, showing existing surface water flow routes, drains, sewers and watercourses
- Geological and soil types
- Initial scoping of flood risk issues to inform where applicable the flood risk assessment which may include any of the following:
 - Flood risk from main river
 - Surface water
 - Groundwater flood risk

A Site-Specific Drainage Strategy must include:

- Preliminary sustainable drainage proposals
- Outfall locations
- Discharge rates
- On-site storage requirements

In respect of full or reserved matters applications, the following information is also required:

Site and Drainage Layout

Proposed site plan showing exceedance flow routes and identification of catchment areas.

Drainage Layout Plan including:

- Sustainable drainage system
- Sewers
- Drains
- Watercourses

Site Investigation Report including the results for each sustainable drainage system feature of:

1. Boreholes or trial pits
2. Infiltration (Permeability) Testing
3. Factual Ground Investigation Report (GIR)
4. Geotechnical Design Report (GDR)

Sustainable drainage system flow calculations (PDF files showing the input and output data for flow calculations) and storm simulation plan for:

1. 1 in 1 year;
2. 1 in 2 year;
3. 1 in 30 year, and:
4. 1 in 100 year + 45% climate change

Information on the production of [Flood Risk Assessments](#) can be found in the [relevant section of this checklist](#).

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

ECOLOGICAL AND BIODIVERSITY SURVEY (INCLUDING PROTECTED SPECIES SURVEYS)

Threshold – Requirement for Full and Outline or Householder planning applications for the following:

- **Development (including householder) within, adjacent to, or likely to affect a designated site (European Site, Site of Special Scientific Interest, Site of Biological Importance)**
- **Non-householder developments within or adjacent to Sites of Geological and Geomorphological Importance, Local Nature Conservation Sites, Local Nature Reserves, and Wildlife Corridors**
- **All applications (including householder) involving:**
 - **Works within the roofspace of an existing building**
 - **The demolition of a building**
 - **The conversion of a building (e.g. barn or mill conversion)**
 - **Alterations or works to cellars, bridges, culverts, large stone walls, caves or mines**
- **Where developments are:**
 - **On sites that contain suitable habitat on the site to support protected species**
 - **It's likely that protected species are present and may be affected by the proposed development**
 - **Protected species are present but it isn't clear if they will be affected by the proposed development**
- **Developments relating to derelict land**
- **Non-householder development adjacent to a river, stream, canal, brook, pond, reservoir, or other water body**
- **Development affecting woodland (particularly Ancient woodland), hedgerows and hedgerow trees and trees including street trees and ancient trees**
- **Development within all areas of strategic importance as identified in The Greater Manchester Ecological Framework**
- **Development within all Historic Parks and Gardens and historic**

landscapes including Dunham Massey

- **Development within Habitats identified in the Greater Manchester Biodiversity Action Plan (BAP)**

Required by Policy R2 of the Trafford Core Strategy, Policies JP-G2 and JP-G8 of Places for Everyone and the NPPF

The detail in the statement must be relative to the size of development and its proximity to natural assets. It must clearly demonstrate the impacts of the proposed development on any wildlife or biodiversity interests, and explain how existing natural assets will be protected in the construction phase. It must identify how it will enhance biodiversity and identify any required mitigation/compensation measures and any proposals for long-term maintenance and management. Where appropriate accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc.) Regulations 1994 or the Protection of Badgers Act 1992.

Where development would be sited on agricultural land, the submission should include the submission of sufficient detailed Agricultural Land Classification (ALC) information in order to apply NPPF policies.

Where development is proposed on peatland, a peat survey should form part of the Ecological and Biodiversity Survey (or be submitted as a standalone document). Peat surveys should be completed in accordance with the following methodology Field Protocol_v2_clean.pdf (iucn-uk-peatlandprogramme.org).

Further advice on when protected species surveys are required can be found here – [Protected species and development: advice for local planning authorities - GOV.UK](#)

Information on Natural England's SSSI Impact Risk Zones can be found here - [SSSI Impact Risk Zones \(England\) | Natural England Open Data Geoportal](#)

Information on Ancient Woodland can be found here - [Ancient Woodland \(England\) | Natural England Open Data Geoportal](#)

EMPLOYMENT LAND ASSESSMENT

Threshold – Requirement for Full or Outline Planning applications for:

Development/Change of use which would result in the loss of a site/building currently in employment use (or where vacant, last used for non-retail employment uses).

- **Unallocated employment sites;**
- **Outside of strategic locations and;**
- **Employment places identified in Policy W1.3 of the Trafford Core Strategy**

Required by Policy W1 of the Trafford Core Strategy and Policy JP-J2 of Places for Everyone

The Employment Land Assessment must be able to demonstrate that:

- b) There is no need for the site to be retained for employment purposes and it is therefore redundant
- c) There are no suitable alternative sites, within the locality, to meet the identified need for the proposed development
- d) The proposed redevelopment would not compromise the primary function of the locality or the operations of neighbouring users and
- e) The proposed redevelopment is in accordance with other policies in the Development Plan

The assessment should include:

- The length of time over which the site and buildings have been marketed, ideally this should be for a minimum of 12 months
- Where and how the site and buildings have been marketed for sale or rent
- Details of all expressions of interest or offers received, including rental interest, and an explanation as to why any offers received were not accepted; and
- Confirmation that land/premises have been registered on the Evolutive land/property database for a minimum continuous period of 12 months. Registration is via Trafford Council's Inclusive Economy and Communities Section or Manchester's Inward Investment agency, MIDAS (<https://www.investinmanchester.com/midas/>)

In circumstances where employment premises are currently occupied, the statement should also indicate clearly why the occupier is looking to vacate the premises and demonstrate that reasonable lease negotiations have taken place.

An 'employment use' may be defined as uses falling within Use Classes E (g), B2 and B8, as well as Sui Generis uses of a similar nature which may normally be found within employment areas.

ENERGY STATEMENT

Threshold - Requirement for all Full and Outline planning applications that comprise built development and applications for change of use.

Required by Policy L5 of the Trafford Core Strategy, Policy JP-S2 of Places for Everyone, Policy CQ4 of the Civic Quarter Area Action Plan and the NPPF

PfE aims to deliver a carbon neutral Greater Manchester no later than 2038 and there is an expectation that new development will, unless it can be demonstrated that it is not practicable or financially viable, be net zero carbon¹ either:

- from adoption – to regulated operational carbon emissions;
- from 2028 - to all emissions 'in construction'.

From 2025 development should also calculate and minimise carbon emissions

¹ Target trajectory is expected to be in line with 2025 Future Homes Standard; net zero carbon is defined in the UK GBC Framework <https://ukgbc.org/resources/net-zero-carbon-buildings-framework>

from unregulated emissions alongside regulated emissions. Development proposals should set out how this has been achieved in an energy statement in accordance with the energy hierarchy, which in order of importance seeks to:

- Minimise energy demand;
- Maximise energy efficiency;
- Use renewable energy;
- Use low carbon energy; and
- Utilise other energy sources.

From 2025 any residual carbon emissions that cannot be fully mitigated on-site should be offset, in agreement with the relevant local planning authority through a financial contribution to a carbon offset fund.

As an interim measure, development should be consistent with the 2022 Part L Building Regulations unless superseded by changes to building regulations and/or national or local planning policies.

Further information regarding Carbon and Energy requirements can be found in the PfE Sustainable and Resilient Places chapter.

All applications for major developments within the Civic Quarter must also be accompanied by a zero-carbon plan. See the [Civic Quarter Area Action Plan](#) for more information.

Energy Statements should be proportionate to the scale of the scheme.

ENVIRONMENTAL IMPACT ASSESSMENT

Threshold – Requirement for Full, Outline and Reserved Matters applications for the following:

- **Development listed in Schedule 1 of EIA Regulations**
- **Development listed in Schedule 2 of EIA Regulations where it is considered likely to give rise to significant environmental effects**

Required by the Town and Country Planning (Environmental Impact Assessment) Regulations (2017)

Where an EIA is required, an Environmental Statement in the form set out in [Schedule 4](#) to the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 must be provided. Further guidance is provided in National Planning Practice Guidance.

Screening Opinion - If you suspect a proposal may need an EIA you can submit a request to the Local Planning Authority for a 'Screening Opinion'. You will need to include information as set out in [Article 6](#) of the EIA Regulations 2017 with your request.

On receipt of a request for a screening opinion, Trafford Council will consult the relevant internal departments and external organisations and respond to the

request in writing within a period of three weeks unless a longer time period has been agreed in writing with the person making the request.

In addition to the above, Trafford Council will undertake a screening opinion on all relevant applications when submitted. It may be at this time that an EIA is requested. Where an applicant disagrees with the Council's decision they may appeal to the Secretary of State for a screening opinion.

Scoping Opinion - If you are clear that an EIA is required (by virtue of either [Schedule 1](#) or [Schedule 2](#)) or this has been confirmed by way of a formal screening opinion then a request for a 'Scoping Opinion' can be submitted to the Local Planning Authority to determine the range of information which should be included in the Environmental Statement. A scoping opinion should include information as set out in [Article 15](#) of the EIA Regulations 2017. The Local Planning Authority will consult the relevant organisations and respond to requests within five weeks unless a longer time period has been agreed in writing with the person making the request.

All Environmental Statements (ES) should be prepared by a competent expert and be supported by a non-technical summary. Technical appendices should also be included where relevant.

EQUALITIES STATEMENT

Threshold – All publicly accessible buildings, facilities which provide an element of care, all major developments and all apartment developments

Required by Policy JP-P1 of Places for Everyone and the NPPF

Under the provisions of the [Equality Act 2010](#), specifically [Section 149](#) Public Sector Equality Duty (PSED), all public bodies are required in exercising their functions to eliminate discrimination, advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and foster good relations. The PSED applies to Local Planning Authorities in exercising their decision-making duties in relation to planning applications.

All applicants submitting applications meeting the above threshold must submit an Equalities Statement. The Equalities Statement must outline how the proposed development would advance equality of opportunity between persons who share a relevant protected characteristic. The relevant protected characteristics are: age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.

An Equalities Impact Assessment may be requested during the course of an application should any equalities issues be raised within representations on a planning application.

FAÇADE DESIGN ANALYSIS

Threshold – Requirement on all proposals for new buildings (excluding Use Classes B2 and B8) including Full Planning applications, Reserved Matters Planning applications and Outline Planning applications where ‘appearance’ is not a reserved matter.

Required by Policy JP-P1 of Places for Everyone and the NPPF

The Façade Design Analysis should demonstrate the design principles of the proposed scheme. The Façade Design Analysis can form part of the Design and Access Statement and should include the following:

- I. **Concept Design** – this should provide an annotated illustrative assessment of the proposed building(s) height, proportions, access points, windows and material palette in the context of the surrounding area. As a minimum the following information is required:
 - a. Streetscape analysis
 - b. Conceptual elevations within the streetscape (sketch to scale)

- II. **Developed Design** – this should provide further detail covering the main architectural features of the proposed building(s), such as: window and entrance details (including reveals, dimensions, position, and proportions) and brick detailing. As a minimum the following information is required:
 - a. Method of construction, e.g. traditional masonry or other construction system
 - b. Elevations including a streetscene with neighbouring buildings including all dimensions and heights (1:100)
 - c. Elevations indicating wall to window proportions HEP 5 – for all new development highlight area of window
 - d. Strip section of all details including window and door reveals, balconies, brick detailing, parapet and roof design (1:10 - 1:20)
 - e. Precedent images accurately reflecting the proposed level of design intent

- III. **Detailed Design** - this should provide details of rainwater goods, soil pipes, flues, plant and utility provision (including substations, water tanks, lift overruns, meter boxes), location and description/specification of movement joints and masonry details. As a minimum the following information is required:
 - a. Elevational details (1:5-1:20)
 - b. Sections of interfacing materials (1:5-1:20)
 - c. Materials specification

FLOOD RISK ASSESSMENT

Threshold – All Development

Formal Flood Risk Assessment (FRA) is a specific requirement for Full and Outline Planning applications for the following:

Development Proposals in High Probability (Flood Zone 3) Development Proposals in Medium Probability (Flood Zone 2)

Development Proposals on sites of 1ha. or above within Low Probability (Flood Zone 1)

Development Proposals on sites of 0.5ha. or above within Critical Drainage Areas as identified in the Council's Strategic Flood Risk Assessment

Development Proposals within Canal Hazard Zones or where flood risk from canals is otherwise considered to be an issue as identified in the Council's Strategic Flood Risk Assessment

Required by Policy L5 of the Trafford Core Strategy, Policy JP-S4 of Places for Everyone and the NPPF

Details of Flood Zones can be found on the Environment Agency's [website](#)

The Council's Strategic Flood Risk Assessment (SFRA) is available [via this link](#).

All developers should provide information to demonstrate that:

- (i) account has been taken of flood risk from all sources (including rivers, canals, sewers, surface water run-off and groundwater), as identified in the Strategic Flood Risk Assessment;
- (ii) the proposed development incorporates flood mitigation and management measures appropriate to the use and location;
- (iii) water efficiency will be improved and surface water run-off reduced through the use of appropriate measures such as rain water harvesting, water recycling and other Sustainable Drainage Systems (SUDS) appropriate to the location, as mapped in the Strategic Flood Risk Assessment.

The Council has produced a checklist and guidance note to assist applicants further in submitting the required flood risk information alongside planning applications. These can be found at Appendices 3 and 4 of this checklist. Where formal Flood Risk Assessments (FRAs) are required, it is acknowledged that they will vary in their detail and technical complexity to reflect the scale, nature and location of the proposed development. Whilst FRAs will need to cover the same general matters applicable to all development proposals, they will normally be expected to contain a much greater degree of information – including supporting survey and modelling data, incorporating allowances for climate change - and to have been undertaken under the supervision of an experienced flood risk management specialist. The Environment Agency has prepared [Standing Advice](#) to assist developers with the specific information that should be included in formal FRAs submitted to local planning authorities.

The attention of all applicants is drawn to the requirements of the National Planning Policy Framework (paragraphs 167 – 173) relating to the need for a

flood risk Sequential Test and Exception Test to be undertaken, where necessary, for development proposals.

Information on the production of [Drainage Strategies/Statements](#) can be found in the [relevant section of this checklist](#).

GREEN BELT IMPACT STATEMENT

Threshold – Requirement for Full, Outline and Householder applications for the following:

- **Development involving the demolition or the extension of dwellings located within the green belt**
- **Development involving the demolition and replacement of dwellings located within the green belt**
- **All inappropriate development located within the Green Belt**

Required by Policy R4 of the Trafford Core Strategy, Policy JP-G9 of Places for Everyone and the NPPF

Only limited types of development are considered to be ‘appropriate’ in the Green Belt (See paragraphs 154 - 156 of the NPPF) for definitions of ‘appropriate’ development).

If your proposal is not one of the purposes listed as ‘appropriate’ development in the NPPF, it will be considered ‘inappropriate’. If this is the case and the application site falls within the designated Green Belt then you must include in your application a statement of the ‘very special circumstances’ that you consider justify the development. The LPA will not treat an application for ‘inappropriate development’ in the Green Belt as valid unless accompanied by a Green Belt Impact Statement which outlines the ‘very special circumstances’. Further advice is provided within the NPPF.

For the avoidance of doubt, ‘grey belt’ land is considered to be land in the Green Belt.

GREEN INFRASTRUCTURE STATEMENT

Threshold – Requirement for Full or Outline planning applications for all developments where required by the Revised Supplementary Planning Document 1, Planning Obligations.

Required by Policies R3, R5 and L8 of the Trafford Core Strategy, Policies JP-D1 and JP-D2 of Places for Everyone and the NPPF

A Supporting Statement is required detailing any green infrastructure proposed. This will be used to assess any further contribution to green infrastructure required by a development in accordance with Policies R3, R5 and L8 of the Trafford Core Strategy, Policies JP-D1 and JP-D2 of PfE and Revised SPD1.

Revised SPD1: Planning Obligations can be accessed via this [link](#).

Where appropriate this statement can form part of a Design and Access Statement or form a standalone document. The Green Infrastructure Statement must be clearly identified in the application submission.

HABITAT REGULATION ASSESSMENT (HRA)

Threshold – Requirement for Full or Outline planning applications where it is considered that the project is likely to have a harmful impact on the special nature conservation interest of European designated sites (Special Protection Areas, Special Areas of Conservation and Ramsar sites).

Required by Policy R2 of the Trafford Core Strategy and the NPPF

European designated sites within 5km of Trafford include the Manchester Mosses SAC and Rixton Claypits SAC.

Information on Special Areas of Conservation can be accessed here - [Special Areas of Conservation \(England\) | Natural England Open Data Geoportal](#)

Information on SSSI Impact zones can be accessed here - [SSSI Impact Risk Zones \(England\) | Natural England Open Data Geoportal](#)

Details of these sites and advice concerning the types of development that may affect them can also be found at <http://jncc.defra.gov.uk/>

HEALTH IMPACT ASSESSMENT

Threshold - Requirement for:

- All full or outline planning applications for residential development comprising over 150 units
- All applications accompanied by an Environmental Statement or require to be screened for an Environmental Impact Assessment

Other proposals which, due to their location, nature or proximity to sensitive receptors, are likely to have a notable impact on health and wellbeing.

Required by Policy JP-P6 of Places for Everyone

The submission of Health Impact Assessments for development proposals will help ensure that the effects of development on both health and wellbeing are considered and responded to during the planning process. Health Impact

Assessments should aim to enhance the potential positive aspects of a proposal while avoiding or minimising any negative impacts, with particular emphasis on disadvantaged sections of communities that may be affected.

A statement that identifies the impacts of the development proposal on health (including obesity, mental health and wellbeing); identifies opportunities to reduce health inequalities as a result of the development including in their design, construction and management; and details necessary mitigation.

Where a proposal is accompanied by an Environmental Statement, the details may be provided within the document as part of a socio-economic chapter.

HEAT AND ENERGY NETWORK ASSESSMENTS

Threshold – Requirement for full or outline planning applications for new residential developments that are 10 dwellings or more or other developments over 1,000m² floorspace, which are located within the Heat and Energy Network Opportunity Areas, as shown on Figure 5.1 of Places for Everyone.

Required by Policy JP-S3 of Places for Everyone and the NPPF.

A Heat and Energy Network Assessment will be required as part of an energy statement to support planning applications for new developments within the identified “Heat and Energy Network Opportunity Areas”. These “Heat and Energy Network Opportunity Areas” are identified on the Places for Everyone map - [Places for Everyone | MappingGM](#) and image 5.1 from Places for Everyone (shown below).

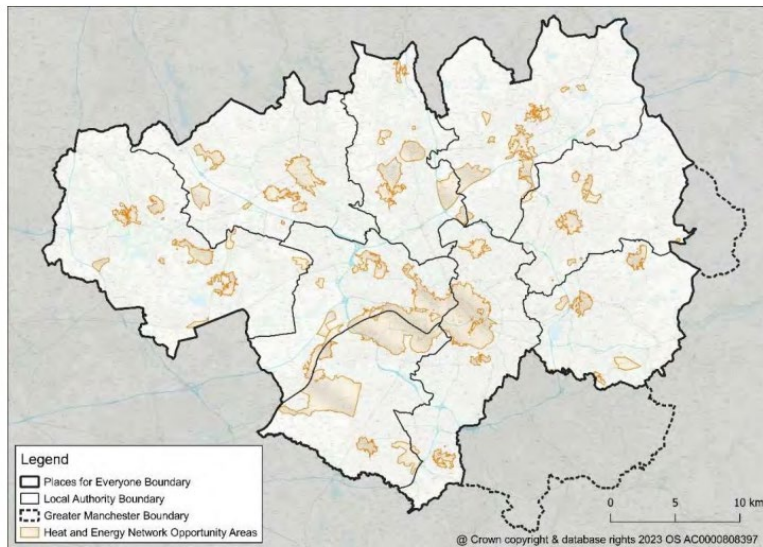
Decentralised heat/energy network assessments are required to demonstrate consideration and analysis of:

- a. Identification of existing and proposed heat/energy loads;
- b. Identification of heat/energy supply sources;
- c. Identification of opportunities to utilise renewable and low carbon energy sources;
- d. Identification of opportunities to utilise waste and secondary heat sources;
- e. Impact of proposals and technology choices on local air quality;
- f. Design according to national best practice in relation to efficient heat network design (e.g. CIBSE CP1 Heat Networks: Code of Practice for the UK¹, or equivalent); and
- g. Adopting appropriate consumer protection standards (e.g. Heat Trust² or equivalent).

¹ <https://www.cibse.org/knowledge-research/knowledge-portal/cp1-heat-networks-code-of-practice-for-the-uk-2020-pdf>

² <https://www.heattrust.org/>

Figure 5.1 Heat and Energy Network Opportunity Areas



HERITAGE ASSESSMENT

Threshold – Requirement for Full, Outline, Householder and Listed Building Consent applications for the following:

- **Development which involves alterations to or demolition of a Listed Building**
- **Development affecting the setting of a Listed Building**
- **Development within or affecting the setting of a Conservation Area**
- **Development that involves the alteration or demolition of a non-designated heritage asset**
- **Development affecting the setting of a non-designated heritage asset**
- **Development within historic parks or gardens and setting**
- **Development on sites that are of archaeological interest**
- **Development of any other site which includes any buildings/structures considered to be a Heritage Asset.**

Required by Policy R1 of the Trafford Core Strategy, Policy JP-P2 of Places for Everyone and the NPPF

The Heritage Assessment must include a two-stage process; an assessment of the significance of the affected heritage asset(s) and the impact of the proposed development on that significance including any measures to mitigate potential harm and/or better reveal significance.

Assessment of Significance

The level of detail should be proportionate to the importance of the heritage asset and applications should not be validated unless the extent of impact on significance is clear from the information available. As a minimum, the relevant historic environment record held by the [Greater Manchester Archaeological](#)

[Advisory Service](#) should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which a development is proposed includes or has the potential to include heritage assets with archaeological interest, applicants will be required to submit a desk-based assessment and, where necessary, a field evaluation.

The applicant may also find it helpful to consult Chapter 16 of the NPPF and Historic England's [Historic Environment Good Practice Advice](#) notes should also be consulted when undertaking a Heritage Assessment to accompany an application.

Impact of the Proposed Development - General Requirements

The second stage of the Heritage Assessment must clearly set out the proposed development and the impact of the proposed development on the significance of the affected heritage assets(s). It should include the details of the design principles and concepts that have been applied to the works including consideration of the scale, massing, height, siting, layout, appearance, character, materiality and any potential new use. The impact assessment should demonstrate how the proposals have taken account of the historic, archaeological, architectural or artistic significance of the designated or non-designated heritage asset, including setting, and indicate clearly how the proposal will positively contribute to local character and distinctiveness.

The assessment should include the following where relevant:

- Schedule of works, method statement and materials to be used for the proposals;
- Demolition floor plans and elevations as well as a structural survey clearly demonstrating how any retained building or structure will be supported during the course of the works;
- A structural survey will be required in support of an application if the proposal involves demolition or development which may affect the structural stability of buildings/structures identified as Heritage Assets (i.e. Listed Buildings or historic buildings in Conservation Areas);
- Any relevant professional assessments (accredited) of the property that will assist the proposal e.g. Structural Report, Fire Strategy, Heat and Ventilation Report;
- Any information provided by contractors/companies supplying materials;
- Labelled photographic record if relevant;
- Historic phasing plans;
- A copy of the listing description. Listing descriptions can be obtained from the National Heritage List for England on the following website: [Search the List - Find listed buildings, monuments, battlefields and more | Historic England](#)

Heritage Assessments are also required to describe the purpose and need for the proposed alterations, justifying why this option has been adopted as opposed to possible alternatives in order to minimise the potential harm to the heritage asset(s). The Heritage Assessment should demonstrate how the proposals are designed to minimise the impacts on the layout and architectural detailing and

complement the external and/or internal features of the historic original building. Opportunities to better reveal or enhance significance of heritage assets should also be explored.

Development which involves alterations to a Listed Building or a Non-designated Heritage Asset

A statement of significance should demonstrate how the proposals are designed to minimise the impacts on the layout and architectural detailing and complement the external and/or internal features of the historic original building. Any proposals affecting the special architectural or historic interest of the interior of a listed building will require an application for listed building consent. Where consent is sought for a number of proposals a detailed schedule of works, method statement and list of materials in addition to the relevant measured drawings, should be submitted with the application.

Where the demolition or rebuilding of a listed building or non-designated heritage asset is proposed, the application should be accompanied by relevant professional assessments (CARE or conservation accredited) i.e. a detailed survey of the building or structure affected, a full structural assessment, any relevant timber and damp surveys with accompanying recommendations and a specification of works. Floor plans and elevations indicating the level of alteration or demolition will also be required as well as a structural survey clearly demonstrating how any remaining building or structure will be supported during the course of the works.

Proposed works to specific elements of a building or structure such as windows, doors, eaves details, shop fronts, or for example, internal decorative plasterwork, joinery, fireplaces, floor coverings, boundary treatments or building construction methods especially where they are unusual in some way, will require detailed measured drawings. Depending on the feature being illustrated, the scale should be at 1:5, 1:10 or 1:20.

Development within the curtilage of or affecting the setting of Listed Buildings, Scheduled Ancient Monuments or Historic Parks and Gardens

Assessments for developments which are proposed within the curtilage of or affect the setting of a Listed Building, scheduled Ancient monument, Historic Parks and Gardens (within or affecting the setting of) must include a statement of any impacts. The assessment must include design principles and concepts that have been applied including consideration of the impact, scale, massing, siting, layout, appearance, character, materials and any potential new use. As above, the application must include a statement of significance, which demonstrates an understanding of the historical, archaeological, architectural and artistic interest of the affected buildings or site and demonstrate how the proposals preserve and enhance the character. In addition to the measured drawings required, streetscene plans may also be required, where new development is proposed, to clearly illustrate the local context, the potential impact of the development on the skyline, roofscape views and vistas as well as proposed boundary treatments. Applications which will impact on more significant assets, multiple heritage

assets, or changes considered likely to have a major effect on significance will require a more detailed analysis of views and setting and may require a “Zone of Theoretical Visibility” or the scope of potential viewpoints agreed with the local planning authority.

Applications for development within or affecting the setting of a Conservation Area

Assessments for development affecting (within or adjacent to) Conservation Areas should address how the proposal has been designed to have regard to the character and/or appearance of the conservation area and to explain how the proposal enhances or preserves its character or appearance with reference to the relevant Conservation Area Appraisal (CAA) and Conservation Area Management Plan (CAMP) (SPD5). In addition to the measured drawings required, streetscene plans may also be required where new development is proposed to clearly illustrate the local context, the potential impact of the development on the skyline, roofscape views and vistas as well as proposed boundary treatments.

A structural survey will be required in support of the demolition of any buildings in Conservation Areas and, where relevant, a viability appraisal, which should include an analysis of the current value, an analysis of the detailed costs of repair, alteration and extension and the likely end value of the building. A financial comparison should be provided between this option and the option for redevelopment including demolition. The application should include demolition floor plans and elevations as well as a structural survey clearly demonstrating how the remaining building will be supported during the course of the works. Where an applicant is seeking to justify the demolition of a building on the basis that a replacement building will contribute more positively to the area than the building being removed, the statement must include a justification of how the design of the new building is equal to or more successful than the building being replaced.

Applications for development on sites with an archaeological interest

Where a development site includes or has the potential to include heritage assets with archaeological interest, applicants will be required to submit an archaeological desk-based assessment and, where necessary, a field evaluation. As a minimum, the Historic Environment Record held by the [Greater Manchester Archaeological Advisory Service](#) should have been consulted and the archaeological interest assessed using appropriate expertise.

A desk-based assessment will determine, as far as is reasonably possible from existing records, the nature, extent and significance of the archaeological interest within the proposed development site. It will aim to establish the impact of the proposed development on that significance, and will enable reasoned decisions to be made on whether to mitigate, offset or accept that impact without further intervention. In certain circumstances the desk-based work may identify a need for further evaluation, such as fieldwalking, geophysical survey, metal-detecting surveys or intrusive investigation, to determine the potential impact of development on the archaeological resource, and the results submitted as part of

the application.

Desk-based assessments shall be undertaken in accordance with the [‘Standard and guidance for historic environment desk-based assessment guidance’](#) set out by the Chartered Institute for Archaeologists (CIfA), and in consultation with the local authority’s historic environment advisers in advance of research to seek to agree the aims and methodology to ensure that unnecessary work is avoided and that the results are able to inform the planning process.

HOUSING NEEDS STATEMENT

Threshold – Requirement for Full and Outline planning applications for the following:

- Residential development consisting of 10 dwellings or more or with a site area of 0.5 hectares or more where the number of dwellings is not yet known.

Required by Policy L2 of the Trafford Core Strategy and the NPPF

The statement should outline how the proposed development will:

- Make a contribution to the creation of mixed and sustainable local communities;
- Be adaptable to the needs of its residents over time;
- Contribute to meeting the target split between small and large accommodation;
- Increase the provision of family homes.

LANDSCAPE / TOWNSCAPE VISUAL APPRAISAL

Threshold - Requirement for all buildings that would be significantly higher than their neighbours or make a recognisable impact on the skyline or where sites are considered to be particularly sensitive, in landscape/townscape or visual terms.

Required by Policy JP-P1 of Places for Everyone and the NPPF

A Landscape/Townscape and Visual Appraisal should follow the methodology set out in the [Guidelines on Landscape and Visual Impact Assessment](#). A LVA typically follows the format of an LVIA but, by definition, does not consider significance, with no requirement to give a judgement on the significance of effects.

Further guidance can be found in the Landscape Institute’s Guidelines for Landscape and Visual Impact Assessment 3rd Edition – May 2013 and [Technical Guidance Note 1/20](#)

Any development that is likely to trigger the requirement for a L/TVA should be

discussed through pre-application discussions with the LPA. Applicants should ensure that the location of viewpoints and visualisation type to be provided has been agreed with the LPA.

LANDSCAPE / TOWNSCAPE VISUAL IMPACT ASSESSMENT

Threshold - Requirement for all EIA development where the proposal would likely have significant environmental effects on the landscape/townscape.

Required by Policy JP-P1 of Places for Everyone and the NPPF

The Landscape / Townscape Visual Impact Assessment should follow the methodology set out in the [Guidelines on Landscape and Visual Impact Assessment](#) and identify the effects of the development on landscape and townscape as a resource in its own right and on specific views and general visual amenity experienced by people, including the cumulative effects of the proposed development in conjunction with other developments.

Further guidance can be found in the Landscape Institute's Guidelines for Landscape and Visual Impact Assessment 3rd Edition – May 2013 and [Technical Guidance Note 1/20](#)

See [Environmental Impact Assessment](#) for further information on EIA screening/scoping and Environmental Statements.

Any development that is likely to trigger the requirement for a L/TVIA should be discussed through pre-application discussions with the LPA. Applicants should ensure that the location of viewpoints and visualisation type to be provided has been agreed with the LPA.

LOCAL LABOUR AND TRAINING AGREEMENTS

Threshold – Requirement for full and outline applications for the following:

- Residential development consisting of 10 dwellings or more or with a site area of 0.5 hectares or more where the number of dwellings is not yet known;
- Non-residential development with provision of a building or buildings where the total floorspace to be created is 1000 m² or more or, where the floor area is not yet known, a site area of 1 hectare or more;
- Mixed use development where the thresholds above would be exceeded cumulatively.

Required by Policy JP-J1 of Places for Everyone.

If the development falls within the criteria above, a Local Labour Agreement will

be required. It should set out the intended approach to the following matters, for the construction phase and – for commercial development – also for the operational phase:

- Creation of apprenticeships/new entrants/graduates/traineeships;
- Recruitment through The Trafford Job Club, Jobcentre Plus and other local employment vehicles;
- Work trials and interview guarantees;
- Vocational training (NVQ);
- Work experience (14-16 years, 16-19 years and 19+ years) (5 working days minimum), T-Levels and supported internships;
- Links with schools, colleges and university;
- Use of local suppliers;
- Supervisor training;
- Management and leadership training;
- In-house training schemes;
- Construction Skills Certification Scheme (CSCS) Cards;
- Support with transport, childcare and work equipment; and
- Community based projects

Applicants are encouraged to contact Trafford Council's Skills and Employment team (employment@trafford.gov.uk) prior to submission for advice on how to tailor their Local Labour Agreement to their specific development proposal.

MATERIALS SCHEDULE

Threshold – Requirement on all planning applications that comprise:

- The development of new buildings and/or extensions; and/or
- The introduction of new materials on existing buildings.

Required by Policy JP-P1 of Places for Everyone and the NPPF

A detailed materials schedule must provide details of all materials to be used on external facades (including mortar colour), roofs and rainwater goods. The specification must include details of the manufacturer, type, texture, surface finish and colour of the materials. Where stone is proposed, quarry details should be included. The schedule must also clearly indicate where each material is proposed to be used.

M4(2) / M4(3) COMPLIANCE STATEMENT

Threshold – Requirement for Full or Outline planning applications for residential development

Required by Policy JP-H3 of Places for Everyone

All applications for residential development are required to demonstrate that all dwellings will be built to the 'accessible and adaptable' standard in Part M4(2) of

the Building Regulations unless specific site conditions make this impracticable.

Where a development does not comply with M4(2) / M4(3) standards as required, applicants must provide detailed justification explaining why these standards cannot be met, including, details of which specific criteria of M4(2) the development cannot comply with, and the reasons why not. Where appropriate, this statement can be included in a Design and Access Statement.

NOISE ASSESSMENT

Threshold – Requirement for Full and Outline planning applications for the following:

- **Development that generates significant levels of noise or vibration, such as industrial or commercial developments using noisy machinery (e.g. joinery workshops, refrigeration and extraction plant and equipment), noisy sports, bars and nightclubs etc.**
- **Development of noise sensitive uses (e.g. housing) adjacent to potentially significant sources of noise such as roads, railways, entertainment venues, commercial and industrial premises**

Required by Policy L5 of Trafford Core Strategy, Policy JP-P1 of Places for Everyone and the NPPF

For further technical advice regarding the scope and content of a noise assessment, please contact the Council's Public Protection Department on 0161 912 1377 or environmental.protection@trafford.gov.uk.

OPEN SPACE ASSESSMENT

Threshold – Requirement for Full and Outline Planning applications for the following:

- **Development affecting land allocated as Protected Open Space or any other recreational (formal and informal) open space and buildings**

Required by Policy R5 of the Trafford Core Strategy, Policies JP-G6 and JP-P7 of Places for Everyone and the NPPF

Open space, sports and recreational buildings and land should not be built on unless an assessment has been undertaken which clearly shows the land/buildings to be surplus to requirements. For open space, 'surplus to requirements' should include consideration of all the functions that open space can perform. In the unlikely circumstance that a specific sport or recreation facility or provision has not been assessed in the Council's [Green and Open Space: Assessment of Need \(June 2009\)](#), the applicant must provide an independent assessment which should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. Applicants will need to agree the scope of any such assessment with the council, and consult the local community to demonstrate that their proposals are widely

supported by them. Reference should be made to the Council's Green and Open Spaces - An Assessment of Need dated June 2009.

Further guidance is available within the NPPF.

Where playing fields are affected Sport England are a consultee and require certain information to be submitted. Sport England recommends that planning applications affecting playing fields should provide specific information in line with the requirements of Appendix 5. This indicates the information that Sport England recommends should be submitted where an applicant feels their development may meet with one of the exceptions to Sport England's [Playing Fields Policy](#).

PARAMETER PLANS

Threshold – Requirement for Outline planning applications

Required by Policy L7 of the Trafford Core Strategy, Policy JP-P1 of Places for Everyone and the NPPF

The plans should indicate where buildings, roads and open space may be located on the site, the distribution of uses across the site and maximum heights (Above Ordnance Datum) and maximum footprints (length and width) of each development plot.

PLANNING OBLIGATION DRAFT HEADS OF TERMS

Threshold – Requirement for Full and Outline planning applications for the following:

- **Implementation of any off-site mitigation measures as identified within a Transport Assessment**
- **Delivery mechanism for affordable housing as identified within an Affordable Housing Assessment**
- **Any other developments where it is deemed necessary for a legal agreement to be used to secure infrastructure or services**

Required by Core Strategy Policy L8, Policies JP-D1 and JP-D2 of Places for Everyone and the NPPF

Planning obligations (or section 106 agreements) are private agreements negotiated between local planning authorities and persons with an interest in a piece of land (or developers), and are intended to make acceptable development which would otherwise be unacceptable in planning terms.

Where a legal agreement is needed to secure infrastructure or affordable housing in line with revised [SPD1 Planning Obligations 2014](#), a planning obligation draft heads of terms should be submitted with the planning application. The applicant must provide their solicitor's full contact details, proof of title and identification of other ownership interests with their submission.

A payment will be required to cover the administrative costs of the Council's Legal Team.

PLANNING STATEMENT

Threshold – Requirement for Full and Outline planning applications

A statement which identifies the context for a proposed development providing information and evidence to show how the proposed development accords with relevant Development Plan policies, Supplementary Planning Documents and Guidance, the NPPF and PPG. It should also:

- List all supporting documents;
- Describe the site and surroundings;
- Describe and explain the proposed development;
- Show how it accords with the relevant national and local policy, standards, guidelines and supplementary guidance;
- Describe consultations that have taken place with the local planning authority, the wider community and statutory consultees at the pre-application stage and what account has been taken of the outcome of such consultations;
- Include any other information that is materially relevant to the proposed development but is not included in other submission document or in a Design and Access; and,
- Where special circumstances form part of the justification for a development, these should be clearly set out and accompanied by relevant, verifiable evidence. The length and complexity of the Statement should be tailored to the scale and type of proposed development.

Planning Statements should be proportionate to the scale of development.

SITE WIDE LANDSCAPE STRATEGY

Threshold – Required for all Full, Outline and Reserved Matters applications that comprise new build development.

Required by Policy JP-P1 of Places for Everyone and the NPPF

Applicants are required to demonstrate how their scheme meets the principle of landscape-led development.

Landscape-led schemes should:

- Appraise and consider the context of the development site to retain and enhance landscape across the site.
- Provide clear and direct links to nearby existing amenities and green infrastructure (off site), creating green corridors to form a network of open spaces, and place the buildings around these corridors.
- Consider Biodiversity Net Gain.
- Include defined and useable open space within the development.

- Design SuDS to be an integral part of the development's green open space-network.
- Incorporate existing green infrastructure (on site) and natural habitats within proposals and create new ones where not.
- Specify site appropriate plant species in the design of open space and consider the long-term maintenance and delivery of trees and planting.
- Understand and describe how green infrastructure and landscape design will be delivered and phased.

Whilst a Site Wide Landscape Strategy is required for all developments, they should be proportionate to the scale of the scheme.

A Site Wide Landscape Strategy is made up of a number of documents and should include those listed below as a minimum.

Whilst it is expected that all applications for outline planning permission will be accompanied by a full Site Wide Landscape Strategy, it is acknowledged that the level of information that can be provided will depend on which matters approval is sought for. If an outline planning application seeks permission for 'Landscaping' a full Site Wide Landscape Strategy should be submitted. It is expected that all outline applications will as a minimum be accompanied by an assessment of the existing landscape character, site/topography plan, sun path study, and where there are existing utilities, a utilities plan.

Landscape Masterplan

Plan showing the layout, character, structure and types of proposed planting, indicative planting list, details of all existing and proposed boundary treatments, details of all existing and proposed hard landscape including hard standing / parking areas. The plan should also illustrate how SuDS provision has informed the Masterplan.

A landscape appraisal must inform the landscape masterplan, this is particularly important for sites where there are existing landscape and topographical features.

Site / Topography Plan

For sites where there is variance in site levels and there are existing landscape features, a Site/Topographical Plan should be provided identifying site levels and features at a scale of 1:500.

For proposals that require earth grading and moving, including bunds or SuDS features, the following existing and proposed plans will be required:

Site sections (at scale 1:100/1:200/1:500)

Contour plan (at scale 1:100/1:200/1:500)

Profile (soil/spoil) drawing (at scale 1:50/1:100/1:200)

Hard and Soft Landscape Plan

Full details of the hard and soft landscape works must be provided, and include but not necessarily limited to:

- Details of existing and proposed levels for all external earthworks associated with the landscape proposals (including SuDS). Such details to include cross sections where necessary and their relationship to adjoining surfaces
- A general arrangement plan to include existing trees and hedgerows to be removed, those to be retained and details of proposed new trees and hedgerows
- All planting and seeding should be illustrated on plan accompanied by schedules specifying species, planting size, densities and plant numbers. Species selection should be informed by a soil analysis
- Planting bed dimensions must be annotated on the drawings
- Planting method statement
- Sections to illustrate the interface of hard surfaced areas with planting beds, including gradings and retaining features
- Tree pit (including soil volume), and staking / underground guying details
- Hard surfacing materials - layout, colour, size, texture, coursing, levels
- Walls, steps, fencing, gates, railings or other supporting structures - location, type, heights and materials
- A Site Features Protection Plan
- Location and details of all street furniture
- Details of play equipment, including layout surface and boundary treatment
- Details of public art, if proposed
- Hostile Vehicle Mitigation measures, if necessary

Sun path study

Where amenity space is proposed as part of a development, a sun path study must also be undertaken to demonstrate that at least half of the development's amenity space receives at least two hours of sunlight on March 21st.

Utilities Plan

A Landscape Plan showing the co-ordination between existing and proposed planting in relation to utilities and underground services.

Landscape Management and Maintenance Plan

Effective management of all manner of landscape infrastructure is essential to ensure long-term success. A Landscape Management and Maintenance Plan sets out how a development will maintain the retained landscape and existing ecology of the site. It should include plans to ensure the designed landscape fulfils its roles, including providing habitats and recreational space.

The report should detail in one concise document the aims and objectives of the various landscape components and the mechanisms that will be put in place to ensure its delivery. It should also include hard landscape features which contribute to the framework around which the soft landscape is based. Paving, lighting and fencing also need maintenance so that they remain safe, attractive and fit for purpose. Maintenance details of all of these will be required.

The detail and complexity of the document should reflect the scheme to which it refers. A large scheme which includes specialist habitat creation aimed at sustaining particular species will require a lot more detail than a plan which deals

solely with a public open space with trees and shrubs.

What to include in your plan

The report should include management details, maintenance details and accompanying plans.

Management details

The following information must be provided in relation to the site and proposed development.

- Overall vision for the designed landscape
- Management responsibilities
- Identification and description of landscape components, including existing and proposed vegetation
- Aims and objectives for each of the key components with details of the expected outcome – e.g. habitat creation, foraging hedgerow, woodland copse, wildflower meadow, chalk grassland, shrubs, herbaceous and bulb borders
- Details of specialist operations required to deliver habitat creation and biodiversity
- Management operations of all functions stating the frequency and duration over the lifetime of the landscape, provided in chart format
- Making good damaged areas / units or subsidence to match original materials
- Cleaning operations including graffiti removal, fly tipping removal, pressure washing, reoiling, re-painting and upgrading
- Failed component re-design and installation liabilities, responsibilities and timings
- Play areas – installation, inspection, maintenance and operation must conform to the BS EN1176 standard for playground equipment. Any third-party maintenance contractors must provide their maintenance regime for inclusion in this document
- Procedures must be included for replacement for decommissioned, broken or failed equipment. This replacement equipment will be of similar play value
- Sustainable Drainage Systems (SuDs) details, including maintenance details and any specialist operations

Maintenance details

Maintenance details are an essential part of the landscape management and maintenance plan. The following information about the planned maintenance of the site must be provided.

- Maintenance details of boundary walls, fencing, bollards, and any temporary protective fencing such as post and wire/chestnut palings and knee rails and timing of removal, where these fall outside of a residential curtilage for an individual plot
- Maintenance, cleaning and refurbishment operations for hard paved and loose surfaces such as gravel and pea shingle where these fall outside of a residential curtilage for an individual plot
- Maintenance of tree grilles and guards
- Details of specialist component maintenance such as artwork, water

features and signage

- Details of watering, including volume, frequency, method of application and contingencies for drought and hosepipe bans
- Methods and timings for the control of weeds, noxious weeds and alien invasive and notifiable species
- Inspection frequency for loss, damage and replacements
- Inspection frequency for wind-rock and associated operations, including tree tie re-fixing, stake replacement, re-firming around roots
- Timings for removal of tree guards, tubes and stakes
- Mulch maintenance
- Heights, timings and methods for tree, hedgerow and shrub pruning, re-shaping and thinning
- Tree maintenance: include safety checks and methods for arboricultural works, both routine and emergency
- Herbaceous and bulb maintenance
- Grassed areas: include cutting regime, methods, machinery, any specialist treatments for meadows – including naming and control methods of undesirable weeds, areas where bulbs have been planted, removal of arisings
- Re-seeding and re-planting of wildflower plugs – frequency of checks and timings for work
- Amenity lawn maintenance operations, thatch removal, moss treatment, spot treatment of weeds, relief of compaction, grass pitch maintenance, aeration methods and maintenance of field drainage
- Litter removal

Accompanying plans

The following plans must accompany your report:

- approved landscape plans and specifications
- key landscape / habitat components cross referenced to the original specifications
- plan delineating areas of ownership and maintenance responsibility for all communal landscape areas
- plan for any phased maintenance operations relating to rotation of coppicing, meadow / grazing, scrub, thicket thinning etc.

STATEMENT OF COMMUNITY INVOLVEMENT

Threshold – Requirement for Full and Outline planning applications for the following:

- **Development proposals for 10 residential units and above**
- **Development proposals for 1,000 m² and above of non residential floorspace**

Required by Council's Statement of Community Involvement (2015)

This statement should outline the process undertaken, any views which have been sought and how these have influenced the development proposals. Small

scale developments such as house extensions will not require community involvement but applicants are encouraged to discuss their proposals with neighbours and people who are affected. Further guidance on the type and nature of consultation required is outlined within the Council's [Statement of Community Involvement](#).

TELECOMMUNICATIONS SUPPORTING INFORMATION

Threshold – Requirement for all applications for mast and antenna development

Required by Code of Practice on Mobile Network Development (2002).

Planning applications for mast and antenna development by mobile phone network operators in England should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development. Planning applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). Further guidance on the information that may be required is set out in the Code of Best Practice on Mobile Network Development in England (2016).

TOWN CENTRE STATEMENT (Sequential Assessment, Impact Assessment)

Threshold – Requirement for Full or Outline planning applications as follows:

- **Sequential Assessment for all main town centre development (retail, office, leisure and hotel) in an edge of centre or out of centre location where it is not in accordance with an up to date development plan document**
- **Impact Assessment for all retail and leisure developments above 2,500 m² gross floorspace in an edge of centre or out of centre location where it is not in accordance with an up to date development plan policy**

Required by Policy W2 of the Trafford Core Strategy and the NPPF.

Full details of what should be included are set out in paragraphs 91 – 95 of the NPPF.

TRANSPORT ASSESSMENT (TA)/TRANSPORT STATEMENT (TS) /TRAVEL PLAN (TP)

Threshold – Requirement for Full and Outline Planning Applications for the following:

Land use	Size	No assessment	TA/TS	TP
Food retail (E(a))	GFA	<250sq. m	>250sq.m = TS >800sq.m = TA	>800sq. m
Non-food retail (E(a))	GFA	<800sq.m	>800sq.m = TS >1500sq.m =TA	>1500sq.m
Financial and Professional Services (E(c))	GFA	<1000sq.m	>1000sq.m = TS >2500sq.m = TA	>2500sq.m
Restaurant and Café (E (b))	GFA	<300sq.m	>300sq.m =TS >2500sq.m = TA	>2500sq.m
Drinking Establishments (Sui Generis)	GFA	<300sq.m	>300sq.m =TS >600sq.m = TA	>600sq.m
Hot food Takeaway (Sui Generis)	GFA	<250sq.m	>250sq.m = TS >500sq.m = TA	>500sq.m
Business (E(g))	GFA	<1500sq.m	>1500sq.m = TS >2500sq.m = TA	>2500sq.m
General Industrial (B2)	GFA	<2500sq.m	>2500sq.m =TS >4000sq.m =TA	>4000sq.m
Storage or Distribution (B8)	GFA	<3000sq.m	>3000sq.m =TS >5000sq.m =TA	>5000sq.m
Hotels (C1)	Beds	<75 beds	>75beds =TS >100 beds =TA	>100 beds
Residential Institutions (C2) – Hospitals, nursing homes	Beds	<30 beds	>30 beds = TS >50 beds =TA	>50 beds
Residential Institutions (C2) – Education	Students	<50 students	>50 students =TS >150 students = TA	>150 students
Residential	Residents	<250	>250	>400

Institutions (C2) – Institutional hostels		residents	residents =TS >400 residents =TA	residents
Dwelling Houses (C3)	Dwelling Unit	<50 units	>50 units =TS >80 units =TA	>80 units
Non - residential Institutions (D1)	GFA	<500sq.m	>500sq.m =TS >1000sq.m =TA	>1000sq.m
Assembly and leisure (E (d))	GFA	<500sq.m	>500sq.m =TS >1500sq.m =TA	>1500sq.m
Others	To be discussed	Discuss with appropriate highway authority	Discuss with appropriate highway authority	Discuss with appropriate highway authority

Table based on DfT :Guidance on Transport Assessment GFA – Gross Floor Area

Required by Policy L4 of the Trafford Core Strategy, Policy JP-C8 of Places for Everyone and the NPPF

A TP is a package of measures produced by developers/employers to encourage staff to use alternatives to single-occupancy car-use whilst a TA is a comprehensive and systematic process that sets out any transport issues relating to the proposed development. This document should identify what measures will be taken to deal with the anticipated transport impacts of the scheme and to improve accessibility and safety for all modes of travel, particularly for alternatives to the car such as walking, cycling and public transport. In some cases, the transport issues arising out of development proposals may not require a full TA and in these instances, a simplified report in the form of a TS will be required. If a TA is required, this should consider the level of traffic to be generated and its potential impact on existing highways and identify any necessary mitigation measures. It should also demonstrate that the development has made adequate provision for access by walking and cycling and has considered links to public transport and any necessary public transport improvements.

If you would like to discuss the scope of a required TA, TS or TP, please contact the Council's Highway Department at traffordtraffic@amey.co.uk.

Where a site is in close proximity to the strategic road network (SRN), developments which typically fall under the usual threshold for a TA/TS may, in certain circumstances require a TA/TS due to the potential for developments to severely impact the SRN. Where an applicant is required to assess the impact of their development on the SRN, they are advised to consult National Highways at PlanningNW@nationalhighways.co.uk at pre-application stage to attain advice on

how they should proceed.

Further information on National Highways requirements can be found here:

- <https://nationalhighways.co.uk/our-roads/planning-and-the-strategic-road-network-in-england/>
- [DfT Circular 01/2022](#)
- [Planning for the Future: A Guide to Working with National Highways on Planning Matters](#)

Threshold – Any development that falls below the thresholds set out in the box above but generates additional parking demand

Relevant details (e.g. numbers of staff / pupils / bedrooms / amount of floorspace etc.) will be required to allow the proposals to be properly assessed against the Council's car, cycle and motorcycle parking standards. These are contained within [SPD3: Parking Standards and Design](#).

TREE / ARBORICULTURAL SURVEY

Threshold – Requirement for Full, Householder, Outline and Reserved Matters applications for the following:

Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees).

Required by Policy R2 of the Trafford Core Strategy and Policy JP-G7 of Places for Everyone

Information will be required on which trees are to be retained including a method statement outlining the means of how trees will be protected during construction. This information should be prepared by a suitably qualified and an experienced arboriculturist. Full guidance on the survey information, protection plan and method statement that should be provided with the application is set out in the current BS5837 'Trees in relation to construction'.

Trees – Application for Tree Works

Threshold - Applications for tree works: works to trees subject to a Tree Preservation Order (TPO) or notification of proposed works to trees in a Conservation Areas (CA)

Required by Policy R2 of the Trafford Core Strategy, Policy JP-G7 of Places for Everyone and the NPPF

For works to trees subject to a Tree Preservation Order, the following must be provided:

- Completed and dated application form, with all [mandatory] questions answered;
- Sketch plan showing the location of all tree(s);
- A full and clear specification of the works to be carried out
- Statement of reasons for the proposed work; and
- Evidence in support of statement of reasons, where required by the standard application form.

For notification of works to trees in conservation areas, it is important to supply precise and detailed information on your proposal. The following must be provided:

- Sketch plan showing the location of all tree(s); and
- A full and clear specification of the works to be carried out.

You may wish to include these details on the Standard application form.

Where the trees are protected by a TPO or in a conservation area, please indicate which of the following types of additional information you are submitting:

- Report by a tree professional (arboriculturist) or other (surveyor or engineer for alleged subsidence).
- Details of any assistance or advice sought from a Local Planning Authority officer prior to submitting this form

VIABILITY ASSESSMENTS

All planning applications where a developer considers that, on viability grounds, a reduced level of planning obligations should be provided in respect of a development.

Required by Policy L8 of the Trafford Core Strategy, Policies JP-D1 and JP-D2 of Places for Everyone and the NPPF

In accordance with guidance in NPPF and NPPG and to improve accountability, the Local Planning Authority will make the viability assessment publicly available by publishing it in full on its website alongside other documents that form part of the planning submission. Planning applications will not be validated without a viability assessment, where one is required.

Viability information should be presented in accordance with the guidance in Appendix 2. Where additional clarity is required, during the application process, applicants should expect to provide evidenced justification for specific inputs and outputs underpinning the viability assessment.

Where an exemption from publication is sought for specific inputs, this information should be aggregated in the main viability assessment for publication and a breakdown provided under separate cover with a supporting document providing full justification for the exemption. Whether an exemption is granted will be at the discretion of the Local Planning Authority.

A payment of £6,250 (exclusive of VAT) will be required to cover the Council's

costs in assessing the viability information, including the Council's retained viability consultant to analyse and interrogate the contents of the viability assessment and any supporting documentation. Details of the entity to be invoiced and an email address to direct the invoice to should therefore accompany the submission of the planning application. Applicants will be invoiced on validation of the planning application. If the standard build and abnormal costs are deemed to be at a significant level when compared to standard benchmarks and one of the main reasons for a viability challenge for the subject site - the applicant will be required to pay an additional fee to enable the Council to undertake an independent cost plan review. If an unusual level of input is required into the assessment of viability, a further payment may need to be made. Where this is the case, the need for and amount of the payment would be discussed with the applicant in advance of an invoice being raised.

WASTE MANAGEMENT STRATEGY

Threshold – All applications for full planning permission / outline planning permission where approval for layout is sought / reserved matters consent where approval for layout is sought, for residential and non-residential development proposals, including new build development and changes of use, regardless of the size of the proposal.

Required by Policy L7 of the Trafford Core Strategy and the NPPF

Applicants are advised to discuss proposals for new development within town and district centres with the Council's Town Centres Team.

Waste Management Strategies should be proportionate in length and detail to the development proposed must include the following details:

- Location of bin storage points (apartments and dwellinghouses)
- Access details for collection vehicle
- Access details for collection crews including:
 - Surface materials
 - Bin wheeling distance
 - Presentation points if necessary
- If in a secure store, details of how collection crews will access the store and store details including:
 - Size (must include manoeuvring space)
 - Lighting and ventilation

WIND IMPACT ASSESSMENT

Threshold – All applications that include tall buildings (30 m or more in height), where any free-standing buildings significantly exceed the prevailing building heights in the immediate area, and for any other proposals where the development is likely to have an adverse effect upon the wind microclimate.

Required by Policy L7 of the Trafford Core Strategy and the NPPF

A Wind Impact Assessment should be prepared by a suitably qualified wind engineer, indicating the impact of the proposal on the comfort level of the public spaces within and surrounding the development.

A wind tunnel test will be required with results reported in accordance with Lawson Criteria.

APPENDIX 1



SPD7: Trafford Design Code Design Code Compliance Statement

LANDSCAPE AND NATURE

Landscape-led development

Trees

Boundary Treatment – Hedge and Shrub Planting

Drainage and SuDS

Biodiversity

Residential Gardens, Small Spaces and Public Realm

Landscape and Residential Parking Layouts

Landscape and Industrial and Commercial Sheds

Maintenance and Responsibilities

STREETS AND PUBLIC REALM

Street Design

Public Realm

NEW PLACES

Landscape Led Vision

Movement Framework

Urban Structure

Mix of Uses

RESIDENTIAL SITES

Landscape-led Residential Layouts

Visual Structure

HOUSES

Context, type, form and profile

Plan and layout

Accessibility

Elevation and Proportion

Materials and Detail

Parking and Garages

Threshold and Boundaries

APARTMENTS

Form and profile

Plan and layout

Accessibility

Elevation and Proportion

Balconies and Terraces

Materials and Detail

Boundary Treatments

Parking

TALL BUILDINGS

Location and Siting

Scale and Massing

Elevation treatment

COMMERCIAL BUILDINGS AND NON-RESIDENTIAL BUILDINGS

Context

Plan and Layout

Scale and Form

Boundary Treatments

Elevation Treatment

Materials

Parking

Plant and Infrastructure

INNOVATION

Innovative Design

Passive Environmental Design

Roofs

Low and Zero Carbon (LAC) Technology

Modern Methods of Construction (MMC)

Building lifecycle

EV Charging

APPENDIX 2

TRAFFORD COUNCIL APPLICATION VALIDATION CHECKLIST: JANUARY 2025

APPENDIX 2

GUIDANCE FOR THE PRODUCTION OF A VIABILITY APPRAISAL

Validation Checklist - Approach to Viability in Planning		
<p>Viability Methodology</p>		<ul style="list-style-type: none"> • If an Applicant cannot provide a policy compliant suite of developer contributions, a ‘<i>viability case</i>’ should be made that will be assessed by the LPA. • The viability methodology must follow the requirements set out in adopted policy and guidance in the NPPF and NPPG on Viability. • The production of appraisals and evidence is wholly the Applicant’s responsibility. It is not the LPA’s consultant’s role to produce evidence and their own appraisal, but to assess the evidence and appraisals produced by the Applicant and decide whether the information provided is robust and evidence based to be able to come to a conclusion on the financial viability of the scheme. • The Applicant should provide a minimum of two appraisals. One which reflects their offer and one which reflects a fully policy compliant scheme. • The viability appraisals should be presented in an industry standard appraisal format summary page with supporting cash flow (Argus Developer Software preferred). • All inputs and assumptions used in the viability appraisal should be evidenced and justified. Stating that it is the industry norm is not a good enough justification.
<p>Aspirational Return</p>	<p>Developer</p>	<ul style="list-style-type: none"> • NPPG) states: <ul style="list-style-type: none"> ○ <i>“Potential risk is accounted for in the assumed return for developers at the plan making stage. It is the role of developers, not plan makers or decision makers, to mitigate these risks. The cost of fully complying with policy requirements should be accounted for in benchmark land value. Under no circumstances will the price paid for land be relevant justification for failing to accord with relevant policies in the plan.”</i> (para.18). • The aspirational developer return will be part of the developer’s proposal. The developer will make their case for the appropriate return, which must reflect Benchmark Land Value and policy compliance. • Due to the reduced risk profile, affordable housing should be at a lower percentage return to the

	<p>developer.</p> <ul style="list-style-type: none"> The developer return applied to different residential tenures and non-residential planning uses will need separate justification.
<p>Aspirational Land Value</p>	<p>Benchmark</p> <ul style="list-style-type: none"> NPPG is clear in how the Benchmark Land Value (BLV) should be estimated. The BLV needs to reflect all costs, including developer return and policy compliance. For clarity, NPPG does not recommend a methodology of comparison between BLV and Residual Land Value (RLV). The BLV should be estimated based on NPPG required approach: <ul style="list-style-type: none"> <i>“To define land value for any viability assessment, a benchmark land value should be established on the basis of the existing use value (EUV) of the land, plus a premium for the landowner. <u>The premium for the landowner should reflect the minimum return at which it is considered a reasonable landowner would be willing to sell their land. The premium should provide a reasonable incentive, in comparison with other options available, for the landowner to sell land for development while allowing a sufficient contribution to fully comply with policy requirements.</u>” (para. 13).</i> NPPG states that the new benchmark land value should: <ul style="list-style-type: none"> <i>“be based upon existing use value</i> <i>allow for a premium to landowners...</i> <i><u>reflect the implications</u> of abnormal costs; site-specific infrastructure costs; and professional site fees</i> <i>...In decision making, the cost implications of all relevant policy requirements, including planning obligations and, where relevant, any Community Infrastructure Levy (CIL) charge should be taken into account.” (para. 14)</i> The first component of the BLV is the Existing Use Value. NPPG is clear that the: <ul style="list-style-type: none"> <i>“EUV is the value of the land in its existing use. Existing use value is not the price paid and should disregard hope value.” (para. 15).</i> A premium should not apply when the development site has already been purchased by a developer or land promoted from the landowner land is not subject to change of use. A premium should not apply when a development site has already been purchased by a developer or land promoter from the landowner. A land promoter is defined as any organisation that intends to dispose of plots of land to a third party to develop out, and will not develop the site themselves. Land promoters should pay a discounted amount for the land they purchase, typically between 15% and 20% discount to Open Market Value, and so do not require an additional incentive. NPPG is also clear that <i>“where viability assessment is used to inform decision making under no circumstances will the price paid for land be a relevant justification for failing to accord with relevant policies in the plan. Local authorities can request data on the price paid for</i>

	<p><i>land (or the price expected to be paid through an option agreement).” (para. 14).</i></p> <ul style="list-style-type: none"> • The Applicant should provide the land acquisition price or price expected to be paid through an option as well as purchaser costs including legal fees and agent fees. This should all be evidenced. • Alternative Use Value (AUV) can only be used if it complies with adopted planning policy, there is a strong justification for why the Applicant is not pursuing the alternative use and the alternative use is capable of implementation. NPPG states that no premium should be applied to the AUV.
GDV – Build to Rent schemes (BTR)	<ul style="list-style-type: none"> • Detailed comparable evidence should be provided with justification for the predicted rents and yields • The transactional data should be comparable with the development in terms of location, quality and age (New-builds). • If there are a lack of new-build comparables, second-hand comparables can be used, though it should be noted that there is a premium in rents and yields with new-builds. • Comparables should include the annual rental value per square foot and date of investment sale. • All assumptions made when valuing the investment should be listed and justified with evidence. • A Purchaser’s cost would usually be expected as a deduction to account for stamp duty (SDLT), Agent Fees and Legal Fees
GDV – Sales Values	<ul style="list-style-type: none"> • Detailed comparable evidence should be provided with justification for the predicted sales values. • The transactional data should be comparable with the development in terms of type, location, quality and age. • If there are a lack of new-build comparables, second-hand comparables can be used, though it should be noted that there is a premium in sale values with new-builds. • Comparables should include the price per square foot and date of sale/asking price. • A schedule of unit sizes and estimated sale values should accompany the viability case. • Estate agent estimations are not independent and will not be accepted as evidence, unless they are supported with detailed comparable evidence with a narrative.
GDV – Ground Rent	We await Government’s confirmation on how ground rents will be treated.

<p>GDV – Commercial Investment Value</p>	<ul style="list-style-type: none"> • Detailed comparable evidence should be provided with justification for the predicted rents and yields • The transactional data should be comparable with the development in terms of location, quality and age (New-builds). • If there are a lack of new-build comparables, second-hand comparables can be used, though it should be noted that there is a premium in rents and yields with new-builds. • Comparables should include the annual rental value per square foot and date of investment sale or rent review. • All assumptions made when valuing the investment should be listed and justified with evidence. • A Purchaser’s cost would usually be expected as a deduction to account for stamp duty (SDLT), Agent Fees and Legal Fees.
<p>Affordable Houses</p>	<ul style="list-style-type: none"> • Affordable houses are sold to Registered Providers (RPs) at a discount on Open Market Value (OMV). • Intermediate product should be valued at around 70% OMV. • Affordable Rent should be valued at around 50% OMV. • Social Rent should be valued at around 45% OMV. • Affordable houses typically are transferred to an RP at the point of completion of the dwelling through a golden brick/land and build contract, this should be reflected in the cash flow. We would usually see the affordable houses cash flowed with an upfront land payment (usually around 25% of the affordable housing value) and funding throughout the build contract for the remaining affordable housing value. • As stated in the aspirational return section, the return on the affordable element should be lower than the market element due to these units being pre-sold which results in reducing the risk associated with the product. A return of 6% for affordable housing product has been upheld in a number of recent Inspectors’ decisions such as B&Q, Trafford (APP/Q5245/W/20/3258552) Warburton Lane, Trafford (APP/Q4245/W/19/3243720)

Standard Build Costs	<ul style="list-style-type: none"> • A detailed cost plan should be produced by the Applicant to support their viability case including preliminary costs and overheads and profit referenced as percentages. • Build cost rates should be evidenced and benchmarked by comparable schemes and widely recognised databases such as BCIS. BCIS data needs to be adjusted to reflect the specific circumstances of the project and Applicant. • If the build cost rate is at the upper end of the comparable schemes, detailed justification is required to explain why.
Abnormals	<ul style="list-style-type: none"> • Abnormal costs are those that the developer perceives to be in addition to ‘normal’ cost that would be expected to be incurred in the delivery of development. The Abnormal element will be a treatment over and above standard, primarily to deal with difficult ground conditions. • Detailed evidence and justification should be provided as to why the identified abnormal costs are needed including any site investigation reports and detailed cost plans. • NPPG is clear how abnormal costs and site-specific infrastructure costs should be treated when estimating BLVs: <i>“reflect the implications of abnormal costs; site-specific infrastructure costs; and professional site fees”</i> (para. 14).
Cost Plan Review	<ul style="list-style-type: none"> • If the standard build and abnormal costs are deemed to be at a significant level when compared to standard benchmarks and one of the main reasons for a viability challenge for the subject site, the Applicant is required to pay an additional fee to enable the Council to undertake an independent cost plan review.
Finance Cost	<ul style="list-style-type: none"> • A cash flow that was used to substantiate the finance costs, showing spend and revenue received, should be submitted by the Applicant. The Applicant should also state and justify the build period and sale period for the scheme, including the estimated percentage of pre-sales (mainly for apartment schemes). • The Applicant is required to evidence and justify the finance rate used.

Professional fees	<ul style="list-style-type: none"> • A detailed list of appointments and fees is required, with supporting evidence. • Professional fees should also be stated as a percentage of total build cost.
Sales & Marketing & Legal Fees	<ul style="list-style-type: none"> • Sales, marketing and legal fees should only be applied to the market housing of the scheme. • A breakdown of sales, marketing and legal fees per property should be produced. • Within Trafford we would expect legal fees at around £650 to £750 per property, depending on the size of the development.
Projection Model/Overage Agreements	<ul style="list-style-type: none"> • If a development cannot fund its planning obligations due to viability, then the LPA will enter into an overage with the developer based on a Projection Model. • NPPG provided guidance on overage agreements: <ul style="list-style-type: none"> ○ <i>“Where contributions are reduced below the requirements set out in policies to provide flexibility in the early stages of a development, there should be a clear agreement of how policy compliance can be achieved over time. As the potential risk to developers is already accounted for in the assumptions for developer return in viability assessment, realisation of risk does not in itself necessitate further viability assessment or trigger a review mechanism. Review mechanisms are not a tool to protect a return to the developer, but to strengthen local authorities’ ability to seek compliance with relevant policies over the lifetime of the project.”</i> (para. 9). • A Projection Model will be used to capture the ‘super profit’¹.
Approach to Negotiations	<ul style="list-style-type: none"> • NPPG states: <ul style="list-style-type: none"> ○ <i>“In plan making and decision making viability helps to strike a balance between the aspirations of developers and landowners, in terms of returns against risk, and the aims of the planning system to secure maximum benefits in the public interest through the granting of planning permission.”</i> (para. 10). • The above is the basis on which all negotiations will be undertaken.

¹ ‘Super profit’ is any additional value from the sale of houses that generate an outturn that is greater than the predicted Sales Values in the Applicant’s viability assessment.

APPENDIX 3

NORTH WEST SuDS PRO-FORMA TEMPLATE

Document Change Log		
Version	Date Agreed	Changes made
Version 1	April 2020	Initial version issued
Version 2	July 2020	<ul style="list-style-type: none"> Page 1 – ‘Guidance to support you’ section – word ‘approved’ changed to ‘appropriate’ Section 5 – Box 4 ‘Evidence Required’ - word ‘approved’ changed to ‘appropriate’ Section 5 – Box 9 ‘Summarise how storage will be provided for 1 in 100 year (plus climate change) event on site’ - word ‘approved’ changed to ‘appropriate’
Version 3	August 2020	<ul style="list-style-type: none"> Front sheet and Document Change Log added Page 1 – Para 1 Footnote – words ‘of 0.5 hectares’ removed
Version 4	July 2021	<ul style="list-style-type: none"> Front page amended and branding removed. Section 1 - Previously Developed/ Brownfield Site – words ‘then one of the approaches outlined in Section 24.5 of The SuDS Manual (C753) should be adopted’ removed. Section 7b – Hierarchy Level 2 – Note wording amended from ‘Where third party land is cited as a barrier, you should provide visibility of discussions held to date with the riparian landowner of the waterbody’ to ‘Where discharge of any element in the hierarchy is discounted, an applicant should provide justification. If the reasoning for discounting a discharge of surface water to watercourse relates to issues associated with third party land or the securing of any other required consent, it may be necessary for the applicant to provide evidence to the local planning authority to support their proposed approach’
Version 5	May 2022	<ul style="list-style-type: none"> Pro-forma guidance updated to take account of the new climate change allowances published on 10 May 2022. There is no change to the pro-forma itself.

Website: [The Flood Hub](#)

This website is an online resource which has been funded by the North West Regional Flood and Coastal Committee as a one stop shop for flood advice and information across the North West.

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TRAFFORD
COUNCIL

TRAFFORD COUNCIL SuDS PRO-FORMA

This Pro-forma is endorsed by the North West Regional Flood and Coastal Committee, including representatives from Lead Local Flood Authorities, Highway Authorities, United Utilities and the Environment Agency

NORTH WEST SuDS PRO-FORMA

This pro-forma is a requirement for any planning application for major development¹.

It supports applicants in summarising and confirming how surface water from a development will be managed sustainably under current and future conditions.

Your sustainable drainage system should be designed in accordance with [CIRIA The SuDS Manual C753](#) and any necessary adoption standards.

HOW TO COMPLETE

Blue Box	Instruction/ Question
Orange Box	Evidence Required
White Box	To be completed by Developer / Consultant

1. Complete ALL white boxes
2. Submit this pro-forma to the Local Planning Authority, along with:
 - Sustainable Drainage Strategy
 - Site Specific Flood Risk Assessment (if required)
 - Minimum supporting evidence, as indicated in orange boxes of this pro-forma.

GUIDANCE TO SUPPORT YOU

The pro-forma should be completed in conjunction with ‘Completing your SuDS Pro Forma Guide.’

The pro-forma can be completed using freely available tools such as [Tools for Sustainable Drainage Systems](#) or appropriate industry standard surface water management design software.

¹ as defined in Section 2 of [Statutory Instrument 2015 No. 595](#) or on sites in Critical Drainage Areas.

SECTION 1. APPLICATION & DEVELOPMENT DETAILS

Planning Application Reference <i>(if available)</i>		
State type of planning application <i>i.e. Pre-application, Outline, Full, Hybrid, Reserved Matters*</i> <i>*Information only required if drainage is to be considered as part of reserved matters application</i>		
Developer(s) Name:		
Consultant(s) Name:		
Development Address <i>(including postcode)</i>		
Development Grid Reference <i>(Eastings/Northings)</i>		
Total Development Site Area (Ha)		
Drained Area (Ha)* of Development		
Please indicate the flood zone that your development is in. Tick all that apply. <i>Based on the Environment Agency Flood Map for Planning and the relevant Local Authority Strategic Flood Risk Assessment (to identify Flood Zones 3a/3b).</i>		Flood Zone 1 <input type="checkbox"/> Flood Zone 2 <input type="checkbox"/> Flood Zone 3a <input type="checkbox"/> Flood Zone 3b <input type="checkbox"/>
What is the surface water risk of the site? Tick all that apply. <i>Based on the Environment Agency Surface Water Flood Map.</i>		High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>
Have you submitted a Site Specific Flood Risk Assessment (FRA)? <i>See separate guidance notes for clarification on when a FRA is required</i>		Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you submitted a Sustainable Drainage Strategy?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your drainage proposal provide multi-functional benefits via SuDS?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Expected Lifetime of Development <i>(years)</i> <i>Refer to Planning Practice Guidance "Flood Risk and Coastal Change" Paragraph 026</i>		
Development Type:		State Proposed Number of Units
Greenfield Site <ul style="list-style-type: none"> Site is wholly undeveloped, and a new drainage system will be installed 		<input type="checkbox"/>
Previously Developed/ Brownfield Site <ul style="list-style-type: none"> Site is already developed, and the <u>entirety</u> of the existing surface water drainage system will be used to serve the new development (evidence must be provided to prove existing surface water drainage system is reusable); OR Where records of the previously developed system are not available so that the hydraulic characteristics of the system cannot be determined or where the drainage system is not in reasonable working order <i>i.e. broken, blocked or no longer operational for other reasons.</i> 		<input checked="" type="checkbox"/>
Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 1.		

SECTION 2: IMPERMEABLE AREA AND EXISTING DRAINAGE

	Existing (E)	Proposed (P)	Change (P – E)
State Impermeable Area (Ha)			
Evidence Required: Plans showing development layout of site with existing and proposed impermeable areas.			<input type="checkbox"/>

Are there existing sewers, watercourses, water bodies, highway drains, soakaways or filter drains on the site?	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/>
Evidence Required: Plan(s) showing existing layout to include all: <ul style="list-style-type: none"> Watercourses, open and culverted Water bodies – ponds, swales etc. Sewers, including manholes Highway drains, include manholes, gullies etc. Infiltration features - soakaways, filter drains etc. 	<input type="checkbox"/>

Drainage Design <i>Outline planning applications should be able to demonstrate that a suitable drainage system is achievable.</i> <i>All other type of planning application should provide full details or reference to previous planning application where drainage details have been submitted or approved.</i>		
Select which design approach you are taking to manage water quantity (refer to Section 3.3 SuDS Manual)	<input type="checkbox"/>	
Approach 1 – Volume control / Long Term Storage (Technical Standards S2/3, S4/5) <ul style="list-style-type: none"> The attenuated runoff volume for the 1 in 100 year 6 hour event (plus climate change allowance) is limited to the greenfield runoff volume for the 1 in 100 year 6 hour event, with any additional runoff volume utilising long term storage and either infiltrated or released at 2 l/s/ha The discharge rate for the critical duration 1 in 1 year event is restricted to the 1 in 1 year greenfield runoff rate The discharge rate for the critical duration 1 in 100 year event (plus climate change allowance) is restricted to the 1 in 100 year greenfield runoff rate 	<input type="checkbox"/>	
Approach 2 – Qbar (Technical Standards S6) <ul style="list-style-type: none"> Justification has been provided that the provision of volume control/long term storage is not appropriate and an attenuation only approach is proposed. All events up to the critical duration 1 in 100 year event (plus climate change allowance) are limited to Qbar (1 in 2 year greenfield rate) or 2 l/s/ha, whichever is greater. 	<input type="checkbox"/>	
Evidence Required: Plans showing: <ul style="list-style-type: none"> Existing flow routes and flood risks Modified flow routes Contributing and impermeable areas Current (if any) and proposed 'source control' and 'management train' locations of sustainable drainage components (C753 Chapter 7) Details of drainage ownership Details of exceedance routes (Technical Standards S9) Topographic survey Locations and number of existing and proposed discharge points <i>Note consideration should be given to manage surface water from both impermeable and permeable surfaces (including gardens and verges) likely to enter the drainage system.</i>		<input type="checkbox"/>

Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 2.	
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**SECTION 3: PEAK RUNOFF RATES – TECHNICAL STANDARDS S2, S3 AND S6
(UNLESS S1 APPLIES)**

Rainfall Event	Existing Rate (l/s)	Greenfield Rate (l/s)	Proposed Rate (l/s) <i>Previously developed sites - In line with S3 should be equivalent to Greenfield runoff rates – discuss with LLFA if this is not achievable pre-application</i>
Qbar <i>(Approach 2)</i>			
1 in 1 Year Event <i>(Approach 1)</i>			
1 in 30 Year Event			
1 in 100 Year Event* <i>(Approach 1)</i>			

** Total discharge at the 1 in 100 year rate should be restricted to the greenfield runoff volume for the 1 in 100 Year 6 hour event with additional volumes (long-term storage volume) released at a rate no greater than 2 l/s/ha where infiltration is not possible. The climate change allowance should only be applied to the proposed rate and not the existing or greenfield rate.*

Evidence Required:

Methodology used to calculate peak runoff rate clearly stated and justified.

Impermeable areas plan, supported by topographical survey confirming positive drainage.

Hydraulic calculations and details of software used.

State the hydraulic method used in your calculations

(Refer to Table 24.1 of The SuDS Manual)

Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 3.

**SECTION 4: DISCHARGE VOLUME – TECHNICAL STANDARDS S4, S5 AND S6
(UNLESS S1 APPLIES)**

Rainfall Event	Existing Volume (m ³)	Greenfield Volume (m ³)	Proposed Volume (m ³)
1 in 100 Year 6 Hour Event <i>(Approach 1)</i>			
Does the below statement apply to your development proposal? Long term storage is not achievable on this site and, in accordance with S6 of the Non Statutory Technical Standards for SuDS, the surface water discharge rates for events up to and including the 1 in 100 year critical event are limited to Qbar (Approach 2)			Yes <input type="checkbox"/> No <input type="checkbox"/>
Evidence Required: Approach to managing the quantity of surface water leaving the site clearly stated and justified Methodology used to calculate discharge volume clearly stated and justified. Hydraulic calculations and details of software used.			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 4.	
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SECTION 5: STORAGE – TECHNICAL STANDARDS S7 AND S8

State climate change allowance used (%)	
State housing density (houses per ha)	
State urban creep allowance used (%)	
Evidence Required: State / used in appropriate industry standard surface water management design software.	<input type="checkbox"/>

State storage volume required (m³) (excluding non-void spaces) <i>Must include an allowance for climate change and urban creep</i>	
Have you incorporated interception into your design? <i>(Refer to Chapter 24 of The SuDS Manual C753)</i> <i>Where possible, infiltration or other techniques are to be used to try and achieve zero discharge to receiving waters for rainfall depths up to 5mm.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Evidence Required: Drainage plans showing location of attenuation and all flow control devices and supporting calculations.	<input type="checkbox"/>

Summarise how storage will be provided for 1 in 30 year event on site. <i>Storage must be designed to ensure that at no flooding occurs onsite in a 1 in 30 year event except in designed areas and no flooding occurs offsite in a 1 in 100 year (plus climate change allowance) event.</i>	
Summarise how storage will be provided for 1 in 100 year (plus climate change) event on site. <i>Where storage above the 1 in 30 year rainfall event is provided in designated areas designed to accommodate excess surface water volumes, plans showing storage locations and surface water depths and supported by calculations used in appropriate industry standard surface water management design software. It is important to run a range of duration events to ensure the worst case condition is found for each drainage element on the site</i>	
Evidence Required: Plans showing size and location of storage and supporting calculations. Where there is controlled flooding, extents and depths must be indicated.	<input type="checkbox"/>

Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 5.	
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SECTION 6: WATER QUALITY PROTECTION

Contaminated surface water run-off can have negative impacts on the quality of receiving water bodies. The potential level of contamination will influence final the design of an appropriate treatment train as part of your sustainable drainage system.

Is the proposal site known to be or potentially contaminated?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none"> If the site is contaminated, it should be demonstrated that the sustainable drainage system will not increase the risk of pollution to controlled waters through the mobilisation of contaminants and/or creation of new pollution pathways. 	

Confirm the Pollution Hazard Level of the proposed development - Tick ALL that apply		
<i>Refer to Pollution Hazard Indices for different Land Use Classifications in Table 26.2 of The SuDS Manual C753 for further guidance.</i>		
Pollution Hazard Level <i>Tick ALL that apply</i>		Surface water run-off from the proposed development will drain from:
VERY LOW	<input type="checkbox"/>	<ul style="list-style-type: none"> Residential roofs
LOW	<input type="checkbox"/>	<ul style="list-style-type: none"> Other roofs (typically commercial/industrial roofs) Individual property driveways, residential car parks, low traffic roads (e.g. cul de sacs, home-zones and general access roads) Non-residential car parking with infrequent change (e.g. schools, offices) i.e. < 300 traffic movements/day
MEDIUM	<input type="checkbox"/>	<ul style="list-style-type: none"> Commercial yard and delivery areas Non-residential car parking with frequent change (e.g. hospitals, retail) All roads except low traffic roads and trunk roads/motorways²
HIGH	<input type="checkbox"/>	<ul style="list-style-type: none"> Sites with heavy pollution (e.g. haulage yards, lorry parks, highly frequented lorry approaches to industrial estates, waste sites) Sites where chemicals and fuels (other than domestic fuel oil) are to be delivered, handled, stored, used or manufactured Industrial sites Trunk roads and motorways¹

If the development's Pollution Hazard Level is 'Very Low' or 'Low', has the sustainable drainage design been risk assessed and appropriate mitigation measures included?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none"> If the proposed development has a very low or low polluting potential, you should design your sustainable drainage system to include an appropriate treatment train in accordance with The SuDS Manual (C753). 	

If the development's Pollution Hazard Level is 'Medium' or 'High', is the application supported by a detailed water quality risk assessment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none"> If the proposed development has a high polluting potential, a detailed risk assessment <i>will</i> be required to identify an appropriate SuDS treatment train and ensure compliance with Paragraph 170 of the National Planning Policy Framework. If the proposed development has a medium polluting potential, a detailed risk assessment <i>may</i> be required depending on the nature, scale and location of the development. 	

Has pre-application advice on water quality been obtained from the Environment Agency?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, provide details:	

Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 6.	
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² Motorways and trunk roads should follow the guidance and risk assessment process set out in Highways Agency (2009).

SECTION 7: DETAILS OF YOUR SUSTAINABLE DRAINAGE SYSTEM

a) Function of your Sustainable Drainage System

Do your proposals store rainwater for later use (as a resource)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Evidence Required: Please provide a brief sentence in the adjacent white box to describe how this function has been achieved.	

Do your proposals promote source control to manage rainfall close to where it falls? (e.g. promoting natural losses through soakage, infiltration and evapotranspiration)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Evidence Required: Please provide a brief sentence in the adjacent white box to describe how this function has been achieved.	

Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 7a.	
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b) Hierarchy of Drainage Options – Planning Practice Guidance

The proposed method of discharge are set out within order of priority. Generally, the aim should be to discharge surface run off as high up the following hierarchy of drainage options as reasonably practicable.

Proposed method of surface water discharge		Is this proposed?	
Hierarchy Level 1: Into the ground (via infiltration)		Yes <input type="checkbox"/> No <input type="checkbox"/>	
If YES - Evidence Required		If NO – Evidence Required Tick ALL that apply	
<input type="checkbox"/>	A. Completed Infiltration Checklist from The SuDS Manual (C753) Appendix B <i>An editable version of this form is available on SusDrain website.</i>	<input type="checkbox"/>	A. Site investigation to demonstrate that the ground is not free draining. Test results to be provided in accordance with: <ul style="list-style-type: none"> The methodology within BRE 365 (2016), OR Falling head permeability tests BS EN ISO 22282-2: 2012
<input type="checkbox"/>	B. British Geological Survey (BGS) Infiltration SuDS Map	<input type="checkbox"/>	B. NOTE: where an applicant is unable to access a site to undertake testing, e.g. where unable to access a site for an outline application, they can submit a SuDS GeoReport or similar.
<input type="checkbox"/>	C. Infiltration testing to BRE 365 (2016) or falling head permeability tests to BS EN ISO 2228-2: 2012 (optional for outline)	<input type="checkbox"/>	C. Evidence to confirm that infiltration to ground would result in a risk of deterioration to ground water quality.
<input type="checkbox"/>	‘Plan B’ sustainable drainage plan and statement of approach with an alternative discharge method, in case infiltration proposals are proven not feasible upon further site specific ground investigation e.g. to consider seasonal variations to groundwater.	<input type="checkbox"/>	D. Geotechnical advice from a competent person* which determines that infiltration of water to ground would pose an unacceptable risk of geohazards to the site and/or local area. <i>*Note: Competent person may include a Chartered Engineer, Chartered Geologists, Registered Ground Engineering Professionals (RoGEP).</i>

Proposed method of surface water discharge		Is this proposed?	
Hierarchy Level 2: To a surface water body (<i>select type</i>)		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<i>NOTE: Consent from LLFA or Permit from Environment Agency may be required – refer to guidance</i>		<input type="checkbox"/> Main river	<input type="checkbox"/> Canal
		<input type="checkbox"/> Ordinary watercourse	<input type="checkbox"/> Other water body
If YES - Evidence Required		If NO – Evidence Required Tick ALL that apply	
<input type="checkbox"/>	Surface water body / watercourse survey and report	<input type="checkbox"/>	Plan showing nearby watercourses and waterbodies AND <input type="checkbox"/> Statement providing justification in your Sustainable Drainage Strategy <i>Note: Where discharge of any element in the hierarchy is discounted, an applicant should provide justification. If the reasoning for discounting a discharge of surface water to watercourse relates to issues associated with third party land or the securing of any other required consent, it may be necessary for the applicant to provide evidence to the local planning authority to support their proposed approach.</i>

Proposed method of surface water discharge		Is this proposed?	
Hierarchy Level 3: To a surface water sewer or highway drain (<i>select type</i>)		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
		<input type="checkbox"/> Surface water sewer	<input type="checkbox"/> Highway drain
If YES - Evidence Required		If NO – Evidence Required Tick ALL that apply	
<input type="checkbox"/>	Written correspondence from Water and Sewerage Company/ Highway Authority regarding proposed connection.	<input type="checkbox"/>	Plan showing nearby sewers and highway drains AND <input type="checkbox"/> Statement providing justification in your Sustainable Drainage Strategy

Proposed method of surface water discharge		Is this proposed?	
Hierarchy Level 4: To combined sewer		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
If YES - Evidence Required		If NO – Evidence Required	
<input type="checkbox"/>	Written correspondence from Water and Sewerage Company	N/A	

Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 7b.	
---	--

c) Proposed SuDS Component Types

Tick ALL that apply					
Within property boundary	<input type="checkbox"/> Rainwater harvesting	<input type="checkbox"/> Green/ blue roofs	<input type="checkbox"/> Pervious pavements [Type: A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>	<input type="checkbox"/> Soakaway	<input type="checkbox"/> Bio retention systems

Tick ALL that apply					
Within development site boundary <i>(not property)</i>	<input type="checkbox"/> Infiltration system [Type: <input type="checkbox"/> Surface level <input type="checkbox"/> Below ground]		<input type="checkbox"/> Filter strips	<input type="checkbox"/> Filter drains	<input type="checkbox"/> Swales
	<input type="checkbox"/> Bio retention system	<input type="checkbox"/> Detention basins	<input type="checkbox"/> Ponds and wetlands	<input type="checkbox"/> Attenuation tanks/ Oversized pipes	<input type="checkbox"/> Other (state below)
	If 'Other' please state:				

Off site <i>(not within the boundary of the proposed development)</i>	Please state:
---	----------------------

I confirm that the above selected components have been designed in accordance with The SuDS Manual (C753).	I confirm <input type="checkbox"/>
I confirm that the management of flows resulting from rainfall in excess of a 1 in 100 year plus climate change rainfall event, and their exceedance route(s), has been fully considered in order to minimise the risks to people, property (new and existing) and infrastructure.	I confirm <input type="checkbox"/>

Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 7c.	
--	--

SECTION 8: OPERATION AND MAINTENANCE – TECHNICAL STANDARD S12 AND NATIONAL PLANNING POLICY FRAMEWORK

The applicant is responsible to ensure that ALL components selected in Section 7 can be maintained for the design life of the development. This information is required so the Local Planning Authority can ensure the maintenance and management of the sustainable drainage system. The Local Planning Authority will discuss how this will be secured (e.g. via planning condition or planning obligation).

		Information Provided?
Management Plan		Yes <input type="checkbox"/> No <input type="checkbox"/>
Evidence Required: Plan/ drawing provided to show the position of the different SuDS components with: <ul style="list-style-type: none"> Key included to identify any of the adopting bodies that you will be offering your sustainable drainage components for adoption (<i>relates to maintenance and management arrangements below</i>). Plan/ drawing to identify any areas where certain activities are prohibited, detailing reasons why. 		<input type="checkbox"/>
Action plan for accidental pollutant spillages.		<input type="checkbox"/>

		Information Provided?
Maintenance Schedule		Yes <input type="checkbox"/> No <input type="checkbox"/>
Evidence Required: A copy of the maintenance schedule including: <ol style="list-style-type: none"> Proactive and preventative maintenance Detailing regular, occasional and remedial maintenance activities including recommendations for inspection and monitoring. This should include recommended frequencies, advice on plant/ machinery required and an explanation of the objectives for the maintenance proposed and potential implications of not meeting them. Reactive and corrective maintenance (e.g. product repair and replacement). Including advice on excavations, or similar works, in locations that could affect the SuDS components/ adjacent structures. 		<input type="checkbox"/>

		Information Provided?
Maintenance and Management Arrangements		Yes <input type="checkbox"/> No <input type="checkbox"/>
Evidence Required: Evidence of formal agreement with the party responsible for undertaking maintenance. Please select any of the adopting bodies that you will be offering your sustainable drainage components for adoption. Tick all that apply. <ul style="list-style-type: none"> <input type="checkbox"/> Water and Sewerage Company Section 104 agreement (<i>Water Industry Act 1991</i>) <input type="checkbox"/> Highway Authority Section 278/38 agreement (<i>Highways Act 1980</i>) <input type="checkbox"/> Local Authority Public Open Space [<i>Refer to Local Authority Policy</i>] Please select the arrangement(s) for all non-adopted sustainable drainage components. Tick all that apply. <ul style="list-style-type: none"> <input type="checkbox"/> Management Company <input type="checkbox"/> Property Owner (<i>for SuDS components within property boundary only</i>) <input type="checkbox"/> Other (please state) <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		<input type="checkbox"/>

Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 8.	
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DECLARATION AND SUBMISSION

This pro-forma has been completed using evidence from information which has been submitted with the planning application.

The information submitted in the Sustainable Drainage Strategy and site-specific Flood Risk Assessment (FRA), where submitted, is proportionate to the site conditions, flood risks and magnitude of development and I agree that this information can be used as evidence to this sustainable drainage approach.

Submitter Details			
Completed by		Email Address	
		Telephone Number(s)	
Signed off by		Accreditation(s) and/or Qualification(s) of Signatory	
Date <i>(dd/mm/yyyy)</i>		Company	

Client Details			
Name		Company	

APPENDIX 4

North West

SuDS Pro-forma

Template for Supporting Guidance

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Document Change Log

Version	Date Agreed	Changes made
Version 1	April 2020	Initial version issued
Version 2	July 2020	<ul style="list-style-type: none"> Page 3 – ‘Online tools and information’ section – Para 3 – word ‘approved’ changed to ‘appropriate’
Version 3	August 2020	<ul style="list-style-type: none"> Document Change Log added Page 1 - Para 3 - words ‘of 0.5 hectares’ removed
Version 4	July 2021	Cover page amended and branding removed. No changes to template content.
Version 5	May 2022	Pro-forma guidance updated to take account of the new climate change allowances published on 10 May 2022.

Website: [The Flood Hub](#)

This website is an online resource which has been funded by the North West Regional Flood and Coastal Committee as a one stop shop for flood advice and information across the North West.

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North West SuDS Pro-forma

Guidance for completing your pro-forma



**TRAFFORD
COUNCIL**

Endorsed by the Lead Local Flood Authority, Highways Authority, United Utilities and Environment Agency.

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WHAT DO I NEED TO SUBMIT WITH MY PLANNING APPLICATION?

It is important that your application can demonstrate the site can be sustainably drained; this is a principle of development. This should be demonstrated at the earliest opportunity.

If your development proposal is for major development¹, or in a Critical Drainage Area, regardless of your type of planning application, you must submit the following with your application for planning permission:

- 1. Site Specific Flood Risk Assessment (FRA)** - Where one is required under the [National Planning Policy Framework](#) and applicable Local Plan policies. In some cases, these also require you to submit a Sequential Test and/or Exception Test.
- 2. Sustainable Drainage Strategy** – This will include your overall approach and is where you will evidence your approach to surface water management. E.g. plans, drawings, calculations etc. It will also take account of any requirements identified in the FRA.
- 3. Sustainable Drainage Strategy: Pro-forma** – The pro-forma summarises and confirms the details contained within your Sustainable Drainage Strategy and Site Specific Flood Risk Assessment. It is intended to ensure all aspects of sustainable drainage have been considered. The information supplied should be appropriate and proportionate to the planning stage, further information can be gained from contacting your Local Planning Authority or Lead Local Flood Authority.

This document may form part of the Local Planning Authority's 'Planning Validation Checklist.' Planning applications for major development and for sites in Critical Drainage Areas that are not submitted with the above information will not be regarded as a 'valid' application.

This document contains information and guidance about what you need to submit in support of your major planning application.

¹ Major development is defined in Section 2 of [Statutory Instrument 2015 No. 595](#).

COMPLETING YOUR SUSTAINABLE DRAINAGE STRATEGY AND SUDS PRO-FORMA

What is a Sustainable Drainage Strategy?

The purpose of a Sustainable Drainage Strategy is to set out how surface water from a development site will be managed sustainably under both current and future conditions, and to support your proposed approach with appropriate evidence, such as drainage calculations and relevant plans and drawings.

The Sustainable Drainage Strategy must also set out how all sustainable drainage components are intended to be managed and maintained over the lifetime of the development to ensure that the sustainable drainage system will continue to perform throughout its design life.

How is a Sustainable Drainage Strategy different to a Site-Specific Flood Risk Assessment (FRA)?

A Site-Specific FRA assesses all sources of flood risk to and from the site and elsewhere, as a result of the development.

A Sustainable Drainage Strategy demonstrates how surface water from the development will be managed in line with national and local requirements for sustainable drainage systems and should incorporate the findings and address risks identified in the site specific FRA.

What is the purpose of the Pro-forma?

The pro-forma will support your planning application by ensuring that your sustainable drainage design, contained within your Sustainable Drainage Strategy, has considered and appropriately evidenced everything it needs to, reducing the risk of delays or refusal of your application as a result of a lack of information about sustainable drainage proposals.

What if I don't submit the pro-forma with my application?

The pro-forma may be a requirement of the planning validation checklist in the Local Planning Authority area your development proposal is in. This means if you do not submit a completed pro-forma your application will not be 'valid' and therefore will not be processed by the Local Planning Authority until a completed SuDS pro-forma has been received.

Where this pro-forma is not a requirement of the planning validation checklist it is strongly advised that a completed pro-forma is submitted as this will help to ensure that the minimum required information regarding your drainage proposals has been provided.

How do I complete the pro-forma?

You must fill in all white boxes in the pro-forma for the document to be accepted as complete. This guidance note will support you in completing the pro-forma.

FURTHER HELP AND ADVICE

It is advised that you employ an appropriately qualified drainage engineer to design all aspects of your site drainage, including taking account of in perpetuity maintenance of the system.

We would also encourage your drainage engineer to work with the landscape architect for the site.

Online tools and information

The [UK SuDS](#) and [Susdrain](#) websites are helpful in answering common questions on sustainable drainage design and also provide a range of tools, guidance and examples.

[UK Sustainable Drainage Guidance & Tools website](#), supported by HR Wallingford Ltd, provides a comprehensive list of frequently asked questions (FAQs).

The pro-forma can be completed using freely available tools such as [Tools for Sustainable Drainage Systems](#) or appropriate Industry Standard surface water management design software.

Pre-application service

Many Local Authorities offer a 'pre-application' service which enables applicants to obtain guidance and feedback from planning and other specialist officers before submitting their planning application, including from the Lead Local Flood Authority.

This service provides an opportunity for applicants to identify and discuss potential issues before submitting planning applications reducing the risk of applications being refused or delayed. There may be a charge for this service.

SECTION 1. APPLICATION AND DEVELOPMENT DETAILS

What is meant by 'Drained Area' of Development'?

Any area that may contribute to flows within the proposed drainage system. They may be either from permeable or impermeable areas and can also include areas from outside the proposed development area.

Do I need to submit a Site-Specific Flood Risk Assessment (FRA)?

Under **Footnote 50 of Paragraph 163 of the [National Planning Policy Framework](#)** a Site-Specific FRA is required if your development is:

- in Flood Zones 2 and 3 (this applies to all development types)
- in Flood Zone 1, for proposals involving: sites of 1 hectare or more
- on land which has been identified by the Environment Agency as having critical drainage problems
- on land identified in a strategic flood risk assessment as being at increased flood risk in future
- on land that may be subject to other sources of flooding, where its development would introduce a more vulnerable use

If your development proposal meets any of these criteria, there are no exemptions to a Site-Specific FRA and you must submit one in order for your planning application to be validated by the Local Planning Authority.

What information does my Flood Risk Assessment need to include?

The information your Site-Specific FRA needs to include is contained within ['Flood risk assessment for planning applications'](#) and the [Planning Practice Guidance](#).

Reference should also be made to the Local Planning Authority's Strategic Flood Risk Assessment for locally specific guidance and information.

The detail and technical complexity of any Site-Specific FRA will reflect the scale, nature and location of your development proposal.

What if I am unable to complete a Site-Specific Flood Risk Assessment?

It is recommended that someone appropriately qualified is employed to undertake an FRA. If you meet the requirements for a Site-Specific FRA and you must submit one for your planning application to be validated by the Local Planning Authority.

How do I work out the expected lifetime of the development?

The [Planning Practice Guidance](#) states all residential developments have an expected minimum lifetime of 100 years, unless there is specific justification for considering a shorter period.

For non-residential development, you need to specify how long you expect the development to last taking account of the advice given in the [Planning Practice Guidance](#).

Development Type - What is classified as 'Greenfield' and 'Previously Developed'?

It is important that you are clear on the difference between 'Greenfield' and 'Previously Developed' sites in the context of drainage – not planning – and therefore the surface water drainage design standard expected for your development site.

Previously Developed / Brownfield

If you are proposing to use an existing drainage system for surface water management on your development site, your drainage system can be designed to 'previously developed' standards. For sites covered by buildings or impermeable hard surfaces this may require a reduction to existing rates to be applied in order to satisfy local planning policies – please check with your Local Planning Authority (LPA).

For the avoidance of doubt, 'use of an existing drainage system' means utilising the **entirety** of the existing drainage system on site and does not refer to simply the point of discharge.

- **Example:** If you are proposing to demolish an existing building and replace it with a new building but will use the existing means of surface water removal in entirety, this would be classified as 'previously developed.'

Greenfield

If you are proposing to install a new drainage system for surface water management on your development site then your drainage system must be designed to 'greenfield' standards, even if the land has been previously developed. It may be worth checking your Local Planning Authority's Local Plan for a local policy position.

- **Example 1:** If you are proposing to construct buildings on land which has been previously developed (i.e. brownfield) but are installing a new surface water drainage system connecting to the existing outfall, this would be classified as 'greenfield.'
- **Example 2:** If you are proposing to construct buildings on unbuilt 'green' land and will be installing a new surface water drainage system connecting to a new or existing outfall, this would be classified as 'greenfield.'

SECTION 2: IMPERMEABLE AREA AND EXISTING DRAINAGE

How do I work out the impermeable area?

Anything that has, or will have, impermeable surfaces within the curtilage of your development site must be included here. This includes impermeable roads, footpaths and buildings.

What should be considered as existing flow routes and flood risks?

Any flows that will enter and cross the development site. The catchment area above the site should also be considered and details of how these existing flow routes will be managed through the site so that flooding is not increased either within or outside the site.

Do I need to consider flows coming onto the site?

Yes, any flows that are likely to flow onto the site need to be considered as part of the planning submission. Details on how the flows enter the site and how they will be managed once the development is complete should be included.

For example, surface water from adjacent land may run overland across the development site. You must assess how best to deal with this runoff and ensure you do not block its path with the new development. You may need to mitigate against this potential flood risk by creating a flow path through the site or diverting the flow around the site.

What areas should be considered for the contributing areas in hydraulic models?

Any areas flowing into the drainage system should be considered as part of the contributing areas. These can be either permeable or impermeable areas. You should consider how you will achieve this if your software package only assumes runoff from impermeable areas.

SECTION 3: PEAK RUNOFF RATES

Why is this information required?

[Defra's Technical Standards for Sustainable Drainage Systems](#) require peak runoff rates from development sites to be restricted in line with Technical Standards S2, S3 and S6, unless S1 applies.

What is the 'peak runoff rate'?

This is the maximum flow rate at which surface water runoff leaves the site during the critical storm event.

How do I calculate Existing Runoff Rates from Previously Developed / Brownfield sites?

The available methods of calculating runoff rates from previously developed sites are outline in **Chapter 24.5 of [The SuDS Manual \(C753\)](#)**. Discuss with the LLFA if you are unsure.

How do I calculate Greenfield Runoff Rates?

The available methods of calculating Greenfield runoff rates are outline in **Chapter 24.3 of [The SuDS Manual \(C753\)](#)**. Discuss with the LLFA if you are unsure.

What about watercourses discharging to estuarial waters that are tidally affected?

Where the drainage system discharges to a surface water body that can accommodate uncontrolled surface water discharges without any impact on flood risk from that surface water body (e.g. the sea or a large estuary) the peak flow control standards and volume control technical standards need not apply.

Confirm with your LLFA prior to planning application submission.

Which methodologies should be used to calculate discharge rates?

Methodologies listed in **Chapter 24 of [The SuDS Manual \(C753\)](#)** are considered appropriate.

What values do I use for Qbar?

Qbar is the peak rate of flow from a catchment for the mean annual flood, a return period of approximately 1:2.3 years. Qbar_{rural} should be used for this value.

What must I limit proposed post-development surface water discharge rates to?

That depends on the approach you take to limiting the amount of surface water discharged from the site.

Approach 1 (Long Term Storage) controls discharge rate and discharge volume by providing long-term storage, allowing an attenuated volume equivalent to the 1:100 year 6 hour greenfield event to be discharged at the greenfield 1:100 year rate for the 1 in 100 year 6 hour event (plus an allowance for climate change). Additional post-development runoff volume should be infiltrated into the ground or released at a rate no greater than 2 l/s/ha.

Therefore, in accordance with Standard S2 and S3 of [Defra's Technical Standards for Sustainable Drainage Systems](#) the following discharge rates from the development to any highway drain, sewer or surface water body must be achieved:

Greenfield Site: For greenfield developments, the peak runoff rate from the development to any highway drain, sewer or surface water body for the 1 in 1 year rainfall event **and** the 1 in 100 year rainfall event should never exceed the peak greenfield runoff rate for the same event.

Previously Developed Site:

For developments which were previously developed, the peak runoff rate from the development to any drain, sewer or surface water body for the 1 in 1 year rainfall event **and** the 1 in 100 year rainfall event must be as close as reasonably practicable to the greenfield runoff rate from the development for the same rainfall event, but should never exceed the rate of discharge from the development prior to redevelopment for that event.

Approach 1 is the preferred approach but is only appropriate when the volume of surface water discharged from the site for the 1 in 100 (plus climate change) 6 hour event is limited to the greenfield equivalent. This is achieved through the use of long-term storage (if the actual greenfield volume cannot be achieved) which will either be infiltrated into the ground or released at a rate no greater than 2 l/s/ha.

Approach 2 (Attenuation Only) provides an alternative where the greenfield runoff volume cannot be achieved/it can be demonstrated that long term storage is unachievable. In accordance with S6 of [Defra's Technical Standards for Sustainable Drainage Systems](#), which requires runoff volume to be discharged at a rate that does not adversely affect flood risk, rainfall events up to and including the 1:100 year (plus climate change) event should be attenuated and released at the greenfield Q_{bar} rate.

For more information you can refer to the following:

- **Chapter 3.3 of [The SuDS Manual \(C753\)](#)**
- **[Rainfall runoff management for developments](#)** (Environment Agency)
- **[Assessing attenuation storage volumes for SuDS](#)** (CIRIA)

To mitigate for climate change the proposed 1 in 100 year (plus climate change allowance) rainfall event must be no greater than the existing 1 in 100 year rainfall event runoff rate. If this cannot be achieved, surface water flood risk increases under climate change.

To avoid delays or refusal it is advisable to confirm with your LLFA that your proposed discharge rate is acceptable prior to submission if the rate of discharge is higher than the greenfield equivalent. The proposed rate must be justified and appropriately evidenced as there is a presumption that greenfield rates are achievable for the majority of sites.

What volumetric and routing coefficients should I use?

You should not assume software package default values will be acceptable – you must be able to justify the parameters you have used. Refer to **Chapter 24 of [The SuDS Manual \(C753\)](#)** for more information

How can I restrict flow rates?

It is recommended that you refer to [The SuDS Manual \(C753\)](#) for options of how to restrict your flow rate(s), essentially the options available are:

- vortex control systems
- inlets, outlets and flow control systems

SECTION 4: DISCHARGE VOLUME

What is 'discharge volume' and why must I consider it?

Discharge volume is the total volume of water leaving the development site for a particular rainfall event.

Introducing new impermeable surfaces increases surface water runoff and therefore can increase flood risk within and outside the development. By understanding the increase in surface water runoff volume measures can be taken to attenuate flows and mitigate any potential flood risk outside of the development.

[Defra's Technical Standards for Sustainable Drainage Systems](#) require runoff volume from development sites to be restricted in line with Technical Standards S4, S5 and/or S6, unless S1 applies.

What must proposed post-development surface water discharge volume be limited to?

In line with Standard S4 and S5 of [Defra's Technical Standards for Sustainable Drainage Systems](#) the following discharge volumes from the development to any highway drain, sewer or surface water body must be achieved:

Greenfield Site: For greenfield development, the runoff volume from the development to any highway drain, sewer or surface water body in the 1 in 100 year, 6 hour rainfall event should never exceed the greenfield runoff volume for the same event.

Previously Developed Site: For developments which have been previously developed, the runoff volume from the development to any highway drain, sewer or surface water body in the 1 in 100 year, 6 hour rainfall event must be constrained to a value as close as is reasonably practicable to the greenfield runoff volume for the same event, but should never exceed the runoff volume from the development site prior to redevelopment for that event.

Where it is not reasonably practicable to constrain the volume of runoff to any drain, sewer or surface water body in accordance with the above, the runoff volume must be discharged at a rate that does not adversely affect flood risk (usually Q_{bar}). Discuss with your LLFA pre-application if this is not achievable.

Why do I need to calculate the runoff volume for the 100 year 6 hour storm event?

This is a simple method of calculating the volume of surface water discharging from a development site to determine whether there will be an increase in runoff volume discharging to the downstream catchment and subsequently whether there will be an increase in flood risk

By using a single specific storm event such as the 100 year 6 hour storm event, we are able to compare the volumetric runoff response from the existing site and the developed site.

The greenfield runoff volume generated by the 100 year 6 hour storm is the maximum volume that can be attenuated and discharged at the 1:100 year greenfield discharge rate. Additional volume generated as a result

of development for the 1:100 (plus climate change event) 6 hour storm should utilise long-term storage and either infiltrate into the ground or discharge at a rate of 2 l/s/ha.

For more information, refer to the FAQ section on [uksuds.com](https://www.uk-suds.com).

How can I demonstrate that the proposed post-development surface water discharge volume has taken account of climate change?

To mitigate for climate change, the volume discharge from site during the 1:100 year + climate change event should be no greater than the greenfield_1 in 100 year event.

The appropriate climate change allowance must be applied. **See guidance under Section 5** for what climate change allowance you need to apply.

SECTION 5: STORAGE

Why is this information required?

[Defra's Technical Standards for SuDS](#) requires flood risk within the development to be considered and the sustainable drainage system designed to ensure flooding doesn't occur on-site or elsewhere during certain rainfall events in line with Technical Standards S7, S8 and S9.

How can I provide storage for surface water?

To slowly release surface water at a restricted (attenuated) rate you will need to provide storage where excess flows can be held.

Paragraph 165 of the [National Planning Policy Framework](#) encourages multifunctional benefits of sustainable drainage systems and opportunities to achieve this are encouraged, for example through the use of detention basins, ponds, wetlands and swales.

It can be more cost effective to store volumes of water across a site in sub-catchments as part of the SuDS management train rather than storing at one location prior to discharge ([Assessing attenuation storage volumes for SuDS, CIRIA fact sheet](#)).

Please note that regardless of the approach used, it is important to run a range of duration events to ensure the worst case condition is found for each drainage element on the site.

What climate change allowance do I need to provide?

The capacity of SuDS must provide effective drainage for the development, taking account of the likely impacts of climate change and the likely changes in impermeable area within the site over the lifetime of the development.

New [climate change allowances](#) were published on 10 May 2022. You will need to ensure you incorporate the new allowances into your flood risk assessment and sustainable drainage design.

When determining what climate change allowance to apply, two variables must be considered:

1. Location and size of the drainage catchment

- **Urban/Small (flashy) Catchments:** Use the [peak rainfall allowances map](#) for small catchments (less than 5 sq km), or urbanised drainage catchments. A drainage catchment is urban if the land use is a town or city.
- **Rural/Large Catchments:** For large rural drainage catchments use the [peak river flow allowances](#).

2. [Lifetime of the development](#)

- For all residential development, the development lifetime is 100 years.

- For all other development types, a 100-year lifetime is to be applied unless the development has a time limited planning condition OR a shorter development lifetime is agreed in writing with the Local Planning Authority.

For flood risk assessments and strategic flood risk assessments the upper end allowance must be assessed for **both** the 1% and 3.3% annual exceedance probability events for the 2070s epoch (2061 to 2125).

Discuss with the Lead Local Flood Authority if you are unsure what climate change allowance to apply.

What rates should I use for Urban Creep?

Urban creep is the conversion of permeable surfaces to impermeable over time e.g. surfacing of front gardens to provide additional parking spaces, extensions to existing buildings, creation of large patio areas.

The appropriate allowance for urban creep should be included in the design of the drainage system over the lifetime of the proposed development.

In accordance with Section 24.7.2 of [The SuDS Manual \(C753\)](#) and Section 8.3 of [BS 8582:2013 Code of practice for surface water management for development sites](#), to allow for future urban expansion within the development an increase in paved surface area of 10% is to be applied if there is no specified value stipulated by the Lead Local Flood Authority or Local Planning Authority.

SECTION 6: WATER QUALITY PROTECTION

Why do I need to consider water quality in my proposal?

All surface water runoff is, to some degree, contaminated. You are asked to identify the pollution hazard level associated with the proposed development. This is the first stage in identifying an appropriate surface water SuDS treatment train as part of your drainage design to consider the risks of pollution to controlled waters.

This information is required to satisfy **Paragraph 170 of the [National Planning Policy Framework](#)** and is therefore necessary to consider before a surface water drainage strategy can be agreed.

Why do I need to consider if the ground is contaminated?

The previous use of the site will also influence the type of sustainable drainage system proposed. For example, if the ground is contaminated the use of infiltration would not be appropriate.

This is acknowledged within Section 7b of the pro-forma as a reason why infiltration has been discounted '*Evidence to confirm that infiltration to ground would result in a risk of deterioration to ground water quality*'.

How can I demonstrate that I have considered water quality?

You can take measures to reduce contamination and therefore negative impacts on the water quality of receiving water bodies by including an appropriate treatment train as part of your sustainable drainage system in accordance with [The SuDS Manual \(C753\)](#).

The level of treatment required in the surface water drainage system will be dependent on the nature and scale of the proposed development. This is called the 'pollution hazard level' and once this is known [The SuDS Manual \(C753\)](#) provides detailed technical guidance on how to quantify which SuDS features will provide an appropriate level of treatment for a given land use.

What if my development poses a medium or high pollution hazard level?

For all high pollution hazard level developments, a more detailed assessment of the pollution risks from surface waters will be required as an appropriate surface water SuDS treatment train cannot be established without it. This information will be required before a surface water drainage strategy can be agreed.

For some medium pollution hazard level developments, further detailed assessment will be required to consider the risks of pollution to controlled waters and determine what SuDS features would be most appropriate. This information will be required before a surface water drainage strategy can be agreed.

Developments with a High and / or Medium pollution hazard potential may also require an [Environmental Permit from the Environment Agency](#). For proposals of this nature, it is advisable to undertake pre-application discussions with the Environment Agency. The Environment Agency charge for providing detailed planning guidance through their discretionary advice service. More information is available [here](#).

On contaminated sites, sufficient information should be submitted to demonstrate that the SuDS components proposed will not increase the risk of pollution to controlled waters through the mobilisation of contaminants and/or the creation of new pollution pathways.

What if my development poses a low pollution hazard level?

For low pollution hazard level developments, you should incorporate an appropriate surface water SuDS treatment train into the design of your sustainable drainage system. [The SuDS Manual \(C753\)](#) provides detailed technical guidance on how to quantify which SuDS features will provide an appropriate level of treatment for your given land use.

SECTION 7: DETAILS OF YOUR SUSTAINABLE DRAINAGE SYSTEM

Functions of your Sustainable Drainage System

Development often alters natural drainage by replacing free draining and/or vegetated ground with impermeable surfaces, gullies, pipes and channels. These changes result in an increase in the total volume and flow of runoff from a site.

For this reason, it is encouraged for applicants to consider how they can first utilise rainwater as a resource within their proposals, and to promote source control (managing rainfall close to where it falls) which promotes natural losses through soakage, infiltration and evapotranspiration.

This will help to reduce discharges of surface water from site in the smaller rainfall events, helping to retain it onsite similar to the pre-developed condition.

What is the SuDS Hierarchy?

The hierarchy of drainage options is outlined in the [Planning Practice Guidance](#).

Generally, the aim should be to discharge surface run off as high up the following hierarchy of drainage options as reasonably practicable.

This is outlined as follows, in order of priority:

- 1. into the ground (infiltration);**
- 2. to a surface waterbody;**
- 3. to a surface water sewer or highway drain;**
- 4. to a combined sewer.**

Applicants must submit robust justification and appropriate evidence, to demonstrate how each level has been discounted. The evidence required at each stage of the hierarchy is specified in the 'Evidence Required' column of the pro-forma.

When can infiltration be used in drainage design?

Infiltration allows surface water runoff to infiltrate into the ground and should be used wherever possible. Infiltration is encouraged to be used alongside and in addition to other SuDS techniques, for example, to deliver interception for the upstream hardstanding areas, and can help reduce the amount of attenuation required for a site and replicate greenfield conditions for frequent rainfall events. Where ground conditions allow, discharge to ground via infiltration can be used as the effective outfall for surface water disposal (as per the above hierarchy).

Maximising infiltration, for example through source control measures, reduces the volume of runoff and can therefore reduce the volume of attenuation you need to provide as part of your sustainable drainage system.

Infiltration can also:

- be effective at pollutant removal via filtering through the soils
- be simple and cost-effective to construct and maintain

Why do I need to submit a 'Plan B' sustainable drainage design?

For proposals, particularly outline applications, where the effective outfall is to ground (via infiltration) the applicant should consider an alternative 'Plan B' sustainable drainage design utilising an alternative discharge method, for the event that infiltration proposals are not feasible upon site specific ground investigation.

What minimum evidence do I need to provide in this section for an outline application?

For both your Plan A and Plan B SuDS designs, the minimum information you should provide is a desktop study of the ground conditions on your development site.

If you have also undertaken ground investigations e.g. a geotechnical survey and/or infiltration testing you should also submit these in support of your application, in accordance with the 'evidence checklist'.

Where can I find information on indicative ground conditions?

British Geological Survey offers a 'SuDS Infiltration Map' service which will provide a comprehensive indication on whether infiltration will be feasible on your development site. This information can be submitted in support of your application and will support you in designing your sustainable drainage system:

<https://www.bgs.ac.uk/products/hydrogeology/infiltrationSuds.html>

Your Local Planning Authority may also have more local information on ground conditions in the area.

What level of detail do I need to provide in my Plan B SuDS design?

As this is an alternative SuDS design, the design should be based on assumptions that key variables (e.g. ground conditions) of your 'Plan A' design are unfeasible and provide:

- a description of how and where you intend to store and discharge surface water.
- a map showing where you intend to store and discharge surface water.

NOTE: The volume of storage and rate of surface water discharge for your Plan B design will remain unchanged.

What is a Watercourse Survey Report?

This survey and report details the condition of the watercourse to which the site drains including cross-sections of any adjacent watercourses for appropriate distance upstream and downstream of the discharge point (as agreed with the Lead Local Flood Authority and/or Environment Agency).

In cases of culverted watercourses a CCTV survey may be required to demonstrate its structural condition.

Under what circumstances will I need watercourse permission?

If your development proposals are within 8 metres of the top of the banks of a watercourse (16 metres of a main river if it involves quarrying or excavation or if it is a tidal main river) or make changes to a watercourse, you may need a Consent or Permit **in addition to** planning permission.

The requirement for a Consent or Permit is **separate to and independent of** any planning permission given by the Local Planning Authority. This means that the grant of planning permission does not guarantee that Consent or a Permit will be given.

What type of watercourse permission do I need and how do I apply?

Watercourses have two classifications – ‘ordinary’ and ‘main river’ – and this determines what type of permission you require.

- **Main Rivers** are watercourses which **have** been designated as a ‘Main River’ on the Environment Agency's ‘Main River’ map. Works near to or on these watercourses may require a [Permit](#) from the Environment Agency.
- **Ordinary Watercourses** are watercourses which **have not** been designated as a ‘Main River’ on the Environment Agency's ‘Main River’ map. Works to these watercourses require consent from the LLFA.

You can identify whether a watercourse is classified as a ‘main river’ or ‘ordinary watercourse’, by viewing the Environment Agency's [‘Main River Map’](#).

When do I need to apply for watercourse permission?

It is strongly advised that you obtain any required Consent or Permit **before or concurrently** as you apply for planning permission to avoid delays. This is supported by **Paragraph 42 of the [National Planning Policy Framework](#)** which encourages parallel processing of other required consents.

You **must** obtain your Consent or Permit before undertaking any work on site. You are breaking the law if you carry out activity without one and may be subject to enforcement action if you do not obtain the necessary permission.

How can I obtain agreement to discharge to the sewer from the Water and Sewerage Company?

You must have written approval from the Water and Sewerage Company before you can connect to a public sewer.

United Utilities will advise a maximum rate of discharge. However, the final discharge rate is to be agreed with the Lead Local Flood Authority and is unlikely to be greater than greenfield runoff rates. Any discharge to the public sewer is on the condition that the other options, as outlined within the surface water hierarchy of discharge options (in order of priority) have been discounted.

Proposed SuDS component types

In this section, the applicant should identify the SuDS components proposed as part of their sustainable drainage system design that are:

- Within the property boundary
- Within the development site boundary
- Not within the boundary of the proposed development (off site).

[Susdrain website](#) provides a useful overview of different SuDS components.

What if part of the proposed SuDS is outside the curtilage of the development site?

If any part of your proposed sustainable drainage system is outside of the curtilage of the development site **AND** the applicant owns the land, you must submit a plan showing the amended curtilage of the development site to the Local Planning Authority.

If your point of discharge for your sustainable drainage system is through/via land that is **NOT** owned by the applicant, you must secure an appropriate legal agreement with the land owner for construction works, access, ownership and in perpetuity maintenance of the asset. Evidence of this must be supplied to the LLFA.

When would I need a Third Party Landowner Agreement?

If you are constructing any part of your sustainable drainage system on land that is **NOT** owned by the applicant i.e. 'off site' as indicated in Section 7c of the pro-forma.

You must secure an appropriate agreement with the landowner for construction works, access, ownership and in perpetuity maintenance of the asset. Evidence that this has been secured must be provided **before** the approval of your final confirmed sustainable drainage design.

What are the 'types' of pervious pavements?

You can find details of this in **Chapter 20 of [The SuDS Manual C753](#)**.

Where can I find guidance on designing for exceedance?

[CIRIA Designing for exceedance in urban drainage - good practice \(C635\)](#).

SECTION 8: OPERATION AND MAINTENANCE

Why do I need to consider operation and maintenance of the sustainable drainage system?

Operation and maintenance of the SuDS system should be considered at an early stage. The Designer has an obligation to design for maintenance under The Construction (Design and Management) Regulations 2015.

Paragraph 165 of the [National Planning Policy Framework](#) requires maintenance arrangements to be put in place to ensure an acceptable standard of operation for the lifetime of the development.

[Sustainable Drainage Systems: Written Statement - HCWS161](#) states that ‘in considering planning applications, local planning authorities should consult the relevant lead local flood authority on the management of surface water; satisfy themselves that the proposed minimum standards of operation are appropriate and ensure through the use of planning conditions or planning obligations that there are clear arrangements in place for ongoing maintenance over the lifetime of the development’.

[Defra's Technical Standards for Sustainable Drainage Systems](#) state:

***S10** Components must be designed to ensure structural integrity of the drainage system and any adjacent structures or infrastructure under anticipated loading conditions over the design life of the development taking into account the requirement for reasonable levels of maintenance.*

***S11** The materials, including products, components, fittings or naturally occurring materials, which are specified by the designer must be of a suitable nature and quality for their intended use.*

What do I need to provide to demonstrate maintenance arrangements are or can be put in place?

Applicants must provide the information listed within the ‘Evidence Required’ columns of the pro-forma to demonstrate to the Local Planning Authority (LPA) that clear arrangements will be in place for on-going management and maintenance over the lifetime of the development.

What are the maintenance options for sustainable drainage systems?

There are a range of viable maintenance options for the ownership and adoption of sustainable drainage systems, therefore the applicant should clearly state their proposed maintenance and management arrangements.

The applicant should identify any of the adopting bodies that you will be offering your sustainable drainage components for adoption.

What about SuDS components that are within a property boundary (e.g. roof garden)?

The applicant may be required to enter into a Section 106 agreement prior to the grant of planning permission, requiring that any sustainable drainage components on private property (e.g. individual houses) are maintained in perpetuity by the landowner enforced by a Deed of Grant and applied to the freehold title.

For any SuDS components proposed within the curtilage of a private property (e.g. individual houses) the developer should clearly set out any maintenance responsibilities for those SuDS components and potential implications of non-maintenance, and ensure this is communicated to the purchaser of such properties.

Developers are encouraged to provide details of SuDS components on the development site, both communal and private (property level), for inclusion within the Home Information Pack.

GLOSSARY

Combined Sewer	A sewer that drains both rainwater and foul water.
Curtilage	Land area within property boundaries
Culvert	A covered structure under a road, embankment etc, to direct the flow of water.
Evapotranspiration	The process by which the Earth's surface or soil loses moisture by evaporation of water and by uptake and then transpiration from plants.
Exceedance design	Designing a system to manage effectively events that exceed (i.e. are bigger and rarer than) the drainage system's required level of service.
Exceedance event	A rainfall or flow event that exceeds (i.e. is bigger and rarer than) the design event, not to be confused with an extreme event.
Exceedance flows	Flows in excess of those for which a system is designed
Four pillars of SuDS	The types of benefits that can be achieved by SuDS will be dependent on the site, but fit broadly into four categories: water quantity, water quality, amenity and biodiversity. These are also referred to as the four pillars of SuDS design.
Flood routing	Design and consideration of above-ground areas that act as pathways permitting water to run safely overland to minimise the adverse effect of flooding. This is required when the design capacity of the drainage system has been exceeded
Geohazard	A geologic hazard. In the case SuDS, this is particularly relevant for infiltration. See Chapter 25.2.3 of The SuDS Manual (C753) for more information.
Greenfield runoff	The surface water runoff regime from a site before development.
Home-zone	As a residential street where people and vehicles share the whole of the street space safely, and on equal terms, where quality of life takes precedence over the ease of traffic movement.
Infiltration	The passage of surface water through the surface of the ground / the entry of groundwater to a sewer.
Interception	The capture and retention on site of the first 5mm (or other specified depth) of the majority of all rainfall events
Management train	The sequence of drainage components that collect, convey, store and treat runoff as it drains through the site.

Modified flow routes	Flow routes that have been modified as a result of the development.
Ordinary Watercourse	Any watercourse that does not form part of a main river and is not classified as a main river.
Peak flow	The point at which the flow of water from a given event is at its highest.
Riparian landowner	A riparian landowner is the owner of land that is next to a watercourse or has a watercourse running through or beneath it. Riparian landowners have discrete legal rights and responsibilities in relation to the watercourse and its banks.
Source control	The control of runoff at or near its source, so that it does not enter the drainage system or is delayed and attenuated before it enters the drainage system.
SuDS component	An individual element of the drainage system that conveys, stores and/or treats surface water runoff. Susdrain website provides an overview of different SuDS components.
Treatment	Improving the quality of water by physical, chemical or biological means
Treatment train	Improving the quality of water by physical, chemical or biological means via a sequence of drainage components (see management train).
Urban creep	The increasing density of development, due to extensions, paving over of gardens and other permeable areas, and the addition or extension of roads or buildings, which increases the impermeability of developed areas and causes rates and volumes of runoff to rise.

APPENDIX 5

Checklist of Recommended Information Requirements

In addition to the national validation requirements set out within the Government’s [Planning Practice Guidance](#), Sport England recommends that planning applications affecting playing field land should provide sport specific information in line with the below checklist. This information will enable Sport England to provide a substantive response to applications on which it is consulted. It will also aid the LPA to assess an application in light of [P.103 of the NPPF](#) and relevant Local Plan policies.

The checklist presents the recommended requirements for all applications. It also indicates the information that Sport England recommends should be submitted where an applicant feels their development may meet with one of the exceptions to Sport England’s [Playing Fields Policy](#).

Document	Presenting details on.....	
Required for all applications		
Consultation Notice	1. The development proposed (description), timescales, case officer contact details and how information can be viewed.	
Existing site plan	2. Extent of the playing field as defined by The Town and Country Planning (Development Management Procedure) (England) Order 2015	
	3. Location and nature of existing buildings.	
	4. Location and nature of existing sports facilities (including the layout of summer and winter playing pitches).	
	5. Significant features (e.g. trees, slopes, paths, fences, sewers) ¹ .	
	6. Existing levels across the site ¹ .	
	Proposed site plan	7. Location and nature of the proposed development.
8. Extent of playing field area to be lost (including the area covered by the proposed development and any associated works e.g. landscaping).		
9. Location and nature of all existing sports facilities (clearly showing any revised locations from the existing plan).		
10. Any changes to existing features and levels ¹ .		
Supporting Statements	11. Extent of playing field area to be lost (area in hectares and see point 8 above).	
	12. Reason for the chosen location and alternatives considered.	
	13. Any proposed changes in the provision of indoor and outdoor sports facilities on the site (including ancillary facilities).	
Required in relation to specific policy exceptions		Exceptions
Drawings	14. Internal layouts and elevations for proposed new, extended or enhanced sports facilities (including relevant ancillary facilities) ¹ .	2, 4 & 5
Supporting Statements	15. Current and recent users of the playing field and the nature and extent of their use.	1, 4 & 5
	16. How the development fits with the findings of any relevant assessment of need and/or sports related strategy (a copy of, or a web link to, the assessment or strategy should be provided) ^{1 2} .	1, 4 & 5
	17. How the development will be of benefit to sport (including benefit to existing and potential users) ² .	2, 4 & 5
	18. The specification of any ancillary facilities e.g. floodlights ¹ .	2, 4 & 5
	19. The specification of any Artificial Grass Pitch and reason for the chosen surface type ² .	4 & 5
	20. How any replacement area of playing field and ancillary facilities will be delivered (including to what timescale).	4
	21. How, for any replacement area of playing field, equivalent or better quality will be achieved and maintained, including ³ : <ul style="list-style-type: none"> a. An assessment of the performance of the existing area; b. The programme of works (including pitch construction) for the creation of the proposed replacement area; c. A management and monitoring plan for the replacement area. 	4

- ¹. Level of detail to be proportionate to the nature of the development and its impact on the playing field.
- ². Relevant for Exception 4 where the loss of an area of playing field with a natural grass surface is proposed to be replaced elsewhere by a new area of playing field with an artificial surface.
- ³. All details should be undertaken and developed by a suitably qualified and experienced sports turf consultant, satisfy appropriate Sport England and NGB design guidance, and have regard to Sport England's 'Equivalent Quality Assessment of Natural Turf Playing Fields' briefing note.

Note: As set out within the Government's Planning Practice Guidance any plans or drawings must be drawn to an identified scale, and in the case of plans, must show the direction of north. Although not a requirement of legislation, the inclusion of a linear scale bar is also useful, particularly in the case of electronic submissions.

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